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**Agreement**

**Regarding workplace practice**

Agreement regarding workplace practice for students in the programme Language, Culture and Communication during the semester \_\_\_\_\_\_\_.

**Formulation of commission**

During the workplace practice the student participates in current work, development work or projects at the workplace. Tasks carried out by the student

* should be relevant in relation to the objectives of the education,
* are defined in consultation between the student and the workplace,
* are based on actual needs and should be part of a large project, development work or process at the workplace,
* should also be well-established in the company/organisation so that a clear surplus value is created.

The student could also have tasks defined in advance that are to be performed at the workplace.

The workplace practice is part of a course within an educational programme and completion of the practice results in university credits for the students. The work at the workplace practice is examined through a written report and an oral presentation at Linnaeus University at the end of the course.

**Extent and time**

The workplace practice lasts from DD/MM/YEAR to DD/MM/YEAR. The course comprises *30* credits, that is *20* weeks of full-time studies, 15 weeks of which spent on the internship. The student must follow the working hours at the workplace. In addition to tasks at the workplace, the student should have time to work on their report.

**Supervision (education)**

The student has a supervisor from the university. The university supervisor is the contact for the workplace. The university supervisor should follow the student’s work at the practice placement, be in contact with the student and a supervisor at the workplace (ca once/10 weeks) and help solving any problems that might appear.

The university supervisor should also guide and supervise the student in their work with the written report, suggest literature relevant for the report, when necessary discuss the report with the student and provide the examiner with information regarding the student’s work and learning process. The supervisor and the examiner from the university do not have to be the same person.

**Supervision (workplace)**

There should be a supervisor at the workplace who is responsible for the student and their work. The supervisor must make sure that the student can access the information necessary to solve the tasks that could be included in the report, as well as the examination. The supervisor must also give the student the possibility to participate in the daily work, introduce the student to the tasks and make sure that the student has somewhere to work at the workplace.

The workplace supervisor must approve of the report in terms of content and secrecy before it is presented at the end of the period. The workplace supervisor informs the university supervisor about the student’s work at the workplace practice.

**Publicity and secrecy**

The university is a public authority and must therefore adhere to the principle of public access to official records. This means that all records received by the university are public and can be requested by anyone. With regard to documents produced by students as part of the examination of a course during their education, the following should be kept in mind:

* Reports for projects or practice placements and other reports which are used as written examinations can be collected by the student after the examination. The following applies to reports that have not been collected:

***Reports from practice placements***

*Reports to supervisors can be deleted two years after the student has completed their education. Reports must not be deleted if used as part of examination and if the grade has not been reported into Ladok (the Swedish national system for documentation of students’ academic information within higher education). The report can be returned to the student after the student has completed the module or the education and when the grade has been registered. Reports and attachments that have not been returned can be deleted two years after the grade has been registered in Ladok.*

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In cases where the student could access sensitive information, it is important that the student is informed about this and that the workplace supervisor makes sure that the student is aware of the secrecy. A non-disclosure agreement can be signed between the workplace and the student.

With regard to the report from a practice placement it is important that there is a dialogue between the workplace supervisor, the student and the university supervisor and that they all agree on procedures. The following procedures are possible when it comes to reports from practice placements:

* The student and the workplace supervisor agree that sensitive information might be included in the report and that the student collects the report immediately after examination. The student is fully responsible and the university disclaims all responsibility.
* The report is written without identifying the workplace. The content in the report must be enough for it to form the basis for an examination. The student is made aware of the fact that the workplace must also be kept unidentified in all oral communication about the workplace during and after the practice period.
* The report is written in two versions; one containing sensitive information which is handed in to the workplace, and one in which sensitive information has been excluded and which is handed in to the university. In these cases too, the content in the report must be enough for it to form the basis for an examination.

**The right to the result – Intellectual Property**

The student owns the right to the result of their work unless otherwise agreed. For practice placements where the student could work with developing new commercial products and services, it is extra important that the student and the workplace have agreed on the right to the result in advance.

**Insurance**

The students have a student insurance which also covers practice placements. (See http://www.kammarkollegiet.se/forsakringar/studenter/student).

The workplace is responsible for any liability insurances.

**The terms above are agreed upon.**

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Date Student

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Date For the workplace Company/Organisation

*Programme manager*

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Date For the university Faculty of Arts and Humanities