

Principles of Implementing Traineeship at Tallinn University

I General provisions

1. The purpose of the order is to define uniform principles for the organisation of traineeship at the university in order to ensure all students with equal possibilities for completing traineeship.
2. Traineeship is a form of studies, which, in accordance with the Standard of Higher Education, is included in Bachelor and Master level study programmes.
3. Traineeship is a targeted activity for achieving learning outcomes with the aim of applying acquired knowledge and skills in the working environment in the form determined by the educational institution and under the guidance of a supervisor. (Subsection 3 of Section 4 of the Standard of Higher Education).

II General principles regarding traineeship

4. The learning outcomes of traineeship shall refer to specific field-related knowledge and skills to be acquired during traineeship, and they are in accordance with the traineeship objectives and general objectives and learning outcomes of the study programme.
5. In case there is a professional standard, the acquisition and implementation of knowledge and skills described in the standard shall be taken into account in the study programme and the objectives of traineeship.
6. Activities to be considered as traineeship shall comply with the learning outcomes and volume of traineeship.
7. The volumes of contact hours and independent work shall not be calculated separately in case of traineeship. The total volume of traineeship, including the number of hours spent on writing the self-analysis and traineeship report, shall be provided in the traineeship course programme / guidelines.
8. The title of the traineeship subject shall include the title of the speciality or narrower field of the speciality in case the study programme includes more than one traineeship or several areas of specialisation (e.g.: Rapporteur Traineeship, Editor Traineeship).
9. In case there are several traineeships on the same level of education, their titles, objectives and learning outcomes shall be different (e.g. observation traineeship during the first year of studies, basic traineeship during the second year of studies; Supervision Traineeship 1 and Supervision Traineeship 2).

10. Traineeship subjects with the same title but different volume shall have different objectives and learning outcomes. Traineeship on Bachelor and Master level study programmes of the same speciality can have the same title but shall differ as far as the objectives and learning outcomes are concerned. The objectives and learning outcomes of traineeship in Master level study programmes shall refer to knowledge and skills being on a more advanced level as compared to those in Bachelor level study programmes and shall be based on the knowledge and skills acquired during Bachelor level studies.
11. Before the student goes on traineeship, the member of academic staff responsible for traineeship or a person authorised by him/her shall provide information to the student about the following:
 - 11.1. general organisation of traineeship;
 - 11.2. traineeship guidelines;
 - 11.3. the rights and obligations of all parties (student, supervisor in the traineeship organisation, member of academic staff responsible for traineeship);
 - 11.4. the regulation of traineeship relations (e.g. contract between the student and the traineeship place; tripartite agreement with the student, academic unit and the traineeship organisation etc.).
12. The final evaluation of the student's performance during traineeship shall be provided by the member of academic staff responsible for traineeship on the basis of the completion of traineeship tasks provided in the traineeship course programme / guidelines, materials submitted by the student and the evaluation given by the supervisor in the traineeship organisation.
13. The supervision-related tasks of the member of academic staff responsible for traineeship shall be provided in the job description and they shall form the basis for the calculation of the workload of the member of academic staff.

III Traineeship abroad

14. The objective of traineeship abroad is to create the possibility to apply knowledge and skills acquired at university in the working environment through international experience and to create possibilities for independent professional development.
15. Traineeship abroad shall support the achievement of general objectives and learning outcomes of the study programme, including the ability to apply specific field-related knowledge and skills in practice, being able to contribute to one's development of independent and work-related skills, to develop foreign language skills and tolerance towards the variety of attitudes and values.
16. Traineeship abroad shall be completed during studies and in the entire volume in a country abroad. Traineeship abroad cannot be carried out in the country of practice of Tallinn University in case under the study programme, the student's studies are partially or entirely conducted in this country. Traineeship abroad cannot be carried out in an enterprise that is registered in Estonia or has a branch in Estonia.
17. Traineeship can be carried out in various organisations of the public sector, non-governmental organisations or enterprises.

18. The student's nominal duration of studies shall be extended by a semester during which the student was on traineeship abroad in case the student meets the requirements for the extension of the nominal duration of studies due to studies abroad as established in TLU Study Regulations.
19. In the context of recognition of prior learning (RPL), prior work experience cannot be counted as traineeship abroad, which is a subject-specific elective course included in the study programme.

IV Traineeship documentation

20. The member of academic staff responsible for traineeship shall compile the following documents in accordance with the procedure established in the Study Regulations:
 - 20.1. course outline;
 - 20.2. course programme or guidelines.
21. Information included in the traineeship course programme / guidelines:
 - 21.1. title and code of traineeship;
 - 21.2. prerequisite courses and their learning outcomes;
 - 21.3. volume of traineeship and requirements for participation;
 - 21.4. requirements for the traineeship organisation and possibilities of finding a traineeship organisation;
 - 21.5. period of doing the traineeship and its relation to auditory work;
 - 21.6. supervision of traineeship;
 - 21.7. activities to be counted as traineeship;
 - 21.8. requirements for completing traineeship, including documents and additional materials to be submitted by the student before, during and at the end of traineeship;
 - 21.9. assessment of traineeship (including assessment methods and criteria and the organisation of assessment) and recording the assessment.
22. Guidance material (can be part of the traineeship course programme / guidelines) shall be forwarded to the supervisor in the traineeship organisation in accordance with the procedure established in the academic unit and it shall include the following information:
 - 22.1. the rights and obligations of all parties (student, supervisor in the traineeship organisation, member of academic staff responsible for traineeship);
 - 22.2. requirements for completing traineeship, including documents and materials to be submitted by the student before, during and at the end of traineeship;
 - 22.3. assessment of traineeship (including assessment methods and criteria and the organisation of assessment) and recording the assessment;
 - 22.4. evaluation from the supervisor in the traineeship organisation;
 - 22.5. possible means for contacting the member of academic staff responsible for traineeship.
23. The student shall compile the traineeship plan in cooperation with the supervisor in the traineeship organisation and the member of academic staff responsible for traineeship before starting traineeship. The traineeship plan shall include the tasks to be completed during traineeship taking into consideration unexpected working tasks to be fulfilled

during traineeship. Traineeship tasks shall be described in such a way as to allow to understand which knowledge, skills, attitudes are developed during traineeship. Traineeship plan shall be the basis for doing traineeship. At the end of traineeship the students shall evaluate, among other things, the completion of the traineeship plan.

24. At the end of traineeship, the supervisor in the traineeship organisation shall provide an evaluation of the performance and development of the student. The evaluation should include information about:
 - 24.1. how the student managed with the completion of the tasks;
 - 24.2. the student's attitude to traineeship;
 - 24.3. the sufficiency of preparation for completing the tasks;
 - 24.4. the development of traineeship-related knowledge and skills during traineeship;
 - 24.5. strengths and areas for development.

The evaluation shall be accompanied by additional information in accordance with the procedure established in the academic unit.

V Development of traineeship

25. The development of the content and organisation of traineeship shall be carried out in accordance with the procedure established in the TLU Statute of Study Programme, taking the feedback received from students and traineeship parties into account.