

# Practice Programmes at the Faculty of European Studies

## Practice guide for bachelor's and master's degrees

### Legal framework

The practice programme organised by the Faculty of European Studies is structured according to the educational curriculum of the FES and respects the rules and regulations provided by: Law on Education no. 1/2011; Law no. 288/2004 regarding the organisation of university studies, Law no. 258/2007 regarding students' practice; Order no. 3955/2008 regarding the approval of the general framework for organising practice programmes at bachelor's or master's university degrees; Organising and development regulations for practice programmes at "Babeş-Bolyai" University.

### Glossary

- a. The practice programme – the activity conducted by students, according to their teaching plan, which has as its main purpose to verify the applicability of theoretical knowledge gained by the students within the training programme.
- b. The practice organiser is the Faculty of European Studies, "Babeş-Bolyai" University from Cluj-Napoca.
- c. The practitioner is the student, enrolled in a bachelor's or master's degree, who performs practice activities, according to the educational curriculum, for strengthening theoretical knowledge and forming the necessary abilities for the chosen study line.
- d. The practice partner is an economic unit of production and/or research, a public institution or an NGO, which has a principal activity domain relevant for the practitioner's study line, has the possibility to organise practice programmes according to the legal provisions, and has signed a Practice framework convention with Faculty of European Studies, "Babeş-Bolyai" University from Cluj-Napoca, hereafter "the University". In the case of students who conduct their practice programme at non-partner companies or institutions (students who are employed with an individual work contract/ who do not want to conduct their practice programme at partner organisations/ who do not meet the requirements for doing their practice programmes within the limits of available places held by The Faculty of European Studies, hereafter "the Faculty" or "FES"), choosing the practice partner is the student's responsibility.
- e. The practice tutor: a person with medium or higher specialised studies, designated by the Practice Partner as responsible for the guidance and monitoring of the student's

activity. The tutor will ensure the compliance with training requirements and the acquisition of professional skills within the practice programme, by the practitioner.

- f. The practice supervisor: a member of the teaching staff appointed by the Faculty for monitoring the practitioners during the practice programme.
- g. The practice coordinator a member of the teaching staff appointed by the Faculty for monitoring and evaluating practitioners' performance during the practice programme.
- h. The practice convention: the agreement between the practice organiser, practice partner and practitioner, according to the current legislation.
- i. Practice framework convention (Partnership agreement): the agreement between the practice organiser (the Faculty of European Studies, "Babeş-Bolyai" University from Cluj-Napoca) and the practice partner, according to the current legislation (Law no. 258/2007 – Law regarding students' practice, published in the Official Monitor, Part 1, no. 493 from 24/07/2007).

The practice programme:

- 1. The practice is included in the educational curriculum and is mandatory.
- 2. At a bachelor's level, every student must conduct a total of 90 hours of practice activity until the end of the third year. The practice has 3 credits.
- 3. The practice for master's students is related to the discipline "Professional development and applicative training programme" (72 hours in semester IV) and has 12 credits.
- 4. The practice partner must train the practitioner regarding the rules of work safety and fire protection, related to further activities.
- 5. The practical activity cannot exceed 8 hours per day, respectively 40 hours per week, and will not interfere with teaching activities. Also, the practical activities cannot be performed after 8 p.m.
- 6. Attendance at practice activities is mandatory. In case of illness or other objective reasons, the practice will be rescheduled, respecting its duration, but without disturbing the theoretical training process.

Modalities of performing the practice programme

The students have the possibility to choose between two options of performing the practice programme:

- a. Practice programme proposed by the student.
- b. Practice programme organised by the University: the University, through the Faculty, facilitates the provision of practice opportunities for students and publishes the information on the Faculty's website.

The stages of conducting the practice programme:

1. The practice activity at the bachelor's level can be performed during the 2<sup>nd</sup> semester, until 30 May 2018, or in the summer, between 16 July 2018 and 4 August 2018. After 4 August 2018, the practice activity cannot be performed anymore.

The practice file will be submitted until 31 May 2018, 12:00 to Mr Vasile Rițiu (cashier's office), who checks the compliance of the documents.

For students who perform their practice between 16 July 2018 and 04 August 2018, the file will be submitted to the same location, on 3 September 2018, before 12:00.

2. The practice activity at a master's level is performed during the 4<sup>th</sup> semester, until the 25 May 2018.

The practice file will be submitted to the designated coordinator. Every coordinator informs the students about the date and place for the submission of their files and the evaluation date.

In the case when the practice programme is provided by the Faculty, the practice coordinators from each study line will have meetings with the students from the bachelor's/master's level to inform them regarding the stages of the practice programme:

- Application
- The selection of the students who will perform their practice programme at FES, made by the practice coordinators
- The announcement of the results, on the Faculty's website/ by e-mail
- Performing the practice programme

In order to select the students for partner institutions, there will be two criteria taken into consideration:

- a. The compatibility between the line of study and the area of activity of the company/ institution where the practice programme will be performed.
- b. The overall grade obtained in the previous year/ semester of study, on condition that the former criterion is fulfilled.

In the case of even grades, the criterion will be the admission grade at the Faculty/master's degree.

Necessary documents (both for bachelor's and master's degree):

Regardless of the way of conducting the practice programme, the students must download and fill in the following documents, from the Faculty's website, section "Students", subsection "Practice programme":

1. The practice convention – 3 copies (will be filled in, signed, dated, stamped firstly by the practice partner and then by the Faculty). After this procedure is completed, before the programme begins, the student must submit the 3 copies to Mr Vasile Rîțiu (cashier's office - see the office schedule) in order to be signed by the Dean/ Vice-Dean of the Faculty of European Studies. Three working days after the submission date, the students can take two copies, having the obligation to give one of those copies to the company/institution where they perform their practice programme, and to keep the other copy.

**Master's degree students will submit their conventions to their practice coordinators in order to have them signed by the Dean/ Vice-Dean of the FES (the procedure is identical to the one from the bachelor's level).**

2. **The practice notebook** (completed by the student, signed by the tutor)
3. **The individual attendance list** (completed by the student, signed by the tutor and by the legal representative)
4. **The student's evaluation report** (completed and signed by the tutor)
5. **The student's final evaluation file** (completed by the practice coordinator)

**Students who are employed will request a certificate from their employer, which demonstrates their employment. At the moment of the exam, employed students will submit the certificate to the practice coordinator. (They no longer need to complete the practice file).**

In the absence of the signing of a practice convention, the practice activity performed in the organization will not be recognised.

**The evaluation of the practice programme at the bachelor's level:**

- 1) The evaluation will take place **in the examination session, on two dates (one date in the examination session, and the other in the re-examination session)** and will be announced by the practice coordinators on the Faculty's website/ by announcing the year representatives (e-mail).

**Every practice coordinator will decide the date and time for the examination.**

- 2) In the situation in which the practice programme is performed between **16.07.2018 and 04.08.2018**, the evaluation will take place **in the first week of September** (it will be announced on the Faculty's website).
- 3) The final evaluation and grading will be done by the practice coordinators.
- 4) The minimum grade for passing the exam is 5 (five).

A period of practice activity will be taken into consideration for the practice exam only if the following conditions are met:

- The practitioner has performed the practice programme in a domain related to their specialisation, using and gaining relevant knowledge for the profession they are training for, having as reference the practice curriculum established by the Faculty.
- The practice activity has been performed without interruption, with the same practice partner, throughout the period of the practice programme.
- The practice file is complete.

#### **Practice coordinators according to study lines**

##### Bachelor's degree

RISE-Romanian	Lect. Dr. Paula Mureşan
RISE-English	Lect. Dr. Ovidiu Vaida
RISE-German	Conf. Dr. Edit Szegedi
AE	Lect. Dr. Mihaela Oprescu
MIE	Lect. Dr. Monica Pop
RISE-ID	Lect. Dr. Monica Burcă-Voicu

##### Master's degree

AEMP	Conf. Dr. Adrian Corpădean, Lect. Dr. Paula Mureşan
GE	Lect. Dr. Horaţiu Dan
MP	Conf. Dr. Nicoleta Racolţa-Paina
MNIE	Lect. Dr. Dorin Dobra
SPEC FR	Conf. Dr. Sergiu Mişcoiu
ST	Lect. Dr. Raluca Moldovan

Acknowledging the advantages brought by the direct contact between students and the labour market as well as the importance of practical application of theory, the Faculty of European Studies provides practice for all its study programmes. For two weeks, Europeanist students have the opportunity to gain a clear insight into the life of a professional and acquire a series of competences complementary to those acquired in the teaching process. In addition, the practice may prove useful in the pre-selection phase of the hiring process as many companies are known to offer permanent positions to those who have significant work experience.

A supervisor of the Faculty monitors the practice available in the following areas:

Public Administration Institutions (e.g. Cluj Prefecture, RDA North-West etc.)

European project writing companies (e.g. RCG Consulting, Finas Invest etc.)

Multinational corporations (e.g. Hilton Hotels & Resorts Company)

The practice bears a consistent relationship to the Alumni programme of the Faculty, creating strong bonds between our graduate and undergraduate students. Thus, a vast network of contacts and opportunities is ensured within the framework of our academic life.

### **Partner Institutions**

**Arini Professional Training** (<http://www.arinformareprofesionala.ro/>)

Arini Professional Training offers a wide range of qualification courses such as:

- Caretaker for the elderly
- Waiter
- Social Pedagogue
- Confectioner of Textile Pro
- Ducts sewing of leather articles and substitutes etc.

Improvement courses such as:

- Cleaning Agent for Buildings and Means of Transport
- Manager Improvements Processes (LEAN Manager)
- Trainer
- Counsellor for Personal Development

Specialization courses such as:

- Inspector in the field of Occupational Safety and Health
- Bartender

"Basic notions of hygiene" courses such as:

- Hygiene course - Fundamental hygiene notions

"Unqualified First Aid Element" Course

- First aid course - Unqualified first aid items

Training programmes and development of soft skills such as

- Communication
- Management of change
- Techniques in Negotiation
- Emotional Management
- Training Team Leader
- Team Building (Team Cohesion)
- Time Management

- Selling techniques

#### **Azimut Vision (<http://azimutvision.ro/>)**

Azimut Vision is a customer-oriented web design and e-marketing company. They offer reliable services and high standards. They are involved in various types of web design and web development projects, including content management, search engine optimization, social networking and online shopping.

Azimut Vision offers services such as:

- SEO Services (Site Optimization);
- Website Promotion Services;
- Web Hosting Services;
- Web Site Administration Services;
- Website Securing Services;
- Web Anti-Virus Services;
- Design Logo-Advertising Graphics;
- Domain Registration Services;

#### **Agricultural Chamber of Cluj County (<http://www.ojcacluj.ro/>)**

The Agricultural Chamber of Cluj County (C.A.J. Cluj) is a decentralized public institution with legal personality, subordinated to the County Council of Cluj and in the technical-metrological coordination of the National Agency for Agricultural Consultancy.

The attributions of C.A.J. Cluj are:

- a) elaborates the county plan of agricultural advisory services, in consultation with the Agency for National Agricultural Consultancy, and ensures its application;
- b) draws up the county vocational training plan, on the basis of requests and forecasts, in consultation with the National Agency for Agricultural Consultancy;
- c) provides specialized training, in collaboration with specialized institutions, public or private;
- d) provides agricultural information and advice to agricultural and related workers;
- e) supports the organization and consolidation of associative and product-based forms;
- f) provides specialized technical assistance to all persons engaged in agricultural and related activities in the application of modern agricultural technologies and new farm management methods;
- g) supports and ensures innovation activities in technical assistance to farmers and identifying new sources of funding;
- h) provides technical assistance in drawing up documentation on accessing European funds, offering financial support from national or European funds etc.

**Mining Informatics Centre (<http://www.centruldeinformatica.ro/>)**

The IT Centre is a company with a tradition of over 20 years in the IT & C market. Headquartered in Cluj-Napoca, the company has been a prominent provider of IT & C training and certification services, as well as a provider of software solutions for private companies and public institutions.

**Finas Inves (<http://www.finas-group.com/>)**

<http://www.finas-group.com/energy/> (English version)

**Finas Medical (<http://finasmedical.ro/>)**

Finas Medical is a private medical centre that attempts to use all its resources to provide patients with a wide range of services, to offer effective solutions for diagnosing and treating medical problems. Such services include:

- Specialized Consultations
- Corporate Services (Labour Medicine)
- Medical Recovery
- Ultrasound
- Acupuncture
- Medical Laboratory Tests.

**RCG Consulting (<http://www.rcgconsulting.ro/>)**

RCG CONSULTING GROUP offers full consultancy services, elaboration of financing applications and project management in order to support the business environment in accessing non-reimbursable financing. RCG CONSULTING GROUP has managed to fulfil its mission of facilitating the attraction of European funds to the public and private, urban and rural areas by providing intelligent solutions that ensure the maturity of the projects proposed for financing.



### SC AEGON, Florești Branch (<https://www.aegon.ro/RO>)

It is one of the largest financial services companies in the world, specialized in life insurance, pension plans and investment solutions.

#### **Social Involvement:**

They support people's future plans.

Besides saving and material security solutions for you and your family, they also try to help the communities we all share.

They do these things by engaging with long-term investments in:

- Financial education projects
- Activities and sports competitions
- Volunteering programmes run by Aegon employees

### City Hall of Cluj-Napoca (<http://www.primariaclujnapoca.ro/>)

<http://www.primariaclujnapoca.ro/index.html>

### SC SALES Consulting SRL (<http://www.salesconsulting.ro/>)

They have been working on the Human Resources consultancy market since 1998. With a national coverage of four areas of expertise: recruitment and selection, staff leasing, assessment centre and consulting, they have become leaders in Transylvania and have made a stand on the Romanian market by the professionalism of the services developed, through the multidisciplinary specialization of the consultancy team, through a permanent collaboration with those who use the consulting services and by a continuous improvement of the services offered according to the feedback received from the clients and candidates.

### AVRAM IANCU CLUJ INTERNATIONAL AIRPORT (<http://airportcluj.ro/>)

#### **Vision:**

To become the most important regional airport in the country, with high standards for airlines, passengers and other beneficiaries of specialised services.

#### **Mission:**

Strengthening the position as one of the most important airports in Eastern Europe, providing airline connections worldwide with secure and quality services.

#### **Values:**

- Safety
- Security
- Professionalism
- Commitment

- Responsibility
- Excellence

### **BUSINESS DEVELOPMENT FACTORY (<http://business-development.ro/>)**

#### **Services:**

##### Coaching:

Coaching is the partnership that inspires customers to maximize their personal and professional potential through a creative and challenging process measured in concrete results that deliver the desired performance.

##### Sales Performance:

Sales Performance is an innovative approach to consultative sales that is structured on identifying skills, unique talents, values and developing specific skills through individual and team coaching.

##### Training:

Trainings where they facilitate development, learning, transformation and where participants have the opportunity to find solutions and decide on concrete action plans that will lead them to achieving their goals, both personally and professionally.

### **GOODWILL CONSULTING GWC (<http://gwconsulting.ro/ro/acasa/>)**

Opportunities for non-reimbursable funding such as:

1. Supporting micro-enterprises
2. Support SMEs producing and providing services

National Rural Development Programme as:

- Investments in fruit holdings
  - Support for the food industry
  - Support for the development of pilot projects, new products and processes in the fruit and agricultural sectors
3. Operational Programme for Fisheries and Maritime Affairs
- etc.

**The European Students` Society (<http://sse.ro/>)**

The organization aims to represent the academic, professional and social interests of students and graduates of the Faculty of European Studies at Babeş-Bolyai University.

The organization's goal is to offer services and organize projects that provide information to all who are interested in the European Union, popularize the European idea through economic, cultural, humanitarian projects, events, conferences, meetings, competitions or publications.

Among the major projects of the ESS we could mention: Business Environment, Simulation of the European Parliament (SimPE) etc.

**KNM Romania (<https://www.facebook.com/knmRomania/>)**

Consultancy services for accessing non-reimbursable European funds.

**KONICA NAPOCA MANAGEMENT ROMANIA SRL**

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**PRACTICE FILE**

**I. Presentation of the practice hosting organization**

- identification data of the partner organization (name, address, contact information)

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-the legal form of organization (S.R.L./Ltd., S.A./JSC, state-owned company, autonomous administration, public institution, NGO etc.)

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-organization's capital (state-owned, private or mixed)

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-short description of the organization and presentation of its operational objective (CAEN code)

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**II. Contact information of the practice tutor**

- Name, position held

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-Contact information

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**III. Activities carried out during the practice programme**

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**IV. SWOT analysis of the practice partner**

<b>Strengths</b>	<b>Weaknesses</b>
<b>Opportunities</b>	<b>Threats</b>

**V. Proposals and recommendations**

(starting with observing the organization's activity, the discussions with the employees/managers of the organization, the practitioner will identify an aspect of the firm that could be improved, while also justifying their choice and proposing solutions.)

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## **VI. Student's evaluation of the practice tutor**

The tutor's implication and activity during the practice will be evaluated by the student using the following markers:

-Unsatisfactory

-Satisfactory

-Good

-Very Good

Student's Signature

Practice Tutor's Signature

## FINAL EVALUATION SHEET

### Evaluation of the student by the practice coordinator

Student's name and surname: \_\_\_\_\_

Faculty \_\_\_\_\_

Specialization: \_\_\_\_\_

Year of study: \_\_\_\_\_

Practice coordinator's name and surname: \_\_\_\_\_

Starting date of the practice: \_\_\_\_\_

End date of the practice: \_\_\_\_\_

Evaluated timeframe	Evaluator	Evaluation tool	Percentage	Grade
Throughout the practice	The practice tutor	The evaluation report of the student by the tutor	50%	
At the end of the practice	The practice coordinator	Oral presentation	30%	
		Practice file	10%	
		Time sheet	10%	

Final grade: \_\_\_\_\_

The practice coordinator's signature,

## EVALUATION REPORT

### The practice tutor's evaluation of the student

Student's name and surname: \_\_\_\_\_

Faculty: \_\_\_\_\_

Specialization: \_\_\_\_\_

Year of study: \_\_\_\_\_

The practice tutor's name and surname: \_\_\_\_\_

Organization/Institution: \_\_\_\_\_

Starting date of the practice: \_\_\_\_\_

End date of the practice: \_\_\_\_\_

Evaluation criteria and percentage of the final grade		Grade awarded (and corresponding points)					Total points
		Excellent Unsatisfactory	Very good	Good	Satisfactory		
1.Motivation and commitment throughout the practice	10%	5	4	3	2	1	
2.Ability to take on responsibilities and to complete the given tasks	30%	5	4	3	2	1	
3.Problem-solving skills	10%	5	4	3	2	1	
4.Ability to adapt to the situations the student faces	10%	5	4	3	2	1	
5.Initiative in planning and performing tasks	10%	5	4	3	2	1	



6.Communication skills	15%	5	4	3	2	1	
7.Social skills, the ability to work in a team.	15%	5	4	3	2	1	
<b>Final Grade</b>	<b>100%</b>						

1. The chosen grade will be circled for each criterion
2. The final points for each criterion will be calculated by multiplying the criterion's percentage by the grade chosen for the respective criterion.
3. The final grade is the sum of all the final points for each criterion

Grade below 3 (out of max. 5)	Fail

Strengths of the student:

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Weaknesses of the student and comments:

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Date

The practice tutor's signature,

## CONVENTION

regarding the practice programme at the bachelor's and master's university programmes

This convention is concluded between:

1. **"BABEŞ-BOLYAI" UNIVERSITY**, a higher learning institution, located in 400084 Cluj-Napoca, 1 Mihail Kogălniceanu St., fiscal code 4305849, IBAN account RO76TREZ216504601X007224 opened at Cluj-Napoca Treasury, tel. 0264.405300, fax 0264.591906 / 0264.405379, represented by prof. univ. dr. Nicolae Păun, as dean, later referred to as the **practice programme organizer**;

2. **Trading Company/central or local public institution/legal person** \_\_\_\_\_, located in \_\_\_\_\_, no. \_\_\_\_\_, st. \_\_\_\_\_, phone no. \_\_\_\_\_, fax \_\_\_\_\_, email \_\_\_\_\_, fiscal code/CUI \_\_\_\_\_, account opened at \_\_\_\_\_, represented by \_\_\_\_\_, as \_\_\_\_\_, later referred to as the **practice programme partner**, address of the practice location \_\_\_\_\_.

3. **Mr/Ms** \_\_\_\_\_, citizen of \_\_\_\_\_, domiciled in \_\_\_\_\_, no. \_\_\_\_\_, st. \_\_\_\_\_, ap. \_\_\_\_\_, phone no. \_\_\_\_\_, email \_\_\_\_\_, social security number \_\_\_\_\_, I.D/passport series \_\_\_\_\_, no. \_\_\_\_\_, born on \_\_\_\_\_, in \_\_\_\_\_, bachelor student/master student at University \_\_\_\_\_, Faculty \_\_\_\_\_ year \_\_\_\_\_, group \_\_\_\_\_, specialization \_\_\_\_\_, later referred to as **the practitioner**.

### ART. 1. Objective of the convention

(1) The convention sets the framework in which the practice programme takes place, enabling the practitioner to acquire knowledge and develop skills complementary with their line of study.

(2) The practitioner will do their practice in order to obtain the professional skills stated in the practice file, which constitutes an integral part of this convention.

(3) The arrangements for conducting and the content of the practice programme are described in this convention and in the practice file attached.

### ART. 2 Practitioner's status

The practitioner will remain a student/master student of the higher education institution throughout the duration of the practice programme.

### ART. 3. Duration and timeframe

(1) The practice programme will last \_\_\_\_\_.

(2) The practice programme will take place from \_\_\_\_\_ to \_\_\_\_\_.

#### **ART. 4. Payment and social obligations**

- (1) In the case of future employment, the practice will not be taken into consideration as seniority if it is not ongoing within the framework of an employment contract.
- (2) The practitioner cannot claim a salary from the practice programme partner unless they have an employee status.
- (3) The practice programme partner can still offer an indemnity, bonus or benefits in kind, specified at art. 11.

#### **ART. 5. Practitioner's responsibilities**

- (1) The practitioner has the obligation to respect the work schedule and to perform the tasks specified by the tutor in conformity with the practice file, in accordance with the legal conditions regarding their timing and difficulty.
- (2) Throughout the practice programme, the practitioner will comply with the practice programme partner's rules of procedure. In case of non-compliance with the rules of procedure, the practice programme organiser reserves the right to cancel the convention after listening to the practitioner's and the tutor's views and notifying the dean of the higher education institution where the practitioner is enrolled.
- (3) The practitioner has the obligation to respect the security and health rules acquired from the practice programme partner before the start of the programme.
- (4) The practitioner shall undertake not to use under any circumstances the information they have access to during the practice about the practice programme partner or its clients, passing it on to a third party or for publication, even after the end of the programme, unless it is with the consent of the practice programme partner.

#### **ART. 6. The practice programme partner's responsibilities**

- (1) The practice programme partner will appoint from among its employees a tutor for the practice, whose obligations are stated in the practice file, part of the Convention.
- (2) In case of no-compliance by the practitioner, the tutor shall contact the supervising teacher. Consequently, the practitioner will be sanctioned according to the organization and working regulations and procedures of the higher education institution.
- (3) Before the start of the practice, the practice programme partner is obliged to inform the practitioner about the rules of safety and health, in accordance with the laws in force. Also, the practice programme partner will take the necessarily safety and health measures for the practitioner and will also inform them about occupational hazards.
- (4) The practice programme partner must provide the practitioner with all the necessary means for obtaining the skills stipulated in the practice file.
- (5) The practice programme partner is obliged to provide the practitioners with free access to the occupational health service during the practice programme.

#### **ART. 7. Practice programme organizer's obligations**

(1) The practice programme organizer will appoint a supervisor, whose responsibilities will be planning, organizing and supervising the development of the practice. The supervisor and the tutor, who will be appointed by the practice programme partner, will decide on the subject of the practice and the professional skills resulting from it.

(2) If the course of the practice is not in line with the convention and the practice programme partner's responsibilities mentioned therein, the representative of the higher education institution can decide to discontinue the practice, based on the convention, after informing the practice programme partner and receiving its confirmation.

(3) After successfully completing the practice, the organizer will grant the practitioner the number of credits stipulated in this contract, which will later be recorded in the Diploma Supplement, according to Europass regulations (Decision 2.241/2004/CE of the European Parliament and the Council)

#### **ART. 8. Practice evaluation through transferable credits**

The number of transferable credits that shall be obtained as a result of the practice is \_\_\_\_\_.

#### **ART. 9. The practice programme report**

(1) During the practice, the tutor and the supervisor will evaluate and note the practitioner's performance. They will assess: the professional skills acquired, behaviour, discipline, punctuality, commitment, compliance with the rules of procedure etc.

(2) At the end of the practice, the tutor will draw up a report based on the evaluation of the practitioner's professional skills. The result of this evaluation will be used by the supervisor to grade the practitioner.

(3) Throughout the practice and after its completion, the practitioner shall submit a practice file that will comprise: the presentation of the practice hosting organization (identification data of the partner organization, the legal form of organization, operational objective); the timeframe of the practice, a SWOT analysis, a description of the activities carried out during the practice, proposals and recommendations, the practitioner's evaluation of the tutor.

#### **ART. 10. Occupational safety and health. Social protection of the practitioner**

(1) The practitioner must attach to their contract the proof of health insurance that must be valid during the timeframe of the practice and in the state where the practice will take place. If the practice takes place in Romania, the students are insured by the state by law (art. 213 of Law no. 95/2006).

(2) The practice programme partner has the obligation to respect the legal provisions regarding the occupational safety and health of the practitioner.

(3) The practitioner is provided with social protection, in accordance with the laws in force. Hence, under Law no. 346/2002 regarding occupational hazards insurance, the practitioner beneficiaries from the legislation regarding occupational accidents throughout the duration of the practice.

(4) In case of an accident, either during work, or on the way to work, the practice programme partner is obliged to notify the insurance company.

**ART. 11. Optional conditions**

- (1) Indemnity, bonus or benefits in kind, if the case may be \_\_\_\_\_.
- (2) Optional benefits for the practitioner (payment of the transport from and to the place where the practice takes place, food vouchers, access to the practice partner's cafeteria etc.), if the case may be \_\_\_\_\_.
- (3) Other specifications: \_\_\_\_\_.

**ART. 12. Final provisions**

This Convention has been concluded in 3 (three) original copies, one for each party, today, \_\_\_\_\_.

Dean	Legal Representative	Student
Prof. univ. dr. Nicolae Păun	Signature and stamp	Signature
Signature and stamp		