

Procedure for student placements abroad

project Paths to Experience

Project:	Paths to Experience (Reg. No. CZ.1.07/2.4.00/31.0239) www.cestynazkusenou.cz (available only in Czech)
Grant recipient:	Centrum pasivního domu (Passive House Centre) (hereinafter CPD)
Partners:	The Higher Professional School Volyně Brno University of Technology – Faculty of Architecture and Faculty of Civil Engineering Mendel University in Brno – Faculty of Forestry and Wood Technology VŠB – Technical University of Ostrava, Faculty of Civil Engineering
Realization:	1 August 2012 – 31 July 2014

Objective of realization of student placements

The objective of student placements is to create links between the tertiary education sector and practice in the field of energy-saving building techniques. **Students** should acquire experience, practical skills and contacts for interesting and high-quality companies in this field. **Companies** may use this opportunity to train their future employees, or get a different, fresh perspective on the field in which they are engaged. After initial training, the students should be able to work practically on their own.

Please note: Project support may be provided only to students with Czech citizenship or permanent residence on the territory of the Czech Republic.

1. Placement possibilities

- **Students** who will be given the opportunity to take part in placements abroad will be selected in a selection procedure organized by the Faculty of Architecture of Brno University of Technology.
- The Faculty will afterwards provide the students with a list of companies where they may apply for a placement.
- Students may also suggest a company in which they would like to undertake the placement. However, the information on the company must be first submitted for assessment to the placement coordinator at the faculty.

2. Student applies for a placement

- The **student** applies for a placement with the company he/she is interested in. He/She will send the documents required by the company for selection of the candidate.
- The **company** may in addition request references from teachers or other persons and accept or reject a particular student for the placement on the basis of the information received.

3. Placement agreement and contracts

- The **student** obtains from his/her school the "Placement Agreement and Quality Commitment" form. This document is a four-party agreement (student – faculty – **company** – CPD) on the terms and conditions of the placement.
- If accepted by the company for a placement, the student will send this document to the company for signature (4 copies). In the next step, he/she will deliver the signed originals to his/her school.
- The **company** will assign to the student a supervisor – an employee who will train him/her and supervise his/her work.
- The **student** will at the same time sign a "Contract for procurement of a professional placement abroad", serving, among other things, as a basis for provision of financial support during the placement. The form will be again obtained either from the school or on the website of the project. The completed and signed form will be submitted to placement coordinator.
- CPD will provide to the **student** financial support (for reimbursement of actually expended costs – for details see "Rules governing provision of financial support to students during a placement abroad"). The **company** does not have any obligations towards the student in this respect, but may decide to remunerate the student for his/her work in its own discretion.

4. Realization of the placement

- The **student** is involved in professional activities of the company. The supervisor explains to him/her the content of the placement and the student is trained in individual activities that represent the content of his/her placement.
- Duration of placements is defined as follows: 12 weeks or 4 weeks (1 week = 40 hours of participation in a placement)
- The **student** and the **company** may continue in the cooperation upon mutual agreement, however, such activities will no longer be covered from the project.

5. Successful completion of the placement, evaluation

- At the end of the placement, the student will prepare the "Placement Report" with the assistance of his/her supervisor. Both the **student** and the **company** will sign this form – it also serves as "Placement Completion Certificate". The form is used as a basis for invoicing, or for request for financial support, as applicable. In case of a long-term placement of 12 weeks, this form may be repeatedly submitted after 4 weeks of placement – depending on the agreement between the company and the student.
- The form will be furnished by the **student** to CPD (original in printed copy, ideally also scanned) or to his school with the rest of the documents.
- Upon completion of the placement, the **student** will evaluate its progress – "Placement evaluation questionnaire – student". The form will be furnished along with other documents to his/her school (or filled out online on the web portal of the project).
- The **company** evaluates the progress of the placements at the end of each school year. The company will be contacted with a view to cooperation on evaluation.

6. Statement

- After furnishing of the "Placement Report / Placement Completion Certificate" (or both simultaneously, as applicable) the **student** will submit to his/her school the "Request for provision of financial support" along with the "Statement of costs" form and originals of individual documents. The documents and the request containing the underlying documents must be submitted by the student no later than within 14 days from completion of the placement, however no later than by 31 July 2014.
- CPD will reimburse costs up to the maximum amount of CZK 20,000 / 4 weeks. The support will be paid in Czech crowns (for more details see the "Rules governing provision of financial support to students during a placement abroad").
- The student may be requested to present a contribution on the progress of the placement at his/her school.
- The **company** will upon furnishing of the "Placement Report / Placement Completion Certificate" (or both simultaneously, as applicable) send to CPD an invoice for reimbursement of costs in connection with student training. The lump-sum amount is CZK 25,000 (VAT exclusive) per student. The documents and the invoice must be furnished within 14 days after completion of the placement, however, no later than by 31 July 2014.

Summary of relevant documents

Student	Company
	Letter of intent
Placement Agreement and Quality Commitment	
Contract for procurement of a professional placement abroad <i>(available only in Czech)</i> + Rules governing provision of financial support to students during a placement abroad <i>(available only in Czech)</i>	
Placement Report / Placement Completion Certificate	
Request for provision of financial support <i>(available only in Czech)</i> + Statement of costs <i>(available only in Czech)</i>	Invoice
Placement evaluation questionnaire – student <i>(available only in Czech)</i>	(evaluation by the company)

Both the **student** and the **company** may use the following contacts for further communication:

Placement coordinators	Contacts
doc. Ing. arch. Jiří Palacký, Ph.D.	palacky@fa.vutbr.cz
Mgr. Filip Havlíček	havlicek@fa.vutbr.cz