

**The Regulations of Work Placements
for Philosophy (Bachelor's Degree)
The John Paul II Catholic University of Lublin**

General Rules

§ 1

1. Work placements, referred to further in this text as placements, are obligatory and are a part of the process of education related to subjects which prepare one for a job. Placements thus referenced have to be fulfilled.
2. Fulfilling the requirements of placements is necessary for completing studies and taking a final exam.
3. The following regulations describe the goals of placements, the requirements of their organisation, time, and place of realisation, as well as the requirements necessary to fulfil specific placements, and the duties of students and the institutions in which placements take place.

The Goal of Student's Placements

§ 2

The general goals of placements are as follows:

- to develop professional skills as well as provide an opportunity for the practical application of theoretical knowledge obtained during studies;
- to learn efficient work organisation;
- to obtain knowledge regarding the profile of work in institutions related to social communication through the obtainment of information concerning various kinds of work;
- to obtain experience in both individual work and group cooperation.

The Organisation of Student's Placements

§3

1. Placements should take place in an institution chosen by the student either in Poland or abroad. The profile of an institution should agree with the goals of the placements and should allow for the realization of the assumed effects of learning.
2. Institutions, as mentioned in (1), can be the following: institutions related to social communication, cultural, social, scientific, or economic institutions, i.e., state institutions,

courts, local governments, advertising agencies, social information offices, promotion offices, negotiation and mediation offices, public opinion research offices, agencies related to systems and strategies of persuasion, nationwide and local media, universities, schools, publishing institutions, and businesses.

3. The student will choose an institution in which his/her placements will take place. The student will also deliver an official declaration to their tutor and the institution which accepts him/her for placements. This declaration will include:
 - basic information about the concerned institution and;
 - the time period of placements.

§4

1. Student's placements take place in a period of 3 weeks (15 working days, 90 hours).
2. The student should obtain the assumed effects of learning

Symbol of an effect	Description of an effect	Relation to general effects
Skills		
P_01	The student is able to obtain various new skills which are not related to the subject of his/her studies.	U10
P_02	The student is able to cooperate in a group, thus playing a role fixed by a mentor. The student is able to effectively organise their work.	U11
Social competences		
P_04	The student is able to fix a hierarchy in their activity.	K01
P_05	The student is able to learn and participate in various forms of social and cultural life.	K04

3. Placements or a partial placement can be credited on the basis of placements completed during other studies. The condition of such is that such regulations of placements are similar to the requirements in the regulations of placements for students of Philosophy and placements fulfil the assumed effects of learning. Other professional activities (professional work, placement, voluntary work, or business) can be acknowledged as a completion of placements if they realise the required effects of learning.
4. The student can conduct placements during the sixth term of studies.

5. The student is obliged to complete placements until the completion of the sixth term of studies.
6. The completion of placements is approved by an official document. The student has to deliver an agreement and a fulfilled diary of placements.
7. The student delivers documents, as required in (6), to their tutor after the completion of placements. Otherwise, undocumented placements will not be credited.
8. During his/her placements the student is obliged to follow the rules of the institution in which he/she conducts their placements. A mentor appointed by the institution is directly in charge of the student during the subsequent placements.

§5

In addition, the student is obliged:

- to become familiar before their placements with the Regulations of Placements of The John Paul II Catholic University of Lublin;
- to be active during their placements and to fulfil duties as determined by their mentor on the basis of the assumed effects of learning concerning placements in philosophy.

§6

1. The tutor, appointed by the Dean of the Faculty, organises placements.
2. The tutor is responsible for the completion of placements in accordance with the regulations of studies. The tutor is also responsible for meeting and informing new first year students of the requirements concerning placements, how to complete placements, and which documents are required.
3. The tutor of placements prepares schemes of agreements for the institutions which accept students for placements.
4. The tutor and mentor appointed by the institution accepting a student for placement, are justified to evaluate various issues concerning placements.
5. The tutor credits placements with a suitable grade in the student's electronic index on the basis of the fulfilment of requirements as stated in the aforementioned Regulations.
6. The tutor delivers a report of placements to the coordinator who is responsible for placements at the Faculty.

§7

In the case of the misbehaviour of a student during placements, the institution can reject such a student.