

Annex 2 Professional Practice guidelines

IMBRSea Professional Practice – Professional Practice Guidelines, Evaluation, Timeline

This document provides an overview of all professional practice regulations, documents and procedures that are implemented for the IMBRSea Master Programme

Professional Practice – an introduction

Professional Practice is an integrated part of the IMBRSea Master Programme. It counts for 12 ECTS, corresponding to 240 hours, which can be spread over a minimum of 6 weeks.

All students undertake Professional Practice during their second semester at an associate partner. Partners offering professional practices should ensure that the student will have an adequate opportunity of achieving the learning outcomes of the module.

During professional practice students work under supervision and guidance of a Professional Practice mentor at the associate partner and an academic supervisor from the consortium. During Professional Practice, students may apply techniques and knowledge they gained during the courses in their Bachelor and the completed Fundamentals and Thematic elements of IMBRSea.

The aim of this module is to facilitate a period of professional practice to assist students in making an informed decision concerning their career path. Through the use of a Reflective Portfolio learners will evaluate their experience in the context of the learning outcomes. Through the use of a presentation at the Annual Symposium learners will present and receive their own and their peers' experiences of professional practice. This will enhance the learners' self-awareness and understanding through the process of thinking, reflecting and critically evaluating experiences of the entire cohort.

Professional Practice – Timeline overview

- September Academic year 1:
 - Partners are invited to submit available professional practice options indicating they can receive Professional Practice students on the Matix platform (matix.marinettraining.eu). This online tool, supported by the www.MarineTraining.eu will be used for the follow-up of the full professional practice
 - Proposed professional practice hostings are checked and approved by the management board and published to the students via the MaTix platform
- November Academic year 1:
 - The Professional Practice catalogue is provided to the students which enables them to find a Professional Practice that matches their interest. Students will choose 3-5 options they are interested in and write a motivation for each. Professional practice mentors can choose to be involved in the selection process of the students.
- December – January Academic year 1:
 - The IMBRSea coordination office will in close collaboration with the professional practice mentors assign students to proposed subjects. After approval of both the mentor and the IMBRSea board students are informed about their assigned subject.
- January – March Academic year 1:
 - Students will prepare in collaboration with the professional practice mentor and the coordination office all required formalities due before the start of the practice:
 - IMBRSea Professional Practice Letter of Agreement

- Risk analysis form
 - If needed a medical examination
 - Preparation of the reflective portfolio
- April - June Academic year 1:
 - Students work fulltime on their Professional Practice at their respective host.
- June Academic year 1
 - By the end of the second week of June (the exact date will change yearly) students must submit a reflective portfolio describing their Professional Practice in electronic format to the IMBRSea coordination office. Further details concerning the reflective portfolio will be made available before the start of the professional practice period.
 - Week 3 of June: The coordination office sends the reflective portfolios and portfolio evaluation forms to the evaluators. Each portfolio is assessed by 2 evaluators. All evaluations are collected at the coordination office. At the end of week 3, students will receive the written feedback from each of their 2 evaluators in an anonymous way; students will not be able to check which evaluator has written which comments.
 - Week 4 of June: All students come together during the annual symposium. At this symposium each Professional Practice experience is presented during a scientific exhibition. During this exhibition evaluators will interview the students on their experiences. In case evaluators cannot be present physically, interaction may also be possible through Video Conference.
 - End of week 4 of June: All presentations and reflective portfolio reports are evaluated and a final score is set jointly. This score will appear on the diploma.

Remarks:

Students who are for reasons of force majeure not able to submit their reflective portfolio by the set deadline in June will still present their experiences during the scientific exhibition at the annual symposium and will receive a score for this presentation. This score will be taken into account for the calculation of the final Professional Practice score.

Publication of Professional Practice opportunities on the Matix platform

- Each year, Professional Practice opportunities from IMBRSea Partners will be posted on the IMBSRea website via the Matix platform.
- Each Professional Practice opportunity must be documented with:
 1. Host organisation,
 2. Title
 3. Responsible scientist (+ email address),
 4. Short description of the nature of work that the student will have the opportunity to complete.
 5. Language requirements
 6. Max. number of students that can candidate for this subject
 7. Specific competences required regarding the profile of the student.
 8. Safety issues
 9. Location where the professional practice will take place

10. Accommodation possibilities

11. Any additional costs to be covered by the student

Responsibilities of Parties

In order to ensure that the agreed professional practice is of maximum benefit to both the hosts/employers and students, the IMBRSea consortium have detailed a Letter of Agreement to be signed by the student and host supervisor. This agreement should be read and signed by both parties and returned to the IMBRSea co-ordination office.

IMBRSea Professional Practice Letter of Agreement

On behalf of the host organisation

I agree to accept the student mentioned below on Work Placement, and abide by the Conditions of Employment, Responsibilities, and Placement Difficulties Procedures as outlined overleaf.

Name of Establishment: _____

*Placement start date: _____ Placement completion date: _____

Placement Duration: _____ (weeks)

Supervisor Name: _____ Supervisor Position: _____

Signed: _____ Date: _____

On behalf of the STUDENT

I agree to abide by the Rules & Procedures (Code of Conduct, Responsibilities, Attendance, and Placement Difficulties Procedure) as outlined overleaf.

Name of Student: _____

Signed: _____ Date: _____

Brief description of the nature of work at the host establishment

Approved on behalf of IMBRSea

Signed: _____

Code of Conduct – for Students

The student should:

- Act within the terms and conditions of employment laid down by the host employer.
- Take responsibility for his/her own Health and Safety and that of others who may be affected by his/her actions.
- Respect the confidentiality of the organisation.
- Adhere to policies, procedures and work practices of the organisation.
- Work diligently, responsibly and in a professional manner at all times.
- Adhere to company dress code.
- Be accountable and accept responsibility for actions.
- Use the email/internet for work purposes only.
- Use the work phone for work purposes only and turn off private mobiles during work hours.
- Submit all documentation that is requested by the organisation and by the IMBRSea co-ordination office.

Conditions of Employment

Responsibilities of the Employer to the Student and the Institute are to:

- Plan the training and work programme to be undertaken by the student in consultation with the Academic Supervisor.
- Offer a Placement Agreement/Contract, with the duration of the placement and the terms of employment specified.
- Treat the student as a member of the workforce.
- Provide an induction to the organisation and its work practices.
- Nominate a supervisor for day-to-day care and supervision of the student.
- Ensure a safe working environment in conformity with Health & Safety legislation.
- Facilitate communication between the student and Academic Supervisor.
- Participate in the assessment of the student.
- Advise the Academic Supervisor of any case of breach of discipline in the workplace.

Responsibilities of the Student to the Employer are to:

- Approach work diligently, take responsibility and show a willingness to use your initiative.
- Act always in a professional, respectful manner with supervisors, colleagues and clients.
- Abide by the company's employment rules.
- Maintain confidentiality concerning the company's work.
- Carry out the work programme specified by the employer in a professional manner under the supervision of the specified supervisor(s).

Responsibilities of the Student to IMBRSea are to:

- Complete all reports and records for the consortium as specified.
- Consult with the IMBRSea co-ordination office/Academic Supervisor prior to making any changes in the terms and duration of the placement.
- Provide access to all records maintained during the placement for the academic supervisor, except where there is an issue of commercial secrecy.

Placement Difficulties Procedure – For Students

- He/she should in the first instance inform the ir Professional Practice Supervisor.
- If a problem persists, the student should request a meeting with the IMBRSea Co-ordination office/Academic Supervisor. If appropriate, a meeting should then be arranged between the employer and IMBRSea co-ordination office/Academic Supervisor with a view to seeking a resolution to the problem.

Placement Difficulties Procedure – For Employers

- The employer should in the first instance address any issues or problems arising with the performance of the student directly with the student, as would be the case with any other employee.
- The Professional Practice Supervisor should ask to meet with the IMBRSea Co-ordination office/Academic Supervisor to discuss matters.
- If these interventions fail to remedy the situation and if internal disciplinary measures are initiated in the event of a serious breach of company codes by the student, then the IMBRSea co-ordination office will liaise with and support any decision that the employer makes, including the termination of the student's employment. Such action may well result in the student failing the Professional Practice module.

Attendance

- The consortium will require the student to attend the entire duration of their Professional Practice module and complete the full complement of stated hours.
- Students will be required to inform their Professional Practice Supervisor and the IIMBRSea co-ordination office/Academic Supervisor in the event that they are unable to attend work due to ill-health. Medical certificates will be required for any absences due to health issues.
- Any absences resulting in a shortfall of hours must be made up by the student in their own free time and with the approval of the IMBRSea Co-ordination office/Academic Supervisor and the Professional Practice Supervisor.