



TALLINN UNIVERSITY

**Baltic Film, Media and  
Arts School**

Order No 1-16/99 of 24.03.2021 of the Director of Baltic Film, Media and Arts school

## **Traineeship Guidelines**

### **I General Provisions**

1. Tallinn University Baltic film, media and arts school (BFM) traineeship guidelines define the contents and organisation of traineeships in the study programmes of BFM.
2. The guidelines are enforced following Article 12 (5) of Tallinn University Study Regulations (Tallinn University Senate regulation No 15 of 15th June 2015).

### **II Traineeship**

#### **Aim and Content of Traineeship**

1. Traineeship is a targeted activity organised for achieving learning outcomes and oriented at the implementation of acquired knowledge and skills in the working environment.
2. The aim of professional placement is to support the achievement of study programme's learning outcomes.
3. A brief overview of the traineeship including the purpose, learning outcomes and assessment form is established in the course description, and is available to the public as prescribed in the study regulations.
4. The subject coordinator of traineeship compiles the course programme and makes it available in ÕIS, and defines the following in addition to the information included in the course description:
  - a. the requirements for the host and the activities acceptable as traineeship;
  - b. the list of documents submitted by the student before the traineeship;
  - c. the requirements for completing the traineeship, and the documents and materials to be submitted by the student during and after the completion of traineeship;
  - d. the traineeship assessment methods and criteria;
  - e. the student 's knowledge and skills before the traineeship.

#### **Organisation of Traineeship**

5. Before going on traineeship the traineeship coordinator or the subject coordinator will introduce organisation of traineeship, guidelines and roles of all parties.
6. The suitable host organisation is usually chosen by the student, and approved beforehand by the subject coordinator of traineeship.
7. To register for the traineeship student shall submit a signed registration form (Annex 1) to the traineeship coordinator (bfmpraktika@tlu.ee) at the latest 5 working days before the beginning of the traineeship.

## **Roles of Parties of Traineeship**

8. Student shall:
  - a. submit to traineeship coordinator latest 5 working days before start of the traineeship a registration form (Annex 1), which includes information about host organisation, supervisors, aim of the traineeship, duration and schedule of the traineeship;
  - b. register himself/herself to the traineeship subject in ÖIS before heading for the traineeship; students starting traineeship in the summer shall coordinate the intended traineeship with the university-based supervisor during the spring semester by the end of the theses defence period and register to the traineeship subject in ÖIS the next autumn semester;
  - c. submit a self-assessment, a traineeship report and other documents stated in the course programme after the completion of traineeship.
9. University-based traineeship supervisor shall:
  - a. introduce in the format established in the course programme the rules of organisation and the completion of the professional placement to students;
  - d. approve student's professional placement registration form;
  - e. instruct the student in the setting of the aim of the traineeship and in the compilation of the report;
  - f. provide an assessment of the student's performance of the learning outcomes after the completion of traineeship;
  - g. if necessary, contact the host regarding the student's ability to manage the tasks assigned on traineeship and other issues relating to the performance of traineeship.
10. Traineeship coordinator shall:
  - a. introduce organisation of traineeship and advise students with questions regarding traineeship;
  - b. if necessary, provide the student with a cover letter.
11. The host-based traineeship supervisor shall:
  - a. be involved in the compilation of the student's traineeship plan;
  - b. give assignments to the student;
  - c. guide the student in the completion of the tasks and oversee the student's work;
  - d. provide an assessment of the student's performance of the traineeship and fill in an assessment form upon the completion of traineeship.

## **Criteria for Traineeship Assessment**

12. In the traineeship report, the student provides the general description of traineeship and the assessment of the activities oriented at achieving the aims stipulated in the course programme.
13. The assessment takes place after the completion of the traineeship pursuant to terms established in the course programme and the assessment criteria defined in the course programme.
14. Previous work experience can be considered as a traineeship on the basis of taking into account previous studies and work experience (RPL), if the student and the lecturer in charge of the traineeship reach an agreement. The work experience must correspond in content, level, scope and scope to the goals and learning outcomes of the traineeship; the content of the experience is timely and relevant; work experience is documented. In order to receive the assessment, all the materials mentioned in the course program must be submitted, including the registration form.

### **III External Traineeship**

#### **Aim of External Traineeship**

1. The aim of external traineeship is to create opportunities to apply the knowledge and skills acquired in the university in the work environment through an international experience and to create prerequisites for specialised self-education.
2. External traineeship supports achieving main goals and learning outcomes of study programme, including ability to implement knowledge and skills in the working environment, ability to improve skills independently and in the work field, to develop foreign language skills and tolerance for different attitudes and values.

#### **Conditions of External Traineeship**

3. As external traineeship it is possible to do FKI6001.FK Traineeship (9EAP) on bachelor's level and FKI7002.FK Traineeship 9 EAP on master's level. In addition it is possible to do 6 EAP speciality traineeship if it is not completed before going on external traineeship.
4. External traineeship is done abroad during the study period. External traineeship cannot be done in country where Tallinn University is located in case studies are done completely or partly in that country.
5. External traineeship can be done as Erasmus+ traineeship, in accordance with Erasmus+ application and participation requirements.
6. External traineeship can be done in different types of public sector organisations, non-governmental organization or businesses.
7. The nominal duration of studies shall be extended by equivalent amount of semesters that student has been abroad on traineeship, in case the requirements of extending the nominal duration due to being abroad has been fulfilled according to the Tallinn University Study Regulations.
8. Previous work experience with Recognition of prior learning (RPL) shall not be recognized as elective subject external traineeship.

#### **Organisation and Workload of External Traineeship**

9. Workload for external traineeship (9 EAP) is minimum 234 hours.
10. Before going on traineeship the traineeship coordinator or the subject coordinator will introduce organisation of traineeship, guidelines and roles of all parties.
11. To register for the traineeship student shall submit signed registration form to traineeship coordinator latest 5 working days before the beginning of the traineeship.
12. In order to go for external traineeship an order of director of BFM is made.

**Annex 1.**

**TRAINEESHIP REGISTRATION FORM**

**Study programme:** .....

**Student**

First name and surname: .....

E-mail: .....

Phone: .....

**THE AIM OF THE Traineeship** (3 main activities for the practical implementation of previously acquired knowledge, skills and attitudes based on learning outcomes of the Traineeship)

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**HOST ORGANISATION**

Name: .....

Time of being on the Traineeship: .....

Amount of the Traineeship (hours): .....

**The supervisor's information:**

First name and surname: .....

Position: .....

E-mail: .....

Phone: .....

**Traineeship SCHEDULE** (detailed schedule of the Traineeship activities and estimated results)

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