



Order No. 1-16/7 of the Director of the School of Governance, Law and Society of 9 January 2026

Guidelines for Professional Placement

I General Provisions

1. These Guidelines define the content and organisation of professional placement at the School of Governance, Law and Society.
2. These Guidelines are established pursuant to §12(5) of “TU Study Regulations” (TLU Senate Regulation No. 4 of 19 May 2025)

II Objectives, Content, Learning Outcomes and Other Conditions of the Placement

2. A professional placement is a purposeful activity organised to achieve learning outcomes and aimed at applying the knowledge and skills acquired in a work environment.
3. The aim of the placement is to support the achievement of the learning outcomes of the study programme.
4. A brief description of the placement, including its objective, learning outcomes, and form of assessment, is set out in the course description and is publicly accessible in accordance with the procedure established in the Study Regulations.
5. The academic staff member in charge of the placements prepares the course programme (syllabus) for the placement, which is made public in the Study Information System (SIS or *ÕIS*) and which, in addition to the information in the course description, defines:
 - a. requirements for the placement provider and activities recognised as professional placement;
 - b. a list of documents to be submitted by the student before the placement;
 - c. the requirements for completing the placement and the documents and materials to be submitted by the student during and at the end of the placement;
 - d. assessment methods and criteria for the professional placement.

III Organisation of the Professional Placement

6. The professional placement is completed:
 - a. during Bachelor's studies, generally in the IV, V or VI semester;
 - b. during Master's studies, generally in the III semester.
7. As a general rule, the student selects a suitable organisation for the internship, in agreement with the academic staff member responsible for the professional placements.
8. If necessary, a student may change the placement provider or undertake the professional placement at different placement providers.
10. By agreement with the academic staff member responsible for the professional placements, the professional placement may also be completed abroad.
- 10.1. Prior to undertaking a professional placement abroad, an order for study mobility must be issued in the Study Information System.

IV Roles of the Parties Involved in the Professional Placement

11. The Student:

- a. submits a duly completed placement registration form (Annex 1) to the university-appointed placement supervisor for approval. The form specifies the placement provider, the placement supervisor(s), and the placement objective agreed with them, the period of the placement, and, where possible, the placement plan.
- b. registers for the relevant placement course in the Study Information System (ÖIS) prior to commencing the placement; students undertaking a placement during the summer period agree the commencement of the placement with the university-appointed placement supervisor by the deadline set by the School during the spring semester and register for the placement course in the Study Information System (ÖIS) in the following autumn semester;
- c. prepares the placement agreement (Annex 2 or an agreement in the format provided by the placement provider) and obtains the signature of a representative of the placement organisation; the student then signs the placement agreement and sends the agreement bearing both signatures by e-mail to the study counsellor of their study programme; the study counsellor enters the agreement into the relevant university database and forwards it to the Head of Studies for signature; after signature, the study counsellor sends the agreement to the student by e-mail.
- d. submits, after completion of the placement, a duly completed self-assessment form (Annex 3), the placement report, and any other materials required by the course programme (syllabus).

12. University-Appointed Placement Supervisor:

- a. introduces students to the rules for organising and completing an internship in the form prescribed in the course programme (syllabus);
- b. signs the student's professional placement registration form;
- c. issues, where necessary, a cover letter to the student undertaking the placement;
- d. guides the student in setting the objectives for the internship and writing the report;
- e. assesses the student who has completed the placement on the achievement of the learning outcomes;
- f. contacts the placement organisation, where necessary, regarding the student's ability to carry out the placement tasks and other matters related to the completion of the placement.

13. Supervisor at the Placement Organisation

- a. participates in the preparation of the student's placement programme;
- b. assigns work tasks to the trainee;
- c. provides guidance to the trainee in carrying out the tasks and monitors the trainee's work;
- d. assesses the student's performance during the placement and, upon completion of the placement, completes the assessment form (Annex 4).

V Placement Report and Assessment

14. In the placement report, the student provides a general description of the placement and an assessment of the activities aimed at achieving the placement objectives, in accordance with the requirements set out in the course programme (syllabus).

15. Assessment of the placement takes place after completion of the placement, in accordance with the conditions set out in the course programme (syllabus) and the assessment criteria defined in the course programme.

Annex 1



PROFESSIONAL PLACEMENT REGISTRATION FORM

Name of the study programme:.....

Student (first and last name):

E-mail:

Objective of the professional placement and the justification of your choice:

Description of the placement organisation:

Placement activities and tasks:

Relevance of the placement to the study programme and prior studies:

PLACEMENT ORGANISATION

Name:.....

Period of placement:.....

Details of the supervisor:

First and last name:.....

Position:.....

Education:.....

Main tasks at the workplace:.....

E-mail:.....

Phone:.....

SIGNATURES:

Supervisor:.....

Student:

COORDINATION

University-Appointed Placement Supervisor

First and last name:.....

Signature:.....

Date:.....

Annex 2



PROFESSIONAL PLACEMENT AGREEMENT

The agreement has been concluded on (date) 202..

Tallinn University **School of Governance, Law and Society**, represented by **Tuuli Oder**, Head of Studies of the School of Governance, Law and Society, and the **Placement Organisation**, (name)..... represented by (position and name) and **the Student**(first name and last name, name of the study programme)

(hereinafter the *trainee, party*), have entered into a professional placement agreement (hereinafter the *Agreement*) as follows:

1. Purpose and Subject of the Agreement

1.1. The purpose of the Agreement is to define the rights and obligations of the parties to ensure that the trainee acquires the necessary knowledge and skills at the placement organisation.

1.2. The subject matter of this Agreement is the cooperation of the parties in organising the professional placement of a trainee of the Tallinn University School of Governance, Law and Society and the conditions for organising the placement, including the comprehensive protection of sensitive personal data and other data of a confidential nature (hereinafter *data*) that become known to the trainee and other parties to the Agreement during the placement, against unauthorised use and disclosure to third parties.

1.3. The description of the trainee's placement tasks is set out in the placement plan attached to this Agreement as an annex (see Annex 1) and may be further specified in the course of concluding and performing the agreement.

1.4. The placement is carried out at

1.5. The university-appointed placement supervisor is, their contact details are

1.6. The supervisor at the placement organisation is, their contact details are

2. Term of the Agreement

2.1. This Agreement enters into force upon signature and terminates upon fulfilment of all obligations of the parties; the obligation of confidentiality shall remain in force for an indefinite period.

2.2. The professional placement will take place between and The placement lasts hours.

3. Responsibilities and Rights of the School of Governance, Law and Society

3.1. To inform the trainee and the placement organisation of the requirements and rules established by TLU for the professional placement.

3.2 The university-appointed supervisor has the right to monitor the trainee's activities during the placement by visiting the provider of the placement.

3.3 The university-appointed supervisor has the right to inspect the tasks to be performed by the trainee during the placement.

4. Responsibilities and Rights of the Placement Organisation

4.1. Ensure that the trainee's placement is carried out in accordance with the placement programme and timetable.

4.2. Familiarise the trainee with the health and safety requirements and the rules of the work organisation and other rules that the trainee is obliged to comply with, including relevant internal rules, good practices, etc., and ensure that the trainee complies with the health and safety requirements during the placement.

4.3. Provide an assessment of the professional placement in the required form.

4.4. The placement organisation has the right to assign additional tasks to the trainee which are compatible with the aim of the internship.

4.5. The placement organisation has the right to receive from the School of Governance, Law and Society and the trainee all information necessary for the performance of the placement.

5. Responsibilities and Rights of the Trainee

5.1. During the placement, the trainee shall follow the health and safety requirements and the rules of the work organisation and other rules that the trainee is obliged to follow, including relevant internal rules, professional codes of ethics, good practices, etc., which the trainee has been made aware of and/or which the trainee must know and comply with.

5.2. Follow the supervisor's advice and instructions.

5.3. Comply with this contract, including the placement plan.

5.4. Inform the placement organisation and the university-appointed supervisor of any problems encountered during the internship.

5.5. The trainee has the right to receive from the placement organisation and from the university-appointed supervisor information and instructions necessary for the placement, as well as an evaluation of the placement.

5.6. The trainee has the right to refuse to carry out any obligation not related to the purpose of the placement.

5.7. In carrying out the tasks assigned to them during the placement, the trainee must comply with the requirements and standards arising from this contract, its annexes and the legislation and practice.

6. Amendment and Termination of the Agreement

6.1. Amendments to the Agreement shall be made by written agreement between the parties. Such an agreement is an integral part of the Agreement.

6.2. The student may terminate the Agreement at any time by giving prior written notice to the other parties.

7. Confidentiality

7.1. Information that becomes known to a party about the other party in connection with the contractual relationship shall not be disclosed to third parties without the consent of the other party, except where such disclosure is mandatory for the parties under applicable law. The

parties are obliged to comply with data protection requirements and to prevent any third-party access to the parties' confidential information that may arise in connection with the contractual relationship.

7.2. The trainee has the right to use personal data only for the purposes of their studies.

8. Dispute Resolution

Any disagreement between the parties arising from the performance of the contract shall be settled by negotiation. Failing agreement, disputes will be settled in accordance with the procedure laid down in the legislation.

9. Representatives of the Parties

9.1. Tuuli Oder, Head of Studies, **School of Governance, Law and Society**

Tel.: 6409304 Email: yti@tlu.ee

9.2. **The Placement organisation representative (name)**

.....

Tel.:..... e-mail

9.3. **The Trainee**.....

Tel.:..... e-mail

This Agreement is drawn up in three identical counterparts, one of which shall be retained by each party.

10. Details of the Parties:

TLU School of Governance, Placement Organisation

Trainee:

Law and Society,

Uus-Sadama 5

.....

.....

10120 Tallinn

.....

.....

Tuuli Oder

Signatures:.....

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Annex 3**PROFESSIONAL PLACEMENT SELF-ASSESSMENT FORM FOR STUDENTS**

Name of the student	
Placement organisation	
Period of the placement	

Self-assessment questions	Brief description	Rating (on a scale of 0-5 (0 - inadequate; 1- poor; 2- satisfactory; 3 - good; 4 - very good; 5 - excellent))
What kind of work/tasks did the professional placement include?		
What skills did the job require/did you need to use?		
How did the placement contribute to the learning outcomes of the study programme?		
How did the theoretical knowledge you had previously acquired support you in carrying out your work tasks?		
How satisfied were you with the guidance from the placement organisation?		
How did you find the arrangements of the placement and working conditions?		

What did you learn during your placement?		
How do you plan to use your practical knowledge going forward?		
Other observations		

Date:

Signature:

Annex 4

ASSESSMENT FORM FOR THE SUPERVISOR OF THE PLACEMENT ORGANISATION

Name of the trainee	
Placement organisation: (address, contact)	
Period of the placement: (dates and the number of hours)	

Performance of the trainee in carrying out assigned tasks:

Please rate on a scale of 0-5 (0 - inadequate; 1- poor; 2- satisfactory; 3 - good; 4 - very good; 5 - excellent):						
Please assess the trainee's performance in the tasks assigned to them as a whole (overall score)						
Please assess the practical preparation of the trainee						
Please assess the theoretical preparation of the trainee						
Please assess the trainee's initiative						
Please assess the trainee's capacity to make substantive proposals						
Please assess the trainee's conscientiousness and work discipline						

Please give a free form description of the trainee's ability to cope with their work tasks based on the following:

- Substance of the placement, summary of the trainee's tasks
- Specific tasks carried out by the trainee and feedback on the performance
- If you wish, point out the trainee's strengths and weaknesses
- Further comments

Name and position of the supervisor:

Date, signature: