



**Guiding student success:  
a Toolkit for study practice  
coordinators**



Co-funded by  
the European Union

## Deliverable information

Grant Agreement No.	
<b>Project acronym</b>	MILEAGE
<b>Project title</b>	Mentorship development for quality practices in higher education
<b>Project timeframe and duration</b>	01/09/2023 – 31/08/2025
<b>WP</b>	WP3 Building the capacities of coordinators and mentors
<b>Activity</b>	Development of supporting documents and tools for capacity building
<b>Deliverable</b>	DIGITAL TOOLBOX for coordinators
<b>Status</b>	Final version
<b>Version number</b>	1.0
<b>Deliverable responsible</b>	Peace Education Institute - Rauhankasvatusinstituutti Ry Institutet For Fredsfostran Rf
<b>Dissemination level</b>	Public
<b>Due date</b>	28/02/2025
<b>Date of submission</b>	31/12/2024

## Project coordinator

Name	
<b>Organization</b>	UNIVERZA V LJUBLJANI
<b>Email</b>	<a href="mailto:Tomaz.Dezelan@fdv.uni-lj.si">Tomaz.Dezelan@fdv.uni-lj.si</a>
<b>Postal address:</b>	Kongresni trg 12 -1000 Ljubljana

## Version history

Version	Date	Author	Description
1.0	31/12/2024		Final Version

## Author list

Name	Organisation
Elina Pöyry	University of Oulu
Muhammad Zaheer Asghar	University of Oulu
Marika Oikarinen	University of Oulu

## Summary of the Project

The project will ensure inclusiveness of study practice services by building capacities of career counsellors and developing new services. We aim to improve the quality of study practices by building the competences and skills of coordinators and mentors. By implementing MILEAGE study practices we will stimulate innovative pedagogies in HEIs and form a supportive environment for student practices. Lastly, we will advocate for civic engagement through the recognition of community work in students' academic results.

# Table of Contents

Deliverable information .....	2
Project coordinator .....	2
Version history .....	3
Author list .....	3
Summary of the Project .....	3
Table of Contents .....	4
List of abbreviations .....	6
<i>Guiding student success: a Toolkit for study practice Coordinators .....</i>	<i>7</i>
List of the tools in the toolkit .....	7
1. <i>Study practice tasks and responsibilities checklist for HEI coordinators.....</i>	<i>8</i>
2. <i>Study practice tasks and responsibilities checklist for students .....</i>	<i>10</i>
3. <i>Study practice agreement example .....</i>	<i>12</i>
4. <i>Study Practice Portfolio Template .....</i>	<i>14</i>
1. Introduction.....	15
2. Instructions.....	15
3. Content.....	15
4. Study Practice Placement .....	15
5. Study Practice Process .....	16
6. Study Practice Plan .....	16
7. Supervision sessions and feedback .....	16
8. Study Practice Reflection .....	17
9. Study Practice Process Feedback .....	17
10. Study Practice Report .....	17
11. Resources .....	17

5. <i>Competence goals for students</i> .....	18
Competence Goals for HEI study practices / Work-life Courses.....	18
6. <i>Study Practice Report Content Requirements</i> .....	20
Recommended requirements.....	20
Additional topics .....	21

## List of abbreviations

Acronym	Description
HEI	Higher Education Institution
CV	Curriculum Vitae

# Guiding student success: a Toolkit for study practice Coordinators

Coordinating student study practices can be a rewarding yet complex process. This toolkit provides document examples and templates to use for a structured path to guide both coordinators and students through the essential phases of a study practice period. The journey begins with clear role definitions: the **Tasks and Responsibilities Checklists** for HEI coordinators and students ensure mutual understanding and accountability.

Once expectations are set, the **Traineeship Agreement Example** helps formalize the collaboration between students, institutions, and host organizations. As the practice period progresses, students can document their experiences and achievements using the **Study Practice Portfolio Template**, fostering reflective learning and professional growth.

To align academic and professional goals, the **Competence Goals for Students** outline specific targets that students should work toward during their practice. After completing the practice, the **Study Practice Report Content Requirements** provide topics for students to reflect on during their journey, consolidate their learning, and demonstrate their progress.

By following this step-by-step approach and using these carefully designed tools, coordinators can streamline the study practice process while supporting student development and ensuring program success.

## List of the tools in the toolkit

- *1. Study practice tasks and responsibilities checklist for HEI coordinators*
- *2. Study practice tasks and responsibilities checklist for students*
- *3. Study practice agreement example*
- *4. Internship Portfolio Template*
- *5. Competence Goals for Students*
- *6. Study Practice Report Content Requirements*

# 1. Study practice tasks and responsibilities checklist for HEI coordinators

The success of an internship requires that all parties clearly understand the actions required of them before the internship begins and the responsibilities of each party.

## Degree Program's coordinators tasks before the study practice

- Organizing internship and job search information sessions.
- Informing about available internship positions (collaboration with student associations).
- Preparing internship guidelines and forms (clearly accessible instructions).
- Providing relevant material for the internship.
- Approving the internship position (ensuring tasks meet internship requirements).
- Signing the internship agreements.
- Reviewing the student's internship plan.
- Providing instructions of successful completion of the internship eg. reflection and reporting.

## Degree Program's coordinators tasks during the study practice

- Provide feedback and support on any tasks the student may have during the internship.
- Assign a contact person to support the student as needed.

## Degree Program's coordinators tasks after the study practice

- Evaluate the internship report and provide feedback to the student.

- Approve the internship, award credits, and record them in the academic register as soon as possible after the internship.
- Provide possible feedback to the employer during the approval of the internship report; highlight what the student learned the most and suggest areas for improvement for future interns. If all parties are satisfied, they may also agree to continue the internship collaboration.
- Utilize the internship reports in the program's own educational development work, share students' experiences, and maintain statistics on internship placements.

# 2. Study practice tasks and responsibilities checklist for students

The success of an internship requires that all parties clearly understand the actions required of them before the internship begins and the responsibilities of each party.

## Student's tasks before the study practice

- Creating a Personal Study Plan and including the internship in it.
- Articulating own skills in CV.
- Searching for and applying to internship positions.
- Getting the internship position approved by the university, obtaining necessary signatures.
- Signing the internship/employment contract.
- Applying for possible internship support.
- Familiarizing oneself with the provided internship support material.
- Familiarizing oneself with the requirements of successful internship.
- Familiarizing oneself with the organization's structure, culture, and operations.
- Creating the internship plan and its associated competence goals.

## Student's tasks during the internship

- Introduce and discuss the internship plan with the assigned supervisor.
- Agree upon supervision sessions with the assigned supervisor.

- Evaluate and reflect on the development of one's skills and knowledge in writing, according to the HEI guidelines (e.g. blog, learning diary, skills profile, etc.).
- Ask for feedback as deemed necessary.
- Reflect on one's career planning in relation to the skills acquired during the study practice and the opportunities offered by the field.
- Make the most of the study practice experience—be active, interested, curious, and open-minded towards new things and learning.
- Acts as a professional and responsible representative of one's educational institution in the workplace.

#### Student's tasks after the study practice

- Complete the internship report and reflect on the experience (using the documentation made during the study practice as a reference).
- Evaluate the achievement of learning objectives.
- Review the growth of their own skills.
- Identify areas for personal development.
- Get the internship approved.
- Update their CV and skills profile.
- Update their Personal Study Plan.
- Share one's experiences with other students.

# 3. Study practice agreement example

## TRAINEESHIP AGREEMENT HEI Students' Traineeship

### Student Information

Faculty and Department		
Degree Programme/Subject		
Trainee's Last Name	Trainee's First Names	Date of Birth
Address	Tel. Email	
Duration of Traineeship (start and end dates)	Duration of Traineeship (months)	

### Institutional Information

Traineeship Contact Person	Tel. Email
Address	
Traineeship is Compulsory <input type="checkbox"/> Optional <input type="checkbox"/>	
Proposed Traineeship Course (Unit Title, Code, and Credits)	

### Employer Information

Employer and Address	
Employer's Traineeship Contact Person(s)	Tel. Email
Salary Contact Person	Tel. Email
Trainee's Salary (€/month)	
Traineeship Supervisor(s)	Tel. Email

Trainee's Job Description
---------------------------

**Additional Information**

--

Place and Date	
Employer's Signature	
Clarification of Signature	

Place and Date		
On behalf of the Institution Education Designer and the Teacher of the Traineeship Course sign the Agreement	Education Designer	Teacher of the Traineeship Course
Clarification of Signature		

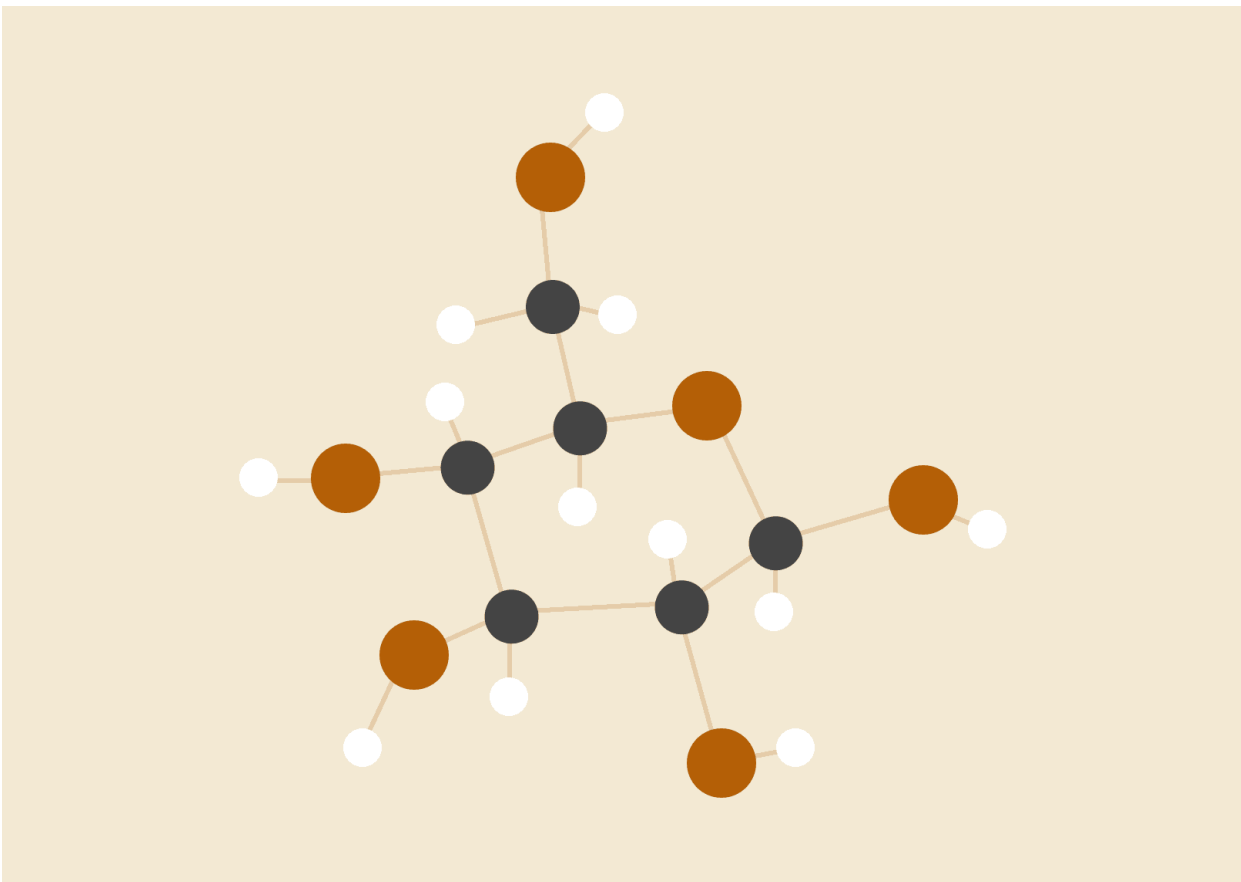
Place and Date	
Student's Signature	
Clarification of Signature	

Three identical copies have been made of this agreement, one for each party, i.e. the employer, the Institution and the student.

# 4. Study Practice Portfolio Template

## Study practice portfolio

*Student Name*



*Study Practice Portfolio*

*Institution*

## 1. Introduction

This portfolio serves as a comprehensive study practice resource, including instructions, discussion outlines, defining objectives and reporting study practice outcomes. It is designed to support the study practice process, foster professional development, and enable sharing information between the student, the study practice supervisor and the study practice coordinator/course teacher. It could also be used as a reference for future employment.

**The study practice coordinator inserts all necessary information and additional resources for students to follow, for a smooth study practice process.**

## 2. Instructions

*Insert instructions for the specific use of the portfolio.*

## 3. Content

1. Study practice placement
2. Study practice process
2. Study practice plan: discussion outline
3. Supervision sessions
4. Study practice reflection: discussion outline
5. Study practice process feedback
6. Study practice report
7. Resources

## 4. Study Practice Placement

- Placement:
- Study practice Period:
- Contact person/Supervisor:

## 5. Study Practice Process

Once you have agreed upon an internship with your responsible teacher, you can start the internship process.

*Insert a description of the internship process here.*

## 6. Study Practice Plan

Upon starting your study practice, the Study Practice Plan serves as a discussion outline for the planning of your study practice, together with your supervisor. Write down the main takes from your discussion. After you have completed the plan, share the document with your responsible teacher/study practice coordinator.

### 1. Introduction

*(Discuss e.g. workflow: on site/remote, distribution of hours, communication channels, introduction to work community and procedures)*

### 2. Study Practice Supervision

*(Discuss e.g. the role of the supervisor and intern, frequency of supervision meetings, performance evaluation and feedback, expectations from both sides)*

### 3. Intern's Responsibilities and activities

*(Clarify specific projects, responsibilities, tasks the intern will work on)*

4. Goals for Study Practice (Will be reviewed in Study Practice Report at the end of the study practice period)

- A. Skills and knowledge goals (short term)
- B. Professional development goals (long-term)
- C. Workplace integration / Team Collaboration and Relationship-building expectations
- D. Other goals

## 7. Supervision sessions and feedback

Insert requirements for supervision sessions with the supervisor during the study practice. In the sessions the participants share feedback and discuss

the progress of the study practice and objectives. Write down main takes from each session in this section.

## 8. Study Practice Reflection

The study practice reflection serves as a discussion outline with the supervisor at the end of the internship, to reflect and share feedback on the overall internship period. Review the Study Practice Plan and discuss topics from both the student's and supervisor's perspectives. Write down main takes from discussion.

1. Overall study practice experience (Accomplishments, challenges, supervision etc.)
2. Reflection of the achievement of study practice goals (Review Internship plan, objectives 1-3).
3. Future career prospects and next steps.

## 9. Study Practice Process Feedback

Include a feedback Form or other means to collect feedback for future development.

## 10. Study Practice Report

Provide instructions for reporting and presenting the internship experience, where the student reflects on their goals and how the experience contributes to their professional development and future career prospects.

## 11. Resources

Include beneficial resources for the student in this section, as deemed necessary.

# 5. Competence goals for students

## Competence Goals for HEI study practices / Work-life Courses

To assist setting meaningful goals for study practice, below are examples of competence goals for study practices or work-life periods, which can be applied to all fields. The competence goals should take into account the level of requirement of the study practice (introductory / bachelor's / master's level) as well as the work-life skills and competencies particularly required in each field.

### Recognizing one's own skills and evaluating one's work and learning

After completing the study practice, the student...

- can document their own work, learning, and work methods;
- can understand the significance of documentation in the development of their own work;
- can evaluate and develop themselves as a learner and worker;
- can evaluate, analyse, and develop their work-life skills and expert knowledge.

### Independent and responsible working

After completing the study practice, the student...

- can successfully handle independent planning and development of work assignments;
- can face work-life challenges with confidence in their field;
- can take responsibility for their own, planned learning as a member of the work community;
- can independently evaluate and plan their time management and effective work methods.

### Applying theory to practice and knowledge of one's own field

After completing the study practice, the student...

- can apply and direct their studies to the needs of working life;

- can apply the knowledge and skills gained during studies to perform tasks in a work-life situation;
- finds connections between working life and studies;
- can apply the theoretical knowledge they have learned to practical tasks;
- can identify job tasks they can perform after graduation;
- is familiar with the work environment and tasks of their profession;
- identifies tasks relevant to the field of study;
- can act as a representative of their field in a multidisciplinary group.

#### Interaction, communication, and group work

After completing the study practice, the student...

- can communicate clearly and professionally in both verbal and written formats within the work environment;
- understands and applies conflict resolution techniques in a professional setting;
- can work purposefully and systematically as a group member and independently;
- can take initiative and responsibility within a team to achieve common goals;
- can apply the principles of group work and group leadership in the work environment;
- can work in a multidisciplinary work group, understanding cultural and linguistic diversity;
- understands the significance of communication in working life;
- can give and receive constructive feedback.

#### Work community functioning

After completing the internship, the student...

- can successfully adapt to and engage with the work community in a professional and collaborative manner;
- is familiar with the functioning and communication methods of the work community;
- can identify problems and development areas in the work environment and suggest improvements;
- understands the key factors guiding the operations of the employer organization and the work community.

# 6. Study Practice Report

## Content Requirements

### Recommended requirements

- **Employer's Main Tasks and Industry:** Describe the employer's primary duties and industry, considering confidentiality.
- **Student's Job Description, Tasks, and Responsibilities:** Detail the student's job role, tasks, and responsibilities, considering confidentiality.
- **Recording and Evaluating the Achievement of Learning Objectives:** Document the learning objectives and assess their attainment.
- **Student's Role in the Work Community and Professional Identity Development:** Discuss the student's role within the work community and the strengthening of their professional identity.
- **Application of Previously Learned Skills During the Study Practice:** Reflect on how theoretical knowledge was applied in practice.
- **Development of Substantive Skills and Domain-Specific Competencies:** Examine the enhancement of skills related to the student's field.
- **Development of General, Transferable Work-Life Skills:** Evaluate the growth of general skills that can be transferred across different fields.
- **Skills That Would Have Been Beneficial to Practice:** Identify skills that would have been useful to practice during the internship.
- **Significance of the Study Practice for Future Studies and Career Planning:** Reflect on the importance of the internship for future studies and career planning.
- **Guidance Received from the Employer During the Study Practice:** Describe the guidance and support provided by the employer.

- **Overall Progress and Experience of the Study Practice:** Assess the overall progress and experience of the internship.
- **Alignment of Degree Program Studies with Work-Life Needs:** Evaluate how well the studies in the degree program meet the needs of the work-life.

### Additional topics

- **Structure of the Employer Organization:** Provide an overview of the organization's structure.
- **Management Model and Observations on Superior-Subordinate Relationships:** Discuss the management model and relationships within the organization.
- **History and Current Operations of the Organization:** Describe the organization's history, current operations, and its goals and purpose.
- **Quality and Sustainable Development:** Reflect on the organization's commitment to quality and sustainable development.
- **Occupational Safety and Health:** Evaluate health and safety conditions, including work safety and employee well-being.
- **Training Activities Within and Outside the Unit:** Describe training activities and the educational background needed for different tasks, considering job quality and safety issues.
- **Career Opportunities in the Organization After Graduation:** Explore potential career opportunities within the organization after graduation.
- **Student's Reflections on Possible Areas for Improvement in the Organization:** Provide personal reflections on possible areas for improvement within the organization.



*Coordinator*  
**UNIVERZA V LJUBLJANI**  
Slovenia  
[www.uni-lj.si](http://www.uni-lj.si)



**KULTURNO IZOBRAZEVALNO DRUSTVO PINA**  
Slovenia  
[www.pina.si](http://www.pina.si)



**CESIE ETS**  
Italy  
[cesie.org](http://cesie.org)



**Università  
degli Studi  
di Palermo**

**UNIVERSITÀ DEGLI STUDI DI PALERMO**  
Italy  
[www.unipa.it](http://www.unipa.it)



**RAUHANKASVATUSINSTITUUTTI RY INSTITUTET FOR  
FREDSFOSTRAN RF**  
Finland  
[rauhankasvatus.fi](http://rauhankasvatus.fi)



**OULUN YLIOPISTO**  
Finland  
[www.oulu.fi/fi](http://www.oulu.fi/fi)



Co-funded by  
the European Union

Erasmus+ – KA220-HED – Cooperation partnerships in higher education

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

Project number: 2023-1-SI01-KA220-HED-000160001