

## Work placement plan – work placement offer

This work placement plan confirms that you have received an offer of a work placement and describes in broad strokes the contents of that work placement. For information on the requirements that the internship placement needs to meet, see the information below.

If we approve the work placement, and if you fulfil the other requirements, you will be **conditionally eligible** for the course. If you are admitted to the course, we must receive a work placement agreement before the start of the course for you to be fully eligible and thus definitively registered. The work placement agreement is a three-party agreement, which means it is signed by the student undertaking the work placement, the place of work (the host) and Lund University. The agreement to be signed is sent to all admitted students after the notification of admission has been published.

The work placement plan, i.e. this document, is to be uploaded on your personal page by the deadline for additional information (see [antagning.se](http://antagning.se) for the relevant date).

### Personal information

Applicant surname and first name	Personal identity number
Email address	

### Details about the work placement

Place of work	
Dates for the work placement	Location of placement
Supervisor at the place of work (name and professional title/role)	
Email, telephone number	
Brief summary of the duties the student will undertake as part of the work placement:	

### Host's signature

Date	Signature (digital is acceptable)
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## HUMANISTISKA OCH TEOLOGISKA FAKULTETERNA

### Information regarding work placements at the Joint Faculties of Humanities and Theology, Lund University

Every semester, Lund University offers a work placement course for students reading subjects in the humanities and theology. The course is called *HTXJ01 Work Placement: The Humanities in Working Life* and involves a work placement of at least 18 weeks at a place of work relevant to their subject of study. The purpose of the work placement is to give students the opportunity to apply knowledge acquired during their studies to concrete, independent and professional duties.

In order to be admitted to the course, students must have completed at least 120 credits (the equivalent to two years of full-time study), of which at least 60 credits (two semesters) must be within a subject in the humanities or theology. Students are also to have independently found a placement willing to receive them, and that is able to provide them with a supervisor. The supervisor and student are to draw up a work placement plan, in which it must be stated that the student has been offered a work placement, and in broad strokes describe the duties the student is to undertake. In order for the student to be registered and start the course, a three-party agreement must be signed by the student, the employer and Lund University. The agreement sets out the commitments of each party. During the internship period, the student is insured via Lund University.

There is a lot to be gained by receiving a student on a work placement. Hosting a placement brings a motivated student to the workplace who is in the process of shaping their education and career. The student will be a resource for both administrative tasks and project work, such as analysis, planning or evaluation, and can be expected to have a good theoretical knowledge of the subject area. The student is to present themselves along with their work experience, prior knowledge and how these can be applied in your workplace. Perhaps the student might even find ideas for a later degree project. The workplace can expect to receive significant extra input from the student during their placement at no extra cost, as the course is eligible for student finance.

By hosting students, the workplace also increases the quality of their applicants in future recruitments and ensures expertise for the longer-term.

The Joint Faculties of Humanities and Theology require there to be a designated supervisor at every workplace that hosts a placement. The supervisor and the student together are responsible for ensuring that the placement is made up of relevant and professional duties and that the placement is conducted in accordance with the syllabus. The supervisor is also to give the student ongoing feedback on completed tasks. Time should also be set aside during the placement to allow the student to work on the examined elements of the course, i.e. a placement report and a reflective essay, which are examined by the course coordinator.

If you have questions about the course or how the placement should be arranged, you are most welcome to contact our study advisor Robert Ekdahl [robert.ekdahl@sol.lu.se](mailto:robert.ekdahl@sol.lu.se). For questions about the examination and learning objectives, contact the course coordinator Paul Tenngart: [paul.tenngart@litt.lu.se](mailto:paul.tenngart@litt.lu.se).

We are confident that the work placement will be a rewarding and instructive experience for all parties.

Kind regards,  
Paul Tenngart  
Course coordinator  
The Joint Faculties of Humanities and Theology  
Lund University