

Policy subject: Student Work Placement and Development Policy	Policy number: 38/P.D/2024	Date of last revision: 2024/11/15
Implementing body: Administrative Affairs Department	Implementing start date: 2024/11/20	Policy reference: Planning and Development Department

Overview:

Palestine Ahliya University (PAU) is dedicated to enhancing students' career prospects by providing high-quality practical training opportunities. These work placements are designed to enhance job readiness and support students' professional and academic development. Through strategic collaborations with industry partners, the university seeks to offer students the skills and experiences necessary to succeed in the competitive job market upon graduation.

Objectives:

- **Increase student job readiness by offering practical training opportunities aligned with their fields of study:**

Provide students with hands-on experiences that directly relate to their academic programs, helping them develop the skills and competencies needed to enter the workforce successfully.

- **Support students' professional and academic growth by developing their practical skills:**

Foster students' growth through work placements that enhance their practical knowledge, problem-solving skills, and industry-specific expertise.

- **Enhance collaboration with institutions and companies to provide suitable and comprehensive training opportunities for students:**

Strengthen partnerships with organizations and businesses to offer students valuable work placements, internships, and fieldwork that complement their academic studies and prepare them for their future careers.

Scope:

This policy applies to all students at Palestine Ahliya University (PAU) who participate in work placement programs as part of their academic curriculum. It covers:

1. The organization and management of work placements that are aligned with students' academic fields.
2. Collaboration with relevant institutions, businesses, and industry leaders to provide a wide range of work placement opportunities.
3. Support for students throughout their work placements, ensuring they gain valuable learning experiences and develop the skills necessary for career success.

Statements:

This policy ensures that all PAU students have access to work placements that align with their academic programs and provide real-world experience. Through partnerships with various organizations and businesses, the university supports students in acquiring the practical skills and knowledge necessary to succeed in their chosen careers. The university will continue to improve and expand these opportunities to meet the evolving needs of students and the job market.

Procedures:

1. Identify Job Needs:

- Collaborate with academic departments, administrative units, and external partners to identify suitable work opportunities for students.
- Work with local and international organizations to expand external job opportunities for students in alignment with their academic programs and career goals.

2. Create a Student Database:

- Collect and maintain a database of students interested in work opportunities, including their qualifications, areas of interest, availability, and any relevant experience.
- Ensure that the database is regularly updated to match student skills with job openings.

3. Announce Job Vacancies:

- Publicize available job opportunities via the university's digital platforms, email newsletters, and physical notice boards.
 - Organize on-campus recruitment events and career fairs to allow students to directly engage with potential employers.
4. **Conduct Interviews and Select Students:**
- Coordinate and schedule interviews for students with relevant academic departments or external employers.
 - Select candidates based on their qualifications, skills, and alignment with the job requirements.
5. **Prepare Contracts:**
- Create and formalize employment agreements between PAU or external employers and the selected students.
 - Clearly define job responsibilities, working hours, pay, benefits, and rights as per university policies and local labor laws.
6. **Provide Orientation and Support:**
- Offer an orientation session for students before they start their job, covering expectations, responsibilities, and performance standards.
 - Provide continuous support throughout the employment period, including mentorship, troubleshooting issues, and facilitating communication with employers.
7. **Monitor Performance:**
- Regularly track and evaluate student performance in their jobs, coordinating with employers and supervisors.
 - Address any challenges or feedback from students or employers to ensure a positive work experience.
8. **Prepare Periodic Reports:**

- Document all job placements, including the number of students employed and the performance of the program.
- Submit reports periodically to senior management, along with recommendations for program improvements and strategies to enhance student employment opportunities.

KPIs:

- The percentage of students who secure full-time employment or internships within six months of completing their work placements, reflecting the effectiveness of the university's work placement programs in preparing students for the workforce.