

Pursuant to Article 9 of the Statute of Algebra University, the Senate of Algebra University enacted at its 1st session, held on 12th December 2023, the following

BOOK OF REGULATIONS ON INTERNSHIP

1. GENERAL PROVISIONS

Article 1

- (1) This Book of Regulations regulates the obligations of students and Algebra University regarding internships in accordance with the plan and programme of the relevant study programme.

Article 2

- (1) Students of Algebra University are obliged to supplement their knowledge acquired in the classroom during their study programme with practical work for the purpose of thorough preparation of their final thesis and completion of the study programme if prescribed so by the study programme. Only by combining their newly acquired knowledge with a specific internship in the area of their personal choice of specialization, visible through the topic of their final thesis, can the students achieve the full goal of the study programme and obtain an excellent basis for inclusion in a professional work environment.
- (2) Internship is an organized and thought out procedure that begins within Algebra University by establishing cooperation with employers who are ready to ensure the possibility of implementing internship, and continues with the selection of the student's final thesis and selection of the area of internship, admission of students in the Career Center, their internship placement and the realization of the internship programme, up to the validation of their work and the survey of employers and students on the conducted procedure.

2. INSTRUCTIONS ON INTERNSHIP

Article 3

- (1) The procedure for the implementation of internship and the number of hours designated for internship in each study programme are regulated by the **Guidelines on Internship** that are published as a separate document.

3. PROCEDURE FOR INITIATING INTERNSHIP

Article 4

- (1) The Career Center is in charge of the organization of internship at Algebra University.
- (2) The Career Center is responsible for organizing potential places for the realization of internship during a particular academic year, and in accordance with the needs of Algebra University, it concludes an **Agreement on Student Internship** with the employers interested in the implementation of internship. After signing the agreement, the employer becomes a potential worksite for Algebra University.

Article 5

- (1) A student interested in internship through the Career Center tool has the opportunity to review and select possible places for internship.
- (2) The student may also independently propose a company in which they wish to complete their internship. In case the proposal is accepted by the Career Center, an **Agreement on Student Internship** shall be concluded with the proposed company prior to the realization of internship and the company shall become a worksite for Algebra University. In order to decide on the acceptance of a place for the realization of internship, the Career Center shall especially take into account the following criteria:
 - a. area of activity of the company and related areas for a potential implementation of internship
 - b. staff which the company is ready to make available for the implementation of internship
 - c. technical equipment of the company (worksite).

Article 6

- (1) In addition to completing internship at a worksite, a student with work experience, a product or recognition equivalent to the specified internship, may submit a Request for Recognition of Internship.
- (2) In addition to the Request for Recognition of Internship based on equivalent work experience, the student is required to submit a Certificate of Work Experience.
- (3) In addition to the Request for Recognition of Internship based on participation in a national or international competition in which the student has won one of the first three places, the student is required to submit the original and one copy of the relevant competition certificate.

Article 7

- (1) The Career Center receives all incoming student applications and Requests for Recognition of internship within the announced deadlines for application, and in accordance with available places, approves potential worksites for the completion of internship or issues a confirmation of the recognition of internship.
- (2) If more students apply for a particular worksite than its real capacity, the worksite shall determine which students shall be given the opportunity to realize their internship at that worksite, primarily taking into account:
 - a. study success of all applied students (credits from relevant modules and grades, total average grade and total amount of credits acquired),
 - b. specifics of the chosen final thesis topic,
 - c. motivation of students.
- (3) A student who refuses to realize internship at the offered worksite shall independently find another place for the realization of internship that must be accepted by the Career Center.

4. INTERNSHIP SUPERVISOR

Article 8

- (1) The internship at the worksite is organized, coordinated, monitored and evaluated by the internship supervisor proposed by the employer.
- (2) Upon completion of internship, the internship supervisor signs the **Diary of Internship** confirming the authenticity of all data and fulfillment of all tasks and responsibilities by the student during the module of the student's internship.

5. INTERNSHIP FOR EMPLOYED STUDENTS UNDER PART-TIME STUDY STATUS

Article 9

- (1) Employed students under part-time study status can carry out their internship at their own employer, who, in this case, needs to meet the requirements and become a worksite affiliated with Algebra University.

Article 10

- (1) In case the employer of an employed student under part-time study status does not meet the conditions to become a worksite affiliated with Algebra University or cannot provide internship in accordance with the learning outcomes of the student's study program, the student must complete the internship at one of the offered worksites of Algebra University.
- (2) Students mentioned in Paragraph 1 of this Article have the right to complete the internship at multiple worksites and during different time periods, as agreed upon with the worksites and the Career Center, ensuring that they still fulfill all the hours required for their internship within their study program.

6. PLACE OF INTERNSHIP

Article 11

- (1) The internship takes place at Algebra University worksites or, exceptionally, within the premises of Algebra University.
- (2) The internship may be partially or fully completed abroad.

7. CONTENT OF INTERNSHIP

Article 12

- (1) The mentor of the final thesis, student and internship supervisor propose the content and tasks that shall be fulfilled during internship and that are related to the topic of the final thesis or the learning outcomes of the study programme and submit their proposal to the Career Center.

- (2) It is possible to specify the content of internship and the learning outcomes to be achieved during internship that are not related to the topic of the final thesis in case there are no available worksites that can provide internship related to the topic of the final thesis.
- (3) The content of internship shall determine the key issues and tasks as well as the time and place of internship.
- (4) Based on the specified internship content, the Career Center shall issue a **Referral to Internship** by which Algebra University refers a student to internship.

8. STUDENT ADMISSION

Article 13

- (1) The admission of students to an internship worksite is conducted by a representative of the company (institution) on the basis of the **Referral to Internship**. Student admission is typically performed by the internship supervisor.

9. STUDENT OBLIGATIONS ON INTERNSHIP

Article 14

- (1) The student on internship represents Algebra University and is obliged to behave appropriately and promote the values of Algebra University through their performance, attitude towards work and conduct as stated in the Ethical Code and other relevant documents.
- (2) The student on internship is obliged to respect the working hours and regulations of the company or institution (worksite) they do their internship with, occupational safety regulations and regulations of the ethical code of the employer and Algebra University, and implement the internship as instructed by the internship supervisor in accordance with the internship programme.
- (3) In case of justified reasons for the interruption of internship, the student shall immediately inform the internship supervisor and the Career Center of Algebra University. The continuation of internship shall be determined by the internship supervisor in cooperation with the Career Center.
- (4) In case of inappropriate behavior, violation of the worksite house rules, violation of internal worksite regulations or regulations on occupational safety, the internship supervisor may request the initiation of disciplinary proceedings against the student and an immediate termination of internship.
- (5) In case of initiation of disciplinary proceedings against a student on internship, provisions of the **Ethical Code of Algebra University** and the **Book of Regulations on Disciplinary and Material Responsibility of Algebra University** shall be applied.

Article 15

- (1) During the internship, the student shall keep a **Diary of Internship** in order to record the daily internship activities.
- (2) Upon completion of internship, the student shall submit the certified **Diary of Internship** to the Career Center in electronic and printed form.
- (3) Upon completion of internship, the student writes a Self-Reflection Report on their own experience of the internship.

- (4) Upon receipt of all documents, the Career Center shall verify the completion of the student's internship within the Infoeduka digital student service system and thereby confirm the validity of the information related to the internship.

Article 16

- (1) If the student has not realized the internship programme, the internship supervisor shall not certify the **Diary of Internship** but shall propose additional activities to the Career Center and the student for the purpose of obtaining a positive evaluation of the internship and confirming the **Diary of Internship**.
- (2) If the student fails to obtain a pass in the internship after a completion of additional activities, the Career Center shall determine a different worksite and the internship shall be repeated in accordance with a newly defined content and work tasks that shall be performed during internship.
- (3) If the student still fails to obtain a pass in the internship, they shall be considered to have failed the course "Final Project Implementation/Internship" or the internship module. In accordance with the **Book of Regulations on the Final and Graduation Thesis and the Final Exam**, the student may re-enroll in the same module in the following academic year and must choose a new mentor and the topic of the final or graduation thesis.

Article 17

- (1) The student cannot access the defense of the final thesis without the entry on successful completion of internship within the digital student service system if prescribed so by the study programme.

10. INSURANCE

Article 18

- (1) During the implementation of the internship, Algebra University and the employer do not cover the insurance costs of students.
- (2) The student may ensure themselves at their own expense against the consequences of accidents that may occur during the realization of internship.

11. QUALITY ASSURANCE

Article 19

- (1) In order to improve the quality of internship, the Career Center shall conduct a survey among students and internship supervisors at the end of each internship cycle. Through student surveys, the following aspects are typically assessed:
- satisfaction with the realized internship,
 - student satisfaction with the organization of work at the worksite,
 - coordination of work tasks with the internship programme,
 - dedication of the employer's employees and conditions of the realization of internship at the worksite.

(2) Internship supervisor surveys shall determine the results of the educational process and provide feedback to the Quality Committee. Through internship supervisor surveys, the following aspects are typically assessed:

- completion of the learning outcomes set within the internship programme
- overall competencies of the student demonstrated during internship
- areas that need to be supplemented through the educational programme according to the opinion of the internship supervisor
- impression of the internship supervisor on the student's qualification to perform work tasks within the scope of their educational qualification, based on the internship supervisor's knowledge of the workplace needs and occupations which are employment destinations relevant for a particular qualification.

Article 20

(1) At least once a year, the Career Center prepares a report on the implementation and quality of internship, specifying:

- the number of students who have realized internship in an academic year
- the number of students whose internship has been recognized
- the number and list of worksites with which Algebra University has signed agreements and the number and list of active worksites ready to accept students during the academic year in question
- the results of the realization of internship
- remarks on possible violations of the ethical code or initiated disciplinary proceedings
- the results of the student survey
- the results of the internship supervisor survey
- the conclusion on the effectiveness of the internship system and its compliance with the needs of Algebra University.

Article 21

(1) During internship, the Career Center may, in justified cases, request the Rector to release a student from the obligation to attend part of the classes. The Rector shall issue an approval only in the following case:

- the scope of absence shall not significantly interfere with the student's ability to successfully complete modules, on which the Rector shall consult subject teachers or heads of departments
- the organization of work at the employer's company leaves no other realistic possibility for the realization of internship.

12. TRANSITIONAL AND FINAL PROVISIONS

Article 22

Interpretation of the Provisions of the Book of Regulations and to Whom It Applies

- (1) The Senate of Algebra University is responsible for the interpretation of the provisions of this Book of Regulations.
- (2) This Book of Regulations applies to all enrolled students.

Article 23

Compliance with General Provisions

- (1) All general provisions related to study programme matters must be aligned with this Book of Regulations no later than 6 months from the date of its entry into force.

Article 24

Entry into Force

- (1) This Book of Regulations shall enter into force on the day of its adoption.

CLASS:	602-03/23-01/11
REF. NO.:	251-785-02-23-46
Pages:	7
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