

Pursuant to the Statute of the Algebra University College, at its 85th session held on 19 April 2021, the Academic Council of Algebra University College enacted the following:

BOOK OF REGULATIONS ON INTERNSHIP

1. GENERAL PROVISIONS

Article 1

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

Article 2

- (1) Students of the Algebra University College are obliged to supplement their knowledge theoretically acquired in the classroom during the study programme with practical work for the purpose of thorough preparation of their final thesis and completion of the study programme. Only by combining their newly acquired professional 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 the Algebra University College by establishing cooperation with employers who are ready to ensure the possibility of implementing internship, and continues with the selection of student's final thesis and selection of the area of internship, admission of students in the Career Center, their placement and the realization of internship programme, up to the validation of their work and the survey of employers and students on the conducted procedure.
- (3) Internship typically lasts 144 hours.

2. INSTRUCTIONS ON INTERNSHIP

Article 3

- (1) Procedure for the implementation of internship is regulated by the "Guidelines on Internship" that are published as a separate document.
- (2) Guidelines on internship depend on the individual study programme and determine:
 - a. execution of internship
 - b. semester in which internship is organized
 - c. period of internship
 - d. corresponding amount of ECTS credits
 - e. regulations on occupational safety relevant for the implementation of internship.

3. PROCEDURE FOR INITIATING INTERNSHIP

Article 4

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

Article 5

- (3) A student interested in internship shall consult the Career Center in order to discuss career planning, final thesis and internship. As a result of this discussion, the Career Center shall verify worksites available for the realization of internship.
- (4) Students 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 internship shall be concluded with the proposed company prior to the realization of internship and the company shall become a worksite for the Algebra University College. In order to decide on the acceptance of a place for the realization of internship, the Career Center shall take into account the following criteria;
 - a. Area of activity of the company and related areas for potential implementation of internship
 - b. Staff which the company is ready to make available for implementation of internship
 - c. Technical equipment of the company (worksite)
- (5) Following the agreement with the Career Center, the student chooses a Mentor and topic of the final thesis, and with the information on the accepted topic of the final thesis and mentor's contact information, revisits the Career Center in order to initiate the internship procedure.

Article 6

- (1) In addition to completing internship at a worksite, a student with work experience, 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 student applications and "Requests for recognition of internship" within the announced deadlines for application, and in accordance with available places, proposes potential worksites for the completion of internship or recognizes Certificates of recognition of internship.

- (2) If more students apply for a particular worksite than its real capacity, the Career Center shall determine which students shall be given the opportunity to realize their internship at that worksite, primarily taking into account;
 - a. Study results of all applied students (credits from relevant module 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, in accordance with the choice of topic and in agreement with the Mentor of the final thesis, by the employer, and approved by the Mentor of the final thesis.
- (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 during the module of the student's internship.

5. INTERNSHIP IN RELATION TO STUDENT STATUS

Article 9

- (1) The internship is compulsory for full-time and unemployed part-time students for the period of time provided in the plan and programme of the relevant professional study programme, unless the internship is recognized on another basis.

Article 10

- (2) The internship of employed part-time students is typically realized at their employer's company, which needs to fulfill requirements to become a worksite for the Algebra University College.

6. PLACE OF INTERNSHIP

Article 11

- (1) The internship takes place at the Algebra University College worksites or, exceptionally, at the premises of the Algebra University College.
- (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 completed during internship that shall be achieved during internship that are related to the topic of the final thesis and learning outcomes, and submit their proposal to the Career Center.
- (2) It is possible to specify the content of internship and learning outcomes that shall 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 the Algebra University College refers a student to internship.

8. ADMISSION OF STUDENTS

Article 13

- (1) Admission of students at a 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. OBLIGATIONS OF STUDENT ON INTERNSHIP

Article 14

- (1) A student on internship represents the Algebra University College and is obliged to behave appropriately and promote the values of the Algebra University College through his/her performance, attitude towards work and conduct as stated in the Code of Ethics, and other relevant documents.
- (2) The student on internship is obliged to respect the working hours and regulations of the company or institution (worksite), occupational safety regulations and regulations of the code of ethics of the employer and the Algebra University College, 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 the Algebra University College. 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 house rules, internal regulations or regulations on occupational safety at the worksite, the Internship Supervisor may request the initiation of disciplinary proceedings against the student and immediate termination of internship.
- (5) In case of initiation of disciplinary proceedings against a student on internship, provisions of the Code of Ethics of the Algebra University College and Book of Regulations on Disciplinary Responsibility of the Algebra University College shall apply.

Article 15

- (1) During the internship, the student shall keep a "Diary of Internship" in order to record the daily activities of internship.
- (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 reflective written report" on the students experience of the internship.
- (4) Upon receipt of all documents, the Career Center shall enter the documents verifying the completion of the student's internship within the Infoeduka digital student service system and thereby confirm the validity of 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 internship and confirming the Diary of internship.
- (2) If the student fails to obtain a pass in internship after completion of additional activities, the Career Center shall determine a different worksite and the internship shall be repeated in accordance with newly defined content and work tasks that shall be performed during internship.
- (3) If the student still fails to pass internship, he/she shall be considered to have failed the "Final Thesis/Internship" or Internship module. In accordance with the Book of Regulations on Final Thesis and Final Exam, the student may re-enroll in the same module in the following school year and must choose a new mentor and topic of final thesis.

Article 17

- (1) A student cannot access the defense of the final thesis without the entry on successful completion of internship within the digital student service system.

10. INSURANCE

Article 18

- (1) During the implementation of the internship, the Algebra University College and employer do not cover the insurance costs of students.
- (2) Students 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 of students and internship supervisors at the end of each cycle of internship. The survey of students typically verifies:
 - satisfaction with the realized internship
 - student satisfaction with 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) The survey of internship supervisors shall determine the results of the educational process and provide feedback to the Quality Committee. The survey of internship supervisors typically verifies:
- completion of 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 his/her educational qualification, based on the knowledge of the workplace requirements and occupations destined for employment in case of 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;
- number of students who have realized internship in a school year
 - number of students whose internship has been recognized
 - number and list of worksites with which the Algebra University College has signed agreements and number and list of active worksites ready to accept students during the school year in question
 - results of the realization of internship
 - remarks on possible violations of the code of ethics or initiated disciplinary proceedings
 - results of the student survey
 - results of the survey of Internship supervisors
 - conclusion on the effectiveness of the internship system and its compliance with the needs of the Algebra University College.

Article 21

- (1) During the module of Internship, the Career Center may, in justified cases, request the Dean to release the student from the obligation to attend part of the classes. The Dean shall issue an approval only in the following case;
- the scope of absence shall not significantly interfere with the ability to successfully complete module, on which the Dean 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 Academic Council of Algebra University College 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 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 one day after the date of its publication on the website of Algebra University College.
- (2) On the effective day of this Book of Regulations, the following shall cease to be valid:
- a. Book of Regulations on Internship of 19th September 2018, CLASS: 602-04/18-03/10, REF. NO.: 251-321-18-03-67

Article 25

Application of Specific Provisions

- (1) The provisions of this Book of Regulations are applied from the academic year 2021/2022.

CLASS:	602-04/21-01/06
REF. NO.:	251-321-21-03-13
Pages:	7
Written by:	Assistant Professor Mislav Balković, PhD
Approved by:	Academic Council

Chairman of the Academic Council of Algebra
University College
Dean
Assistant Professor, Mislav Balković, PhD