

Pursuant to Article 43 of the Statute of the Šibenik University of Applied Sciences, the Council of the Šibenik University of Applied Sciences, at its 65th session held on 20 September 2023, adopts the following:

REGULATIONS ON INTERNSHIP

I. GENERAL PROVISIONS

Article 1

- (1) These Regulations regulate the conditions and manner of conducting internship at professional studies of the Šibenik University of Applied Sciences (hereinafter: the University) and the obligations of students of the University when performing internship in professional studies according to the plan and programme of the relevant professional study.
- (2) Terms used in this Regulations that have gender implications refer equally to both male and female genders.

Article 2

- (1) Internship is a mandatory component of the educational process, conducted in accordance with the curriculum and the syllabus of the study programme.
- (2) Internship in professional undergraduate studies is carried out in semester VI.
- (3) Internship in professional graduate studies is carried out in semester IV.
- (4) The duration of the internship and its evaluation in ECTS credits is determined by the study programme of each respective study.
- (5) The course description (objectives, content, student obligations, etc.) is stated in the detailed syllabus of a particular study programme, which is published on the website of the University of Applied Sciences at the beginning of each academic year.
- (6) Students are referred to the internship in order to supplement theoretical knowledge with practical experience, which enables more successful fulfilment of the study programme and integration into professional work.

II. COMPLETING AN INTERNSHIP

Article 3

(1) The internship is completed under the organisation of the University of Applied Sciences.

Article 4

(1) Planning, organization and other activities related to the implementation of the internship are carried out by the course holders of the Internship course.

(2) The holders of the Internship course are proposed by the Department Council of a particular study and appointed by the University Council, when adopting the entrustment of teaching and the syllabus for the next academic year.

(3) The course holder of the Internship course shall be responsible for their work to the Department Council to which their course belongs and to the Vice-Dean for Education.

(4) The course holder of the Internship course organises the implementation of the internship as follows:

- prepares a plan for the implementation of the internship (detailed implementation plan),
- provides a sufficient number of places and available time slots for the internship with appropriate legal entities,
- proposes to the Dean and Vice-Dean for Academic Affairs the enter into an Agreement on Professional Cooperation with the relevant legal entities,
- issues each student intern with a signed referral for the internship,
- evaluates the completed internship on the basis of the Internship Log Book,
- regularly controls and supervises the work of students on internship,
- keeps records of the completed internship of students,
- prepares an annual report on the internship completed in the previous academic year,
- performs other tasks essential for the quality of the internship.

(5) For the tasks related to the internship, the course holder of the Internship course is entitled to 72 contact hours per year.

Article 5

(1) The authorized person in the legal entity in which the student undertakes the internship shall be obliged to appoint a mentor for the student from among its employees.

(2) The mentor must have at least the same professional qualification as the student upon completion of the study or at least three years of work experience in the same or similar jobs in accordance with the student's study orientation.

Article 6

(1) The student undertakes the internship in a legal entity that, as part of its core activity, performs professional tasks that are in accordance with the student's study orientation.

(2) A student may also undertake the internship in a legal entity that has an organizational unit that deals with professional activities that are in accordance with the student's study orientation.

(3) The student may also propose a legal entity in which they will undertake the internship, in agreement and with the prior approval of the course holder of the Internship course.

(4) Internship may also be carried out abroad as part of the Erasmus+ programme.

(5) The University of Applied Sciences signs a Professional Cooperation Agreement related to the implementation of the internship with the legal entity where the student undertakes the internship.

(6) Exceptionally, in the event of the impossibility of signing the Agreement referred to in paragraph 5 of this Article, the legal entities shall issue a Certificate of Receipt for Internship (Annex 1).

(7) The student may also undertake the internship at the University of Applied Sciences.

Article 7

(1) The student undertakes the internship in accordance with the Syllabus.

(2) The course holder of the Internship course may decide to refer the student for internship outside the period scheduled in the Syllabus, in the event case of justified reasons.

III. RIGHTS AND OBLIGATIONS OF STUDENTS ON INTERNSHIP

Article 8

(1) The student undertakes the internship according to the study programme for the selected study.

(2) The content of the internship must be derived from the content and character of the professional subjects of the study and is defined in more detail by the detailed syllabus of the course.

Article 9

- (1) Admission of the student to the internship at the legal entity is carried out based on the Referral for Internship (Annex 2) signed by the course holder of the Internship course.
- (2) The Referral may be obtained only after the Agreement on Professional Cooperation regarding the implementation of the internship has been signed.
- (3) If the agreement referred to in Paragraph 2 of this Article has not been signed, the course holder of the Internship course will issue a Referral for internship undertaking, on the basis of which the legal entity will issue a Certificate of Receipt for Internship for the student.

Article 10

- (1) The student is obliged to perform the duties and tasks entrusted to them conscientiously and honestly.
- (2) The student is obliged to respect the legal regulations of the legal entity in which they undertake their internship, and to adhere to the prescribed occupational safety measures, work obligations and safety measures.
- (3) The student who acts contrary to paragraphs 1 and 2 of this article will be removed from the internship.
- (4) The student is obliged to protect the property of the legal entity in which they undertake their internship and to ensure that their behaviour or conduct does not cause damage to the legal entity and the University of Applied Sciences.
- (5) The student who deliberately or through gross negligence causes damage to the legal entity in which they perform the internship shall be obliged to compensate for such damage.

Article 11

- (1) The undertaking of the internship shall be interrupted in the event of justified reasons.
- (2) The course holder of the Internship shall determine the continuation of the internship when the reasons that caused the interruption of the internship cease to exist.
- (3) The student or mentor shall notify the course holder of the Internship about the existence of reasons for the interruption of the internship and about the cessation of such reasons as soon as they arise or are known.

Article 12

- (1) A student may be granted recognition for the Internship course if they work or have worked in jobs that correspond to the envisaged training in terms of content and complexity.
- (2) A student requesting recognition for the Internship course is obliged to submit to the course holder of the Internship course a written Application for the Recognition of Internship (Annex 3) and a certificate from the legal entity where they work or have worked.
- (3) The certificate referred to in paragraph 2 of this Article must contain the job title, a detailed description of the job duties, and the date of employment, including the termination date if the employment relationship has ended.
- (4) The student shall submit the Request for Recognition of Internship in the semester in which they are obliged to complete the internship.
- (5) Based on the Request for Recognition of Internship and the necessary attached documentation, the course holder of the Internship course shall decide on the recognition of the internship.

Article 13

- (1) As an equivalent to the internship, internship undertaken through cooperation with institutions abroad, as well as internship undertaken through international student organisations, is recognised.
- (2) For the purpose of undertaking internship abroad, the student is obliged to obtain a visa or other documents necessary for the stay in another country in person.
- (3) Students from abroad shall be provided with internship in accordance with the detailed implementation plan, at the polygons of the University of Applied Sciences and in institutions and organizations with which the University of Applied Sciences concludes an Agreement on Cooperation in the subject of internship for the current academic year.

Article 14

- (1) During the internship, the student creates an Internship Logbook (Annex 4).
- (2) The Internship Logbook shall contain a detailed description of the activities on the internship, an analysis and a description of the work tasks covered by the internship by place, date and duration.
- (3) In the Internship Logbook, the student shall provide information on the legal entity with which the internship was performed, describe the jobs on which he or she worked, conduct

research (if any) and assess the effectiveness of work activities and applied measures and procedures during the internship.

(4) During the collection and presentation of all the above information, the student must consult with the responsible persons in the legal entity in which he or she performs internship, in order to protect the confidentiality of information.

(5) Upon completion of the internship, the mentor confirms the veracity of all data from the Logbook by signing the Internship Logbook.

(6) Additional obligations may be prescribed within the detailed syllabus of the course.

Article 15

(1) Upon successful completion of the internship, the authorised person in the legal entity where the student completed the internship signs and certifies the Certificate of Completed Internship (Annex 5) to the student in their section of the certificate.

(2) The student is obliged to submit the Internship Logbook and the Certificate of Completed Internship to the course holder of the Internship course immediately upon completion of the internship, and no later than by the end of the current academic year.

(3) If the course holder of the Internship course accepts the Internship Logbook, they enter "satisfactory" in the Certificate of Completed Internship and the student index.

(4) If the course holder of the Internship course does not accept the Internship Logbook, they enter "not satisfactory" in the Certificate of Completed Internship, and the student is obliged to re-enrol in the Internship course in the next academic year.

Article 16

(1) For the duration of the internship, the student is not entitled to claim financial compensation, or reimbursement of travel or other expenses from the University of Applied Sciences.

(2) The costs incurred during the undertaking of the internship shall be borne by the student.

IV. TRANSITIONAL AND FINAL PROVISIONS

Article 17

On the day of entry into force of these Regulations, the Regulations on Internship, CLASS: 003-08/20-03/11, Reg.No.: 2182/1-12/3-1-20-04 of 17 September 2020 shall cease to be valid.

Article 18

These Regulations shall enter into force on 1 October 2023.


CLASS: 007-02/23-05/13

REG.NO.: 103-05-23-13

Šibenik, 20 September 2023

Dean

Ljubo Runjić, PhD, Professor of Professional Studies



Annex 1 Certificate of receipt for internship

CERTIFICATE OF RECEIPT FOR INTERNSHIP		
NAME AND ADDRESS OF THE LEGAL ENTITY WHERE THE INTERNSHIP IS CARRIED OUT:		
The certificate is issued to the Šibenik University of Applied Sciences, Trg Andrije Hebranga 11, 22000 Šibenik, Department _____		
SURNAME AND FIRST NAME OF STUDENT: STUDENT REGISTRATION NUMBER:		
<p>Since we are not able to sign the proposed Agreement on Professional Cooperation regarding the undertaking of the internship with your institution, we hereby give consent for the above-named student to undertake the internship in our institution without signing a contract.</p> <p>The student will be provided with a quality and unobstructed internship in accordance with the provisions of the Regulations on Internship of the Šibenik University of Applied Sciences.</p> <p>To undertake the student's internship, _____</p> <p>is appointed as the mentor.</p> <p>After completing the internship, we will fill in your Certificate of Completed Internship and certify it with our signature and stamp imprint.</p>		
RESPONSIBLE PERSON (NAME AND SURNAME):	SIGNATURE AND STAMP IMPRINT:	PLACE AND DATE:

Annex 2 Referral for internship.

	ŠIBENIK UNIVERSITY OF APPLIED SCIENCES	
	<i>Trg Andrije Hebranga 11, 22000 Šibenik</i>	
REFERRAL FOR INTERNSHIP		
STUDY PROGRAMME:		
NAME AND ADDRESS OF THE LEGAL ENTITY IN WHICH THE PRACTICE IS CARRIED OUT:		
SURNAME AND FIRST NAME OF THE STUDENT: STUDENT REGISTRATION NUMBER:		
<p>INTERNSHIP is a mandatory form of teaching process at the Šibenik University of Applied Sciences. We kindly request you to accept the above-mentioned student for internship. The student is required to complete the internship during official working hours, adhering to all rules and regulations applicable to your employees. In case of any non-compliance with the rules of conduct by a student on internship, please inform us about it, and remove the student from the internship, and do not issue the Certificate of Completed Internship. If the seconded student has duly fulfilled all obligations during the internship, please sign and stamp the Certificate of Completed Internship.</p> <p>We sincerely thank you for your cooperation and support.</p>		
COURSE HOLDER OF INTERNSHIP COURSE:	Šibenik,	

Annex 3 Request for exemption from internship.

	ŠIBENIK UNIVERSITY OF APPLIED SCIENCES	
	<i>Trg Andrije Hebranga 11, 22000 Šibenik</i>	
APPLICATION FOR RECOGNITION OF INTERNSHIP		
STUDY PROGRAMME:		
SURNAME AND FIRST NAME OF THE STUDENT:		
STUDENT REGISTRATION NUMBER:		
<p>Dear Sir/Madam, since I am employed or was employed during my studies or before enrolling in the study on jobs that correspond in content and complexity to the envisaged study plan of the study I have enrolled in, I request my internship for this academic year to be recognised. For this purpose, I enclose a certificate issued by the legal entity for which I work or for which I worked.</p>		
STUDENT'S SIGNATURE:	Šibenik,	
DECISION ON THE REQUEST: <i>Based on the request of the above-mentioned student and the attached necessary documentation, I hereby issue a decision on the <u>RECOGNITION</u> of internship for this academic year.</i>		
COURSE HOLDER INTERNSHIP:	Šibenik,	

Annex 4. Internship Logbook


	ŠIBENIK UNIVERSITY OF APPLIED SCIENCES	
	<i>Trg Andrije Hebranga 11, 22000 Šibenik</i>	

INTERNSHIP LOGBOOK

STUDY INFORMATION	
STUDY PROGRAMME:	
ACADEMIC YEAR:	
COURSE HOLDER	
INTERNSHIP:	
STUDENT INFORMATION	
SURNAME AND FIRST NAME:	
STUDENT REGISTRATION NUMBER:	
CONTACT E-MAIL:	
INFORMATION ON THE LEGAL ENTITY PERFORMING THE INTERNSHIP	
NAME:	
ADDRESS:	
MENTOR:	
DESCRIPTION OF WORK TASKS (EXERCISES) PERFORMED DURING INTERNSHIP	
DAY 1. DD.MM.YYYY	
DAY 2. DD.MM.YYYY	
...	
...	
CONCLUSION ABOUT THE INTERNSHIP	

SIGNATURE OF THE MENTOR OF THE INTERNSHIP:	PLACE AND DATE:
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Annex 5 Certificate of completed internship.

	ŠIBENIK UNIVERSITY OF APPLIED SCIENCES	
	<i>Trg Andrije Hebranga 11, 22000 Šibenik</i>	

CERTIFICATE OF COMPLETED INTERNSHIP

STUDY OF PROGRAMME:
SURNAME AND FIRST NAME OF THE STUDENT:
STUDENT REGISTRATION NUMBER:
This section is completed by <u>the STUDENT</u> .

With my personal signature and seal of the legal entity, I hereby confirm that the above-mentioned student, has successfully completed the "INTERNSHIP" at the legal entity listed below, in the period from _____ to _____, for a total of _____ working hours.	
NAME OF THE LEGAL ENTITY WHERE THE "INTERNSHIP" WAS COMPLETED:	
NAME AND SURNAME OF THE RESPONSIBLE PERSON:	
SIGNATURE OF THE RESPONSIBLE PERSON:	IMPRINT OF THE SEAL OF THE LEGAL ENTITY:
This part is filled in by the <u>RESPONSIBLE PERSON OF THE LEGAL ENTITY</u> in which the student has completed the "internship".	

DECISION OF THE COURSE HOLDER:	SATISFACTORY / NOT SATISFACTORY	
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COURSE HOLDER OF THE INTERNSHIP COURSE:	Šibenik,
<p style="text-align: center;">This part is completed by the COURSE HOLDER OF INTERNSHIP <u>COURSE</u> within the <u>STUDY</u> <u>PROGRAMME OF THE UNIVERSITY OF APLLIED SCIENCES.</u></p>	