

ŠIBENIK UNIVERSITY OF APPLIED SCIENCES

**REGULATIONS ON PROFESSIONAL PRACTICE FOR
STUDENTS OF PROFESSIONAL UNDERGRADUATE STUDY
IN NURSING**



Šibenik, 2023

Pursuant to Article 46. Statute of the Šibenik University of Applied Sciences, Council of the Šibenik University of Applied Sciences at its 54th (electronic) session held on 27th and 28th February 2023 adopted

REGULATIONS ON PROFESSIONAL PRACTICE FOR STUDENTS OF PROFESSIONAL UNDERGRADUATE STUDY IN NURSING

GENERAL TERMS

Article 1

(1) These Regulations regulate the conditions and manner of implementation of clinical exercises and clinical practice (hereinafter: professional practice) at the professional undergraduate study Nursing and the obligations of students of the Šibenik University of Applied Sciences (hereinafter: the University) in carrying out professional practice at professional studies according to the plan and program of study.

(2) The terms used in these Regulations, which have a gender meaning, whether used in the masculine or feminine gender, shall equally include the masculine and feminine gender.

Article 2

(1) Professional practice is an obligatory form of the teaching process that takes place in accordance with the study programme and the curriculum.

(2) Students are referred to professional practice in order to supplement theoretical knowledge with practical knowledge, which enables successful realization of the study programme and inclusion in professional work.

(3) The duration of the professional practice and its evaluation with ECTS credits shall be determined by the study programme and the curriculum.

II. PREFORMING PROFESSIONAL PRACTICE

Article 3

- (1) Professional practice is carried out in the organization of the University of Applied Sciences.
- (2) The planning, organisation and other activities related to the carrying out of professional practice at the professional graduate study programme Nursing are carried out by the coordinators of professional practice.
- (3) The Practice Coordinator shall be proposed by the Council of Study Departments and shall be appointed by the Expert Council.
- (4) The coordinator of professional practice shall be responsible for his/her work to the head of the department and to the vice dean for student affairs.
- (5) The Practice Coordinator shall organise the implementation of professional practice by:
 - developing a training plan
 - proposing to the dean and the vice dean for student affairs the conclusion of cooperation agreements with the relevant legal persons (hereinafter: teaching bases)
 - providing in the teaching bases sufficient number of places and terms for carrying out professional practice
 - arranging with mentors in the teaching base the organization of professional practice taking into account the compliance of the program with the learning outcomes of the professional practice and study program
 - issuing to each student a signed Practice referral for carrying out professional practice
 - visiting twice during the semester students on professional practice in the teaching base
 - keeping records of completed professional practice
 - compiling an annual report on completed professional practice in the past academic year
 - performing other tasks of importance for the quality execution of professional practice.

Article 4

- (1) A student in professional practice has a designated mentor.
- (2) A mentor is an employee of a teaching base in which a student carries out professional practice.
- (3) The mentor shall be appointed by an authorised person in the teaching base in agreement with the coordinators of the professional practice.

(4) The mentor must have at least the same professional qualification as the student upon completion of the study.

(5) Mentor in teaching bases:

- organises a practical part of the teaching process in its department
- keeps records of students in their department
- supervises and conducts student knowledge verification during and after the practice and supervises whether the data are properly recorded in the Professional Practice Booklet.

Article 5

(1) The student shall carry out professional practice in teaching bases.

(2) Professional practice shall be carried out in the terms provided for in the Implementation Plan.

(3) The practice coordinator may decide to refer the student to the internship outside the term provided for in the Internship Plan, and in case of justified reasons.

Article 6

(1) The field of work of professional practice is defined by the study curriculum and the Professional Practice Booklet.

(2) The content of the task should derive from the learning outcomes of the professional courses defined in the study curriculum.

III. RIGHTS AND OBLIGATIONS OF STUDENTS IN PROFESSIONAL PRACTICE

Article 7

(1) The completion of professional practice can be accessed by students who have previously completed the enrolment in the semester of study in which the professional practice is envisaged in accordance with the Performance Plan of teaching.

(2) The student submits the application for professional practice to the practice coordinator.

(3) The practice coordinator issues to the student a Practice Referral (Annex 1) on the basis of which the mentor at the teaching base performs the admission of the student to professional practice.

(4) The student has the obligation to carry the Professional Practice Booklet during the professional practice, and the coordinator of the professional practice is obliged to familiarize the students with the method of filling in and handing over the Booklet.

Article 8

- (1) The student is obliged to perform the tasks entrusted to him/her conscientiously and fairly.
- (2) The student is obliged to comply with the legal regulations of the teaching base in which he/she performs professional practice as well as the ethical code of nurses, to comply with the prescribed measures of occupational safety, work obligations and security measures.
- (3) A student who acts contrary to paragraphs 1 and 2 of this Article shall be removed from professional practice.
- (4) The student is obliged to keep the property of the teaching base in which he/she performs professional practice and to ensure that his/her conduct does not harm the teaching base and the University of Applied Sciences.
- (5) A student who intentionally or by gross negligence causes damage to the teaching base in which he/she conducts his/her practice shall be obliged to compensate such damage.

Article 9

- (1) The exercise of professional practice shall be interrupted in case of justified reasons.
- (2) The professional practice coordinator shall determine the continuation of professional practice when the reasons that have led to the cessation of professional practice cease to exist.
- (3) On the existence of reasons for interrupting the professional practice and the termination of the reasons for interrupting the professional practice, the student or mentor shall inform the professional practice coordinator immediately upon their creation, i.e. immediately upon the knowledge of the existence of such reasons.

Article 10.

- (1) During and after the professional practice, the mentor evaluates the work of the student through the achieved learning outcomes. The evaluation is entered in the Booklet.
- (2) The student shall submit the completed and signed Professional Practice Booklet to the Practice Coordinator immediately upon completion of the professional practice, and at the latest by the end of the current academic year.
- (3) The Booklet, completed and signed by a mentor, serves as a report on the completed professional practice.

(4) The coordinator of professional practice, based on the Report on Practice Performed, records the completed professional practice in the ISVU system.

Article 11.

(1) During the course of the professional practice, the student is not entitled to claim from the University of Applied Sciences financial compensation, i.e. reimbursement of travel or other expenses.

(2) The costs incurred during the practice are borne by the student.

IV. TRANSITIONAL AND FINAL PROVISIONS

Article 12.

Amendments to these Regulations shall be adopted in the same manner as prescribed for its adoption.

Article 13.

These Regulations shall enter into force on 1 October 2023.

CLASS: 007-02/23-05/02

URL: 103-05-23-03

Šibenik, February 28, 2023

Dean

PhD Ljubo Runjić, college professor



	ŠIBENIK UNIVERSITY OF APPLIED SCIENCES <i>Andrija Hebranga Square 11, 22000 Šibenik</i>	
PROFESSIONAL PRACTICE GUIDE		
PROFESSIONAL UNDERGRADUATE STUDY OF NURSING		
TEACHING BASE NAME AND ADDRESS IN WHICH PRACTICE IS PERFORMED:		
NAME AND NAME OF THE STUDENT: STUDENT REGISTRATION NUMBER:		
PROFESSIONAL PRACTICE is a mandatory form of the teaching process at the Šibenik University of Applied Sciences. Please accept the above named student for professional practice. The student is obliged to carry out professional practice during official working hours, adhering to all the rules and regulations that apply to your employees. In case of any violation of the rules of conduct by a student in professional practice, please inform us and remove such student. If the seconded student has duly completed all the obligations during the internship period, please evaluate his/her work through the achieved learning outcomes and record the mentioned evaluation in the Professional Practice Booklet. We thank you for your help and cooperation with expressions of our respect.		
PROFESSIONAL COORDINATOR:	PRACTICE Šibenik, year	