



INTERNATIONAL UNIVERSITY OF SARAJEVO
INTERNACIONALNI UNIVERZITET U SARAJEVU

Date: April 27, 2018

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In accordance with the Article 130 of the Law on Higher Education ("Official Gazette of Sarajevo Canton", No. 33/17), Senate of the International University of Sarajevo on its session held on April 27, 2018 adopted the following

PRACTICAL TRAINING/INTERNSHIP RULES AND REGULATION

Article 1 (Introduction)

This document defines general information in regards to practical training/internship activity and regulates procedures for fulfilling internship requirement, as an integral part of curriculum of each study program.

Practical training/internship period is defined as student's study through work education created by an employer, which provides mentoring and training in line with the individual student-intern's study program and career goals.

Practical training/internship can be performed in companies, non-government organizations, government offices, institutes, medical facilities, or any other entities that can provide the student with the experience and potential to achieve the learning outcomes set in the syllabus for that practical training /internship course.

Article 2 (General internship requirements)

Within the limits listed below, students are free to choose where they wish to do an internship. Internship position must meet the following requirements:

- Must offer opportunity to participate in the work process.
- Must offer opportunity to perform work at the level of the study program.
- Must offer opportunity for the student to perform work related to the knowledge and/or skills acquired during his/her study.
- Must give student the opportunity to reflect on the internship and to write an internship report.

Article 3 (Duration of internship)

All study programs require that students enrolled at IUS must perform an internship. It is recommended that student do an internship at the beginning of the third academic year. Students are expected to apply for internship in advance so they can get accepted for their internship by a particular organization and complete it in due time. The duration of practical training/internship is 30 days (25 working days) for all study programs of the University and the practical training/internship is evaluated as 6 ECTS.



However, this is the minimum number of working days required and it can be more than 25 working days if the student chooses to do so. Internship period can be divided into separate sessions that may not be fewer than 10 days and different sessions may be completed in different organizations.

For each session, a separate report will be prepared. Practical training/internship must be completed before graduation.

Article 4
(Finding an internship)

Each student should begin planning his/her internship early in his/her study. It is preferred that a student begin preparing for his/her internship at least six months in advance in order to leave enough room in his/her study schedule, as it is not always possible to do an internship during his/her preferred period. However, internship in summer period may be the best solution for the student.

All forms related to Practical training/internship activities are accessible through IUS website (under the **Career Center** section - **Documents**). During the process of finding internship position or any other matter related to internship, student can consult the staff at the Career Center. Students who need help finding an internship position can fill in the *Student Internship Application Form* and submit it to the Career Center.

Any requests by an organization for official documents in order to provide practical training/internship have to be forwarded to the Career Center. If needed, reference letters can be provided by the academic advisor or professors.

Article 5
(Academic advisor for internship)

Academic advisor for internship is an IUS academic staff member appointed by the Dean of the Faculty. The academic advisor is responsible for guiding, checking documents and approving the internship before the actual start of the internship period. After the internship period is concluded, he/she is also responsible for determining the grade to be assigned to the student for this period.

All students perform an internship related to the field of their study program.

Article 6
(Registration of internship course)

Students are required to register a relevant course for internship as prescribed in the curriculum of the student's study program, in the semester in which he/she is performing the actual internship.

If practical training/internship is performed over the period of two or more semesters, student has to register the same course in each semester he/she performs internship.

Article 7
(Internship report)

Internship report should be written in English. The internship file should consist of: *Employer/Supervisor Internship Evaluation Form*, *Student Evaluation of Internship Experience* along with the five-page (5) summary *report*. A student intern is expected to provide a summary of



experiences that must reflect course learning outcomes. The report should include the following information:

- Introduction describing how the internship originated and the reason for choosing this internship position.
- Information about internship position and assignments and description of the organization.
- The intern's opinion of whether the learning goals have been achieved.
- Critical reflection of the task(s) performed and the real-life experience gained.

All documents stated above must be handed in by the student to the Career Center. The deadline for submission of this file is the last day of make-up examination period of the semester in which internship is performed. The Career Center is responsible for delivering all student reports to the relevant academic advisor.

Employer/Supervisor Internship Evaluation Form should be signed and stamped, if available, by the responsible manager in the organization. The manager will initial the other pages of the report. All internship documents will then be placed in an envelope which is sealed by the manager and given to the student. If the responsible manager in organization cannot write in English, Career Center will provide forms prepared in local language.

Article 8 (Final evaluation and grading)

Final responsibility for evaluating and grading student internship lies with the academic advisor. Evaluation and grading is largely based on the internship report, but student performance during the internship is also taken into account.

Internship is examined and evaluated as SUCCESSFUL/UNSUCCESSFUL. If the file for any internship session is UNSUCCESSFUL, student will have to complete the missing components or repeat that internship session as suggested by the academic advisor. After evaluating student internship file, the academic advisor enters the grade into Student Information System; namely grade "S" if internship is accepted, grade "U" if it is rejected, and grade "I" if it is incomplete. Students who receive grade "S" for completed internship are awarded ECTS credits in accordance with the study program curriculum.

After entering the grades into Student Information System, academic advisor must submit the grade list with the final grade and earned credits to the Student Affairs Office. Student internship files should be submitted to the Career Center for archiving purposes. Copy of grade list along with the internship files will be also archived in the Career Center.

Article 9 (Finances and insurance)

Internship is considered as unpaid work and it is up to each organization to offer financial compensation to any intern. Student may choose to perform an internship abroad. Any internship abroad is subject to the same conditions, procedures and regulations as described above.

Each student is liable for all expenses related to an internship abroad. While performing his/her internship abroad, each student must be insured for the duration of the internship. In case that



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organization does not offer insurance, it is the student's responsibility to obtain adequate insurance. Only in exceptional cases, IUS may provide help.

Article 10
(Final notes)

International University of Sarajevo expects each student to be familiar with and to observe the norms and values that ensure academic integrity. If the University discovers a case of any violation of integrity, it will be processed in accordance to IUS regulations.

With the adoption of this Practical Training/Internship Regulations, previous Procedures and Rules for Work Placement/Internship No. IUS-SENATE 11-1512-1/2016 adopted on May 30, 2016 cease to be in effect.

PRESIDENT OF THE SENATE

Prof. Dr. Ahmet Yildirim 2004



CONFIRMATION ON THE ANNOUNCEMENT OF THE BOOK OF RULES

A copy of this Book of Rules was posted on the notice board at International University of Sarajevo on _____ 2018 at _____ o'clock;

A copy of this Book of Rules was published by posting it on the International University of Sarajevo website on _____ 2018 at _____ o'clock.

PRESIDENT OF THE SENATE

Prof. Dr. Ahmet Yildirim

