



INTERNSHIP RULES AND REGULATIONS

In accordance with the Article 61, paragraph (1), item d) of the Law on Higher Education ("Official Gazette of Sarajevo Canton", issues 36/22 & 28/25) and in line with the Articles 94 paragraph (2), (3) and (4), and the Article 192, paragraph (1), item 31) of the Statute, No. IUS-SENATE-11-3326/2024 – revised text, the Senate of the International University of Sarajevo, on its 200th session held on May 19th, 2026, adopted the following

INTERNSHIP RULES AND REGULATIONS

Article 1 (General Provisions)

- 1) This document defines general information regarding practical training/internship (hereinafter: internship) activities and regulates procedures for fulfilling the internship requirement, as an integral part of the curriculum of each study program.
- 2) Practical training/internship is defined as student 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.
- 3) 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 internship course.

Article 2 (General Internship Requirements)

- 1) Internship positions must meet the following requirements:
 - a) Must offer the opportunity to participate in the work process.
 - b) Must offer the opportunity to perform work at the level of the study program.
 - c) Must offer the opportunity for the student to perform work related to the knowledge and/or skills acquired during his/her study.
 - d) Must give the student the opportunity to reflect on the internship and to write an internship report.
- 2) Internships should preferably, but not exclusively, be conducted in companies or institutions with which IUS has signed a Memorandum of Understanding (MoU).

Article 3 (Internship Structure and Duration)

- 1) Study programs can require students to complete an internship.
- 2) The minimum duration of internship is 30 calendar days (25 working days) or a minimum of 150 contact hours.

- 3) The internship period may be divided into sessions of no fewer than 10 working days, except in programs where multiple sessions are not feasible, in which case Study programs may set their own policies.
- 4) A working day is defined as a minimum of 6 contact hours; weekends may count as working days if the organization actively engages the intern.
- 5) The format of the internship, whether remote or on-site, is determined by the study program. In the case of remote internships, study programs may request additional documents from the host institution where students are conducting their internship, such as a detailed internship plan and task description. Remote internships do not exclude the obligation of submitting required internship documents as stipulated in this Rulebook.
- 6) Internship must be completed before graduation.

Article 4

(Programs with Specific Internship Requirements)

- 1) Certain study programs follow specific internship requirements that deviate from the standard regulations:
 - a) Teaching-Oriented Programs: Programs with mandatory practical components integrated into the curriculum manage their own internship and their assessments.
 - b) Elective-Based Programs: For programs where an internship is an elective course, students are only subject to these general regulations if they choose to enroll in the internship course as elective.

Article 5

(Internship Requirements for Double Diploma Programs)

Students enrolled in double diploma programs are required to undertake their internship in accordance with the internship rules, regulations, policies, and procedural requirements of the university at which the internship is being completed at the relevant time. Such students shall be fully subject to the academic, administrative, and assessment standards of the double diploma partner university for the duration of the internship. Compliance with the applicable regulations of the double diploma partner university shall be mandatory, without prejudice to any additional reporting or documentation requirements imposed by the home university under the terms of the double diploma agreement.

Article 6

(Internship Requirements for MA/MSc Programs)

Internships within Master study programs are regulated by the respective program curricula. Where applicable, the scope, duration, credit allocation, and assessment of such internships shall be determined by the responsible academic unit. Master programs are exempt from the standard internship procedures and documentation requirements prescribed by this Rulebook, unless explicitly stated otherwise.

Article 7

(Internship Application and Procedure)

- 1) All internship-related forms are available through the IUS Student and Career Center website. Study programs may have their own additional required documents.

- 2) The application form must be submitted to the Student and Career Center for signing at least two days before the start of the internship.
- 3) Any requests by organizations for official documents must be forwarded to the Student and Career Center. Reference letters can be provided by the student's academic Internship Coordinator.
- 4) If employers require additional documents (e.g., medical records, legal verification, or tax payments), such costs are borne by the student unless otherwise specified by IUS.

Article 8
(Academic Internship Coordinator)

- 1) The Academic internship coordinator is an IUS academic staff member appointed by the Dean of the Faculty.
- 2) The academic Internship Coordinator is responsible for guiding, checking documents, and approving the internship opportunity relevance to student's study field.
- 3) A member of the Student & Career Center (SCC) team is assigned to review each internship application form, verifying all the information including the 25 working days and the eligibility of the company (e.g. that it exists, has an appropriate number of employees, and is a legitimate organization).
- 4) After completion, the Academic internship coordinator is responsible for evaluating the internship file and determining the grade.
- 5) Faculties must notify the SCC of appointed Academic internship coordinator at least once per semester in case of changes and mandatory once per academic year.
- 6) Regular face-to-face meetings (at least once per academic year) between SCC officials and Academic Internship Coordinators are mandatory to ensure proper alignment.
- 7) Academic Internship Coordinators will be responsible for archiving the hard copies of the internship documentation after the evaluation and grading process. In addition, soft copies of all internship documents must be submitted via email to both the Internship Coordinator and the Student and Career Center (SCC).

Article 9
(Internship Course Registration)

- 1) Students are required to register for a relevant internship course as prescribed in their program's curriculum in the semester in which they are performing the actual internship, or at the latest within one academic year after completion of the internship.
- 2) If the internship spans more than one semester, the course should be registered only once.
- 3) For Erasmus mobility internships, the credits, documents, and evaluations provided by the host institution are submitted to the relevant study program for approval. The study program makes the final decision on recognition and transfer of credits, considering the completeness and suitability of the documentation.

Article 10
(Internship Documentation and Report)

- 1) The internship file must consist of:
 - a) Student Internship Application Form;
 - b) Employer/Supervisor Internship Evaluation Form;
 - c) Student Evaluation of Internship Experience;
 - d) A summary report (at least 1500 words in English, unless otherwise permitted).
- 2) The report must include:
 - a) Introduction and reason for choosing the internship;
 - b) Information about the internship position and organization;
 - c) Assessment of achieved learning goals;
 - d) Critical reflection on tasks and real-life experience.
- 3) Internship report submission deadlines are determined by each Study program but must not extend beyond the start of the makeup exam week; grading deadlines remain fixed as the last day of the make-up examination period.
- 4) Employer/Supervisor forms must be signed by the industry mentor.
- 5) All internship documentation is required to be completed and submitted in the English language. Where requested by the industry representatives, internship application forms may additionally be provided in Bosnian and Turkish; however, submission of the English version of the internship application form remains mandatory.

Article 11
(Internship Evaluation and Grading)

- 1) Final responsibility lies with the internship coordinator.
- 2) Internship is graded as Successful (S), Unsuccessful (U), or In progress (IP).
- 3) If the internship is evaluated as “Unsuccessful”, the student is not entitled to a make-up internship and must complete a new internship and apply for a new internship.
- 4) ECTS credits are awarded according to each study program.
- 5) After evaluation, grades must be submitted to the Student Affairs Office and in line with the IUS regulations defined for all courses.
- 6) Soft copies of the internship documentation are required to be submitted to the Student and Career Center as well as to the designated Internship Coordinator.

Article 12
(Financial Responsibility)

- 1) Internships are generally unpaid; compensation is at the discretion of the organization.
- 2) IUS does not carry any financial responsibility during the internship period of the student.
- 3) Students may undertake internships abroad under the same conditions.

Article 13
(Internship Regulation Committee)

- 1) A permanent Internship Regulation Committee shall be established, composed of Faculty representatives (internship coordinator), SCC representatives, and the University Communication Office (UCO).
- 2) The Committee is responsible for drafting, clarifying, and implementing internship regulations.
- 3) Meetings must be held regularly (at least once per semester) and the rulebook should be reviewed and revised at least once every three years.
- 4) The Committee ensures alignment of regulations with academic needs and employer requirements.
- 5) Given that internship constitutes a **credit-bearing academic course with defined learning outcomes and ECTS**, all committee activities and proposed regulatory changes shall be carried out **under the supervision of the Vice-Rector for Academic Activities and Student Affairs**.

Article 14
(Academic Integrity and Transitional Provisions)

- 1) International University of Sarajevo expects each student to be familiar with and to observe the norms and values that ensure academic integrity. Violation of integrity will be processed in accordance with IUS regulations.
- 2) With the adoption of these Internship Rules and Regulations, previous *Practical Training/Internship Rules and Regulation* no. IUS-SENAT-11-965/2018, adopted on April 27, 2018, cease to be in effect.

Article 15
(Final provisions)

These Rules and Regulations establish a clear, modernized, and comprehensive framework for internships at IUS. They provide guidance to students, faculty, and employers while ensuring efficiency, fairness, and alignment with academic standards.

CHAIRMAN OF THE SENATE

Prof. Dr. Ali Osman KUŞAKCI

