



- **SENATE** -

No: IUS-SENATE-11-1512-1/16

Date: May 30, 2016

Pursuant to Article 119 of the Law on Higher Education ("Official Gazette of Sarajevo Canton", No. 42/13 – Consolidated Text), Senate of the International University of Sarajevo, at its 61ST meeting held on May 30, 2016, unanimously, adopted the following

Procedures and Rules for Work Placement/Internship

1. This document regulates procedures for fulfilling work placement/internship requirement as stipulated in the curriculum of each study program.
2. Work placement/internship can be performed in companies, non-government organization, government offices, institutes, medical facilities, or any other entities that can provide student with experience and potential to achieve learning outcome stipulated in the syllabus for work placement/internship course (hereinafter organization)
3. Students are guided by their academic advisors to organize, check and approve application for their internships to the organization where they intended to perform their internship.
4. Students are expected to apply for work placement/internship in advance so they can get accepted for their internship by particular organization and finish it in due time.
5. Student are required to register relevant course for work placement/internship activity as prescribed in the curriculum of student's study program, in the semester in which he/she is performing actual internship.
6. If work placement/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.
7. Request by organization for any official documents student has to forward to Student Affairs Office. If needed, reference letters can be provided by academic advisor or professors.
8. All work placement/internship forms will be obtained from Student Affairs or IUS web page.
9. Duration of work placement/internship is 30 days for all programs of the university. However, this is the minimum number of days required and it can be more than 30 days if the students chooses to do so.



10. Work placement/internship must be completed before graduation.
11. The work placement/internship period can be divided into separate sessions that may not be less than 10 days or exceed 20 days and different sessions may be completed in different organizations. Only one session is allowed in the same unit of any organization, but different internship sessions can be held in different units of the same organization.
12. For each session a separate report will be prepared.
13. Work placement/internship report has to be prepared by the student under these criteria:
 - Have at most five pages. (Some attachments may be required; they are not counted among these five pages.)
 - Be more about what was done in the organization with little introductory information about the organization's operations and structure.
 - In English and handed in as a computer printout and a softcopy.
14. After the work placement/internship, a file containing *the trainee evaluation form*, *the report evaluation form*, and *the internship report* will be handed in by the student to the academic advisor. The deadline for submission of this file is the last day of add-drop period of the following semester.
15. The cover page of the internship report will be signed and stamped if available, by the responsible manager in the organization. The manager will initial the other pages of the report.
16. If the responsible manager in organization cannot write in English, forms prepared in other local languages may also be used.
17. *The trainee evaluation form* will be completed by the responsible manager in the organization, signed and stamped if available. The form will then be placed in an envelope which is sealed by the manager and given to the student.
18. The work placement/internship file of each student will be examined by the academic advisor or the responsible person assigned by the Dean, who evaluate internship as ACCEPTED / REJECTED / INCOMPLETE. If the file for any internship session is not accepted, the student will have to complete the missing components or repeat that internship session as suggested by the academic advisor.
19. Person who evaluates work placement/internship submits the result of evaluation to the Student Affairs Office to be entered in student's file.
20. Student Affairs Office enters the grade into student file; namely grade "S" if internship is accepted, grade "U" if it is rejected, and grade "I" if it is incomplete.
21. Students who receive grade "S" for completed work placement/internship are awarded ECTS credits in accordance to study program curriculum.



INTERNATIONAL UNIVERSITY OF SARAJEVO
INTERNACIONALNI UNIVERZITET U SARAJEVU

22. Work placement/internship files are archived by the academic advisor or the responsible person assigned for internship files in the same way as it is prescribed for all other student activities.
23. With the adoption of this Procedures and Rules for Work Placement/Internship, previous Procedure and Rules for Internship (Summer Training) No. IUS-SENATE 11-1327/2014 adopted on April 28, 2014 cease to be in effect.

PRESIDENT OF THE SENATE

Prof. Dr. Yücel Oğurlu

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 _____ 2016 at _____ o'clock;

A copy of this Book of Rules was published by posting it on the International University of Sarajevo website on _____ 2016 at _____ o'clock.

PRESIDENT OF THE SENATE

Prof. Dr. Yücel Oğurlu



TRAINEE EVALUATION FORM

Student's Name / Surname:

Date of beginning for internship:

Date of completion:

Total number of work days in training:

Name of the organization:

Name / Position of the Responsible Manager:

Signature:

(If possible) Stamp:

Dear responsible manager: We appreciate your support to our university by allowing and helping our student to do internship in your organization.

Please take a few minutes of your time to evaluate the work and attitude of our student in the form below. Just mark the appropriate box and add your comments at the bottom.

Please sign the completed trainee evaluation form and the report evaluation form and insert them in an envelope. Then seal the envelope and sign along the sealed part.

You may then return the envelope to our student. We are grateful for your contribution.

1. The trainee came to internship work regularly and on time.

I fully agree [] I agree partially [] I don't agree [] I have no opinion []

2. The trainee showed interest and spent time to improve his/her knowledge and understanding of our operations and business.

I fully agree [] I agree partially [] I don't agree [] I have no opinion []

3. The trainee adapted well to the business / industry / office environment.

I fully agree [] I agree partially [] I don't agree [] I have no opinion []

4. The trainee established good verbal and written communications with our employees.

I fully agree [] I agree partially [] I don't agree [] I have no opinion []



INTERNATIONAL UNIVERSITY OF SARAJEVO
INTERNACIONALNI UNIVERZITET U SARAJEVU

5. The trainee did the work assigned with good spirit and tried to be useful during his/her time here.

I fully agree [] I agree partially [] I don't agree [] I have no opinion []

6. Please write here your comments and evaluation about the trainee in the space below. We also welcome your advice and suggestions regarding the trainees in general. You may use the back of this sheet if needed. We thank you for your valuable contribution.



INTERNATIONAL UNIVERSITY OF SARAJEVO
INTERNACIONALNI UNIVERZITET U SARAJEVU

THE REPORT EVALUATION FORM

Student's Name / Surname:

Date of beginning for internship:

Date of completion:

Total number of work days in training:

Name of the organization:

Dear responsible manager: Please study the short internship report prepared by our student and sign the cover page and stamp. Please put your initials at the bottom of all the other pages of the report.

You may write your opinion and evaluations about the report (contents, accuracy, format etc.) in the space below. Please place this form and the trainee evaluation form in an envelope, seal it and sign along the seal. Please return the envelope to the student.

We thank you very much for your efforts and support.

Name and Position of the Responsible Manager:

Signature:

(If possible) Stamp: