

Pursuant to the Nova univerza Statute Article 51 of 20th September 2019 on 30th September 2019 the Management Board of Nova univerza adopted the following

STUDENT INTERNSHIP RULES

General provisions

Article 1

These Rules regulate the fundamental issues, related to the compulsory internship for students in undergraduate and master's study programmes at the members of Nova univerza. The Rules regulate the process of internship, its objectives and duration as well as the rights and obligations of all the subjects involved.

The terms, used in these Rules, are all in masculine grammatical form but they are used as neutral and apply to men and women.

Article 2

The following are involved in the process of internship:

- member of the university (hereinafter referred to as: faculty), which provides a mentor from among the higher education teachers, and professional services for the coordination of internship,
- organisation (hereinafter referred to as: internship provider) who concludes an internship agreement with the faculty. The Internship provider shall appoint a mentor from among the employees.
- the student.

Definition of terms

Article 3

The terms used in these Rules shall have the following meaning:

- "internship" means practical education in a working environment, compulsory for all students in accordance with the requirements of the study programme,
- "student" is a person, enrolled in a study programme which includes compulsory internship, or a person who does not have a student status at the moment but has to undergo internship in order to be able to complete the study,
- "mentor at the faculty" is a member of the teaching staff at the faculty who is, together with the mentor of the internship provider, responsible for guiding and directing the student and gives a final assessment of the student's internship in writing,
- "professional services" is a referent who takes care about the formalities, associated with establishing and providing the internship and acts as a liaison officer between the faculty, internship provider and the student.

- "mentor in the working environment" is a person in the working environment, who is, together with the mentor at the faculty, responsible for guiding and directing the student during internship, and also a contact person, who guides, monitors and assesses the student's internship,
- "internship provider" is a commercial or non-commercial organisation from the field of study programme, where the student undergoes internship,
- "final report by the student" is an internship report by the student, consisting of a reasonable set of the student's products, representing their achievements during the internship, and the forms as laid down in these Rules.

Definition and objectives of internship

Article 4

Internship is a compulsory and planned element of individual study programmes.

The main purpose of internship is to supplement the theoretical knowledge with practical knowledge, which allows the student successful inclusion in work in the field of the study programme after the completion of the study. Students acquire practical knowledge and skills, required for solving demanding professional and work problems; internship strengthens their abilities to communicate in the discipline and to be professionally critical, responsible, independent and to have initiative.

Quality of internship

Article 5

Internship has to be adapted to the aims of the study programme. The feedback loop of the quality of the internship is established by annual surveys among students and mentors. The results of the survey, prepared by the professional services, are discussed by the quality commission which prepares proposals for improvements, if needed.

Source of information about internship

Article 6

The faculty shall publish all the information about study requirements and internship forms in the higher education information system (hereinafter referred to as: VIS).

Internship forms, enclosed to these Rules are the following:

- Form 1: REGISTRATION OF INTERNSHIP
- Form 2: RECORD
- Form 3: CERTIFICATE OF COMPLETED INTERNSHIP
- Form 4: QUESTIONNAIRE FOR STUDENTS ABOUT THE QUALITY OF INTERNSHIP
- Form 5: QUESTIONNAIRE FOR MENTORS AT THE FACULTY ABOUT THE QUALITY OF INTERNSHIP
- Form 6: QUESTIONNAIRE FOR MENTORS IN WORKING ENVIRONMENT ABOUT THE QUALITY OF INTERNSHIP

Organisation and monitoring of internship

Article 7

The following are involved in the organisation and monitoring the internship:

- professional services of the faculty,
- mentor at the faculty,
- mentor in working environment

Obligations of the faculty, mentor at the faculty and faculty professional services

Article 8

Obligations of the faculty are as follows:

- ensures professional services,
- ensures mentors at the faculty,
- defines syllabus.

Obligations of the mentor at the faculty are as follows:

- cooperates with the professional services and mentor from the working environment at the internship provider,
- prior to the commencement of the internship informs the students about the purpose and objectives of internship as well as about the student's rights and obligations during the internship,
- gives advice and informs students, teaching staff and technical assistants about questions of substance,
- participates in the preparation and updating of the syllabus,
- assesses the course of internship,
- takes action in misunderstandings or complaints by students, if any,
- participates in compiling, evaluation and analysis of students' and mentors' surveys about the internship and prepares proposals for the amendments of these Rules, if needed,
- monitors and guides the student and assesses their work in writing (checking and assessing the final report by the student).

Obligations of the professional services at the faculty are as follows:

- coordinates internship at the faculty,
- takes action in misunderstandings or complaints by students and mentors, if any,
- participates in compiling, evaluation and analysis of students' and mentors' surveys about the internship and prepares proposals for the amendments of these Rules, if needed,
- keeps documents about the internship and records of the completed internship for students,

- enters grades in VIS,
- in cooperation with the quality commission takes care about updating forms and documents,
- participates in compiling, evaluation and analysis of students' and mentors' surveys about the internship and prepares proposals for the amendments of these Rules, if needed,
- keeps Internship registration and other documentation of the student,
- on the basis of approved registration prepares and brings the internship agreement into line and archives the signed copy of the agreement.

Obligations of the internship provider and mentor in working environment

Article 9

Obligations of the internship provider:

- informs the student about the conditions of work in the organisation,
- appoints an internship mentor whose field of activity complies with the selected field of study and legal requirements,
- prior to the commencement of work informs the student about the rules regarding safety and health at work and hazards, associated with the work, if any,
- informs the student about the regulations regarding confidentiality of data or personal data protection,
- ensures internship in an environment which is relevant for the study programme, the student is enrolled in,
- allows the student at least a 30-minute meal break during work in accordance with the provisions of the Employment Relationship Act as appropriate,
- allows the mentor at the faculty and the professional services to give advice and monitor the internship.

Article 10

Obligations of the mentor in working environment are as follows:

- knows the syllabus and makes sure that it is realised,
- transfers knowledge and skills to the student in a professional and correct way,
- organises encouraging working environment,
- confirms the record of presence and tasks done (Form No. 2),
- respects the student,
- promptly informs the mentor at the faculty about any problems during the internship,
- attends working meetings at the faculty, if required,
- after the completion of the internship submits to the faculty signed Certificate of completed internship (Form No. 3), a part of which is also the suggested grade of the student's knowledge and work and a completed Internship questionnaire (Form No. 6), not later than eight days after the completion of the internship.

Student's obligations

Article 11

Student's obligations are as follows:

- finds an internship provider,
- submits Registration of internship (Form No. 1),
- collects all the prescribed documentation and submits it to the professional services prior to the commencement of the internship,
- regularly performs the internship in accordance with the plan,
- respects the instructions by the internship provider and mentor and performs the tasks entrusted to them regularly, conscientiously and responsibly,
- shows autonomy in practice,
- respects the regulations concerning health and safety at work and uses all the prescribed means and equipment for personal protection,
- respects the house rules of the internship provider,
- keeps the entrusted professional secrecy, if any, and respects personal data protection in accordance with the instructions by the internship provider,
- edits, collects and keeps the documentation, prescribed for the student's report which is then submitted to the professional services together with the required forms,
- delivers to the mentor at the faculty and mentor in working environment health certificates and any other documents, required for justifying absence, if any.

Place of internship

Article 12

Internship for students is carried out in commercial and non-commercial organisations.

Extent and time of internship

Article 13

Internship shall be carried out according to the syllabi and curricula of the study programmes of NU members at the undergraduate and postgraduate master's level, and [Merili NAKVIS za kreditno vrednotenje študijskih programov po ECTS](#). The latter follows from the general rule that one week of internship, equivalent to 40 hours, represents 2 CP.

As a rule, internship shall be carried out in the period, planned for that in the study programme.

As a rule, a working day is 8 hours long; a meal break lasts 30 minutes. The beginning of the working day and time of the meal break are defined by the schedule, agreed with the internship provider.

The student has to justify any delays or absence and compensate for them in agreement with the mentors in working environment.

Performance of the internship

Article 14

The professional services, mentor at the faculty and mentor in working environment are responsible for the direct performance of the internship.

The student shall approach the internship provider independently and agree about the internship. In case a student is not able to find internship, the faculty shall help. When selecting a provider, the student shall take into account the selected field of study. The student shall submit Registration of internship (Form No. 1) to the professional services prior to the planned commencement of internship. The internship is approved when the internship registration has been signed by the student, mentor at the faculty and mentor in working environment.

On the basis of completed and signed form for the registration of internship the professional services shall prepare an internship agreement to be signed by the organisation, faculty and the student.

Article 15

Mentor in working environment is a person, selected by the internship provider from among the competent employees. In order to be able to be a mentor for students of study programme level one, the person has to have at least graduate qualification or completed study programme level one, and to be a mentor for students of study programme level two at least pre-Bologna university education or Bologna level two. In addition, the person should have sufficient theoretical and practical knowledge and experience in the field of the study programme the student comes from.

The mentor in working environment shall explain and monitor individual work, give advice to the student and make sure that the internship is performed appropriately.

The student has to fill in the Record (Form No.2) promptly, and submit it to the mentor in working environment to be verified and signed. The form has to be signed by the student as well.

Article 16

Mentor at the faculty is a higher education teacher who teaches in the study programme. Higher education teachers are obliged to accept mentorships. When looking for a mentor, the student has to take into account the field where the higher education teacher works. A reasonable distribution of mentorship among the teachers at the faculty has also be taken into account.

Article 17

After the completion of internship, the mentor in working environment shall sign the Certificate of completed internship (Form No. 3), which includes the proposed grade. The Certificate is to be sent to the professional services along with the completed

questionnaire for mentors in working environment (Form No. 6), not later than eight days after the completion of the internship for each individual student.

Article 18

After completing the internship, the student shall submit the following documents to the professional services:

- Record of completed internship (Form No.2), signed by the mentor in working environment and the student,
- completed Questionnaire about the internship for the student (Form No. 4), and
- final report by the student which is sent by professional services to the mentor at the faculty to be reviewed and approved.

The student has to submit the documentation referred to in this Article not later than 14 days after the completion of the internship. In case the internship documentation is not appropriate or suitable, the professional services or mentor at the faculty may request the student to supplement it within 10 days.

In case the student does not supplement the documentation within that deadline, documentation shall be regarded as not submitted at all.

In that case, the internship is regarded as not passed.

After the receipt of complete documentation and positively assessed final report, the internship grade is entered in the student's electronic index in VIS.

Article 19

After completing the internship, the student shall write the final report in the extent of at least ten (10) typed pages. In this report the student shall present the internship, which he got to know or in which he was engaged at the performer of the internship.

The Final report must be reasonably written in accordance with the Technical instructions for the preparation of theses.

The content of the Final report must include table of contents, introduction, a core and conclusion.

In the introduction the student describes the goals he wanted to achieve at the internship, knowledge he wanted to gain and reasons for his choice of the performer of the internship.

The core must be comprised of the exact description of the realisation of the internship, its' course, gained knowledge, achieved goals, problems, good and bad experience.

In conclusion, the student concisely introduces relevant realisations and possible proposals for the improvement of the quality of the realisation of the internship for the Faculty and for the performer of the internship.

The time of the performance of the internship, organisational units in which the student carried out internship, surname and name of the mentor in the working environment, level of his education and the name of the position he is taking, must be Distinguishable from the report.

Article 20

The quality of internship is assessed by mentors and students with the help of questionnaires (Forms Nos. 4, 5 and 6).

The professional services in cooperation with the internship mentors shall analyse the results of surveys.

The faculty professional services shall submit the analysis of the survey to the quality commission to comment and submit proposals which are then taken into account during the organisation and selection of internship in the following academic year.

Internship for students with work experience

Article 21

A student with work experience may apply to the faculty commission for student affairs to have the internship recognised. The commission for student affairs may exempt the student from internship provided the student was, prior to the enrolment in the year when the internship is required, employed in an organisation for at least one year, performing the tasks that could be recognised as internship.

The student has to send an application to the commission for student affairs, accompanied with supporting documents, showing the reasons for the exemption from internship. The application shall be considered at the proposal by the commission for student affairs by a faculty teacher, responsible for the working area concerned, who then delivers an opinion about the exemption.

Internship at the faculty

Article 22

A student may undergo internship in working environment of the Nova univerza organisational units which carry out the activity of study programmes referred to in these Rules Article 1. In this case, the faculty is also the internship provider.

Internship abroad within mobility programmes

Article 23

A student may do internship abroad within the student mobility programmes (Erasmus, CEEPUS, and similar). The internship is performed in accordance with the rules of an internship provider abroad and mobility programme rules.

An agreement on doing internship abroad replaces the Internship agreement.

The student who wants to do internship abroad, shall submit an application and enclose basic details about the internship provider and internship programme, which have to be approved by a holder at the domestic faculty.

Students with special needs

Article 24

Internship for students with special needs shall follow individual programmes and be subject to appropriate adaptations and support, complying with the student's needs and required in order to achieve the educational objectives of internship.

The same applies to the student who is not able to perform only a part of the prescribed internship due to health reasons.

Costs in internship

Article 25

Depending on the agreement with the faculty, the internship provider may reimburse the student the costs of transport to work and meals during work.

Article 26

Depending on the agreement with the faculty, the internship provider may reward the student for the time of internship, and pay the sum after the completion of the internship to the student's current account.

Discipline

Article 27

During the internship the student has to respect the general rules of activities in the organisation (working time, way of communication, etc.), instructions by the mentors, keep and develop the reputation of the faculty, and strive to obtain as much practical knowledge as possible.

Article 28

The internship provider, mentors, other employees and students have to develop correct relationships and respect each other. Disputes, if any, shall be resolved by the specialist office.

Transitional and final provisions

Article 29

These Rules shall enter into force on the day following the day of adoption by the Nova univerza Management Board, and apply from academic year 2019/20 on.

Article 30

The provisions of these Rules shall apply mutatis mutandis to the students who have registered or completed internship prior to the adoption of these Rules.



prof. dr. Peter Jambrek
Chairman of the Nova univerza
Management Board

ENCLOSURES:

- Form 1: REGISTRATION OF INTERNSHIP
- Form 2: RECORD SHEET
- Form 3: CERTIFICATE OF COMPLETED INTERNSHIP
- Form 4: QUESTIONNAIRE FOR STUDENTS ABOUT THE QUALITY OF INTERNSHIP
- Form 5: QUESTIONNAIRE FOR MENTORS AT THE FACULTY ABOUT THE QUALITY OF PRACTICE
- Form 6: QUESTIONNAIRE FOR MENTORS IN WORKING ENVIRONMENT ABOUT THE QUALITY OF INTERNSHIP