NOVA UNIVERZA
EUROPEAN FACULTY OF LAW

Guidelines for Completing the Compulsory Internship

The compulsory internship shall be completed on a continuous basis during the period specified in the relevant study programme. As a rule, the compulsory internship is undertaken **in the second semester of the third year of the selected undergraduate study programme**. Exceptions apply only in cases where the compulsory internship is undertaken through the Erasmus+ programme.

Students should first familiarise themselves with the **Rules on the Implementation of Mandatory Practical Training**, which set out the procedures governing compulsory internships and the obligations of students and other parties involved (Rules on the Implementation of Mandatory Practical Training).

Students should reflect on their future career development goals and select a suitable organisation (a business or non-profit organisation) in which to undertake their compulsory internship. The Faculty Student Services Office provides assistance in identifying a suitable faculty supervisor, taking into account the appropriate distribution of faculty supervisory responsibilities among the members of the Faculty's academic staff.

At least three (3) weeks BEFORE the start of the compulsory internship, students must submit to the Faculty a fully completed and duly signed **Form 1: Compulsory Internship Application**, which contains information about the planned internship and the organisation in which it will be undertaken (Form 1: Compulsory Internship Application). The form must also be signed by the authorised representative of the host organisation. Once a faculty supervisor has been assigned to the student, with the assistance of the Student Services Office and in accordance with the appropriate distribution of supervisory responsibilities among the members of the Faculty's academic staff, the supervisor must confirm their acceptance of the supervisory role by signing Form 1. The **exact start date of the compulsory internship** must be clearly indicated, as, in accordance with the applicable curricula and course syllabi of the undergraduate study programmes of Nova University and its member institutions, the internship must be completed over a continuous period of three weeks.
Based on the submitted internship application, the Faculty prepares an **Agreement on the Completion of a Compulsory Internship** and sends it to the student and the authorised representative of the host organisation for signature **BEFORE the internship begins**.
Throughout the internship, students must carefully and regularly complete the **Internship Logbook** (Form 2: Evidence Sheet).

Upon completion of the compulsory internship, students must prepare an **Internship Report** and submit it to the **Faculty Student Services Office**, together with the completed **Internship Logbook and questionnaire**. The workplace supervisor must also complete the **Certificate of Internship Completion** (Form 3: Certificate of Internship Completion) and submit it to the Faculty Student Services Office, bearing either the signature of the authorised representative of the host organisation or their own signature.

The Faculty Student Services Office forwards all the documentation, including the Internship Report, to the faculty supervisor for review and assessment.
Upon completion of the compulsory internship, students are also required to complete an online compulsory internship questionnaire, which is provided by the Faculty Student Services Office.
Once a passing grade has been awarded by the faculty supervisor, the Faculty Student Services Office records the grade in the student's academic record.

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