**UNIVERSITY OF KRAGUJEVAC**

**FACULTY OF ECONOMICS**

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## REGULATION

**ON CONDUCTING PROFESSIONAL INTERNSHIP OF THE FACULTY OF ECONOMICS STUDENTS**

### Kragujevac, April 2022​

Teaching and Scientific Council of the Faculty of Economics of the University in Kragujevac, based on Article 80, Paragraph 1, Point 37) of the Faculty Statute, on the meeting held on 1 April 2022

## REGULATION

**ON CONDUCTING PROFESSIONAL INTERNSHIP OF THE FACULTY OF ECONOMICS STUDENTS**

### Article 1

This regulation governs the conditions and procedures for conducting mandatory professional internships for students of the Faculty of Economics (hereinafter referred to as students).

### Article 2

A professional internship should facilitate the student's transition from academic education to professional work. The goal of a professional internship is for the student to apply the knowledge and competencies acquired through theoretical study in a practical setting.

Professional internship also aims to improve students' abilities to successfully apply professional and scientific knowledge and methods in given practical situations, as well as to contribute to a more intensive connection between theory and practice. As a result of the experiences gained through conducting a professional internship, it is expected that incentives will be provided for mastering the profession and motivation to perform similar tasks in practice after completing their studies.

### Article 3

Professional internship is organised in the manner, under the conditions and at the time stipulated by the specific study program or module.

### Article 4

Coordinators of the students’ professional internships are heads of the study programs/modules.

### Article 5

The student performs a professional internship under the Program defined by the head of the study program/module. The program of the professional internships should be in line with the set educational goals that are defined by the study program or module.

### Article 6

The duration of the professional internship is determined based on the accreditation documents of the specific study program or module.

### Article 7

The condition for completing the internship is to be enrolled in the appropriate year and semester of the study program/module in which the internship is planned.

### Article 8

After meeting the requirements for referral to a professional internship, the student goes to the head of the study program/module, who provides him or her with a referral for conducting a professional internship on the prescribed form (Form 1).

### Article 9

Professional internship is conducted in appropriate organisations and institutions, with which the Faculty or University has a signed agreement/memorandum on cooperation, i.e. conducting of students' professional internship.

The company, or the institution in which the professional internship will be carried out, is determined by the head of the study program/module.

If a student is employed, he or she may complete an internship in the appropriate company or institution where he or she works according to the internship Program, regardless of whether there is an internship Agreement between the Faculty and the institution.

Internship may, exceptionally, be carried out by engaging experts from companies/institutions by the Faculty, on the premises of the Faculty, and according to the internship Program.

### Article 10

After completing the internship, the student writes a Report about the completed professional internship, on the prescribed form (Form 2). The report is signed by the student and the employer, that is, a person authorised by the employer, who verifies the signature with a seal.

The student applies for the verification of the professional internship to the Head of the study program/module according to the exam application model. The student submits the Report on the completed professional internship to the Head of the study program/module within the period defined in all regular exam periods and published on the website.

### Article 11

Verification of completed professional internship is carried out by the Head of the study program/module based on the submitted Report on completed professional internship, who fills the Record of completed professional internship, examination application, and enters the information on completed professional internship in the student index. For a successfully completed professional internship, the grade is "pass".

Verification of completed professional internship for an employed student is carried out by the study program/module head, without a written Report, and based on a certificate from the employer containing a description of the tasks performed by the employee at the workplace and the length of work experience in those tasks.

### Article 12

If a student fails to fulfil any obligation from the Regulations, he or she is considered to have failed to complete the internship and is directed to repeat the internship.

## TRANSITIONAL AND FINAL PROVISIONS

### Article 13

Forms:

* Form 1 – Referral to perform professional internships;
* Form 2 – Report on professional internship.

### Article 14

On the day this Regulation enters into force, Regulation on conducting professional internship of the faculty of economics students number 120/XII of 27 January 2021 ceases to have an effect.

### Article 15

This Regulation enters into force eight days after the day of its publication in the Library and on the Faculty website.

## PRESIDENT OF THE COUNCIL

Professor Petar Veselinović, PhD, s.r.

**Submit to:**

* Office for IC support for publications on the Faculty website
* Library
* Vice-Dean for teaching
* Office for teaching and student issues
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Faculty archive

**Form 1**

UNIVERSITY OF KRAGUJEVAC

FACULTY OF ECONOMICS

Number:\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_20\_\_\_ .

**REFERRAL TO PERFORM PROFESSIONAL INTERNSHIP**

The Faculty of Economics of the University of Kragujevac, based on the Agreement/Memorandum of Cooperation, sends a student

|  |  |  |  |
| --- | --- | --- | --- |
| Student's first and last name |  | | |
| Index no. |  | Year of study: |  |
| Level of study |  | | |
| Study program |  | | |
| Module |  | | |

to do an internship in

|  |  |
| --- | --- |
| Company name |  |
| Address |  |

The internship will be implemented from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_.

The person authorised to work with students on internships is:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Authorised Person must design and implement a professional internship under the organisation's core business, and prepare a Report on this.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Study program/module leader*

**Form 2**

Memorandum of the institution where the internship is carried out

Number:\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_20\_\_\_ .

**REPORT ON PROFESSIONAL INTERNSHIP**

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, index number \_\_\_\_\_\_\_\_\_ of the Faculty of Economics of the University of Kragujevac, completed internship in the period from \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_.

|  |
| --- |
| The area of professional internship and aims were: |
|  |

|  |
| --- |
| Achieved professional internship results: |
|  |

|  |  |  |
| --- | --- | --- |
| Student | LS | Authorised person of the Institution |