



UNIVERSITY
OF APPLIED SCIENCES
— FERIZAJ —

Rector
Prof.Dr. Agron Bajraktari

Nr. Prot.: 46/20; Date: 09.01.2020

Pursuant to the Article 49, point 1.3 and Article 92, point 1.4 of the provisional Statute of the University of Applied Sciences in Ferizaj (UASF), in the meeting held on 09.01.2020, the Senate of the University approved:

REGULATION ON STUDENT INTERNSHIP

Article 1 **General provisions**

With the regulation for student internship at UASF (hereinafter “University”) following issues are determined and adjusted:

- Organization of student internship
- Purpose of student internship
- Semester internship
- Student practice visit
- Supervisor of student internship
- Student responsibility for internship
- University responsibility for student internship
- Student benefits from internship
- Potential subjects for internship
- Monitoring possibilities of internship
- Evidence forms for student internship

Article 2
Organization of student internship

The student internship is carried out within University institutes for the respective programs, while a large part of it is realized in the enterprises with which the University has Memorandums of understanding. The objectives of the student internship are determined ahead and are intertwined with the curricula, meaning that they actively reflect in what the student is learning. The type of internship is determined depending on the field of study and based on the academic program (syllabus), which is monitored by evaluating with grades or ECTS.

Article 3
Purpose of student internship

The purpose of conducting student internship is the linkage of theoretical skills with practice in a real workplace so that students are better trained for the chosen profession.

Article 4
Semester internship

The semester internship is organized based on the academic program (syllabus), which is monitored by the subject teacher as well as by relevant field expert in the enterprise, and accordingly graded and awarded with ECTS.

Article 5
Student practice visit

The type of practice is determined depending on the field of study and on the subject taught within a semester. This type of internship can be a one-day practice visit in the company, during which either the professor or the expert of the company informs the students more closely about the purpose of the visit.

Article 6
Supervisor of student internship

The supervisor of the student internship is the subject teacher and the expert from the company, who supervise the students as well as other processes that influence their training, including here eventual accidents that might occur due to negligence or inadequate information. The supervision is conducted according to the provisions of the Memorandum of Understanding,

which is signed between the University and the economic entity within which the internship is carried out.

House order where the internship is conducted – students must adhere to the house order set by the economic entity (factory), which enables the internship performance.

Article 7

The supervision of the internship within the institute is conducted in close cooperation with the subject teacher, the teacher of practical learning as well as laboratory technician. Discipline and rules of procedure must be followed strictly, while reducing costs and risk as well as while not wasting time.

Article 8

Student responsibility for internship

During the exercises of operational activities in order to realize the practical learning, the students are obliged not only to behave according to the rules, house order and code of ethics, but also to maintain machines, respectively equipment, otherwise financial responsibility as well as disciplinary actions will follow in accordance with the provisions of the Regulation on Disciplinary and Material Liability and of other applicable laws.

Article 9

University responsibility for student internship

The University is obliged to provide students with internships. Students' safety and protection against various hazards play an important role. The subject teacher is the person responsible for equipping the student with health care knowledge, depending on the nature of the work, that the student performs during the course of the internship.

Article 10

Student benefits from internship

Perfection of their profession is what students benefit from the internship, which is based on linking theory with practice and which lasts and serves a lifetime.

Article 11

Potential subjects for internship

Taking into consideration the offered curricula, with the aim to organize internships, the University is committed to sign Memorandums of Understanding with companies in the following fields:

- Woodworking
- Interior architecture
- Furniture design
- Design and construction of wooden products
- Mechanical (primary) and secondary machining
- Graphic Design and Multimedia
- Energy efficiency
- Welding
- Finance and accounting
- Hospitality
- Etc.

Article 12

Monitoring possibilities of internship

The monitoring process of student internship is carried out in accordance with Article 6 and 7 of this regulation. In special cases the monitoring process of attendance and success of the student could also be conducted by other persons that are appointed by a special decision from University management.

Article 13

Evidence forms for student internship

According to the regulation, the students are obliged to conduct internships for a certain period of time in one of the relevant companies operating in Kosovo. Student internship aims at linking theory with practice so that students are prepared as best as possible for the labour market.

The documentation for evidence of students' accomplishment of internship is classified in two types:

1. Student internship form, and
2. Semester internship form

These forms should include all information about economic entity (enterprise), student and accompanying person from the enterprise or University.

Attached are Annex 1, 2 and 3 of the Regulation.

Rector
Prof. Dr. Agron Bajraktari
[Signed]

Annex No.1
Internship

STUDENT INTERNSHIP FORM

Name of the organization where the internship is conducted

Adress of the organization

According to the **regulation**, student/-s of the **University of Applied Sciences in Ferizaj** are obliged to conduct internships for a certain period of time in one of the relevant companies operating in Kosovo. Student internship aims at linking theory with practice so that students are prepared as best as possible for the labour market.

Student/-s (can be a group of students):

-
-
-

Subject: _____

Internship objectives:

- 1.
- 2.
- 3.

Period of internship: Date: From ---- To

Internship results:

- | | | |
|---------------------|-----------------|-----------------|
| a) <u>Very good</u> | b) Good | c) Satisfactory |
| d) Acceptable | e) Insufficient | |

Eventual remarks or comments:

Date:

Supervisor:

Professor or organization officer:

Place:

Annex No. 2

Semester internship:

Honorable owner of the company _____,

Thank you very much for accepting the student of the **Faculty of**
 _____ **of the study program**
 _____, to conduct the internship in your company.

Together we will evaluate the student _____, therefore, we kindly ask you to give your professional opinion, for the period within which the student was present in your company.

1. Attendance:

Attendance	Date	Company's signature	Student signature
Week I			
Week II			
Week III			
Week IV			
Week V			
Week VI			
Week VII			
Week VIII			
Week IX			
Week X			
Week XI			
Week XII			

1. Interest for internship:

Excellent	Very good	Good	Satisfactory	Insufficient

2. Skills:

Excellent	Very good	Good	Satisfactory	Insufficient

3. Behavior:

Excellent	Very good	Good	Satisfactory	Insufficient

Professor:

Owner of the company:

Student work during the preparation of the seminar:

1. Company details where the internship has been conducted (no more than one page),
2. Type of product selected (for what purpose is being used),
3. Product drawing and product rendering,
4. Presentation of the product in the necessary projections,
5. Presentation of necessary cuts of the product,
6. Lay-out of necessary details,
7. Drawing of cutting schemes,
8. The calculation of the material (worksheets) must include all the elements that make up the product,
9. Fitting the product,
10. Product packaging.

Eventual comments or remarks from the company (enterprise):

Annex No. 3

Memorandum of Understanding

between:

UNIVERSITY OF APPLIED SCIENCES IN FERIZAJ

and

COMPANY FOR _____, „XXXX” IN XXXXXXXX

In the spirit of developing a university education as close as possible to industry, on xx/xx/xxxx, the University of Applied Sciences (hereinafter referred as “University”), represented by Rector Dr. Agron

Bajraktari, and the enterprise for_____ “xxxx” (hereinafter referred as “Enterprise”), represented by Mr. xxxxxx xxxxxxxx, enter into an inter-institutional cooperation agreement.

Aim of the agreement

I.

The aim of carrying out an internship is to create a sustainable link between theory and practice for a better achievement and advancement of knowledge, foreseen in the Faculty’s curricula, but also for the country’s economic growth in general.

Object of the agreement

II.

The object of the agreement is:

- I. The realization of practical observation of University students in the Enterprise specialized in the field of xxxxxxxxxxxxxx.
- II. Developing diploma topics by enabling students, at the same time, to lead the theoretical/ scientific as well as practical part of the diploma in the Enterprise.
- III. University engagement in solving practical/ scientific problems of the Enterprise.

Manner of accomplishing the agreement

III.

Students of the I (first) year, II (second) year and III (third) year will conduct the practical observation in the Enterprise one day in two months (four times during one academic year).

Throughout the course of practical training, the students will be guided by teachers of adequate theoretical subject, while respecting all norms and legal provisions of the organization, which enables internships for students.

Students and other staff are not permitted to enter the departments without the presence of the person nominated by the manager of the company. Students and the staff are required to move only within the

yellow boundary strip and cannot cross it. This information should be given in advance by the student leader (teacher), but they will also be informed prior to the visit by company personnel (meaning that due to safety reasons and according to the legal norms no one is allowed to move and have access within the yellow lines that mark the production line, except the responsible staff of the production line). Students can ask the teaching staff or the company representative about different issues related to the topic but are not allowed to take any self-initiative by either touching the production line or the product that is in the production process (by crossing the yellow stripe). For any actions taken by students that are not in accordance with the guidelines, the company is not responsible. The responsibility falls on the teacher or the University.

IV.

During the visit, practical observation or during the preparation of the diploma each individual that enters the company's building "xxxxx", carries own responsibility for any possible injury. The Company "xxxx" bears no material or penal responsibility.

V.

For various practical/ scientific problems the Enterprise can engage the University in providing potential applicative solutions.

Effect of agreement

The agreement takes effect upon the signing date by both parties and will be implemented throughout the academic year.

Termination of agreement

The duration of the agreement is not limited and can be terminated by any signatory 30 days in advance.

THE SIGNATORIES

Rector

General Manager

Prof. Dr. Agron Bajraktari

z. XXXXXXX XXXXXXX

Ferizaj, on: xx.xx.xxxx