

Pursuant to Article 94 Paragraph 1 item 43 of the Law on Higher Education (Official Gazette of the Republic of Macedonia No. 82/2018, 154/2019 and 178/2021), as well as on the basis of Article 32 of the Statute of the International Balkan University, the Rector's Board of the University, at the session held on 28.12.2023 brought the following:

RULEBOOK ON THE INTERNSHIP

Article 1

The meaning of the terms used in this Rulebook:

- 1) University – International Balkan University.
- 2) Student internship - any internship regardless of the type and field of study, if it results from the study program and is included in the curriculum.
- 3) Internship documents – consist the needed documents regarding the Internship such as: A request for Internship the Confirmation for Accomplished Internship, Internship Evaluation and Internship Workbook.
- 4) Agreement on the organization of student internships - a document signed between the University and the Department on the implementation of student internships.
- 5) Dean's Proxy for Student Internships – professor/assistant appointed by the Dean of the faculty to supervise the apprenticeship process.
- 6) Workplace - enterprise, company, institution, school, institution, scientific unit receiving a student for the purpose of internship.
- 7) Company internship supervisor - an employee of an enterprise selected to look after students

General Provisions

Article 2

The principles for the implementation of internships are in accordance with the provisions of the Law on Higher Education and the internal acts of the University.

The internship is mandatory in first cycle studies specified within the study program.

The internship is subject to a grading and credit with an evaluation, by the mentor.

A student is awarded ECTS points for the completed internship, in accordance with the study program and the curriculum of the faculty on the basis of documents confirming the internship.

Internships apply in various hours and in different forms, according to the study program

Separate internship regulations may be established for faculties of medical sciences, health sciences, and other regulated professions.

Article 3

The university does not cover the costs of organizing internships (meals, accommodation, commuting).

Students are not entitled to any financial claims against the University and the workplace for activities performed during the internship program.

The rules and details of paid internships financed from external funds are governed by separate provisions.

Goals of internship

Article 4

The goals of internships, among the others are:

- verification of theoretical knowledge acquired during the current educational process,
- developing the skills of practical application of acquired knowledge,
- shaping the skills necessary for future professional work,

- preparation for independence and responsibility for the tasks entrusted,
- acquiring experience in the independent implementation of professional duties,
- shaping teamwork skills,
- shaping ethical professional attitudes,
- getting to know the organization and functioning of the enterprise as well as their needs and requirements for graduates.

Article 5

The internship can be carried out in the Republic of North Macedonia or abroad, in an enterprise or institution after agreeing the place with the Dean's Proxy for Student Internships

The dates of completing the internships are specified in the academic calendar.

Implementation of the Internship

Article 6

All the students who are planning to start their internship should have registered for the Internship in the respective semester.

A student, independently or in cooperation with the Dean's Proxy for Student Internships or an employee of the Academic Career Office chooses the place of internship.

The student who has chosen the place of internship then must file **A Request for Internship** to the Dean of the faculty and the Company/Institution Internship Supervisor for signature. Once the **A Request for Internship** is signed student may start the Internship in the chosen company.

During the Internship period, students **must fill out the Internship Workbook** for every day spent in the internship. In the Internship Workbook students must do an explanation of all the activities performed in the workplace day by day and to get a signature from the Company/Institution Internship Supervisor.

After the completion of the Internship period, the Company/Institution Internship Supervisor fill **the Internship Evaluation** based on the performance and shown interest of the student during the Internship.

If the student completes the Internship period successfully, the Company/Institution Internship Supervisor will sign a **Confirmation for the Accomplished Internship**.

After the completion of the Internship period student must submit all the above-mentioned documents to the Dean's Proxy for Student Internships who signs and confirms the completion of the Internship.

The Dean's Proxy for Student Internships is obliged the documents for Internship to archive and to submit them to the Student Affairs Office.

All the above-mentioned documents need to be generated on the Hello System and to be submitted as hardcopy.

Article 7

The Internship cannot be shorter than 30 days i.e. at least 23 working days, during one study year according to the Law on Higher Education.

The Internship cannot be shorter than 3 and longer than 8 hours during one day.

The student should complete the student internship no later than September 25th of the current year.

Completion of the Internship

Article 8

The internship can be carried out by the student once and it covers the entire internship program specified in the study program.

Failure to meet the deadline for passing the internship or dismissal of the student from the internship is equivalent to obtaining no credit for an internship.

A student who, due to reasons beyond his influence, failed to complete the internship, may obtain the dean's permission to do it on another date, which does not collide with the classes resulting from the study plan.

Completing the internship is a prerequisite for the beginning of the Project 1 and 2.

Transitional and Final Provisions

Article 9

The Internship procedures which have started before the date of entry into force of this Rulebook shall be completed in accordance with the provisions effective prior to the entry into force of this Rulebook

The Vice-Rector for Education is responsible for the interpretation of the provisions of this Rulebook.

Article 10

This Rulebook applies to all students enrolled in the first cycle of studies.

If there are differences in the arrangement of the Internship with the study program in which the students are enrolled, then the Internship is carried out in accordance with the study program

Article 11

This Rulebook enters into force on the day of its adoption.

Skopje, 28.12.2023

**President
of the Senate**

Prof. Dr. Kire Sharlamanov