

*APPROVED by
decision of the Senate of 29.05.13
with amendments of the meeting of the Senate No. 01-7/3 of 15.12.2015,
with amendments of the meeting of the Senate No. 01-7/4 of 15.12.2020,
with amendments of the meeting of the Senate No. 01-7/8 of 20.04.2021*

REGULATIONS ON THE PROCEDURE FOR ORGANIZING TSI STUDENT INTERNSHIP

1. General provisions

1.1. Internship of students of TSI is part of the study programme. It is organised in accordance with the study plans and calendar plan of the internship, in order for students to acquire practical work skills, deepen and strengthen theoretical knowledge, skills and know-how acquired during the study process.

Internship is organised in companies, institutions and organisations (hereinafter referred to as - companies), in accordance with the areas represented in the study programme. In exceptional cases a student may have an internship at a self-established company by attracting a specialist of the relevant sector as the supervisor of the internship and by agreeing such with the director of the study programme.

In academic study programmes, internship or a part of it can be organized in TSI structural units. *(As amended by the TSI Senate decision No. 01-7/8 of 20.04.2021)*

1.2. The internship programme is developed at the faculty under the guidance of the study programme director, considering the requirements of the study results of the programme. The internship program is coordinated by the dean of the faculty and approved by the rector. *(As amended by the TSI Senate decision No. 01-7/4 of 15.12.2020, TSI Senate decision No. 01-7/8 of 20.04.2021)*

2. Purposes and tasks of internship

2.1. The purpose of internship is to strengthen the knowledge of students, acquired during the process of theoretical studies, based on work experience at the company where they have the internship, as well as to acquire practical professional skills during the work process. During the internship students acquire organisational and professional experience.

2.2. Internship tasks:

- to acquire a general overview of the principles of operation of the company;
- to acquire the principles of organisation and management of work processes in real practice circumstances;
- to strengthen and deepen theoretical knowledge in the areas of modern business management processes and methods;
- to summarise and analyse information for development of the final examination paper.

2.3. Content of the internship is determined by the programme, which is prepared in accordance with these Rules.

3. Organisation of the internship

3.1. The faculties, the Study Department and the Student Attraction and Business Development Department participate in the organization and implementation of the internship at TSI. *(As amended by the TSI Senate decision No. 01-7/4 of 15.12.2020, TSI Senate decision No. 01-7/8 of 20.04.2021)*

3.2. Deadlines for the internship taking place shall be determined in accordance with the study plan and study schedule (calendar).

3.3. Internships can be organized only in those companies (TSI structural units) that meet the requirements specified in the Internship Programme. The director of the study programme evaluates the compliance of the internship place with the specified internship requirements. Working students can undergo an internship at their workplace if it meets the internship requirements, then they must submit documents for verification to the faculty, in accordance with the requirements of the Internship Programme. *(As amended by the TSI Senate decision No. 01-7/8 of 20.04.2021)*

34. The internship is organized based on agreements concluded between TSI, students and the companies in which the students will practice. Students have the right to choose an internship place independently by submitting to the HEI a document on the company's consent to organize the given student's internship in this company in accordance with the TSI Internship Programme.

35. The structural unit responsible for organizing and conducting internships at the HEI is the faculty; for the creation, updating and provision of a database of companies for students - Students Attracting and Business Development Department, for preparing and storing practice documents - Study Department. *(As amended by the TSI Senate decision No. 01-7/4 of 15.12.2020)*

36. Functions and responsibility of officials and students on the issues of internship:

Students Attracting and Business Development Department:

- creates an information data base on the companies for the internship;
- collects feedback from companies regarding the preparedness of students and the course of the internship.

Study Department:

- in accordance with the study plan, sends students notifications about their planned internship;
- prepares the draft order of the rector regarding the transfer of students for the internship;
- prepares trilateral agreements, ensures the signing, registration and storage thereof.

Departments:

- coordinate the activities of the structural units of the institute in the issues of organization of internship;
- evaluates the possibility of companies to organize the implementation of the internship programme;
- prepare the content of the Internship programme, methodological documentation of studies and requirements for internship reports of students;
- participate in the organisation and conduct of the internship;
- submits to the Study Department information about the planned internship for specific groups of students and a list of lecturers or researchers who are appointed as internship supervisors in these groups;
- before the commencement of the internship, organises organisational meetings of students.

Directors of study programmes:

- develop the content of Internship programme;
- study and analyse results of the internship.

Supervisor of the internship from the part of TSI (TSI lecturer or researcher):

- participate in the development of tasks for the students' internship;
- consult the student during the period of development of the internship report;
- control the internship conduction in the company (at the places of internship);
- receives practice reports from students;
- cooperate with management of the company and supervisor of the internship from the part of the company.

Duties of students:

- to perform the tasks provided in the internship programme in high quality and in full;
- to comply with the internal working regulations and other binding rules as well as instructions of the supervisor of the internship of the company;
- to complete the internship book;
- to submit the internship report regarding performance of tasks to both supervisors of the internship;
- to summarise and analyse necessary information for development and presentation of the final examination paper;
- not disclose confidential information received by the student, which has been confirmed and / or specified in writing by the company in which the internship is taking place, or TSI;
- not to disclose third party identifying data in the internship report, presentation or other

- internship documentation;
- to pass the test in time at the end of the internship period

(As amended by the TSI Senate decision No. 01-7/4 of 15.12.2020, TSI Senate decision No. 01-7/8 of 20.04.2021)

3.7. Supervisor of the internship from the part of the company shall:

- organise the internship of students in the company;
- at the beginning of the internship, introduce the student to work safety and other binding rules at the place of work;
- introduce the intern to work organisation at the particular place of work;
- consult the intern on issues regarding the performance of the internship and control of his or her work;
- prepare feedback in accordance with the internship programme for each student undergoing an internship, sign and seal the feedback;
- as much as possible, help students to obtain information, which is necessary for development of the final examination paper (diploma paper);
- if the internship is organized in a structural unit of TSI, the internship is led by a representative of the structural unit, who is appointed by the Rector's order. *(As amended by the TSI Senate decision No. 01-7/8 of 20.04.2021)*

4. Summary and evaluation of results of the internship

4.1. At the end of the internship the student shall develop a report on the results of the practical work. The report is accompanied by an internship diary and a reference from the internship supervisor from the company (not attached if the internship is organized in a TSI unit). Results of the internship shall be assessed by a differentiated assessment. *(As amended by the TSI Senate decision No. 01-7/8 of 20.04.2021)*

4.2. If the student has not fulfilled the Internship programme without a justifiable reason or received a negative evaluation of the internship, it is considered that the student has not fulfilled the requirements provided in the study plan and is not transferred to the next study course in accordance with paragraph 10 of the Study Regulations.

4.3. Internship reports and diary are stored in the department and internship agreements are stored in the Study Department, in accordance with the nomenclature of the cases.

