

Based on Article 22 of the Statute of the University of Zagreb Faculty of Organization and Informatics (hereinafter: the Faculty), the Dean of the Faculty, on September 12, 2024, adopts the consolidated text of the Rulebook on Student Internships for the study programmes of the Faculty of Organization and Informatics

REGULATIONS ON STUDENT INTERNSHIPS

AT THE FACULTY OF ORGANIZATION AND INFORMATICS

(consolidated text)

I. GENERAL PROVISIONS

Article 1.

- (1) These Regulations govern the objectives and organization of student internships and other issues related to the performance of student internships at the Faculty of Organization and Informatics, University of Zagreb (hereinafter: the Faculty).
- (2) The provisions of these Regulations apply to all study programs of the Faculty where internships are conducted, unless otherwise stipulated by the Faculty's general acts.
- (3) The terms used in these Regulations are gender-neutral and apply equally to all genders.

Article 2.

- (1) The student internship is a mandatory and integral part of certain study programs at the Faculty.
- (2) The objective of the internship is to complement students' theoretical knowledge with practical skills, facilitate the preparation of final/master's theses through work experience in the profession, develop a sense of professional responsibility and work ethics, and enable a smoother transition into professional careers.
- (3) The tasks performed by students during the internship should be related to their field of study.

Article 3.

- (1) Students who have enrolled in the semester in which the internship is conducted, according to their study program, are eligible for the internship. Exceptionally, repeat students of the previous academic year may be allowed to enroll in the internship earlier, provided that the total ECTS credits in the semester do not exceed the allowed maximum.
- (2) The internship must be completed and confirmed before scheduling the defense of the final or master's thesis.
- (3) The duration of the internship and its ECTS credit value are determined according to the specific study program.

Article 4.

- (1) The Faculty organizes the internship by collaborating with employers where students complete their internship. Internships may also be conducted in organizational units, centers, and laboratories of the Faculty.
- (2) Internships are generally conducted with employers registered in the Republic of Croatia. In exceptional cases, internships may be completed abroad, as specified in Article 14.
- (3) The Internship Coordinator for each study program is responsible for planning and organizing internships and submits an annual report to the Vice Dean for Education. The Internship Coordinator is appointed by the Faculty Council.

- (4) The operational execution of internships is managed by the Faculty's Student Support and Career Development Center (hereinafter: the Center).

II. INITIATING THE INTERNSHIP

Article 5.

- (1) Students access the Faculty's Internship Information System (hereinafter: the System), which provides information on employers with whom the Faculty has signed an Internship Agreement (hereinafter: the Agreement).
- (2) Based on the list of potential employers in the System, students independently contact an employer to arrange the internship plan and schedule.
- (3) Students may also propose an employer for their internship. If the Internship Coordinator approves the proposal, an Agreement is signed with the employer before the internship begins.
- (4) After arranging the internship with an employer, students must reserve their internship in the System at least three days before the start date.
- (5) Following the reservation and approval by the Internship Coordinator, students receive an Internship Referral for the selected employer.

III. INTERNSHIP IMPLEMENTATION

Article 6.

- (1) The employer assigns a Mentor to the student during the internship.
- (2) The Mentor provides guidance, supervision, and assistance while encouraging students to perform tasks independently or in a team to ensure quality internship execution.

Article 7.

- (1) During the internship, students must adhere to the employer's prescribed work and safety regulations.
- (2) In cases of misconduct, violations of workplace rules, internal regulations, or safety procedures, and upon the employer's report, the Internship Coordinator may request disciplinary action and immediate termination of the internship.
- (3) If issues arise during the internship, students should consult the Internship Coordinator and/or the Center, depending on the nature of the problem. The Internship Coordinator and the Center will decide on further actions regarding the internship.

Article 8.

- (1) During the internship, students must maintain an Internship Log through the System.
- (2) The Internship Log must document daily activities and be formatted as prescribed by the Faculty.
- (3) Students must submit the completed Internship Log within two weeks of completing the internship. If delayed, students must notify the Internship Coordinator with an explanation, who may decide to reject the internship.

IV. INTERNSHIP EVALUATION AND ASSESSMENT

Article 9.

- (1) Upon submitting the Internship Log and completing the Evaluation Form in the System, the Mentor reviews and verifies the log, confirming the accuracy of all data and that the student has fulfilled all assigned tasks and responsibilities.
- (2) If the Mentor requires modifications to the Internship Log, the student must revise it accordingly.
- (3) Once verified, the Mentor completes the student's evaluation form in the System.

Article 10.

- (1) Erased.

Article 11.

- (1) After the Mentor and student complete the evaluation forms, the Internship Coordinator conducts a final review of the Internship Log and evaluation forms and records the successful completion of the internship in the System.
- (2) If the Internship Coordinator identifies necessary modifications, the student must revise the Internship Log within seven days.
- (3) Based on the Internship Log, evaluation forms, and other relevant documents, the Internship Coordinator may determine that the student has not adequately completed the internship and may propose to the Vice Dean for Education that the internship not be recognized.
- (4) The Internship Coordinator must verify the Internship Log within ten working days from the final submission.

Article 12.

- (1) For successfully completed internships, the Student Administration Office records the completion in the ISVU system.
- (2) The internship report is stored in the student's file.
- (3) If an internship is deemed unsuccessful, the student must repeat it with the same or a different employer.

V. INTERNSHIP RECOGNITION

Article 13.

- (1) Full-time and part-time students who are employed may submit a request for internship recognition. The Vice Dean for Education decides on the recognition based on the submitted request. Students must provide a certificate from the Croatian Pension Insurance Institute confirming at least 30 consecutive days of employment in a relevant position.

VI. INTERNSHIPS ABROAD

Article 14.

- (1) Students may complete internships abroad through student exchange programs regulated at the Faculty and/or University level.
- (2) To have an international internship recognized, students must submit a prior request.
- (3) The request must include a Learning Agreement for Traineeships and the Internship Log.
- (4) In exceptional circumstances, if a student resides abroad, they may complete their internship in their country of residence with prior approval from the Internship Coordinator and Vice Dean for Education.
- (5) If completing an internship abroad under these conditions, students may work with an employer that does not have an Agreement with the Faculty, but the company must be registered in the System to facilitate internship processing and recognition.

VII. TRANSITIONAL AND FINAL PROVISIONS

Article 15.

- (1) These Regulations replace the previous Regulations on Student Internships dated November 23, 2020.

Article 16.

- (1) These Regulations enter into force on the date of publication on the Faculty's official website.

Published on the Faculty's official website on March 21, 2024.

CLASS:

REG. NUM.:

Varaždin, September 12th, 2024.

DEAN:

Full Prof. Marina Klačmer Čalopa, Ph. D.