	EPOKA UNIVERSITY				
	DIRECTIVE ON “INTERNSHIPS DURING UNDERGRADUATE STUDIES”				
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EDUCATION

SECTION ONE

AIMS, SCOPE, BASIS AND DEFINITIONS

AIMS

Article 1: The aim of this directive is to specify the procedures and principles of internship programs for the students of Epoka University at home and abroad involving their behaviors and responsibilities at worksite and workplace during their internship. It is important that the students of Epoka University put their theoretical knowledge into practice during these programs that are considered compulsory for students of Epoka University.

SCOPE

Article 2: This internship directive covers procedures and principles of internship programs for the students of Epoka University at home and abroad and rules for work on the field.

BASIS


Article 3: This directive has been prepared based on the rules, regulation, and other legal documents of Epoka University.

DEFINITIONS

Article 4: Definitions of terms which are written in this circular as follows;

- a) University : Epoka University
- c) Faculty : Faculty of Administrative Sciences and Economics, Faculty of Architecture and Engineering
- c) Intern : Student who is taking internship program
- d) Internship Advisor : appointed advisor, by the head of department among the academic staff of the department
- e) Department : related department
- f) Internship place/workplace : where internship programs taking place at home country or abroad
- g) Internship Commission : the Commission arranged by Committee of Department (or departmental committees) consisting of three staff members, one being instructor
- h) Carrer Planning Center : Epoka University Career Planning Center

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SECTION TWO

GENERAL PRINCIPLES

INTERNSHIP COMMISSION

Article 5: An internship commission is set up for each department to operate internship procedures for involved students. The commission members are elected by the Committee of the Department upon the recommendation of the Dean of faculty for a two-year term. The Commission consists of three staff members, at least one of whom is an instructor. The members can be re-elected after their term of office ends.

COMPULSORY INTERNSHIP

Article 6: The internship period of students of Faculty of Architecture and Engineering is comprised of at least 30 and at most 90 workdays before promotion to the third year.

VOLUNTEER INTERNSHIP

Article 7: The internship period of students of the Faculty of Architecture and Engineering has to be begun by the end of the second term. The Internship Commission of each department will determine the duration of internships.

INTERNSHIP DURATION AND STAGES

Article 8: The Committee of the Department determines a period of time for the internship that lasts no less than 30 days and no more than 90 days.

Article 9: Internships are served in private and public sectors at home and abroad. All expenses regarding the internship period are met by the students themselves at home and abroad.

Article 10: The respective Committee of the Department is responsible for making a decision for undergraduate transfer students, vertical transfer and internship orientation.


INTERNSHIP TIME

Article 11: The internship period cannot coincide with course and exam terms as specified in the academic schedule of the University.

INTERNSHIP PLACE

Article 12: Each student is responsible to find the place of his/her internship, subject to approval by the Head of the Department. Each student is responsible for notifying his/her advisor of the internship address and the workplace provided that is approved by the employer.

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Article 13: The student must obtain approval from the respective consultant regarding the suitability of internship place before beginning internship period. After the approval, the student takes Internship Evaluation document to begin internship.

Article 14: Students complete their internship period under supervision of appointed responsible personnel.

ATTENDANCE OBLIGATION TO INTERNSHIP PLACE

Article 15: Attendance during internship is compulsory. Student should comply with working hours and program of workplace. Non-attendance cannot exceed 10% of total internship period for whatever reason.

OBLIGATIONS DURING INTERNSHIP

Article 16: The student should comply with legal, administrative, discipline and safety rules of working place including the rules of Epoka University Student Discipline Regulation.

Article 17: Students are obliged to perform tasks assigned by the supervisors in the working place related to the internship subject.

Article 18: During the internship, payment or nonpayment of a debt when due depend on the agreement between the student and the institution

Article 19: For internships abroad that are arranged by Epoka University, students are bound to stay in places the university selects and students complete their internship program under supervision of the responsible staff member.

SECTION THREE

INTERNSHIP APPLICATION PRINCIPLES

PRIOR TO INTERNSHIP


Article 20: Students are informed about internships by the Dean annually and information is published on the University website.

Article 21: The student fills out “the Internship Application Form” as two copies provided by the Departmental Secretariat about internship place decided after consultation with Internship Consultant. Starting an internship without submitting internship documents within stated time period is out of the question. Students completing internship are responsible to inform consultant staff member about beginning and ending dates of internship.

Documents required for internship,

1. Internship Application/Acceptance Form (2 copies)

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2. Photocopy of student ID

DURING INTERNSHIP


Article 22: Students prepare their internship report by taking into consideration the points mentioned below. Writing rules presented in attachment will be based on during evaluation process.

- a) Internship term of student should be in accordance with subjects on internship book recommended by related department.
- b) The internship report is prepared in Albanian language if the student is in a department that uses the Albanian language as the primary language of instruction and in English language for departments that use English as the primary language of instruction. Reports should be typed or handwritten in a clear and legible way.
- c) The internship report should include explanations of all possible topics and questions that consultant deals with.
- d) Questions that cannot be answered because of technical reasons should be specified at the end of report with reasons.
- e) Since internship report will be in quality of significant document for consultant evaluating reports, it will be in favor of students to take these specified points into account.
- f) The suggested length for internship report is 30 to 60 pages, not including attachments. Bear in mind that quality of report will be evaluated rather than quantity.
- g) The purpose of internship period is to adjust students to workplace on-site. Hence, Students should try to gain new experiences from every moment of internship period by observing and being part of operations.

AFTER THE INTERNSHIP

Article 23: The Internship Evaluation Document is confidentially filled by the internship supervisor(s) , signed and put in an envelope. The name of approving employer and the supervisor’s title and function should be clearly stated on the document. After the end of internship period, the employer posts the Internship Evaluation Document to consultant staff

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member or hands it over to the student in a closed envelope with his/her signature on it to submit to the University internship supervisor. Students are primary responsible for delivery of internship evaluation file to the supervising University staff member.

Article 24: Internship reports are evaluated by internship consultant and the Internship Commission. The student presents the technical details of his/her internship period to the Internship Commission by giving a maximum 15 minutes presentation. Internships considered appropriate are accepted. In case of non-acceptance, the student must repeats the internship.

Article 25: Information should be given to document duties performed. Projects, photographs, brochures, standards and usage books regarding internship subjects belonging to the workplace can be added to the internship report if allowed by the employer.

Article 26: Reports will not be evaluated if they are submitted after the submission deadline, if they, lack preparation or were not approved by University authorities. In such cases the student is regarded as having failed the internship.

EVALUATION OF INTERNSHIP

Article 27: Evaluation of completed internships is made by related internship consultant and the Internship Commission. Results of evaluations are announced as successful-failed or through a grade system determined by departments.


Article 28: The student’s internship is accepted or rejected as a result of the evaluation. In the case of failure, the student can repeat the internship at the same working or somewhere else.

Article 29: Each department arranges an annual Internship Calendar by the beginning of academic year. Through this calendar it is announced internship notification days, internship application date, internship report submission date and other related dates.

Article 30: Credit calculation of the Compulsory Internship lesson is made as specified in the curriculum of related department. Independent or volunteer internships cannot be credited.

Article 31: When the Online Internship Management System is established, internship coordination and evaluation of students will be operated through this system.

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**SECTION FOUR
EXECUTION AND EFFECT**

EXECUTIVE

Article 32: Principles in this guideline are carried out by deanships of Faculty of Administrative Sciences and Economics and the Faculty of Architecture and Engineering. Epoka University reserves the right to alter this guideline as needed.

Article 33: The Departmental Management Committees are authorized to take a decision about special cases or subjects not specified in this guideline.

EFFECT

Article 34: Rules of this guideline come into force after promulgation.

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