



AKADEMIA • ACADEMY  
**TEMPULLI**

## **REGULATION ON PRACTICAL WORK FOR STUDENTS**

### **Article 1.**

#### **Object of regulation**

This regulation aims to regulate the educational and professional activities defined as practical work in the curricula, as well as the practical work program, separated from the Curriculum as part of the activity of the Tempulli Academy. Practical work gives students the opportunity to enrich their academic preparation through the experience of supplementary and integrative education, Tempulli Academy promotes practical work in both the public and private sector; Subjects to benefit from this internship program are students, graduates, and graduates.

The internship program is the most beneficial and developmental opportunity for students to apply the knowledge and skills acquired during their studies as well as to gain first-hand knowledge to strengthen the knowledge gained in the host institution or organization or institution.

In no way can it be considered that the relationship between the intern and the company or Institution is considered regular employment.

Internships have a maximum duration of six months to 12 months and are conceived as periods of training or professional preparation aimed at facilitating career choices through a deeper knowledge of the market and field testing of a work environment; The internship program is the best method for the Tempulli Academy and the host institution to cooperate and act to observe the student in the work environment and assess their management potential for a possible future employment and improve the program based on this observation in the future.

### **Article 2.**

Conducting practical work, the student internship program includes three pairs:

1. Internship coordinator
2. Intern
3. Practitioners

## **2.1 Responsibilities**

### **Internship coordinator**

- ✓ Finding and starting negotiations and cooperation with Institutions, Industry or business organizations.
- ✓ Provide training on CV writing, letter of recommendation, and computer work, to provide quality candidates for the Internship Supervisor.
- ✓ Organizing and conducting the interview with the intern and the Internship Supervisor.
- ✓ Organize and provide Career Orientation for newly selected interns (s).
- ✓ Provide tools, resources, and guidance to assist Practice Supervisors select and manage the intern.
- ✓ Providing assistance to the intern as needed.

### **Intern Supervisor**

- ✓ The intern supervisor is the person who will select and supervise the interns in the internship programs. The supervisor may be a member of the career center at Tempulli Academy.
- ✓ To lead the process in an objective and transparent way of selecting the intern for the internship.
- ✓ Sets, tasks and objectives for the intern.
- ✓ Supervises the intern to ensure that he completes certain tasks as required.
- ✓ Completes the internship evaluation form.
- ✓ Completion or realization of any document for the needs of the intern for obtaining loans in the Tempulli Academy.
- ✓ Make sure the intern has a positive experience and applies to other opportunities that will present themselves in the future.
- ✓

## **Article 3.**

### **Curricular and Extracurricular Practices**

The internship at the Temple Academy is organized in two forms: those within the curriculum and those outside the curriculum, as part of the work of the Career Center.

#### **Intern, goals and time frames.**

The internship work within the curriculum of the Tempulli Academy, takes place within the entire duration of the study program and remain as such until the intern has received their degree. They consist of educational and orientation experiences aimed at achieving specific learning objectives in the study program.

### **They are divided into:**

**Curriculum practice** for educational credits: they are foreseen in the structure of the program, they are calculated in ECTS educational credits, they have specific requirements (in terms of duration, time frame and content defined in the curriculum), they must be authorized in advance and they must be verified when completed.

ECTS non-credit curricular practices: they are not registered in the academic plans and are realized when they have completed as non-credit curricular practices.

**Extracurricular practices** are intended for anyone who has received a degree and the ability to become active within 12 months of completing the study program. Their purpose is to facilitate academic and professional choices through employment through training and direct contacts with the labor market.

If the intern gains their degree during a **curricular internship**, the internship changes character (from curriculum to extra-curricular). In that case, the host organization or institution undertakes to meet all the requirements required by the legislation regarding non-curricular practices.

Internship consists of placing a student, or a person who has completed an educational program (hereinafter "intern") in a public or private institution in Kosovo or abroad, to carry out practical activities in accordance with the educational objectives set in the study program, based on a specific program agreed between the intern, host organization or institution as well as the study program director (when required) and the Career center.

Internship does not imply regular working relationship with the Host Organization or Institution.

## **Article 4**

### **Importance of practice**

Based on the spirit of the Statute, and the study programs of the Tempulli Academy, the importance of the practical work reflects:

#### **Students through practical work, benefit:**

- ✓ The opportunity to put into practice the theory gained in the academic and professional programs of the Tempulli Academy.
- ✓ Acquisition of experience in a work environment in real life.
- ✓ Coping with personal demands of learning with the demands of the labor market.

- ✓ Increasing the level of maturity and business culture.
- ✓ Development of professional and personal skills
- ✓ Improving career opportunities and establishing useful contacts in the industry
- ✓ Develop, reflect and evaluate strategies to achieve your career goals
- ✓ Enabling non-formal learning, between travel, as well as gaining work service and the opportunity to enjoy independence and other access to life.

**Institutions and Organizations, through the practical work program, benefit:**

- ✓ As a provider of employment opportunities.
- ✓ Establishment of academic and professional partnerships.
- ✓ Opportunity to get new, innovative ideas through talented students.
- ✓ Gaining additional manpower during critical time.
- ✓ Development of a talent group from which to recruit students after graduation.
- ✓ Opportunity to give feedback to the Academy regarding knowledge and skills.

**Article 5**

**Code of Conduct**

1. The behavior and performance of students represents not only themselves but also the Academy.
2. Students must adhere to the code of conduct of the Temple Academy and the host Institution.
3. Respect and fulfill the practical work program in its entirety,
4. Students must obey the laws of the country where they conduct their internship
5. Students must abide by the dress code.
6. Students must perform to respect the time and period of practical work.
7. Students must submit on time all relevant documents as required by those in charge of the internship program
8. Failure to comply with these rules may result in not realizing the ECTS credit or even the Certificate of practical work.

**Article 6**

**Terms and structure**

**Place of holding the internship**

Practical work is valid and legal when performed in Kosovo or abroad, in Institutions or private or public organizations or NGOs; The structure of which is presented in the form of: industrial, commercial and service enterprises, banks, finance, institutions, auditing and consulting companies, professional firms, public, administrations, public organizations, institutions and classified associations, permanent operators in the sector services, non-profit organizations, educational and research organizations, cultural and artistic institutions, enterprises and organizations working in tourism, communication and media, international organizations, chambers of commerce, diplomatic missions and institutions other organizations

(hereinafter referred to as "Host Organizations or Institutions" or "Hosts").

Some of the curricular internships can complete internships at the Academy. This restriction does not apply to extra-curricular practices, when existing legislation will be applied.

Tempulli reserves the right to express its opinion on the acceptability of the practice, the location by gathering information from various sources.

### **Duration of internship**

The duration of an internship varies, generally lasting 1 month, 3, 6 or even 12 months or semester or modular.

### **Internship extensions**

Internship extensions must be agreed in advance between the Institution and the Host Organization with the authorized services of the Academy. Extensions are regulated by the same conditions set out in the practical work.

## **Article 7.**

### **Internship report**

The detailed internship report will be made one month after the completion of the internship.

It will consist of 10-15 pages, written in 12 and 1.5 line lines, Times New Roman, presented electronically or in print, with the following structure:

- a. preliminaries
- ii. Site title
- iii. gratitude
- iv. Executive Summary
- v. Table of contents

## **b. Main text**

vi. Introduction (Explanation of the project, topic, why the project is being done)

vii. Why the project theme was chosen and how important it is

viii. Body (methods used in project execution, any existing research in a similar field, how the project was executed, project findings)

ix. Discussions, Conclusions and Recommendations (show the results, how the findings can be implemented, and how best they can be put into practice)

## **c. Reference material**

x. References

xi. dictionary

xii. Annexes

xiii. Students should choose a subject or a specific aspect or problem related to their internship (eg e-commerce, CRM, quality management, employee motivation, etc.) at the beginning of the internship The student supervisor in the company can help in choosing a topic and assist during practice. The internship report needs approval by a Career Officer.

## **Examples of work in optional practice are:**

- \* Creating a new website for a company, organization, institution, NGO.
- \* Creating a new brochure for companies / events.
- \* Posting a social media campaign for a company.
- \* Work on a project to improve employee motivation.
- \* Participate in the project of implementing a balanced note card.
- \* Creating a new manual for a department.
- \* Redesign certain processes and procedures.
- \* Analyzing the business strategy and giving recommendations.
- \* Undertake a competitive analysis and make recommendations.

## **Article 8**

### **Assessment**

The evaluation is the final result of the practical work, which will serve the purpose of quality improvements in the Academy or host institution.

All elements mentioned in the contract must be met. The student will be assessed at the host institution on the Assessment Form by his / her supervisor and will be given a final assessment based on his / her participation in the training, skills and attitudes, as well as his / her achievements.

The Evaluation Form should state 61% or above and the Career Officer reviews the Internship Report and Project Report to consider them appropriate. The student must submit all relevant documents to the Career Office within one month of completing the internship.

The internship will then be entered in the grade book as "completed" and the relevant ECTS will be awarded to the student.

If the internship was terminated early by either party, or if another element stated in the contract was not met, no ECTS points will be awarded.

## **Article 9**

### **Career Center**

The Career Center is the competent center intended for internship management, according to the curriculum as well as the internship program. The Career Center presents the connecting bridge with the host organizations such as the selection of applicants and the completion of procedures to activate and recognize the internship work program.

## **Article 10**

### **Accommodation and internal supervision**

1. The host company should ensure that the intern provides all necessary information and any necessary documentation in order for him / her to be legally trained in the host country.

2. The Parties specifically agree that all formalities relating to the Rules of Procedure and any other relevant documentation depend on the Intern and the host company or Institution. Therefore, the responsibility of the Academy for this issue is specifically excluded.

3. The intern's training activities during his / her time in the Host Company will be followed and monitored by a professional expert in the role of a supervisor, as well as by an Academy supervisor.

4. All parties may make reasonable replacements of the supervisor, after communication with the parties.

## **Article 11**

### **Detailed periodic training program**

The detailed periodic training program includes:

Knowledge, skills and competencies to be acquired:

1. Organizational learning, maintaining and ensuring ongoing relationships between the Academy and the intern and the Company or Institution, ensuring monitoring of training objectives and contents. In addition, if ensured, he / she will prepare the final assessment of the skills acquired in cooperation with the supervisory company or Institution.

2. The Supervisor of the Company / Institution is appointed by the Company or Institution and is responsible for leading the intern in the workplace and in cooperation with the Academy. Regarding the completion of the internship in different sectors of the enterprise / Institution, the function of supervisor of the company / institution can be entrusted to more than one person, to ensure the fullest compliance with the objectives of the individual internship document.

3. The Supervisor of the Academy will check all the practical work activity performed by the intern, in order to verify the current performance and compliance with the agreements between the parties.

4. In case of repeated absences of the intern, the internship will be considered canceled and such communication will be sent to the intern and the supervisor of the Company / Institution in due time.



5. The supervisor of the company / institution and the intern are encouraged to have an ongoing dialogue with the Academy, through the supervisor in each case and to report any difficulties encountered during the internship.

At the end of the practical work, the supervisor of the company / institution will be engaged:

1. Issuance of a certificate regarding the duration and nature of the internship to the intern;
2. To formalize in between a written act the evaluation and completion of the practice. For non-curricular internships, the supervisor of the company / institution will provide an evaluation form regarding the skills acquired by the intern in accordance with the internship document created for the purposes of skills validity.
3. At the request of the intern, he / she will be obliged to issue a certificate of participation in practical work.

## **Article 12**

### **The duties and rights of the intern**

The intern must:

1. Perform activities defined in the description of the practice, to respect the working hours and the environment, the rules and regulations of the company / Institution;
2. Follow the instructions of the supervisor of the Company / Institution and refer to him / her if any problems arise;
3. To have respect for hygiene, safety and health in the workplace;
4. Maintain confidentiality of all matters that come to his / her knowledge during the exercise of his / her duties, such as data and / or information or knowledge related to the production process and products;
5. Complete the final internship evaluation form and, if required, write an internship report, related to the activities performed;
6. Request prior authorization for the curriculum practice as set out in the Curriculum Practice Guide only. In case the intern does not request a pre-authorization or receives a negative response, the internship will not be recognized in his / her study plan.

Throughout the internship period, the intern:

a) may be absent from his / her practice, in prior agreement with the supervisor of the Company / Institution, to perform outside compelling academic duties;

b) has the right to be supervised by a professional and has the right to be provided with an identity card, such as an internship document in accordance with his / her academic profile.

### **Article 13**

#### **Civil liability**

1. For the internship that takes place in Kosovo and abroad, the intern will be insured by the Company or Institution on accident insurance at work.

2. If an accident happens to the intern during his / her working hours, he / she undertakes to notify immediately and submit the necessary documentation.

### **Article 14**

#### **Execution**

The parties mutually declare to be aware (and expressly agree) that personal data collected as a result of and throughout the execution of this agreement may be used in accordance with the Personal Data Protection Law of Kosovo.

Anything that has not been agreed between the parties, or any future controversy or dispute arising from the present agreement will be supplemented in accordance with the Statute and the legal framework in Kosovo.

Interim Chair of the Steering Council

Dr.Sc.Ema Berisha Krasniqi

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