



# UBT COLLEGE

## Regulation on Compulsory Practice

### Article 1

#### (Definition and Purpose)

Practice is a compulsory and planned element of the respective higher education professional study programs. The purpose of the practice is to familiarize students with the work and business operations of a specific company or organization, where they can utilize and test their knowledge and skills gained through their studies by addressing particular legal-technical issues, project management, marketing strategies, and managerial tasks.

#### Expected Learning Outcomes of Practice:

- **Knowledge:** Students will understand the practical applications of theoretical knowledge in real-world settings.
- **Skills:** Students will develop problem-solving skills, effective communication, and project management capabilities in a professional environment.
- **Competencies:** Students will be able to work independently and collaboratively, apply ethical standards in professional settings, and adapt to different organizational cultures.

### Article 2

#### (Traineeship Entities)

The following entities are involved in the traineeship process:

- The College, mentor, or coordinator of the professional traineeship.
- The organization with which the student concludes a traineeship contract (hereinafter: the traineeship provider). The traineeship provider appoints a counsellor from the organization.
- The student, who is enrolled in a higher education study program.

### **Article 3**

#### **(Duration)**

The compulsory traineeship is designed based on the European Credit Transfer and Accumulation System (ECTS). According to the ECTS, 1 ECTS credit corresponds to 25-30 study hours. The total number of study hours for the traineeship is therefore determined by the ECTS credits allocated to the practice component of the study program.

For example, if the traineeship is allocated 6 ECTS credits, the total study hours would range between 150 and 180 hours.

#### **Allocation of Study Hours is done in the format as below:**

- **Practical Work at the Institution:** 60% of the total study hours should be dedicated to practical work at the institution or company where the traineeship is conducted. For a 6 ECTS traineeship, this would mean 90-108 hours of on-site practical work.
- **Independent Work:** 40% of the total study hours should be allocated to independent work, which may include preparation of reports, reflection on practical experiences, research related to the traineeship, and preparation for evaluations. For a 6 ECTS traineeship, this would mean 60-72 hours of independent work.

### **Article 4**

#### **(Duty to Ensure a Place)**

The student is responsible for arranging a place for their traineeship. If the student is unable to find a place, the College will assist in securing a traineeship opportunity through agreements of cooperation that the Faculty has with the industry representatives. .

### **Article 5**

#### **(Mentor)**

The student is required to select a mentor from among the educational staff at the College. The mentor is responsible for guiding the student throughout the traineeship. The student must consider the mentor's area of expertise when making their selection and must ensure an even distribution of mentorship duties among the College staff.

## **Article 6**

### **(Work Programme, Application Form, and Study Traineeship Contract)**

The mentor and the student will establish a clear work program, including the specific professional issues to be addressed during the traineeship, aligned with the **expected learning outcomes**. This work program will be presented to the company or organization for approval and adjustment.

Before beginning the traineeship, the student must complete an application form, signed by both the company's counsellor and the College's mentor. The student will submit the work program and the completed form to the Office for Student Affairs at least fourteen days before the start of the traineeship.

Based on the approved work program and application form, the College will draft a traineeship contract, which must be signed by the student, the company, and the College.

## **Article 7**

### **(Responsibilities Following the Conclusion of Traineeship)**

Upon completing the traineeship, the student must submit the following to the Office for Student Affairs before registering their thesis:

- The registration form for professional traineeship.
- A certificate from the company confirming the completion of the traineeship, detailing the period of traineeship, the counsellor's name, and the departments or units involved.
- A written report on the traineeship, a professional paper between 5 to 8 pages long, detailing how the **expected learning outcomes** were met, in accordance with the provided guidelines.

The mentor will review the written report, request any necessary revisions, and evaluate it as either successful or unsuccessful. A successfully completed traineeship will be recorded in the student's index. The student cannot proceed to defend their thesis without a successfully completed and recorded traineeship.

## **Article 8**

### **(Exemption from Traineeship)**

The Study Committee may exempt a student from the traineeship requirement if the student has at least one year of relevant work experience before enrolling at the College. The student must submit a written request, supported by evidence, which will be evaluated by the Study Committee in consultation with a designated educational staff member.

## **Article 9**

### **(Templates and Documentation)**

The College shall provide standard templates for all necessary documentation related to the practice, including:

- The application form.
- The traineeship contract.
- The work program template, including expected learning outcomes.
- The written report template.
- The certificate of completion template.

These templates ensure consistency and clarity in documenting the traineeship process and verifying the achievement of learning outcomes.

## **Article 10**

### **(Entry into Force)**

This regulation enters into force on 10.09.2024.

Prof. Dr. Edmond Hajrizi

