



KOLEGJI - COLLEGE
BIZNESI
Prishtinë

KOLEGJI "BIZNESI"

Nr. 696-1/24 Data 29.11.2024
PRISHTINË

Regulation for Internship of the Biznesi College is done in supporting the decision the board the high educational scientific , based in Law No. 04/L-037 " On higher education in Republic of Kosovo ", the Statute of the College Article 81, in all legislation other in force and is approved by decision Decision of the Higher Educational and Scientific Council No. _____ date 29/11/2024, of the BIZNESI College .

REGULATIONS FOR INTERNSHIP of the "BIZNESI COLLEGE"

CHAPTER I

GENERAL PROVISIONS

Article 1 – Purpose

This Regulation determines the principles, manner of organization, development and evaluation of practical work for students of the College "Biznesi", in accordance with the institutional mission for professional preparation and integration of students into the labor market.

Article 2 - Legal basis

The Regulation is based on: The Statute of the College "Biznesi" Law No. 04/L-037 "On Higher Education in the Republic of Kosovo"; Administrative Instructions of MESTI for the development of professional practice;
Internal acts of the College regulating academic matters and cooperation with public and private institutions.

Article 3 – Guiding Principles

Practical work is carried out respecting:- Academic freedom and professionalism;- Transparency and meritocracy;- Collegiality between students, staff and partners;- Non-discrimination and equality of opportunity for all students.

CHAPTER II

PURPOSE AND ORGANIZATION OF PRACTICAL WORK

Article 4 – Goals of practical work

1. To connect theoretical knowledge with practical skills and enable students to develop professional competencies. 2. To prepare students for integration into the labor market and for professional development. 3. To promote cooperation between the College and the public/private sector. 4. To strengthen the research, analytical and communication skills of students. 5. To contribute to the realization of the College's mission as an institution that combines education, research and public service.

Article 5 – Institutional organization

1. Practical work is organized by the Career Development Office in cooperation with the Program Holders and the Internship Coordinators.
2. Internship coordinators are appointed by the Dean, upon the proposal of the Program Holder and the approval of the KLMSH.
3. The deadlines for the development of the internship are determined at the beginning of each academic year.
4. Internships may be developed in public, private institutions, NGOs or in structures of the College itself.

Article 6 – Responsible structures

1. The Dean supervises the implementation of this regulation and reports annually to the KLMSH.
2. The Career Office coordinates all agreements, reports and collaborations with external partners.
3. Program holders ensure the inclusion of internships in the relevant curricula.
4. Academic and institutional mentors lead the process of developing the internship.

CHAPTER III DEVELOPMENT AND EVALUATION OF THE INTERNSHIP

Article 7 – Development of the internship

1. The duration of the internship depends on the study program and is determined in the curriculum (usually 4–8 weeks for Bachelor, 2–4 weeks for Master).
2. Students are guided by the institutional mentor (from the host institution) and the academic mentor (from the College).
3. The tasks, schedule and objectives are defined in the tripartite agreement: College – Host Institution – Student.
4. Upon completion, the student submits the Practical Work Report signed by both mentors.

Article 8 – Evaluation

1. The evaluation is carried out by an Evaluation Committee composed of the academic mentor, the representative of the host institution and a member proposed by the Program Holder.
2. The final grade is given based on: - Participation and discipline (20%); - Performance during the internship (40%); - Written report and final presentation (40%).
3. The results are recorded in the academic system and are part of the student file.

CHAPTER IV
RIGHTS AND OBLIGATIONS

Article 9 – Student Obligations

The student is obliged to:

- Respect the rules of the host institution and the College;
- Maintain professional ethics and confidentiality; - Prepare the final report and submit it within the specified deadline; - Participation in the internship is a condition for graduation.

Article 10 – Obligations of the host institutions

1. The host institution ensures the minimum conditions for the development of the internship. 2. Provides a professional mentor and reports on the student's progress. 3. Respects the tripartite agreement and the principles of data protection.

Article 11 – Obligations of the “Biznesi” College

1. The College guarantees logistical and institutional support for students during the internship. 2. Maintains the official register of the internships developed. 3. Ensures that every student has equal opportunities for inclusion in the internship.

CHAPTER V
MEASURES AND REPORTING

Article 12 – Disciplinary measures

1. In case of violation of the rules during the internship, the student may have his internship terminated by decision of the Internship Committee. 2. Serious violations are reported to the Disciplinary Committee of the College. 3. Students have the right to appeal within 7 days of the notification of the decision.

Article 13 – Documentation and reporting

1. The Career Office maintains the archive of agreements, reports and assessments. 2. An annual summary report on practical work is submitted to the KLMSH and is included in the annual report of the College to MASHTI.

CHAPTER VI
FINAL PROVISIONS

Article 14 – Institutional cooperation

1. The College may enter into cooperation agreements with companies, institutions and organizations to ensure sustainable practical opportunities.
2. The agreements are approved by the Dean and recorded in the register of institutional partners.
3. External partners may be invited to seminars, career forums and periodic assessments of programs.

Article 15 – Transitional and final provisions

1. The interpretation of this Regulation belongs to the Dean of the College "Biznesi".
2. Any changes to the regulations are approved by the Higher Academic and Scientific Council and ratified by the College Board.
3. This Regulation enters into force on the day of approval by the competent bodies of the College and is published on the official website of the institution.

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