

Based on article 26 of the Zagreb School of Economics and Management Statute, regarding article 45 of the Study Program Rules and Regulations of ZSEM, on 20<sup>th</sup> October, 2016 Dean passes the following

## **BUSINESS LAW AND ECONOMICS UNDERGRADUATE STUDENTS INTERNSHIP REGULATION**

### **I GENERAL PROVISIONS**

#### **Term and objective**

##### **Article 1**

- (1) An internship is a mandatory course during the Business Law and Economics undergraduate study program (hereinafter: Study program) or during the 8<sup>th</sup> semester of the Study program and has 5-15 ECTS credits.
- (2) Other than as a course described in paragraph (1) of this article, an internship may be completed partially in following order:
  - 2.a. after the taken 2<sup>nd</sup> Semester (1 ECTS)
  - 2.b. after the taken 4<sup>th</sup> Semester (2 ECTS)
  - 2.c. after the taken 6<sup>th</sup> Semester (3 ECTS)
  - 2.d. during the 8<sup>th</sup> Semester (5-15 ECTS)

\* 15 ECTS credits for students who complete an internship within an Internship program.

\* 10 ECTS credits for students who complete an internship in local and international companies/organizations lasting for at least 2 months.

\* 3 ECTS credits for students who complete an internship lasting for 6 weeks (240 hours)

\*2 ECTS credits for students who complete an internship lasting 4 weeks (160 hours)

\*1 ECTS credit for students engaged in project activities, start-ups, legal clinics etc.

(3) The objective of an internship is to connect educational and theoretical content that student acquired during the Study program with practical and real working experience in business entities and other legal entities who perform activities related to educational and theoretical content of the Study program.

#### **Duration of an internship**

##### **Article 2**

- (1) An internship as a mandatory course may be completed as described in General Provisions of this Regulation, article 1, paragraphs 1 and 2.

(2) A student is obliged to complete an internship according to current academic calendar. Mandatory hours of an internship may be rescheduled, according to an agreement between a student and the Employer to which a student was referred to, in a way that a student may work shorter than eight (8) hours per day but may not work longer than eight (8) hours, that is forty (40) hours per week.

(3) An internship is usually completed during the summer vacation or as agreed with the Employer, with approval of the Head of the Internship Program.

## **II ORGANISATION OF AN INTERNSHIP**

### **The Head of the Internship Program**

#### **Article 3**

(1) An internship is organized by Zagreb School of Economics and Management (hereinafter: ZSEM).

(2) Planning and organization of an internship is in competence of the Head of the Internship Program, appointed by the Expert Council.

(3) The Head of the Internship Program performs following tasks:

- composing a list of Employers to which students are referred to for an internship
- composing an Internship Program for current academic year
- referring students to an internship
- supervising fulfillment of the students' duties during the internship
- maintaining the records on completed internships and approving documents that student files to the Coordinator after the completion of an internship
- annually reports to the Expert Council on the realization of the internship

### **Employers at which an internship is completed**

#### **Article 4**

(1) A student may complete an internship at the Employer of his own choice, if a business activity of the Employer complies with the educational and theoretical content of the Study program according to article 1 paragraph 3 of this Regulation. The compliance is to be examined by the Coordinator of the Internship before referring a student to an internship.

(2) If there is no compliance, the Coordinator is to deny issuing a Referral for internship and to inform Student on possibility of completing an internship at other Employers.

(3) A student may complete an internship at the Employers with which ZSEM has signed adequate contracts and at organizational units of the ZSEM, if there is a compliance described in article 1, paragraph 3 of this Regulation.

(4) A student may complete an internship inland or abroad.

(5) An internship completed during the Study program at an international high-education institution may be recognized as a completed internship if there is a compliance from article 1, paragraph 3 of this Regulation and if duration of the completed internship corresponds to the duration of an internship as a mandatory course from article 2 of this Regulation. After Student files adequate evidence on fulfillment of these prerequisites, The Head of the Internship Program evaluates them by issuing Decision on recognition of an internship completed at the international high-education institution.

(6) Working experience at current Employer may be recognized as a completed internship to employed students, if a student files a Confirmation issued by the Employer on employment, duration of the employment and type of the tasks performed at the Employer.

### **III COMPLETING AN INTERNSHIP**

#### **Referring a student to an internship**

##### **Article 5**

(1) A student is referred to complete an internship at the Employer from article 4 of this Regulation by issuing an internship referral by the Head of the Internship Program, which form of a referral is an integral part of this Regulation.

(2) A student is obliged to request a referral from the Head of the Internship Program at least eight (8) days before the beginning of completing of the internship and is obliged to hand it over to the Employer along with the copy of this Regulation.

##### **Mentor**

##### **Article 6**

(1) A Student completes an internship under the supervision of the Mentor.

(2) A Mentor is a person appointed by the Employer by who's instructions a student completes an internship at the Employer.

(3) A Mentor supervises and evaluates work of the Student, reports to the Head of the Internship Program on disobeying the duties during the internship or on potential breach of the Employer's regulations and fills in the Confirmation on the completed internship.

### **IV STUDENTS OBLIGATIONS**

#### **General students' obligations during the internship**

##### **Article 7**

(1) A student is obliged to complete the internship during the official working hours of the Employer to which he was referred to, to obey the rulebook, working hours regulation, defined working procedures and activities of the Employer and to obey the security regulation at work.

(2) The Mentor will instantly report on any disobeying of the regulations from paragraph 1 of this article in a written form to the Head of the Internship Program.

### **Report on internship (Journal of internship)**

#### **Article 8**

(1) During the internship a student is obliged to maintain a Report/Journal of internship in form which is an integral part of this Regulation.

(2) A student is obliged to file a Report/Journal of internship and a form of Confirmation of completed internship to the Mentor after the final day of the internship.

(3) A Mentor is obliged to examine the Report/Journal and to confirm that the data filled in the Report/Journal by a student are correct and true, by signing it on the last page in a form which is an integral part of this Regulation.

### **Confirmation of the completed internship**

#### **Article 9**

(1) Along with a Report/Journal, a student is to file a Confirmation of completed internship which form is an integral part of this Regulation.

(2) If a student properly completed the internship in prescribed duration, a Mentor is to confirm it by signing the Confirmation and return both the Confirmation and the Report/Journal of internship to the student.

(3) A Mentor is allowed to mark notes in the prescribed field in the Confirmation of completed internship regarding students work and performance of duties in a form of a descriptive grade which implies whether a student met the expectations of the Employer with his work and behavior or not. If a student did not meet the expectations, a Mentor is obliged to briefly explain the given descriptive grade.

## **V EVALUATION AND ASSESSMENT OF AN INTERNSHIP**

#### **Article 10**

(1) A student is obliged to file a validated Confirmation of completed internship and a Report/Journal of internship to the Head of the Internship Program fifteen (15) days after the validation day.

(2) The Head of the Internship Program is to confirm the receipt of a validated Confirmation of completed internship and Report/Journal of internship to the Student who filed it within the time prescribed in paragraph 1 of this article by marking the date and signing them and is also to examine whether they are filled in according to this Regulation.

(3) If it may be concluded from a content of a Report/Journal and Confirmation of completed internship that a Student properly completed an internship, in accordance with

provisions of this Regulation, the Head of the Internship Program will mark “Internship completed” on the Confirmation of internship and validate it by signing it.

(4) The Head of the Internship Program sets and publishes in advance the final dates for inscribing the confirmations in the student’s Grade book, usually at the same time when ZSEM publishes the examination dates.

(5) The Head of the Internship Program files the Confirmation of completed internship to the Student Service in order to archive it in the Student's personal record and keeps both a Report/Journal on Internship and a copy of a Confirmation of Completed Internship.

## **VI FINAL PROVISIONS**

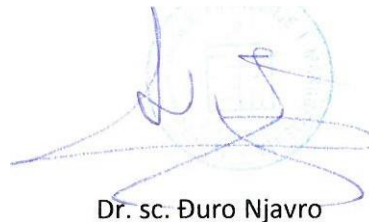
### **Article 11**

(1) This Regulation enters into force on the day of its passage.

(2) Forms of the Referral for an internship (Attachment 1), Report/Journal of internship (Attachment 2) and Confirmation on completed internship (Attachment 3) are integral part of this Regulation.

Zagreb, 20<sup>th</sup> October, 2016

ZSEM Dean:



Dr. sc. Đuro Njavro

**Attachment 2**

**ZAGREB SCHOOL OF ECONOMICS AND MANAGEMENT**

**Jordanovac 110, 10 000 Zagreb**

**Undergraduate Business Law and Economics study program**

**REPORT ON COMPLETED INTERNSHIP**

**Cover Page**

**(Filled in by a Student)**

<b>STUDENT'S NAME AND SURNAME</b>	
<b>STUDENT'S IDENTIFICATION NUMBER</b>	
<b>BUSINESS NAME OF THE EMPLOYER AT WHICH THE INTERSHIP IS COMPLETED</b>	
<b>ORGANISATION UNIT / DEPARTMENT / SECTOR</b>	
<b>MENTOR'S NAME AND SURNAME</b>	
<b>BEGINNING DATE OF THE INTERNSHIP</b>	
<b>COMPLETION DATE OF THE INTERNSHIP</b>	
<b>NUMBER OF WORKING HOURS SPENT ON THE INTERNSHIP</b>	
<b>TYPE OF JOB A STUDENT PERFORMS ON THE INTERNSHIP</b>	

**Attachment 1**

**ZAGREB SCHOOL OF ECONOMICS AND MANAGEMENT**

**Jordanovac 110, 10 000 Zagreb**

**Undergraduate Business Law and Economics study program**

**The Head of the Internship Program Office**

Based on the provision in article 5, Paragraph 1 of the Business Law and Economics Undergraduate Students Internship Regulation, the Head of the Internship Program issues to the Student

NAME AND SURNAME \_\_\_\_\_

STUDENT IDENTIFICATION NUMBER \_\_\_\_\_

**REFERRAL FOR AN INTERNSHIP**

in order to complete the internship in a duration of \_\_\_\_\_ working hours,  
at the Employer \_\_\_\_\_ (business name,  
headquarter).

By issuing this Referral the Head of the Internship Program confirms that the Employer's business activity is in accordance with the theoretical-teaching content of the Business Law and Economics undergraduate study program, according to Article 1, Paragraph 3 of this Regulation.

Zagreb, \_\_\_\_\_

The Head of the Internship Program: asis. prof. Olivera Jurković Majić, PhD

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The Head of the Internship  
Program signature

**Attachment 3**

**ZAGREB SCHOOL OF ECONOMICS AND MANAGEMENT**

**Jordanovac 110, 10 000 Zagreb**

**Undergraduate Business Law and Economics study program**

**CONFIRMATION OF COMPLETED INTERNSHIP – MENTOR’S STATEMENT  
AND VALIDATION**

EMPLOYER (business name, headquarter)	
ORGANISATION UNIT, DEPARTMENT, SECTOR	
MENTOR’S NAME AND SURNAME	
STUDENT’S NAME AND SURNAME	
STATEMENT AND VALIDATION DATE	
MENTOR’S STATEMENT	
CONFIRMATION ON COMPLETED INTERNSHIP	
By which I confirm that student:	
NAME AND SURNAME _____	
STUDENT’S IDENTIFICATION NUMBER _____	
In the period from (date) _____ to (date) _____ at the abovementioned Employer completed the internship lasting for (number) _____ working hours by performing the following tasks (brief description of working tasks):	
_____	
_____	
_____	
Mentor’s note (not mandatory)	
_____	
_____	
_____	
Mentor’s signature and stamp:	
_____	



## **Attachment 4**

### **INSTRUCTIONS ON WRITING A REPORT**

**(after the cover)**

#### **Content of Report**

##### **1. INTRODUCTION**

1. 1. General data on the company where the internship is completed (business name, headquarters, business activities, brief historical development, vision and mission, organization structure, goods/services selection, market position etc.

##### **2. WORKING TASKS/ JOBS (CONTENT AND DESCRIPTION OF TASKS)**

2.1. Department/ Departments (organization unit) where the internship was completed, Mentor's name and surname, type of jobs/working tasks, manner of completing jobs and working tasks etc.

##### **3. PERSONAL NOTES, PROPOSALS AND SUGGESTIONS**

3. 1. Write your personal opinion, notes, suggestions etc. regarding the content and quality of the internship. Identify the content of subjects (knowledge and skills acquired during previous studying) that helped you in completing the internship/jobs and working tasks (self-assessment).

##### **4. CONCLUSION**

##### **5. ATTACHMENTS**

###### **5.1. Mandatory attachments**

- Confirmation of the Company/Mentor on completed internship (filed along with the Report, but is not an integral part of the Report, therefore it does not have to be attached).
- **Evaluation list (fill in the Questionnaire for students and attach it with the Report)**

###### **5.2. Optional attachments**

- Employer's/Mentor's Recommendation (if a Student was given one)

#### ***Important note:***

***\* Report on Internship must contain minimum 5 and maximum 7 pages (including Cover page that is not enumerated; other pages must be enumerated).***

*\* After the Cover page (that is not enumerated), write the **CONTENT** on the first page (part of the Instructions written in capital letters and bold).*

*\* A mandatory attachment is a filled Questionnaire (please fill it in).*

*\* While writing the Report use Times New Roman font, 1,5 lining and take into account spelling and grammar rules.*

## **STUDENTS QUESTIONNAIRE**

*In order to get a better insight in the quality of your completed internship, please answer the following questions:*

1. Are you satisfied with the completed internship? Why?
2. What were your expectations of the internship in the abovementioned company?
3. To what extent are your expectations met?
4. In the future, do you think you would want to work in the company where you completed internship? Why?
5. Do you have any suggestions, notes or do you wish to emphasize something?
6. Did you have any negative experiences during the internship? If you answer is positive, what negative experiences?

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*(To the following questions answer by marking the grade that describes the level of compliance with the given statement, where grade 5 is- I strongly agree, and grade 1 – I strongly disagree)*

7. Jobs and working tasks were in accordance with my previous acquired knowledge and skills

1 2 3 4 5

8. I am content with knowledge and skills acquires during the internship

1 2 3 4 5

9. I am content with organization environment and quality of the internal communication during the internship

1 2 3 4 5

10. If an opportunity arises, I wish to complete another internship in this same company.

1 2 3 4 5

## **AN INTERNSHIP**

The goal of an internship is to provide students with opportunity to apply academic knowledge and skills in real business environment and to develop independence, accountability and creativity required for completion of business and working tasks in situations of practical business activity.

The purpose of an internship is to connect teaching contents with practical knowledge, skills and competences of the real business sector so that students would, already during the Study program, prepare for involvement in real business environment.

The objectives

- choosing a company/institution/organization which business activity is in the compliance with the Study program
- running a research on chosen business entity (company)
- describing jobs and working tasks performed
- applying previously acquired theoretical and expert knowledge in solving concrete working tasks
- complying the knowledge and skills with types and methods of performing working tasks
- developing positive relation to the rules of behavior at the Employer, to other employees (team work), to security regulations at work, Mentor and other authorized person's instructions and suggestions
- demonstrating high level of personal and professional accountability by own behavior during the internship
- evaluating (critically assessing) the quality of personal engagement during performance of the working tasks
- writing a Report on completed internship

## **FRAMEWORK OF THE MANDATORY INTERNSHIP PROGRAM**

- Acquaintance with organizational structure, factors and methods of functioning of the organization, institutions etc. where the internship is completed;
- Acquaintance with working and business methods of the concrete organizational units/departments in the company, institution etc. where the internship is completed;
- Acquaintance and analysis of business planning (objective, levels, subjects, principles, content, productions, supervision)
- Acquaintance and analysis of management, levels, functions, types of management etc.;
- Analysis of planning and managing human resources (required employees plan – description of the workplace, employment, education and professional development, motivation and compensations, human relations and team work);
- Acquaintance with principles of office management, office environment, office systems, office functions, regulations and procedures, office documentation management;
- Acquaintance and analysis of financial reports
- Analysis of the corporate social responsibility and identification of relation with the local community and users;
- Work on concrete jobs/cases from practice (purchase contracts, composing of the commercial calculations, acquaintance with methods of composing company's annual plan, balance sheet, calculation of the business cost-effectiveness, productivity and rentability, payment transactions inland and abroad, accounting and bookkeeping business, analysis and usage of business data, analysis of the relevant legislation, legal importance of the business communication and documentation, research of the business environment and data usage, marketing and advertisement activity organization, banking, issuing bank guarantees, finance and crediting, solvency information analysis and usage, contracting and business negotiating in international business, methods of project management and documentation);
- Identification of legal environment where the legal entity operates, legislation on its activity etc.;
- Recognition of legislative and regulatory issues that legal entity encounters daily;
- Analysis of the application of existing legislation in daily business and solving legal issues;
- Acquaintance with standard procedures and internal business regulation, ability of its application in work, understanding and identification of its purpose;
- Developing skills of business entity's composing business and legal documents (regulations, general terms and conditions, contracts, legal opinions and other internal documents);
- Developing skills of business entity's composing business and legal documents in correspondents with external entities (request, offers, notices, legal decisions on clients requests, contracts, pleadings to the regulatory bodies, administrative bodies and courts, correspondence with persons authorized for legal representation of business entity in legal procedures etc.);
- Acquiring competences of representation of companies and other legal entities in legal procedures.