
Pursuant to Article 55 of the Law on Higher Education ("Official Gazette of RS", No. 76/2005, 100 / 2007-authentic interpretation, 97/2008, 44/2010, 93/2012, 89/2013 and 99/2014), the ECBAC consortium has made a following

RULEBOOK ON PROFESSIONAL PRACTICE

Article 1.

This Rulebook shall regulate the conditions and manner of conducting professional practice at accredited degree programs at the colleges within the Academy of Vocational Studies.

(Hereinafter referred to as the Colleges).

Article 2.

The goal of professional practice is to facilitate the implementation of technical and scientific knowledge in practice to students. Students are directed to professional practice in order to complete their theoretical knowledge with the practical one, in order to master more successfully their study program skills and get involved in the working process.

In addition to the primary, there are many other goals that define and determine the professional practice within the study program but also establish the link between the college and the work field:

- Improving the practical knowledge and skills of students;
- Verification of the applicability of knowledge in a real working environment;
- Improving the employability of students after studying;
- Improving the quality of study programs thanks to the feedback information from employers and companies;
- Establishment of better connections with the industry and companies;
- Improving the productivity of companies and creating a better business environment;
- Improving the segment of corporate social responsibility.

Article 3

Professional practice is done at the undergraduate, specialist and master vocational studies in institutions and other organizations that are directly / indirectly associated with the study programs of the college, with whom the college has signed a cooperation agreement on execution of professional practice or it is done at the laboratories of colleges that develop applications and products for the industry or for the improvement of their institution.

The student is required to take diligent care of the assets of the company during the training, to behave in a manner showing respect towards the company's employees and to contribute to the reputation of the college with own appearance and behavior.

Article 4.

Students can do their professional practice abroad at high schools, colleges, institutes and other organizations pursuant to Article 3. In the case of the student's departure to professional practice abroad, the person in charge of professional practice is bound to submit an official letter addressed to the organization abroad and submit the programme of professional practice.

Article 5.

Professional practice is carried out by the weekly schedule or in blocks (during the holidays), according to the study programs of the college. Professional practice is not included in the workload of the academic year, but is evaluated by ECTS credits. By carrying out the professional practice, the students acquire a certain number of points that are included in their final assessment for that specific subject. Daily workload during the training period, cannot be greater than five (5) school hours (5 h 45 min).

Article 6.

The head of professional practice is responsible for planning and organization of professional practice, being appointed by the Council of the study program to do that. The head of professional practice directs students to professional practice in cooperation with the teachers from the subjects which require professional practice.

The head of professional practice is responsible for mediating between students and organizations in which the student are directed to professional practice and signing contracts among colleges and these organizations that regulate the conditions under which students are directed to the practice.

Article 7.

Professional practice is included into the student index book and evaluated descriptively as successfully done or not successfully done. An assessment of whether the student has successfully completed the professional practice is made by the head of professional practice or a teacher, depending on the area covered by the professional practice and / or evaluation of an authorized person - employee's supervisor at the institution in which professional practice is conducted, who is responsible for monitoring the students' work .

The authorized person - a supervisor from the organization who is responsible for monitoring students' work can be authorized to determine the contract signed between the vocational colleges and organizations in which professional practice is conducted.

Article 8.

The student is directed to the professional practice in time periods and time limits determined by the curriculum of the study program.

The student may suggest an organization that is not on the list of organizations with whom the college has signed a contract, provided that until his direction to the practice in that organization, a cooperation agreement is signed between the college and that organization.

A student who wants to do the professional practice abroad, after the written consent of the organization abroad, receives a form in English from the head of professional practice, which must be verified by the representative of the organization abroad.

Student applies for professional practice by completing the form to be found in the Student Service at the college or by downloading the form from the website of the college. This form is signed by the Head of professional practice, by the teacher and a responsible person in the organization or institution in which the student is directed to do the practice. Student can apply for professional practice over the internet portals of the college, on a separate page where his marks, competencies, skills and other relevant information can be available to the potential companies which conduct professional practice.

Students do not have tangible or intangible claims or rights for professional training and development in the organization.

Article 9.

Head of professional practice is required to:

- make a plan of directing students to professional practice for the current academic year per individual study program before the start of the summer semester of that academic year with the approval of the study program council;
- propose the program and the thematic areas of professional practice for the current academic year;
- propose to the study program council a member of the teaching staff or a student of vocational studies from the first or second level of studies who achieved at least 120 ECTS credits at the first level with an overall average mark of at least eight, to hold preparatory classes for the conduct of professional practice for the current academic year;
- make a list of organizations that provide professional practice for each academic year;
- organize signing of agreements with new organizations;
- maintain regular contacts with relevant organizations and check whether professional practice is being performed in accordance with the plan of professional practice;
- keep records of completed practice;
- submit an annual report on the completed practice to the College council .

Article 10.

The study program council:

- appoints the head of professional practice for the current academic year;
- makes a proposal to the head of professional practice, bringing a program and thematic areas of professional practice for the current academic year;
- appoints a teacher, associates or students of vocational studies of the first or second level of studies, who have achieved at the first level of studies at least 120 ECTS credits with an overall average mark of at least eight, to hold preparatory classes for the conduct of professional practice for the current academic year;

Article 11.

Student keeps a journal about the realization of professional practice in which he regularly inserts professional activities during the practice and cites the official records of the organization that carries out professional practice.

Journal of the practice is prescribed by the Academic Council of the College and includes data for each day of practice. It is organized in two parts:

- Concise description of practice work, by day, place, duration and obtained tasks;
- Professional description of the company or institution where professional practice is conducted.

The authorized person - supervisor, from the organization where the professional practice is performed, is in charge of monitoring the students' work, checking whether the activities described in the journal of professional practice coincide with the official records of the organization and signing the journal of professional practice to certify it.

Article 12.

If the student does not perform any obligation under Article 11 of the Rules, it is considered that he has not successfully completed the professional practice and is directed to re-do the practice.

Article 13.

Student can interrupt the conduct of professional practice for health reasons and in the case of employment, for which situations he is to enclose the appropriate certificates. Unexcused absence from practice, its termination or student misconduct entails disciplinary responsibility of the student at the college. The decision on imposing disciplinary measures is brought by the disciplinary committee of the College.

Article 14.

After the completion of professional practice student brings a journal and a certificate of completion of practice to the head of professional practice, signed by an authorized person - a supervisor from the organization in which professional practice is completed.

For evaluation of the journal of professional practice a course teacher is responsible.

Article 15.

Funds for the professional practice are approved by the College Council upon the proposal of the head of professional practice.

Article 16.

The organization and implementation of professional practice is done with proper documentation and forms that are an integral part of this Rulebook.

Article 17.

This Rulebook shall enter into force on the date of adoption at the meeting of the Academic Council of the College.

ACAS Southern Serbia