

Internship model at the Faculty of Applied Business in Pejë

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Curricula changes at the UP

- **University of Prishtina changed all programs in Ac.Year 2001/2002**
- **Business School introduced totally new program based on 3-5-8 System**
- **Practical work-Internship as the core course in the 5th-6th Semester**
- **Internship as the mandatory subject started at 2003**
- **Duration of internship**
 - Number of hours (60 hours)
 - 2 weeks (rotating system)

How the Internship is organized

- In the Academic Year 2003/2004 we had about 40 students registered at the 5th Semester
- We Introduced new Administrative Position – ECTS Adviser
- The Dean and ECTS Adviser visited many companies and organizations on the Region.

Technical Preparation

- The Faculty prepared one Form that had to be filed during the Internship
- Left Page had to be filed by the student
- Right Page had to be filed by the Supervisor at the Company
 - Qualified Supervisor in the Managing Position
- The last page was to be filed by the Professional Commission at the exam.

Procedures

- Student is oriented by the ECTS Advisor to one company with the form and the cover letter
- Student can find himself the Internship but not in the company managed by Family member
- If the Company excepted the student, he/she inform the ECTS Adviser.

Duration of internship and Pre-requisites

■ Duration of internship 100 hours

- Number of hours at the real work (80 hours)
- 2 weeks (rotating system)
- 20 hours for the Report from the Internship
- Student has the Document How to write the Report from the Internship (15-20 pages)

■ Pre-requisites

- knowledge base – 3rd year students
- Matching students with relevant companies

Agreements with companies

- **Agreements with companies from the Region:**
 - Dukagjini sh.p.k.
 - ELKOS, ETC
 - Devolli Company
 - Factory of Beer
 - Microfinance Institutions (5 Inst.)
 - Tourist and Hotel services and companies from the Region
 - KEK
 - Reiffeissen Bank
 - Economic Bank of Kosova
 - BPB Bank
 - Kasa Bank
- **Agreement with company with compensation**
 - Compensation – half pay KEK, Reiffeissen Bank, ETC-Pejë.

Role of supervisor

■ Role of supervisor

- Orientation of students training and responsibilities
- In some cases it was organized with the group of students the preparation of 2-3 days, organized from the Supervisor
- Managing with the student during the Internship
- Report on attendance and quality of work

Evaluation and assessment

■ Evaluation and assessment

- ECTS credits
 - The course is part of the compulsory Program
- Questionnaires (by supervisor)
- Confidentiality
- Essay on their experience (by student)
- Exam

Practical Results

- Up to this date more than 350 students from the Business Faculty had an Internship in a company from the Region
- Companies found that this is the most effective way to recruit new candidates for full-time permanent positions. More than 200 students are employed in this companies (ETC employed 130 students)
- Business Faculty became the very important institution in the Region.