

University of Rijeka  
FACULTY OF TOURISM AND HOSPITALITY MANAGEMENT

**RULEBOOK**  
**ON THE INTERNSHIP OF STUDENTS**  
**OF THE FACULTY OF TOURISM AND HOSPITALITY MANAGEMENT**

Opatija, November 6, 2023

Based on Article 9, paragraph 2 of the Statute of the Faculty of Tourism and Hospitality Management from April 17, 2023, the Faculty Council of the Faculty of Tourism and Hospitality Management at its 3rd session, held on November 6, 2023, passed the following

**RULEBOOK  
on the Internship of Students  
of the Faculty of Tourism and Hospitality Management**

**I. GENERAL PROVISIONS**

**Article 1**

- (1) This Ordinance on internship of students of the Faculty of Tourism and Hospitality Management (hereinafter: the Regulation) regulates the goals and organization of internship and other issues related to the performance of internship by students of the Faculty of Tourism and Hospitality Management (hereinafter: text: Faculty).
- (2) Terms used in this Ordinance, which have a gender meaning, are used neutrally and refer equally to male and female gender.

**Article 2**

- (1) Internship is a mandatory and integral part of the teaching of study programmes of undergraduate university studies, as follows:
  1. undergraduate university study Business Economics in Tourism and Hospitality:
    - module: Tourism Management,
    - module: Hospitality Management
  2. undergraduate university study Management of sustainable development
  3. undergraduate university study Business Economics in Tourism and Hospitality:
    - module: Hospitality Management.
- (2) Internship is organized and conducted in the manner prescribed by the study programme and is mandatory for all students in full-time or part-time status.

**Article 3**

- (1) Internship is carried out in the organization of the Faculty, which for this purpose achieves cooperation with employers where students perform internship.
- (2) Entities from the public, private and civil sectors are available to students for the implementation of professional internship.
- (3) Internship can be done in Croatia or abroad and is organized and carried out during the fourth year of studies in the eighth (summer) semester for a duration of 420 hours.

**II. ORGANIZATION AND PERFORMANCE OF INTERNSHIP**

**Article 4**

The holder of the Internship course cooperates with mentors from business entities in the planning, organization and implementation of students' internship where students carry out professional internship.

#### **Article 5**

- (1) Students enroll in the Internship course „Practical Work experience“ in accordance with the curriculum of the chosen study, when enrolling in the semester in which the onternship is scheduled.
- (2) Internship is organized and carried out during the fourth year of study in the eighth (summer) semester.
- (3) Exceptionally, if for justified reasons the student could not complete the internship by the end of the summer semester, with a special permission of the course holder, this deadline can be extended until September 1 of the current academic year at the latest.

#### **Article 6**

From the total pool of hours of 420 hours of professional internship:

- For students in full-time status - 370 hours refer to effective work, and the remaining hours refer to the execution of other activities related to the successful execution of the internship experience (medical examination, agreed actions regarding the execution of internship, writing a work log about completed internship and similar.).
- For students in part-time status - 185 hours refer to effective work, and the remaining part of the hours refers to the creation of a project assignment that is related to the place of execution of the internship experience and to the execution of other activities related to the successful execution of the internship (medical examination, agreed actions in connection with the execution of the internship, writing a work log about completed internship, etc.)

#### **Article 7**

- (1) The employer with whom the student performs internship, assigns the student a mentor.
- (2) The mentor gives instructions, supervises, provides assistance and encourages the student to perform certain tasks in order to ensure quality performance of professional internship.

#### **Article 8**

- (1) The student is obliged to perform the internship during the official working hours of the business entity or the institution where he will work, adhering to all the rules prescribed by the employer for its employees, especially with regard to the organization of work, the code of conduct, the dress code and protection on work.
- (2) A student on internship is obliged to perform work tasks according to the instructions, schedule and dynamics received from a superior person in the business entity or institution where he performs professional practice.
- (3) A student who is prevented by a sudden illness (or similar justifiable reasons), as a result of which he cannot complete an internship at the agreed time, is obliged to inform his superior in the company or institution where he is doing the internship as soon as possible.
- (4) During the professional internship, the student retains all the rights and obligations of the student.

### **III. CONTENT OF THE INTERNSHIP**

#### **Article 9**

The programme content of the internship experience is defined depending on the programme and field of study in which the student is enrolled.

### **IV. EVALUATION OF THE INTERNSHIP**

#### **Article 10**

- (1) After completing the professional internship, the mentor from the business entity is obliged to submit, no later than June 10 of the current academic year, to the holder of the Internship course
  - Mentor's confirmation of completed internship, and
  - form Record of working hours certified by the signature and seal of the business entity where the internship was carried out.
- (2) By June 10th, the student is obliged to submit the Work log on the professional internship, signed by the mentor from the business entity, from the place of the internship to the holder of the Internship course.
- (3) On the basis of the submitted certificate, the working hours record form and the work log, the holder of the Internship course evaluates the Internship by entering the mark: "satisfied" in the student record information system.
- (4) In the case of partially completed or uncompleted (unrecognized) internship, the student is obliged to enroll in the Internship course in the following academic year.

### **V. METHOD OF COLLECTING POINTS FROM THE INTERNSHIP COURSE**

#### **Article 11**

- (1) For a successfully completed professional internship, the student acquires 14 ECTS points, and success in the exam from the course "Professional internship" is indicated by the descriptive grade "satisfied".
- (2) ECTS credits are a numerical value added to the Internship course which reflect the work of students required to fulfill all the obligations foreseen during the internship.

### **VI. INTERNSHIP OF STUDENTS ABROAD**

#### **Article 12.**

- (1) According to his own choice, the student can propose to carry out internship abroad within the framework of the mobility programme.
- (2) Internship can be carried out abroad with the approval of the vice-dean for international cooperation and the holder of the Internship course, on the condition that the business entity abroad has a signed internship agreement with the Faculty and a secured mentor who monitors the fulfillment of the defined learning outcomes of the Internship course.
- (3) A student who performs an internship abroad and a mentor from the economic entity where the practice is carried out are obliged to submit a certificate, a form for recording working hours and a work log to the holder of the course Internship after the internship has been completed, all in accordance with Article 10 of this Ordinance.

### **VII. INTERNSHIP OF STUDENTS WITH HEALTH PROBLEMS, DISABILITIES AND CHRONIC DISEASES**

#### **Article 13**

- (1) The internship programme for students with physical impairments, disabilities and chronic diseases will be determined for each individual case and will be adjusted according to the student's capabilities.
- (2) Students with physical impairments, disabilities and chronic diseases are obliged to submit a written request for adjustment of the internship to the holder of the Internship course before the task is set, and no later than November 30 of the current academic year. With the request, it is necessary to state the reasons and submit the appropriate documentation.
- (3) The course holder approves the request.

## **VIII. CENTER FOR CAREERS AND INTERNSHIP OF STUDENTS**

### **Article 14**

The Centre for Career Development and Internship of the Faculty of Tourism and Hospitality Management, in cooperation with the holder of the Internship course, performs administrative tasks related to the internship:

- prepares a proposal for an internship execution plan,
- prepares proposals for necessary documentation for professional internship,
- with appropriate business entities, ensures an adequate number of places, appointments and responsible persons (mentors) for internships,
- organizes trainings for internship mentors.

## **IX. SUPPORTING DOCUMENTS**

### **Article 15**

The following forms form an integral part of this Ordinance:

- Form 1 - referral/assignment for internship
- Form 2 – application for employed students
- Form 3 - request for adjustment of internship execution
- Form 4 - record of internship (working hours)
- Form 5 – work log
- Form 6 - certificate of completed internship

## **X. TRANSITIONAL AND FINAL PROVISIONS**

### **Article 16.**

With the entry into force of this Ordinance, the Ordinance on the internship of students of the Faculty of Tourism and Hospitality Management (CLASS: 003-05/15-01/05; UR NO: 2156-24-15-02-01) as of June 30, 2015 ceases to be valid.

### **Article 17**

This Ordinance enters into force on the day of its adoption.

CLASS: 600-01/23-01/54

ID number: 2156-18-23-02-01

Opatija, November 6, 2023.

Dean

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