



SVEUČILIŠTE U RIJECI
UNIVERSITY OF RIJEKA



ODJEL ZA FIZIKU
DEPARTMENT OF PHYSICS

Radmile Matejčić 2 · 51000 Rijeka · Hrvatska
tel: +385 51584600
www.phy.uniri.hr · e-mail: fizika@phy.uniri.hr

Class: 602-04/20-01/34
Reg. No.: 2170-57-003-01-20-1

Rijeka, 29th April 2020

At its 4th e-session held on 29th April 2020, the Council of the Department of Physics of the University of Rijeka unanimously adopted the following

DECISION

I.

The Regulation on Professional Traineeship at the Graduate Study Programme in Physics at the Department of Physics of the University of Rijeka has been adopted.

II.

The Regulation on Professional Traineeship at the Graduate Study Programme in Physics at the Department of Physics of the University of Rijeka forms an integral part of this Decision.

III.

This Decision shall enter into force on the date of its adoption.

Head of the Department of Physics

Assoc. Prof. Marin Karuza, Ph.D.

/CIRCULAR STAMP OF THE DEPARTMENT OF PHYSICS/

/SIGNATURE/

Deliver to:

- Assist. Prof. Nataša Erceg
- Center for Studies of the University of Rijeka,
- Archives, here.



Pursuant to Article 31 of the Regulation of the Department of Physics of the University of Rijeka (CLASS: 602 04/18-01/04; REG. NO.: 2170-57-003-01-18-2, as from 23rd January 2018), the Council of the Department of Physics adopted at its e-session held on 29th April 2020 the following

**REGULATION ON PROFESSIONAL TRAINEESHIP AT THE GRADUATE STUDY
PROGRAMME IN PHYSICS AT THE DEPARTMENT OF PHYSICS OF THE UNIVERSITY OF
RIJEKA**

I. GENERAL PROVISIONS

Article 1

- (1) Professional Traineeship is an elective course within the Graduate Study Programme in Physics conducted by the Department of Physics.
- (2) The course Professional Traineeship serves to supplement students' theoretical knowledge with practical knowledge and/or ensure additional preparations for MA theses, which enables more successful implementation of the study programme and integration into the professional work environment.

Article 2

- (1) Professional Traineeship shall be run in the fourth semester of the graduate study programme. It shall last for 150 hours and be evaluated with 6 ECTS points in accordance with the study curriculum.
- (2) Students who enroll in the course Professional Traineeship shall do their traineeship for the duration prescribed by the study programme, provided that it may be carried out in several parts for a minimum of 5 working days.
- (3) The activities performed by students during their professional traineeship shall be related to the curriculum of the Graduate Study Programme in Physics that students attend.
- (4) Professional traineeship shall be carried out from the beginning of the summer semester of the academic year in which the student enrolled in the second year of study (fourth semester) to the end of the summer semester of the current academic year.

II. ORGANIZATION OF PROFESSIONAL TRAINEESHIP

Article 3

- (1) Professional traineeship shall be organized by the University of Rijeka, Department of Physics.
- (2) Professional Traineeship Holder shall be in charge of planning and organizing professional traineeship as Professional Traineeship Head.
- (3) Professional Traineeship Administrator shall be appointed by the Career Office of the University of Rijeka and shall assist Professional Traineeship Head in the organization of professional traineeship.
- (4) Professional Traineeship Head shall be accountable for their work to the Administration Office of the Department of Physics, and their responsibilities shall be:
 - proposing the conclusion of a cooperation agreement with legal entities at the proposal of the heads of study programmes at the Graduate Study Programme in Physics
 - making a list of legal entities where students may perform professional traineeship



- formulating a plan of professional traineeship for the current academic year in cooperation with the heads of study programmes at the Graduate Study Programme in Physics
 - keeping records of the completion of the professional traineeship and of the course Professional Traineeship in the ISVU system
 - compiling an annual group report on completed professional traineeship and submitting it to the Administration Office of the Department of Physics
 - performing other activities related to professional traineeship under the authority of the Administration Office of the Department of Physics
- (5) Professional traineeship may be carried out in institutions, companies, associations, and other legal entities in Croatia and/or abroad (hereinafter 'Professional Traineeship Holder') with which the University of Rijeka, Department of Physics has concluded a cooperation agreement related to the organization of professional traineeship.
- (6) The student shall be referred to their professional traineeship after submitting the "Professional Traineeship Application Form".
- (7) Students may also propose a Professional Traineeship Holder that shall be approved by the head of the study programme of the Graduate Study Programme in Physics that the student is attending and Professional Traineeship Head, with a previously concluded cooperation agreement.
- (8) Professional traineeship done abroad may be recognized as part of professional traineeship upon furnishing evidence according to the study programme of the Department of Physics.
- (9) The Department of Physics shall not bear any financial costs incurred in connection with a professional traineeship. The student shall be the sole bearer of such costs.

III. STUDENT OBLIGATIONS

Article 4

- (1) The student shall keep the "Professional Traineeship Diary" according to the prescribed template during their professional traineeship.
- (2) The student shall keep records of their activities performed during each week of their professional traineeship in their Professional Traineeship Diary, i.e. they shall enter the dates, place, duration, and assignments included in a professional traineeship.
- (3) The student shall be obliged to submit their "Professional Traineeship Diary" and "Evaluation Form on the Completion of Professional Traineeship" no later than 14 days after the completion of their traineeship. Evaluation Form on the Completion of Professional Traineeship shall be certified by the seal and signature of the responsible person in Professional Traineeship Holder.

IV. REPORT ON COMPLETED PROFESSIONAL TRAINEESHIP

Article 5

- (1) Professional Traineeship Head shall confirm that the student has successfully carried out their professional traineeship by recording the course Professional Traineeship as completed in the ISVU system on the basis of the verification of all formal requirements and the Professional Traineeship Diary.
- (2) In the case professional traineeship has not been successfully completed, the student may re-enroll in the course and do the internship in the next academic year.



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Article 6

- (1) In exceptional circumstances, the student may be recognized for professional traineeship if they already have completed such a traineeship or worked in workplaces where they have accomplished the objectives of traineeship. The Decision on the Exemption from Professional Traineeship shall be reached by the Administration Office of the Department of Physics in consultation with Professional Traineeship Head and the head of the study programme of the Graduate Study Programme in Physics that the student attends pursuant to the student's application.
- (2) In their application, the student shall state where and when they did their traineeship and what activities they performed. The application shall be accompanied by the Form on the Completion of Traineeship Activities certified by the signature and seal of the responsible person in Professional Traineeship Holder where the activities were performed.

Article 7

Student administration shall file the Report on the Completion of Professional Traineeship in the student's student record.

V. SUPPORTING DOCUMENTATION

Article 8

The supporting documentation required for professional traineeship is available on the Professional Traineeship website.

VI. FINAL PROVISIONS

Article 9

The Council of the Department of Physics shall be responsible for the interpretation of certain provisions of the Regulation.

This Regulation shall enter into force on the day of its adoption.

CLASS: 602-04 /20-01/34
REG. NO.: 2170-57-003-01-20-2

Rijeka, 29th April 2020

Head of the Department of
Physics, Assoc. Prof. Marin
Karuzza, Ph.D.

/CIRCULAR STAMP OF THE DEPARTMENT OF PHYSICS/
/SIGNATURE/