Epoka University

Department of Political Science and International Relations

Departmental Manual

Manual on the conduct of Professional Master Professional Practice

Tirana, 20 February 2020

**1. About this Manual:**

The Manual on the conduct of Professional Master Professional Practice is compiled by the PIR Department for its needs. It has advisory role and does not replace the formal rules of Epoka University as regards the Professional Master (PM) study programmes.

**2. About Professional Practice:**

The students of the Professional Master in Political Science and International Relations are required to conduct professional practice in places such government organizations, municipalities, NGOs, private companies, international organizations, etc. They do Professional Practice in the 2nd semester of their studies. At the end of the Professional Practice, they should produce a report. The students who finish the Professional Practice they must submit a confirmation letter from the place they have done the Professional Practice, to ensure that Professional Practice has been completed. The objective is that the Professional Master students acquire practical knowledge from the Political Science and International Relations subjects in a professional organization.

**3. Course code:**

PIR 402, with individual names of professor supervisors who hold at least a PhD degree.

**4. ECTS of the course:**

7.5 ECTS.

**5. Eligibility:**

It applies to Professional Master students.

**6. Timing of conduct of Professional Practice:**

PM students conduct Professional Practice in the 2nd semester (Spring) of their studies.

**7. Places for Professional Practice:**

PM Professional Practice can be conducted in any formal institution, including the public institutions, civil society, private sector and international organizations, in Albania and abroad. The Professional Practice places are chosen by PM students in consultation with their adviser and lecturers as well as with the Career Planning and Alumni Office of Epoka University.

**8. Duration of the Professional Practice:**

The duration of the Professional Practice on the site is 160 hours.

**9. Reports to be submitted by the student concerning the conduct of Professional Practice:**

At the beginning of Professional Practice, the students submit to their Supervisor the Professional Practice Approval Form (enclosed in the Annexes of this Manual).

At the end of the Professional Practice, the students submit to their Supervisor the “Professional Practice Report” and Performance Assessment Form (enclosed in the Annexes of this Manual).

The students do not need to submit Notebook of practice experience.

**10. Professional Practice Report:**

Professional Practice Report is prepared at the end of the Professional Practice with maximum 1.500 words, including references, and excluding annexes.

**11. Content of the Professional Practice Report:**

This report should be original and be min. 1000 and max. 1500 words and it shall include the following sections: Title page with student details, Summary, Introduction, Description of the Professional Practice, Description of the Organization where Professional Practice was conducted, Topics covered during Professional Practice, Learning Outcomes from Professional Practice, Conclusion, and References.

**12. Format of the Professional Practice Report:**

The report should follow the thesis writing guidelines of the PIR Department that can be found at: <http://pir.epoka.edu.al/home-thesis-writing-guideline-344-2247.html>.

**13. Grading for Professional Practice:**

The type of the grade for the evaluation of the “Professional Practice” course shall be a letter grade. The letter grades will be based on the score received in the Performance Assessment Form and in the Professional Practice Report. If student does not attend professional practice, the grade will be NA.

**14. Honesty:**

Students are expected to conduct real Professional Practice, where they take part in the work of the institutions where they conduct their Professional Practice. Not real Professional Practice will be declined and not recognized. This will be proven by the signature from the institutions where the Professional Practice is conducted and with the follow up by the respective Professional Practice supervisor with the institution.

**15. Professional Practice Supervisors:**

Every PM student conducting Professional Practice will have her/his Professional Practice Supervisor in the Department (Professional Practice Supervisors in the Department are lecturers of the PIR Department who hold at least a PhD degree) and Professional Practice Supervisor in the institution where the Professional Practice will be conducted. The Supervisor in the Department will be the same person who will be the Micro Thesis supervisor of the student.

**16. Persons in charge for implementation of this Manual:**

a. The persons in charge for the implementation of this manual are the supervisors, adviser of the PM students and Coordinator of the PIR Department.

b. The persons in charge will distribute to relevant students this Manual.

**17. Steps and timeline that students need to follow when conducting the Professional Practice:**

Step 1: Students register for PIR 402 course. Adviser approves the course registration. Time: early 2nd semester.

Step 2: Coordinator of the PIR Department schedules an orientation session where the content of this Manual is discussed with the students. The session is moderated by Adviser of Masters’ students. Supervisors also attend. Time: early 2nd semester.

Step 3: Coordinator of the PIR Department sends email to students asking them to identify institutions where the Professional Practice will be conducted. Time: early 2nd semester.

Step 4: Students get in touch with the institutions where the Professional Practice will be conducted. Time: early 2nd semester.

Step 5: Students send to Coordinator of the PIR Department their proposed institution for Professional Practice. Students shall receive the Confirmation (Professional Practice Approval Form) from the Institution/Company/Entity concerning the Professional Practice Placement by the start of the respective semester of the course. Time: early 2nd semester.

Step 6: Coordinator of the PIR Department schedules a meeting of the Scientific Committee of the PIR Department where the decision is made for Professional Practice. Time: early 2nd semester.

Step 7: Department Professional Practice Supervisor prepares an Professional Practice Plan in collaboration with the Professional Practice Site Supervisor specifying the goals and objectives of the professional practice. Time: early 2nd semester.

Step 8: Start of Professional Practice. Time: early 2nd semester.

Step 9: End of Professional Practice. Time: late 2nd semester.

Step 10: Students upon completing the professional practice shall have his/her Professional Practice Site Supervisor complete the Performance Assessment Form and submit to the Department Professional Practice Supervisor. Time: the last day of the 2nd semester.

Step 11: Preparation and submission to the Professional Practice Supervisor of the Professional Practice Report. For the report to be valid, it shall be signed in each page and evaluated by the Department Professional Practice Supervisor together with the Professional Practice Performance Assessment Form. Time: the last day of the 2nd semester.

Step 12: The student shall present his/her practice experience to the Department. The presentation dates shall be announced after the reports are submitted and held during the final exam period.

Step 13: The Department Professional Practice Supervisor shall be responsible to enter the “Professional Practice” course grade in the system. If the Department Professional Practice Supervisor decide that the student has not written the report to acceptable standards and if his/her professional practice has been deemed as satisfactory, s/he is asked to improve the report within two weeks. Students who do not deliver the required report within this period, or whose reports are rejected, are required to repeat this professional practice.

**18. Monitoring the student compliance with this Manual:**

Professional Practice Supervisors will monitor the compliance of the students with this Manual.

**References**

Regulation on second cycle study program in political science and international relations. 2008. Epoka University: <http://epoka.edu.al/mat/regulations/regulation-on-the-second-cycle-study-program-in-political-sciences.pdf>.

Guideline “On the conduct of Professional Practice at Professional Master study programs: <http://epoka.edu.al/mat/guidelines/Guideline_on_the_Conduct_of_the_Professional_Practice_at_PM.pdf>.

Curriculum of the study program Professional Master in Political Science and International Relations: <http://eis.epoka.edu.al/curricula/73/program>.

Guidelines for format of the Professional Practice Report: <http://pir.epoka.edu.al/home-thesis-writing-guideline-344-2247.html>.

Professional Practice Approval Form: below in Annexes.

Professional Practice Performance Assessment Form: below in Annexes.



**FACULTY OF …………………………….**

**DEPARTMENT OF ……………………………**

**PROFESSIONAL PRACTICE APPROVAL FORM**

**To be completed by the Institution/Company/Entity**

Name / Surname : .....................................................

Class / ID no. : ........................../..........................

Course Code : …………………..

Required Practice Duration : ………practice days

Professional Practice Period : ......./......./........ - ......./......./........

Institution/Company/Entity :…......................................................

|  |  |  |  |
| --- | --- | --- | --- |
| Address  County  City  Country |  | :  :  :  : | ..........................................................................................................  ..........................................................................................................  ..........................................................................................................  .......................................................................................................... |

# APPROVAL OF THE PROFESSIONAL PRACTICEPLACE

We approve that the student named above will be engaged as an intern in our……………. office .......... days per week and between ......./......./........ - ......./......./........under the supervision of ………………. (Name Surname of Appointed Professional Practice Site Supervisor).

|  |  |  |
| --- | --- | --- |
| Name / Surname  Title / Position  Seal / Signature | :  :  : | ......................................................... .........................................................  ………………………………………………………. |

**To be completed by the respective EPOKA University Department**

# APROVAL OF THE DEPARTMENT OF ………………………………………………….

The student named above is approved to be engaged as an intern in the stated ………………office between

......./......./........ - ......./......./........

|  |  |  |
| --- | --- | --- |
| Name / Surname  Title / Position  Seal / Signature | :  :  : | ......................................................... ......................................................... |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please keep a copy for yourself and give a copy to the student to submit to the Department Professional Practice Supervisor.



**FACULTY OF …………………………….**

**DEPARTMENT OF ……………………………**

**PROFESSIONAL PRACTICE PERFORMANCE ASSESSMENT FORM**

CONFIDENTIAL[[1]](#endnote-2)

To be completed by the Professional Practice Site Supervisor

Name and Surname of Student :………………………………………………………………………………………………………….

Class – Year :………………………………………………………………………………………………………….

Name of Organization :………………………………………………………………………………………………………….

Beginning and End of Practice :………………………………………………………………………………………………………….

Minimum Period of Practice :………………………………………………………………………………………………………….

Name of Compulsory Practice : ……………………………………………………………………………………………………….

Evaluation of Professional Practice

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Department | Period of Practice (Weeks) | Interest in job | Attendance | Performance | Remarks |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Evaluation: (A) Excellent Date :……………….................... (B) Good Name of Supervisor :……………………………………

(C) Fair Title of Supervisor :……………………………………

(D) Poor Official Stamp and

(F) Unsatisfactory Signature :……………………………………

EPOKA University

Faculty of ………………………………

Department of …………………………….

Tirana/Albania

…………………………………………………………………………………………………………………………………………………………….

**To be completed by the respective Department of EPOKA University**

Department Professional Practice Supervisor who examined the Report

Introduction :…………………………. Name and Surname :.................. ……..

Main Text Report :…………………………. Date :……………………….

Conclusion :………………………….. Signature :……………………….

Overall Evaluation of Report :…………………………..

Department of ………………………..

1. *Please submit this form in a sealed and signed envelope to the student after the professional practice period.*  [↑](#endnote-ref-2)