

# GUIDELINE “ON THE CONDUCT OF PROFESSIONAL PRACTICE AT PROFESSIONAL MASTER STUDY PROGRAMS”

Document code	Entrance in force	No. of Update	Date of Update	Page/Overall pages
<i>EU-GDL-004-EN</i>	17.12.2019	-	-	1 / 6

## 1. PURPOSE AND APPLICATION

The purpose of this guideline is to provide the basis for the conduct of the Professional Practice at the Professional Master study programs offered by EPOKA University. This guideline applies to Faculties, Departments, Students who take the Professional Practice course, the Career Planning and Alumni Office, Department Professional Practice Supervisors and Professional Practice Site Supervisors.

## 2. DEFINITIONS AND ABBREVIATIONS

**Professional Practice:** an academic formation activity, which is evaluated with a positive assessment or even with a passing grade and with credits, during which the student is required to expand and apply the knowledge gained in the auditorium, in order to gain additional skills within a professional practical environment, in the framework of a given study program, meeting known ethical, professional and legal requirements and standards.

**Department Professional Practice Supervisor:** is the academic staff member of the Department assigned by the Department to supervise the conduct of the Professional Practice course by the student.

**Professional Practice Site Supervisor:** is the staff member of the institution/company/entity that will mentor the student through regular meetings and involvement in the professional practice.

## 3. GUIDELINES

### 3.1. Supervision of Students for Professional Practice

The Department shall appoint a Department Professional Practice Supervisor for each student who takes the Professional Practice course. The student shall also be mentored and supervised by a Professional Practice Site Supervisor.

The concerned Department shall specify the year for practice, its duration based on the curriculum of the respective study program, subjects to be covered and the time to be spent on each topic selected for professional practice.

Drafting Unit	Controlling Unit	Approving Unit
Permanent Commission on Quality Assurance and IQAO	Institutional and Legal Affairs Office	Rectorate

## GUIDELINE “ON THE CONDUCT OF PROFESSIONAL PRACTICE AT PROFESSIONAL MASTER STUDY PROGRAMS”

Document code	Entrance in force	No. of Update	Date of Update	Page/Overall pages
<i>EU-GDL-004-EN</i>	17.12.2019	-	-	2 / 6

### 3.2. Responsibilities of the Department Professional Practice Supervisor

The Department Professional Practice Supervisor:

- in collaboration with the Career Planning and Alumni Office - shall assist students in their search for a professional practice site, and shall also assist students in determining whether a potential professional practice site is appropriate;
- shall prepare a Professional Practice Plan in collaboration with the Professional Practice Site Supervisor specifying the goals and objectives of the professional practice;
- shall assist students in preparation for the professional practice experience;
- shall present and deliver to the student the syllabus of the Professional Practice course prior the beginning of the said practice;
- shall regularly meet with students throughout the professional practice duration according to the hours specified in the curriculum of the respective study program in order to monitor and evaluate progress and give advice when needed;
- shall maintain communication with both students and their respective Professional Practice Site Supervisors;
- shall sign all the required documents for the Professional Practice Course.

### 3.3. Responsibilities of the Career Planning and Alumni Office

The Career Planning and Alumni Office:

- shall provide specific information to the Department Professional Practice Supervisor and Student about the agreements that the University has with different institutions, companies and other entities for professional practice placement;
- shall communicate with the institutions, companies and other entities if the Department Professional Practice Supervisor and Student are interested to conduct the professional practice in the institutions, companies and other entities listed by the Career Planning and Alumni Office.

### 3.4. Responsibilities of the Professional Practice Site Supervisor

The Professional Practice Site Supervisor:

Drafting Unit	Controlling Unit	Approving Unit
Permanent Commission on Quality Assurance and IQAO	Institutional and Legal Affairs Office	Rectorate

## GUIDELINE “ON THE CONDUCT OF PROFESSIONAL PRACTICE AT PROFESSIONAL MASTER STUDY PROGRAMS”

Document code	Entrance in force	No. of Update	Date of Update	Page/Overall pages
<i>EU-GDL-004-EN</i>	17.12.2019	-	-	3 / 6

- shall develop a description of the student’s responsibilities at the professional practice site;
- shall provide experiential learning opportunities to the student;
- shall supervise the student’s work and shall complete the Professional Practice Performance Assessment Form;
- shall sign all the required documents for the Student’s Professional Practice Experience.

### 3.5. Responsibilities of the Student

- Students shall seek and secure a professional practice site and a Professional Practice Site Supervisor in Albania or abroad with the assistance of the Department Professional Practice Supervisor and the Career Planning and Alumni Office that is acceptable to the respective department;
- Students shall work at a professional practice site in accordance with the individual study program requirements;
- Students shall meet on a regular basis with the Department Professional Practice Supervisor;
- 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.
- The Department decides whether the Notebook of practice experience is necessary to be completed by the student or not.
- Each student shall keep a notebook of his/her professional practice experience, which the student can then refer to while writing his/her final report. Notebook entries should be made at least once a week and submitted to the department supervisor according to the form;
- For the professional practice notebook to be valid, each page of the notebook shall be signed by the Professional Practice Site Supervisor;
- This notebook should be a clear, concise and accurate account of the types of activities the student participated in and/or observed.

Drafting Unit	Controlling Unit	Approving Unit
Permanent Commission on Quality Assurance and IQAO	Institutional and Legal Affairs Office	Rectorate

## GUIDELINE “ON THE CONDUCT OF PROFESSIONAL PRACTICE AT PROFESSIONAL MASTER STUDY PROGRAMS”

Document code	Entrance in force	No. of Update	Date of Update	Page/Overall pages
<i>EU-GDL-004-EN</i>	17.12.2019	-	-	4 / 6

### 3.6. Approval Process for Professional Practice Placements

The Professional Practice experience shall be approved by the respective department prior to students attending hours in this regard.

Prior to beginning their Professional Practice, students:

- shall consult the university supervisor before officially applying to an institution/company/entity for professional practice. The Department Professional Practice Supervisors may contact the company if needed.
- Shall provide a satisfactory information about their professional practice place and shall obtain the institution/company/entity and department approval through the Professional Practice Approval Form. For professional practice places for which approval has not been obtained, responsibility rests with students.
- once the professional practice has been approved with the related institution/company/entity, shall register the “Professional Practice” course in the system.
- at the beginning of the professional practice, shall deliver to the Professional Practice Site Supervisor the Performance Assessment Form, marked “confidential”.

### 3.7. Final Report and Evaluation

Upon completing the professional practice, the student shall have his/her Professional Practice Site Supervisor complete the Performance Assessment Form.

The Performance Assessment Form and the Professional Practice Final Report shall be submitted to the Department Professional Practice Supervisor by the last day of the respective semester.

The Report Structure and Content shall be decided by the respective department and delivered to the student prior the beginning of the professional practice.

Drafting Unit	Controlling Unit	Approving Unit
Permanent Commission on Quality Assurance and IQAO	Institutional and Legal Affairs Office	Rectorate

## GUIDELINE “ON THE CONDUCT OF PROFESSIONAL PRACTICE AT PROFESSIONAL MASTER STUDY PROGRAMS”

Document code	Entrance in force	No. of Update	Date of Update	Page/Overall pages
<i>EU-GDL-004-EN</i>	17.12.2019	-	-	5 / 6

For the report to be valid, it shall be signed in each page and evaluated by the Department Professional Practice Supervisor through the Professional Practice Performance Assessment Form.

The department can decide whether an established committee will also evaluate the students' professional practice performance.

The Department Professional Practice Supervisor shall be responsible to enter the “Professional Practice” course grade in the system. The student shall present his/her practice experience to the respective Department Professional Practice Committee or Supervisor. The presentation dates shall be announced after the reports are submitted and held during the final exam period.

If the Department Professional Practice Committee or 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.

The student who fails on his/her performance report, or who has not attended the professional practice, is required to repeat the course.

The type of the grade for the evaluation of the “Professional Practice” course shall be decided by the department whether it will be a letter grade or Satisfactory/Unsatisfactory evaluation.

### 3.8. Documenting of Professional Practice Experience

The “Professional Practice” course records of each student who satisfactorily completes his/her work are sent by the Department to the Registrar's Office where they are entered into the University records.

Drafting Unit	Controlling Unit	Approving Unit
Permanent Commission on Quality Assurance and IQAO	Institutional and Legal Affairs Office	Rectorate

## **GUIDELINE “ON THE CONDUCT OF PROFESSIONAL PRACTICE AT PROFESSIONAL MASTER STUDY PROGRAMS”**

Document code	Entrance in force	No. of Update	Date of Update	Page/Overall pages
<i>EU-GDL-004-EN</i>	17.12.2019	-	-	6 / 6

### **IV. CONCLUDING PROVISIONS**

#### **4.1. Entrance into Force**

This guideline enters into force on the day of approval by the Rectorate of EPOKA University.

#### **4.2. Enforcement**

The enforcement of this guideline is ensured by the Rector of EPOKA University.

Drafting Unit	Controlling Unit	Approving Unit
Permanent Commission on Quality Assurance and IQAO	Institutional and Legal Affairs Office	Rectorate

**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**

**APPROVAL 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 NOTEBOOK**

**To Be Completed by the Student**

Student Name:

Week:

Professional Practice Site Supervisor:

Department Professional Practice Supervisor:

Field of Experience:

I. Please indicate the times you were engaged in professional practice:

Date	Day	Time	Hours:
------	-----	------	--------

**Total Hours for professional practice:**

**Hours:**

II. Evaluation of Week's Experiences:

A concise description of what you did each day:

*Week of Month 00 through Month 00, 20XX (..... hours):*

**Monday, Month 00:**

.....  
.....  
.....  
.....  
...

**Tuesday, Month 00:**

.....  
.....  
.....  
.....  
...



**Wednesday, Month 00:**

.....  
.....  
.....  
.....  
...

**Thursday, Month 00:**

.....  
.....  
.....  
.....  
...

**Friday, Month 00:**

.....  
.....  
.....  
.....  
...

**Summary**

**Statement:**

.....  
.....

Professional Practice Site Supervisor Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Student Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

FACULTY OF .....  
DEPARTMENT OF .....  
**PROFESSIONAL PRACTICE PERFORMANCE ASSESSMENT FORM**  
CONFIDENTIAL<sup>i</sup>

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  
(B) Good  
(C) Fair  
(D) Poor  
(F) Unsatisfactory

Date : .....  
Name of Supervisor : .....  
Title of Supervisor : .....  
Official Stamp and 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 : .....  
Main Text Report : .....  
Conclusion : .....  
Overall Evaluation of Report : .....  
Department of .....

Name and Surname : .....  
Date : .....  
Signature : .....

<sup>i</sup> Please submit this form in a sealed and signed envelope to the student after the professional practice period.