

Internship guidelines for study programmes IDAR, IDDR, IDSR, IDCR, IAAB, IADB, IVSB

1. General provisions	<p>1.1. The general rules governing organisation of internship have been set out in the Academic Policies.</p> <p>1.2. Internship is a compulsory part of a study programme, which must be completed before thesis defence. The purpose, learning outcomes and evaluation criteria of the internship are outlined in the description of the corresponding internship subject.</p> <p>1.3. Internship period is a specified period of time during which a student or an extern (hereinafter student) is contractually bound to a private or public sector company or organisation, whether in Estonia or abroad (hereinafter company).</p> <p>1.4. It is possible to complete the internship by the standard procedure (by completing an internship period in a company under a trilateral agreement) or by the simplified procedure (without completing an internship period in a company).</p>
2. Workload of internship and preconditions	<p>2.1. The workload of internship is determined in the study programme and in the description of the corresponding internship subject.</p> <p>2.2. Internship can be completed in full as an uninterrupted process (in one company) or in parts (in one or several companies).</p> <p>2.3. The minimum workload of internship is 6 ECTS credits (four full-time working weeks). In justified cases, such as project-based internship, a smaller workload may be agreed upon.</p> <p>2.4. A student can only complete the internship in full if she/he has successfully passed the prerequisite courses listed in the description of the corresponding internship subject.</p> <p>2.5. A student can complete an internship with a workload of 6 ECTS credits (four full-time working weeks) without complying with the requirement in section 2.4.</p> <p>2.6. The tasks performed during the internship must correspond to the specifics of a study programme and are specified in more detail in the description of the corresponding internship subject.</p>
3. Starting the internship	<p>3.1. As a rule, a student must find a host company by himself/herself. If necessary, the internship coordinator of IT College shall help the student in finding an internship host.</p> <p>3.2. Before starting an internship, a student shall fill in a questionnaire describing the host company. In the event of suitability of the company, a trilateral agreement shall be signed between TTÜ, the student and the host company. As a rule, the requirement to sign a trilateral contract is compulsory.</p>
4. Documentation of the internship	<p>4.1. When completing the internship by the standard procedure, the student is required to document the course of internship. The student</p>

<p>process during the placement</p>	<p>is obliged to submit periodic summaries, the requirements of which are specified in more detail in the description of the internship subject.</p> <p>4.2. The submission of periodic summaries and the compliance of content with the requirements set out in the description of the internship subject shall be checked by the internship coordinator. The internship coordinator shall give a final assessment of the periodic summaries on completion of the internship.</p>
<p>5. Applying for internship assessment</p>	<p>5.1. For assessment of internship according to the standard procedure, the student shall submit an application in the study information system ŐIS together with the signed evaluation form of the supervisor at the host organisation and an internship report. The deadlines for the submission of the applications shall be made available on the website of the School of Information Technologies.</p> <p>5.2. For assessment of internship according to the simplified procedure, the student shall submit an application in the study information system ŐIS together with an internship report, a signed proof of the employer(s) regarding the previous work experience (period and tasks) and additional documents if necessary. The requirements for the documents and the deadline for the submission of the applications shall be made available on the website of the School of Information Technologies.</p> <p>5.2.1. A student has the right to apply for assessment of the internship according to the simplified procedure if, by the time of the submission of the application, the student:</p> <p>5.2.1.1. has previously completed the study programme in the amount set out in the description of the corresponding internship subject;</p> <p>5.2.1.2. has accumulated 12 months of previous professional experience fulfilling tasks related to the study programme.</p> <p>5.3. The substantive requirements for and the volume of the report are set out in the description of the corresponding internship subject.</p> <p>5.4. In case of the simplified procedure the tasks included in an internship report must not have been implemented earlier than 6 months before the submission of the application. Tasks implemented earlier can be included in the report only in justified cases and with prior consent of the internship coordinator.</p>
<p>6. Assessment of internship</p>	<p>6.1. The subject Enterprise Internship I completed under the standard or simplified procedure is assessed by the program director of the corresponding study programme based on the documents attached to the application.</p> <p>6.2. The subjects Enterprise Internship II and Enterprise Internship completed under the standard procedure is assessed at the defence of the report by the committee consisting of at least two members.</p>

	<p>6.2.1. The defence of an internship is public. The defence shall not be broadcasted via internet and the conclusions and the data reflected in a report shall not be disclosed to third parties. When justified, a defence can be declared closed by the decision of the chairman of the committee. The student must submit a corresponding reasoned application in the study information system ÖIS when submitting the internship assessment application.</p> <p>6.3. The corresponding programme director shall appoint two evaluators to an application submitted under the simplified procedure in the subjects Enterprise Internship II and Enterprise Internship. The evaluators shall, based on the documents attached to the application, make a decision to assess the internship as passed or to reject the application. In case the decisions of the evaluators differ, the programme director shall appoint a third evaluator whose decision shall be conclusive.</p> <p>6.3.1. The evaluators are allowed to ask the student additional questions in writing or invite the applicant to an interview.</p> <p>6.4. The students who receive a negative assessment have the right to submit a new application to have the internship assessed.</p> <p>6.5. The results of the assessment can be disputed in accordance with the procedure set out in the Academic Policies.</p>
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