



PRACTICAL TRAINING REGULATION

(On the basis of Article 99 of the Law on Higher Education (“Official Gazette of the Republic of Macedonia” No. 35/2008, 103/2008, 26/2009, 83/2009, 99/2009, 115/2010) and the Rulebook on the Manner and Conditions of Organizing Practical Training of Students (“Official Gazette of the Republic of Macedonia” No. 120/2010), the University Senate of the International Balkan University in Skopje at its session held on 16.09.2010 passed the following)

Article 1. General

(1) The organization of practical training of students at the IBU is determined by the specifics of the University, as follows:

- a. Studies are conducted in English.
- b. Students come from Balkan Countries.
- c. The first year is common for all study programmes.
- d. Students from the first year acquire knowledge of general education that defines the manner of performing the practical training.

(2) At the International Balkan University it is envisaged that each student needs a certain number of hours (a minimum of 720 hours) of practical training/teaching during the first cycle studies.

(3) The practical training/teaching at IBU shall be realized during the four years of study, and shall be organized on the principle of learning based on solving practical problems (Problem Based Learning). Thus students in the overall study shall be in contact with practical problems and how they can be solved.

(4) Practical training is an integral part of the curriculum, and its performance is different for each academic year.

(5) It is consistent with the level of knowledge the student must possess in the respective academic year.

Article 2. First Study Year Practical Training

- (1) The first study year of IBU is common for all study programmes, which requires a specific approach to organizing and performing the practical teaching.
- (2) In the first semester within the course Problem Solving Strategies the students learn the basic techniques for defining and analyzing problems.
- (3) Within this course a weeklong seminar for the students is held.
- (4) Within this seminar the basic techniques for solving real problems are used, such as brainstorming, KT analysis, Dancker diagram etc.
- (5) The students are awarded 2 (two) ECTS credits for successful completion of this seminar.
- (6) The next seminar to be held is in the second semester of the first study year within the course Physical and Chemical Phenomena.
- (7) The manner of organization and performing this seminar is the same as in the first semester, but the problems that students will solve will be related to this course.
- (8) The students are awarded 2 (two) ECTS credits for successful completion of this seminar.
- (9) The total number of credits for practical teaching for the first study year is 4 (four) ECTS credits.

Article 3. Second Study Year Practical Training

- (1) In the first semester of the second study year students have a common course Protection of the Environment.
- (2) At the beginning of the semester the students are divided into teams and each team selects one from the list of offered real problems as formulated by the course teacher.
- (3) During the semester, by working in teams, students are in continuous contact with the teacher and prepare seminar papers which they present within the seminar held at the end of the first semester.
- (4) Solving practical problems about pollution and environmental protection are parts of the practical training/teaching. The students are awarded 2 (two) ECTS credits for successful completion of this seminar.
- (5) In the second semester of the second study year for each study programme it is provided a two-week visit of students to companies, banks or institutions where they are introduced to the respective technology and organization by the corresponding experts and professionals.

(6) After realizing the visit, students prepare a report in Practical Work Book. The Practical Work Book should be signed by the teacher and the expert from the company.

(7) The students are awarded 2 (two) ECTS credits for this activity.

(8) The total number of credits for practical teaching for the second study year is 4 (four) ECTS credits.

Article 4. Third Study Year Practical Training

(1) After completing the third year the students have enough knowledge and skills to implement a continuous practice of a duration of 30 days.

(2) As a rule, practical training is carried out during summer vacation in companies, factories, banks and institutions.

(3) For each student, in agreement with the appropriate teacher and the organization where the practice takes place, a mentor is assigned.

(4) The mentor supervises and guides the student in the course of the practice. The student keeps a Practical Work Book for the realization of practice work.

(5) The Practical Work Book should be signed by the teacher and the mentor from the company.

(6) Students are allowed to carry out their practical training in their respective countries.

(7) For this practising the student is awarded 4 (four) ECTS credits.

Article 5. Fourth Study Year Practical Training

(1) During the eighth semester of the fourth study year, the student independently develops a project related to one of the professional courses of the studies.

(2) The course teacher is a mentor.

(3) The project theme is correlated with solving a real practical problem.

(4) For the implementation of this activity the students is awarded 12 (twelve) ECTS credits.

(5) During the development of this project the student is continuously in contact with his/her mentor and has consultations with the experts from organizations (companies).

(6) After completing all the course exams provided by the corresponding study programme, the student defends the project in front of a Commission consisting of three members, and acquires a diploma for completed studies at IBU.

(7) The total number of ECTS credits for practical training including the final project is 24.

Article 6. Results of Practical Training

(1) After completing the practical training the student will acquire the competences and ability of: Independent learning and work, Self-monitoring, Teamwork, Defining and solving problems, Effectively solving real problems.

(2) Without the completion of the practical training students are not granted graduating diploma.

Article 7. Application

(1) This regulation has become effective as of 17 September 2010 with the Senate approval.

R e c t o r

Prof. Dr. Hüner Şencan