

International Teaching University of Management and Communication

“ALTERBRIDGE”

The regulation of Internship

Discussed by Academic Board minutes #5 on 08/04/2019
Approved by Rector's order #O/1-01/07 of 10 April 2019

Article 1. General Provisions

- 1.1. This regulation defines terms and conditions of internship in the system of International Teaching University of Management and Communication “Alterbridge” LLC (hereinafter - “Teaching University”).
- 1.2. The objective of internship is:
 - 1.2.1. to prepare personnel for independently performing activities in the system of Teaching University;
 - 1.2.2. to promote professional development for students and graduates with the prospect of further employment.
- 1.3. Teaching University gives opportunity young specialists to work independently and show creative initiatives in order to achieve the goals of the internships, to train high quality staff, their professional growth, and to develop and improve their practical skills.

Article 2. Internship Competition Commission

- 2.1. Selection of the interns is conducted through a competition which is carried out by a special commission (hereinafter - the Commission) created by the head of the Entrant’s and Student’s Service Unit Support activities Management Service (hereinafter – Service Unit).
- 2.2. The head of the service unit shall make a decision on announcing the competition.
- 2.3. The information about the competition shall be published on the website of the Teaching University, in the webpage and electronic system and posted on information stands in the building of the institution 15 business days earlier.
- 2.4. The contest is conducted in form of interview and / or testing. The terms of the competition are determined by the Head of the Service unit according to the Commission's recommendation case by case that is indicated in the statement of the competition.
- 2.5. The Commission shall consist of the chairperson of the commission, deputy chairperson, secretary and representative of the structural unit where the person must undergo internship.
- 2.6. Members of the Commission shall exercise their powers without remuneration.
- 2.7. The Deputy Chairperson of the Commission fulfills the duties of the Chairperson of the Commission in case of his/her absence.
- 2.8. The Secretary of the Commission shall conduct all the documents related to the competition (except the documents submitted for the participation in internship competition), drafts the minutes of the session and other appropriate material.
- 2.9. the topics of the competition are determined by the specificity of the structural units of the Teaching University.
- 2.10. Each member of the Commission has one vote.
- 2.11. Commission sitting is authorized if it is attended by more than half of the members of the Commission. The decision of the Commission shall be made by a majority of the members present. In the case of equal number of votes, the vote of the chairperson of the commission is decisive.
- 2.12. The commission session is set up with a minutes of a session that is signed by the chairperson and secretary of the commission.
- 2.13. A member of the commission has the right to attach his/her opinions to the minutes of a session in which the relevant record is made.

Article 3. Structural Unit Responsible for Internship

- 3.1. The procedures of recruitment of interns and conducting internships are coordinated by the Entrant's and Students Service Unite (hereinafter - Service).
- 3.2. The service provides the organizational issues necessary for the preparation of the competition, including receiving applications of candidates, examination of their documents and submission of relevant documents to the Commission.
- 3.3. The contest shall be deemed failed if no application has been submitted to participate in it.

Article 4. Terms and Conditions of competition for selection of internships

- 4.1. Any person, who has a higher education and / or adequate competence and skills required by qualification criteria of university's structural subdivision in which internship is conducted, will be accepted as an intern.
- 4.2. The undergraduate students of the second, third and fourth year and students with the active status of the master's degree can take part in the competition.
- 4.3. To participate in the internship competition, the candidate shall submit:
- Written application on internship;
 - Copy of ID card;
 - Copy of diploma and transcript if the candidate has a higher education, and a non-higher education candidate – certificate of student from a relevant higher education institution;
 - CV;
 - two photographs (3X4);
- 4.4. In each case, the head of the Service unit determines the timeframe for acceptance and examination of application documents for participation in the competition. These terms shall be indicated in the statement of competition announcement.

Article 5. Term of Internship

- 5.1. Based on the recommendation of the Competition Commission, the Rector shall issue an order on the appointment of the selected candidate(s) as an intern and appoints the head of the relevant structural unit as the supervisor of the intern.
- 5.2. The term of the internship is no less than 3 and not more than 6 months period. The Rector shall make a decision on establishing the exact term based on the referral of the intern's supervisor.
- 5.3. After the expiration of the term of the internship, the supervisor:
- Positively evaluates the work performed by the intern and gives the certificate confirming raising of qualification;
 - Assesses the results of internships as unsatisfactory.
 - In accordance with the knowledge and skills showed by the student, recommends to move to the other structural unit and / or to occupy a vacant position.

Article 6. Internship monitoring and early termination

- 6.1. During the internship, the university student has adequate conditions for improving professional skills and gaining practical experience.
- 6.2. Internship supervisor coordinates the creation of a practical learning environment suitable for the student, directly monitors the conducting of the processes. The supervisor is obliged to give the intern the correct path to perform the assigned activities, determine the specific term and timely provide all the information related to the fulfillment of the duties.
- 6.3. The grounds for early termination of the internship may be:
- Violation of norms defined by the Internal Regulation and / or this regulation;
 - absence without preliminary warning for a period of 3 days in a row;
 - Failure to perform the task and / or its improper performance;
 - Transfer of the intern to the appropriate vacant position.

Article 7. Obligations of the Student Selected as an intern

- 7.1. The student undergoing the internship is obliged to:
- read all regulatory rules of the Teaching University within a week after being appointed as an intern;
 - Fulfill the duties assigned by the supervisor in a reasonable time frame;
 - have a relationship regarding internship with all relevant structural units;
- 7.2. Upon receiving this rule, the student confirms the willingness to fulfill the duties imposed by this Regulation, which is attached to his/her personal history;
- 7.3. The intern expresses consent to move to another structural unit of the Teaching University in written.

Article 8. Final Provisions

8.1 The present regulation enters into force upon approval and publishing by the Rector.

8.2. Amendments into this document shall be made upon individual-legal act of the Rector.