

## **REGULATION RULES OF THE STUDENT'S INTERNSHIP CENTER**

**Approved at the meeting of the Scientific Council of the Western Caspian University**

**“01” “09” dated 2017 (protocol No. 01)**

## **1. General provisions**

1.1. The status, activities and management of the Student's Internship Center (hereinafter referred to as the Center) of the Western Caspian University (hereinafter referred to as the University) are determined by the educational legislation of the Republic of Azerbaijan, the Charter and Regulations of the University.

1.2. During its activities, the Center is guided by the laws of the Republic of Azerbaijan, including the "Law of the Republic of Azerbaijan on Education", legislative acts related to education, relevant orders, decrees and instructions of the Ministry of Education of the Republic of Azerbaijan, decisions of the University's Board of Founders, Board of Trustees, Grand Council and Scientific Council, orders and instructions of the University administration, the latest achievements of teaching and education, production experience, international experience in this field, as well as the requirements of labor legislation related to education.

1.3. The activities of the Center are carried out under the leadership of the Vice-Rector for Academic Affairs of the University.

1.4. The Center is managed by the Director appointed by the Rector of the University on the basis of the presentation of the Vice-Rector for Academic Affairs of the University.

1.5. The Center operates in conjunction with all faculties, departments, and other structural divisions of the University.

1.6. The main goal of the Center is to familiarize students with the working principles of state and non-state institutions and to ensure the practical application of the theoretical knowledge and skills they have gained during their studies.

## **2. The purpose and tasks of the Center**

The main purpose of the Center is to ensure that students become familiar with the working principles of state and non-state institutions and apply the theoretical knowledge and skills they have gained during their studies in practice.

The Center has the following tasks to achieve its goal:

- Identify internship places for students within the country and abroad;
- Place students in internship places;
- Organize the inspection of students at internship places with the support of the departments and administrative staff;
- Determine the list of students who will undergo internship and the places where they will undergo internship together with the students;
- Create conditions for students to undergo internships in those places after they have sufficient information about the internship places chosen by them;
- To monitor the implementation of the internship in accordance with these Regulations;

- To evaluate the performance of students during the internship period after the internship;
- Other tasks assigned to the Center by the structural divisions and management of the University

### **3. Rights of the Center**

The Center has the following rights to fulfill its duties:

- Address inquiries to the faculties, chairs and other structural divisions of the university within its powers and receive relevant information (documents) from them in accordance with the tasks specified in this Regulation;
- Give opinions in accordance with the directions of activity, conduct analyses and generalizations, prepare analytical materials;
- Organize meetings, seminars on the directions of activity, prepare and publish advisory materials;
- Cooperate with international organizations, exchange experience and personnel training, participate in the implementation of relevant projects;
- To study the advanced practices of other countries in accordance with the directions of the university's activities in the context of integration into European educational standards, to carry out activities in the field of its application and to make proposals to the university administration in this direction.
- To exercise other rights stipulated by the legislation in accordance with the directions of activity.

### **4. Rights and Responsibilities of Students**

Students have the following rights and responsibilities in connection with industrial practice:

- To independently determine the place of internship within the framework of the rules established by this Regulation;
- To inform the Center about the institution where they will undergo internship, which they have independently determined, and to obtain its consent;
- To be at the internship sites at predetermined times and to strictly observe the rules of discipline in the internship institutions;
- To fulfill the duties and obligations determined by the University in connection with industrial practice

### **5. Responsibility of the Center**

5.1. The Director of the Center is responsible for the results of the Center's activities before the Council of Founders, the Academic Council, the Rector and the Vice-Rector for Academic Affairs in accordance with the procedure established by the regulatory documents of the University.

5.2. The Center submits an interim report on the results of its activities to the University administration at the end of the internship semesters and a final report at the end of the academic year.