

Based on Article 99, paragraph 15 from the Law on higher education (Official Gazette of R. of Macedonia 35/08, 103/08, 26/09, 83/09, 99/09, 115/10 and 17/11) Rule on Criteria and Organization of Practical Teaching for Students (Official Gazette of R. of Macedonia 120/10) and based on Article 56 from the South East European University Statute, the University Senate on the meeting held on 12.04.2011 approved the following:

## **RULE ON CRITERIA AND ORGANIZATION OF PRACTICAL TEACHING FOR STUDENTS**

### *Article 1*

This Rule regulates the criteria and organization of practical teaching for students.

### *Article 2*

In accordance with this Rule, SEE University is obliged to organize practical teaching with the determined scope, duration and method of implementation, which cannot be shorter than 30 days.

### *Article 3*

Faculties, in liaison with the Career Centre, provide practical teaching opportunities in cooperation with appropriate legal entities.

### *Article 4*

During the implementation of practical teaching the student is supervised by a mentor from among the academic staff of the relevant Faculty.

The Dean of the Faculty determines the appropriate number of students who will be supervised by a Mentor for the successful completion of practical teaching.

### *Article 5*

With regard to the placement of students, the Mentor, in cooperation with the Dean's office, is responsible for issuing:

- A placement certificate for each student;
- A journal for keeping records of daily activities;

### *Article 6*

Practical teaching is realized within the appropriate study program within the scope defined in this Rule.

Practical teaching is carried out on the premises of the organization or institution where the student is placed with prior agreement between the University and the determined legal entity.

The student is guided by a responsible person in the placement organization during the practical teaching.

### *Article 7*

Upon completion of the practical teaching, the student takes the signed and verified placement certificate from the responsible person in the organization and returns it to the Mentor as well as a completed journal of daily activities.

After collecting all the certificates submitted by the students, the Mentor provides a list of students who successfully completed practical teaching to Student Services.

### *Article 8*

This Rule enters into force from 01.09. 2011.