

CONFIRMED  
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Vice Rector for Academic Affairs  
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## **INTERNSHIP GUIDELINES OF THE ESTONIAN ACADEMY OF SECURITY SCIENCES**

### **I. GENERAL PROVISIONS**

1. Internship guidelines of the Estonian Academy of Security Sciences (hereinafter Academy) regulate the process of preparing for, organising, supervising and assessing internships of the students of professional higher education and vocational education.
2. Internship coordinator is a leading specialist of degree studies, lecturer or any other person organising internships and related activities.

### **II. INTERNSHIP**

3. Internship is a purposeful activity meant for achieving learning outcomes, and implementing the acquired knowledge and skills in a work environment in the format stated by the school and under the supervisor's supervision.
4. The aim of the internship is to get acquainted with the specialised work, acquire practical speciality-related knowledge, consolidate and deepen the acquired knowledge and the skills of implementing thereof, and to gain experience and shape attitudes.
5. Internships are divided into introductory internships and work internships. The volumes of the compulsory internships in the curriculum are stated in the "Curriculum Statute".
6. During the internship period, there can be study visits to speciality-related learning facilities in Estonia or abroad where also practical training can be carried out. Language training can also be a part of internship.
7. Names of internships, volumes, assessment, aims and learning outcomes thereof are described in the curriculum.  
More detailed content of the internship, its organisation and assessment criteria are described either in the internship programme or in the implementation plan of the module.
8. The student can have their internship passed based on the "Procedure of the Accreditation of Prior and Experiential Learning".

### **III. PREPARATION FOR THE INTERNSHIP**

9. Internships are usually carried out at the Academy's partner institutions (Police and Border Guard Board, Rescue Board, Emergency Response Centre, Tax and Customs Board, prisons) or in another institution or enterprise stated by the college, or partly in an online learning environment. The more precise location of a specific internship shall be agreed upon by the Academy and the internship institution, keeping in mind that Virumaa is seen as a priority. Internships can be carried out both in Estonia and abroad. The place of internship must enable to fulfil the internship tasks.
10. The places of internship are planned by the college's internship coordinator and partner institutions. Upon choosing a place for internship, the student's wishes are taken into account, if possible.
11. Internships are carried out at the time stated in the study schedule. Colleges inform the internship institution of the schedule of the internships of the following academic year in May of the previous academic year the latest.
12. If the student wishes and it is possible for the internship institution, the student may carry out their internship also at a different time, for example, during their summer holidays.

13. There is the directive of the director of the college or a tripartite agreement according to which students are sent to carry out their internships.

14. Before the commencement of the internship, the college organises an orientation session for those going to the internship.

#### **IV. ORGANISATION OF INTERSHIPS**

15. Internships are carried out according to the internship institution's organisation of work and the objectives of the internship, usually in 8 to 24-hour shifts, dependent on the work schedule.

16. Internship-related regulations, guidelines, deadlines etc. are brought in the e-learning environment Moodle.

17. During the internship, students receive consultation from their internship supervisor, the contact person of the internship institution and the college's internship coordinator.

#### **V. STUDENT AND THEIR TASKS**

18. During the internship, the student is obliged to follow the rules and regulations of the place of internship, incl. those of the place of accommodation.

19. The student works and fulfils the tasks, incl. compiles or fills out documents that, as a rule, meet the objectives of the internship and are included either in the internship programme or the implementation plan of the modules.

20. Should the student fall ill or not attend the internship, they shall inform their supervisor and the college's internship coordinator about the matter as soon as possible. The student shall present documents justifying their absence according to the "Study Regulations".

21. After the end of the internship, the student is obliged to provide feedback on the internship organisation and supervision according to the "Regulation of Collection and Consideration of Feedback at the Estonian Academy of Security Sciences".

22. During an academic leave, the participation in and the assessment of internship are carried out according to what is stated in the respective section of the "Study Regulations".

#### **VI. INTERSHIP SUPERVISOR AND THEIR TASKS**

23. Each student has a supervisor who is the student's direct counsellor and directs them in the place of internship. Supervisor is assigned by the partner institution.

24. Usually the internship supervisor has at least two-year work experience in the area and they have passed the training meant for supervisors.

25. The supervisor's obligations and recommendations for the organisation of work are described in the guidelines for the supervisors of introductory or work internships.

26. The Academy with its partner institutions regularly organises trainings for internship supervisors. If necessary, briefings are organised too.

#### **VII. ASSESSMENT OF THE INTERSHIP**

27. The internship supervisor assesses the student at the place of internship by providing immediate feedback on the student's activities.

28. According to the internship programme or the implementation plan of the module, final assessment is usually carried out during the defending of the internship. Final assessment and/or defending of the internship is based on the compulsory documents, which are listed either in the internship programme or the implementation plan of the module, that are assessed according to the assessment criteria.

31. The assessment committee for the defending of the internship shall be confirmed by directive issued by the director of the college. The committee is of at least three members, incl. a chairman of the committee and representatives of both the internship institution and the college. The

committee is considered as a decision-making body if at least half of the members, incl. the chairman, are present.

32. The report indicating the results of the defence shall be written on the blank confirmed by the Vice Rector for Academic Affairs and the results shall also be entered into the study information system.

33. Should the student not carry out their internship by the deadline or receive a negative mark for their defence, they can be deleted from the matriculation register according to the "Study Regulations". In exceptional circumstances, the assessment committee may extend the deadline for carrying out the internship for up to one year without the student being deleted from the matriculation register.

34. Since according to some curricula, the assessment of internships is seen as a comprehensive system, the student may achieve and the committee may assess the achieving of the outcomes of the internship in the framework of other internships. Should the student not achieve all the internship outcomes by the end of the last internship period or should they not provide proof for achieving them, they shall be deleted from the matriculation register.