

SELECTION PROCEDURE OF STUDENTS PARTICIPATING IN INTERNSHIP ORGANISED AS SUPERVISED PRACTICAL STAGE

PURPOSE: Establishing the way how the students will be selected to participate in internships organised as supervised practical stage in companies in the food industry.

RANGE OF WORKING: The procedure is used by academic staff (mentors) with responsibility for the selection and guidance of student during internship, targeted students and representatives of food industry companies involved in the selection, guidance and supervision of participating students of this program.

REFERENCE DOCUMENTS:

- Partnerships agreements between universities and companies
- Agreements for supervised practical stage

CONTENT:

Stage 1. Companies present publicly at universities their internships to students. Several aspects of these internships are presented:

- ✓ Length of traineeships
- ✓ Departments involved and number of places per department
- ✓ Conditions offered to students
- ✓ Proposed themes/tasks
- ✓ Trainers involved
- ✓ Calendar

Stage 2. Students express their intention to participate in the internship through a motivational essay that they send directly to the company. The essay contains:

- ✓ Why they chose to practice in the company
- ✓ Why they chose that theme
- ✓ a short presentation of the scientific background of chosen theme/task
- ✓ a proposed methodology to approach it
- ✓ Which professor have chosen as a mentor

Along with the essay, a recommendation letter from a teacher/faculty member (preferable NOT the chosen mentor) is necessary.

Along with the essay, the student prepares the Personal Portfolio (PP).

A teacher can be mentor for more students.

Stage 3. Companies are selecting students based on their essays. Those admitted will be confirmed and a feedback will be sent to the rejected students. In special situations, the selected students can withdraw with most one month before the start of the internship.

Stage 4. The students are assigned to departments and themes/tasks. Students together with the mentors determine the structure of the work which they will carry out during the internship period under the direct guidance of the trainer in the company.

Stage 5. The training will be done by each student under the direct guidance and supervision of the trainer in the company. A trainer can supervise more students. At the end of the internship, the student must write a report coordinated by both, the mentor from the university and the trainer from the company.

Stage 6. The evaluation of the works will be done by a mixed committee made up of teachers and employees of the company, preferable other than those involved in guiding and supervising students. In front of them, the students will present the report. The evaluation and marking will be done according to the evaluation sheet (annex to this procedure).

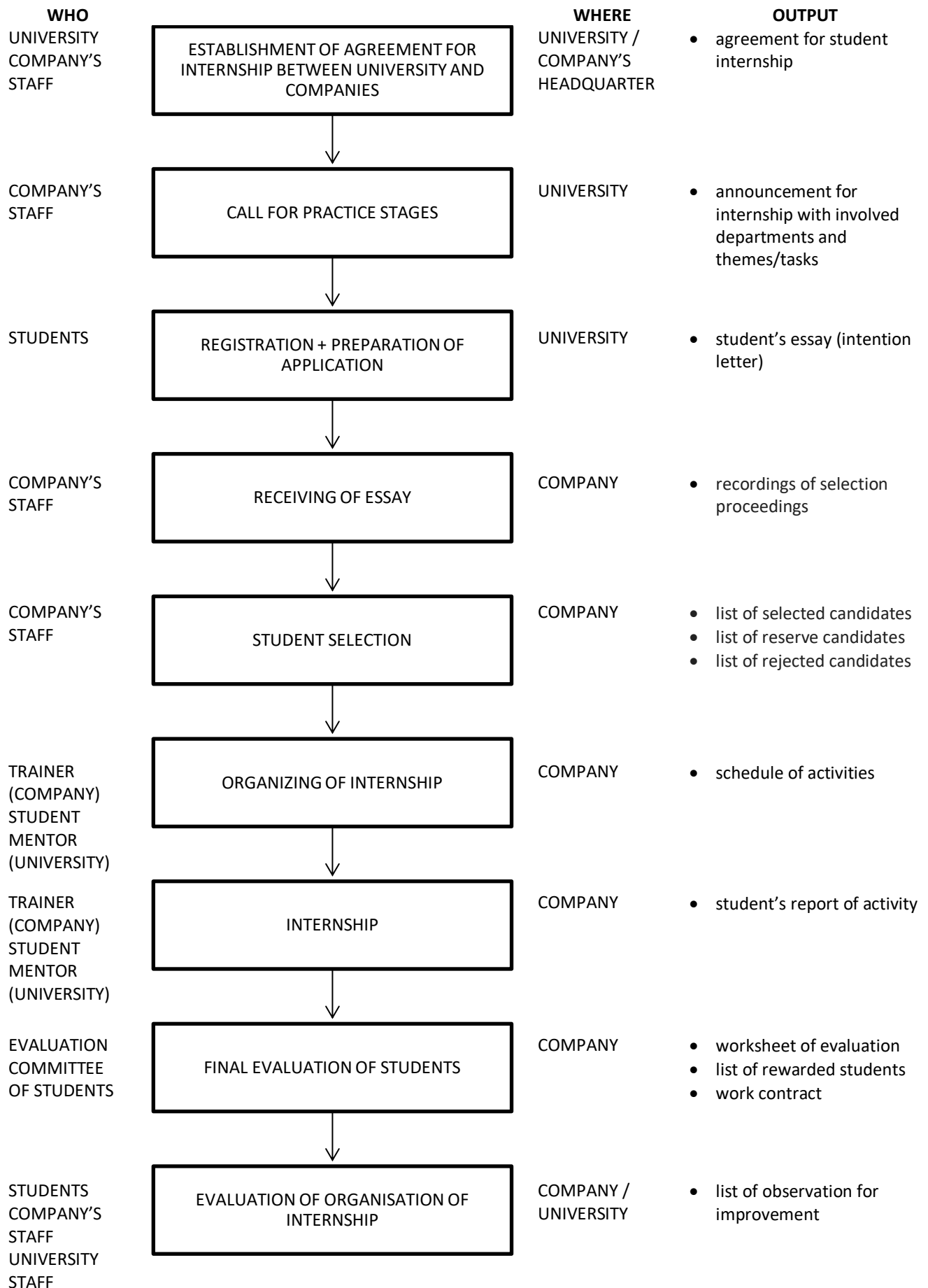
The presence of the mentors and trainers is not mandatory.

During the practice/training, students will take advantage of:

- ✓ Free accommodation;
- ✓ Free daily meal;
- ✓ Free transport between student's residence and where the company operates;
- ✓ A prize received by the best worker in each department;
- ✓ Practical experience;
- ✓ Certain students who have been remarked during the program can get a fixed-term work contract in the company.

Selection of students is made at each university partner in the project.

FLOW CHART FOR SELECTION PROCEDURE OF STUDENTS PARTICIPANTS IN INTERNSHIP



ANNEXES

1. Registration request
2. Registration list
3. Information of essay content
4. Content of the application file for students requesting internship
5. Declaration of avoidance of conflict of interest
6. Minute of the selection
7. List of candidates' students selected for internship
8. List of reserve students for the internship
9. List of rejected students for the internship
10. Register of complains

The documents can be prepared as files to be filled on-line on the web platform

Name of the university

Registrationrequest

Mr. Director of Internships/ Supervised practical stages,

The undersigned.....,

student of the University,

on the study programme,

in thestudy year,

please approve my registration for the internship inacademic year.

Date:

Signature

Name of the university

Registration list

No. crt.	Date of registration	Specialization/Year	Name and surname of the candidate	E-Mail address
1.				
2.				
3.				
4				

Date:

President of the selected committee:

(surname, name, signature)

Information of essay content

Essay content:

- Why the practice in the company was chosen
- Why the theme/task was chosen
- Short presentation of the scientific background of chosen theme/task
- Proposed methodology to approach it
- Professor chosen as a mentor and justification

The questions are noted as follows:

- | | |
|--|-----------|
| – Why the practice in the company was chosen | 5 points |
| – Why the theme/task was chosen | 5 points |
| – Short presentation of the scientific background of chosen theme/task | 15 points |
| – Proposed methodology to approach it | 20 points |
| – Professor chosen as a mentor | 5 points |

Maximal 50 points/essay

Name of the university

**Content of the application file
for students requesting internship**

1. Registration request
2. Personal Portofolio (PF)
3. Essay (max. 2 pages) on a theme/task displayed on the project website.
4. Recommendation letter from a teacher/faculty member

Name of the university

**Declaration of avoidance of conflict of interest
for participant in the selection committee**

The undersigned (a) _____ as a participant in the selection committee for internship, declare that I have carefully read and understood the requirements on conflict of interest and I will immediately inform the university about any situation, as far as I am concerned, it could be considered as a possible conflict of interest.

According to the New EC Financial Regulation, conflict of interest is defined as a situation in which impartiality and objectivity to fulfil the function of assessor - participant in the selection committee are compromised for the sake of family, emotional, political, ethnic, economic interest or any other shared interests with a candidate.

Date

Signature,

Name of the company

Minute of the selection

Ended today _____, when competition for selecting students who will perform an internship in academic year _____

In order for a student to participate in an internship stage must fulfil the following criteria:

- To be enrolled in a degree programme at _____ (bachelor, master, or Ph.D.)/food processing specialization;
- at the start of the stage, to be in the 3rd year of study (for bachelor);
- to fulfil any other additional criteria established by the selection committee.

They submitted their candidacy files and were presented in the selection of number _____ students. All applications consist of:

- ✓ Registration request
- ✓ Personal Portfolio (PF)
- ✓ Essay (max. 2 pages) on a theme/task displayed on the project website.
- ✓ Recommendation letter from a teacher/faculty member

Selection contest consisted of:

1. Assessment of the dossier submitted
2. Presenting presentation to the committee

Following the competition, the selection committee decided the following results:

- _____ selected students;
- _____ reserve students;
- _____ rejected students.

Date:

Selection committee:

(surname, name, signature)

1.
2.
3.

Name of the university

List of candidates' students selected for internship

No. crt.	Surname	Name	Study programme	Year of study	Level of study (bachelor/ master/ Ph.D.)	Total Points
1.						
2.						

Date:

President of the selected committee:

(surname, name, signature)

Name of the university

List of reserve students for the internship

No. crt.	Surname	Name	Study programme	Year of study	Level of study (bachelor/ master/ Ph.D.)	Total Points
1.						
2.						

Date:

President of the selected committed:

(surname, name, signature)

Name of the university

List of rejected students for the internship

No. crt.	Surname	Name	Study programme	Year of study	Period of stage (months)	Level of study (bachelor/ master/ Ph.D.)

Date:

President of the selected committee:

(surname, name, signature)

Name of the university

Register of complaints

No. crt.	Date of registration	Specialization/Year	Name and surname of the candidate