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TRAINING PROGRAMME FOR STUDENTS' INTERNSHIPS

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Curricula innovation in climate-smart urban development based on green
and energy efficiency with the non-academic sector

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List of abbreviations

CO-PLAN	Institute for Habitat Development
CSUD	Climate Smart Urban Development
ERASMUS+	European Community Action Scheme for the Mobility of University
EU	Students European Union
SC	Smart City
UET	European University of Tirana
UNBI	University of Bihac
UoM	University of Montenegro
UNI	University of Nis
UNIZG	University of Zagreb
UNMO	University of Mostar
UNSA	University of Sarajevo
URJC	Universidad Rey Juan Carlos
U_POLIS	POLIS University
UPT	Polytechnic University of Tirana
WB	Western Balkan

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Executive Summary

This document represents D3.2 “Development of training programme for students’ internships” of the SmartWB project funded by the European Commission's Erasmus+ Programme ERASMUS-EDU-2022-CBHE under grant agreement No 101081724.

The project "Curricula Innovation in Climate-Smart Urban Development," focusing on green initiatives and energy efficiency alongside the non-academic sector, extends beyond course implementation and staff training to encompass student practical experience. Vital to its success is fostering robust collaboration between university institutions and non-academic entities. To this end, the project endeavors to facilitate partnerships between third countries not affiliated with the Programme's Higher Education Institutions (HEIs) and those associated with the Programme, along with the non-academic sector. Each entity will collaborate to design internship training programs tailored to each Western Balkans (WB) HEI.

The report is organized in five sections. To begin with, it introduces its content, scope and methodology and steps that have been followed to develop it. In the second section, it includes the detailed internship application templates, developed from each project partner. Moving on to the third sections, where are all internships developed from each SmartWB's Balkan partners. Finally, the report ends with a descriptive summary of the deliveries of this task.

1. Introduction

The project "Curricula Innovation in Climate-Smart Urban Development," focusing on green initiatives and energy efficiency alongside the non-academic sector, extends beyond course implementation and staff training to encompass student practical experience. Vital to its success is fostering robust collaboration between university institutions and non-academic entities. To this end, the project endeavors to facilitate partnerships between third countries not affiliated with the Programme's Higher Education Institutions (HEIs) and those associated with the Programme, along with the non-academic sector. Each entity will collaborate to design internship training programs tailored to each Western Balkans (WB) HEI. These internships, spanning 14 days (with 10 working days), will immerse students in urban development contexts within the non-academic sector. This training program does aim emphasizing the practical application of theoretical knowledge gained through coursework. Through these internships, students will have the opportunity to engage directly with professionals, expanding their networks and fostering potential career pathways. Adding more, the main aim of the internship is to bridge the gap between academia and industry, ensuring that graduates are equipped with the skills and expertise needed to address contemporary urban development and climate change issues effectively.

Each university has its own distinct mission and objectives:

UOM - University of Montenegro (UoM): Recognized as a leading higher education institution in Montenegro, UoM adheres to the Bologna Charter criteria. Offering study programs across bachelor's, master's, and doctoral levels in civil engineering, this UoM's internship program caters to students from the Faculty of Civil Engineering. The program focuses on providing hands-on experience in climate-smart urban development through engagement with real-world projects, emphasizing aspects like green building, water management, and energy efficiency. The overarching goal is to equip students with a multifaceted skill set encompassing design, technical prowess, managerial understanding, and collaborative teamwork while raising environmental awareness.

UNSA - University of Sarajevo (UNSA): As one of Bosnia and Herzegovina's public universities, UNSA is fully aligned with the Bologna Process standards. Its internship program, designed for master's students in Water Resources and Environmental Engineering and Roads and Transportation Engineering, aims to immerse participants in practical experiences related to climate-smart urban development. Through real-world projects, students delve into areas such as energy-efficient building, sustainable urban development, water management, and spatial planning, fostering both theoretical knowledge and hands-on competencies.

UNMO - Dzemal Bijedic University of Mostar (UNMO): Another prominent institution in Bosnia and Herzegovina, UNMO operates in harmony with the Bologna Process guidelines. Targeting master's students in Environmental Infrastructure Management, UNMO's internship program offers practical exposure to climate-smart urban development projects. With a focus on sustainability, green building, water management, and energy efficiency, the program equips students with theoretical and practical skills essential for modern urban construction and architecture.

UNBI - University of Bihać (UNBI): A key player in Bosnia and Herzegovina's educational landscape, UNBI is fully integrated into the Bologna Process framework. The internship program at UNBI caters to bachelor's and master's students in Civil Engineering, aiming to provide them with practical insights into climate-smart urban development. Through engagement with real-world projects, students gain

expertise in energy-efficient building, sustainable urban development, and spatial planning, fostering a holistic skill set encompassing creative design, technical proficiency, managerial acumen, and collaborative teamwork.

UET - European University of Tirana: Positioned as a leading institution in Albania, UET upholds the principles of the Bologna Charter across its study programs. The internship program, tailored for Master of Architecture graduates, focuses on hands-on experience in climate-smart urban development, emphasizing aspects such as green building and energy efficiency. By providing comprehensive professional exposure, the program aims to cultivate a strong foundation in architectural design, technology, and practice, while nurturing innovation, critical thinking, and environmental responsibility.

UPT – Polytechnic University of Tirana: in alignment with the standards set forth by the Bologna Charter, offers comprehensive study programs spanning bachelor's, master's, and doctoral levels in civil engineering. The internship initiative at UPT is specifically tailored for students enrolled in the Faculty of Civil Engineering at both bachelor's and master's levels, with a primary aim to provide practical exposure to climate-smart urban development. This hands-on experience entails active participation in real-world projects, with a strong emphasis on areas like green building, water management, and energy efficiency. The program at UPT is meticulously crafted to ensure a holistic learning journey for students pursuing their Bachelor's and Master's degrees in Civil Engineering. Its central objective lies in equipping participants with a versatile skill set covering various aspects such as design, technical proficiency, managerial comprehension, and collaborative teamwork. Moreover, it seeks to instill a profound understanding of the geodetic engineering profession among participants, thereby fostering innovation, environmental consciousness, critical thinking, and a sense of social and environmental responsibility within the context of urban development.

U_POLIS – POLIS University: This internship program caters to third-year students in Architecture, Urban Planning, or Environmental Planning. Operating within the framework of the Urban Planning Studio course, it offers practical experience in climate-smart urban development, focusing on critical thinking regarding policies and practices. Each year, students engage with a different case study, such as the Pustec Municipality in Albania, aiming to equip participants with a diverse skill set encompassing creative design, methodological development, managerial understanding, and collaborative teamwork.

2. Templates for the forms of internships for students

In the context of the Balkan Region, where certain documents may differ from the European Union (EU) versions, we are contemplating proposing two distinct types of forms: one for internships offered locally and another for those offered abroad. For internships at the European level, we are adhering to the Erasmus criteria, while those at the national level necessitate less detailed information.

2.1 European Level / Template forms of the training program for students' internships

Following below with the European level based on Erasmus criteria. For this type of internship, the documents do include 3 different application forms for students' internship, the same for each Western Balkan project partner:

- 1- Erasmus_Exceptional Changes to Training Program_SmartWB
- 2- Erasmus_Internship Training Programme Agreement_SmartWB
- 3- Erasmus_Traineeship Certificate by the receiving organisation_SmartWB

The documents above, will be the same for each Western Balkan Higher Education Institutions, meanwhile the other documents for local internships, are adjusted in local language to the respective country offering the internship.

2.2 National Level / Template forms of training program for students' internships

In addition to the provided application forms, candidates applying for internships at the National level based on the Western Balkan Region or institutional standards may need to submit supplementary documentation to complete their application package. Applicants might be asked to demonstrate their educational background and any relevant coursework or achievements. Additionally, candidates may be requested to provide samples of their work, such as design portfolios or project reports, to showcase their skills and capabilities in their respective fields. Alongside these materials, candidates must complete and submit the three provided documents: The Application Form_SmartWB, the Company General Information_SmartWB, and the Certificate of Arrival_SmartWB. It's essential for applicants to carefully review the specific requirements outlined in the internship program guidelines and ensure that all requested documentation is prepared and submitted accurately and on time. This meticulous approach demonstrates professionalism and attention to detail, increasing the likelihood of a successful application outcome. These documents are adjusted to the local language of the host institution. Each Western Balkan Higher Education Institution, they did adjust according to their institution's regulations.

- 1- Application Form_SmartWB
- 2- Company General Information_SmartWB
- 3- Certificate of Arrival_SmartWB

3. Development of the training program / Internship for students

As outlined in work package D 3.2, each WB HEI in collaboration with EU Member States and third countries associated with the Programme's HEIs and the non-academic sector, will establish a training program for student internships at each Western Balkans (WB) HEI. These internship programs, spanning 14 days (with 10 working days), will include visits to sites related to partners from the non-academic sectors focusing on urban development. Subsequently, all internships will be detailed in the following chapter.

3.1 UoM – University of Montenegro

Table 1. Development of the training program/ Internship for students - UOM

I Introduction	
Program overview	<p>The University of Montenegro (UoM) is a leading university and research centre in Montenegro, established in full compliance with the criteria of the Bologna Charter, including study programmes at the three levels of study in the field of civil engineering: Bachelor, Master and Doctorate.</p> <p>This internship program is designed for students enrolled in their bachelor's and master's degrees at the Faculty of Civil Engineering (UoM) and aims to provide practical experience in climate-smart urban development. This will involve engaging with real-world projects that emphasize green building, water management, energy efficiency, etc.</p>
Internship duration	The program runs for 14 days (10 working days dedicated to on-site experience and learning), from 15/07/2025 to 26/07/2025. <i>(on process for confirmation)</i>
Internship supervisor	<p>Assist. Professor Ivana Čipranić <i>(on process for confirmation)</i></p> <p><i>Note* Identify the supervisor or mentor overseeing each internship's work.</i></p>
II Programme goal	
Learning objectives	<ul style="list-style-type: none"> ▪ Develop an understanding of design theory and practice to achieve improvements in various project types in the area of civil engineering. ▪ Learn to select and apply green materials and low-carbon technologies that reduce environmental impact. ▪ Enhance technical skills using industry-standard software. ▪ Acquire practical knowledge about modern construction techniques, materials, and innovations and how they influence design. ▪ Understand the role of civil engineering within the urban and social context and learn to design facilities that respond to community needs. ▪ Engage with sustainable design concepts to create environmentally responsible and resource-efficient buildings. ▪ Understand engineering practice's ethical and legal aspects, including contracts, work licensing, and professional conduct.
Overall goals	<p>To provide a comprehensive experience for students of Bachelor and Master studies at the Faculty of Civil Engineering, University of Montenegro.</p> <p>The program's main objective is to equip participants with a diverse skill set that encompasses designing, technical proficiency, understanding of managerial skills and collaborative teamwork. It intends to foster a deep appreciation for the nature of the civil engineering profession, encouraging innovation and environmental awareness, as well as critical thinking, and a commitment to social and environmental responsibility within the built environment.</p>
Training	Software training - Instruction in CAD and other industry-standard software for designing and project management in civil engineering.

Mentoring	<p>Mentoring is crucial to internship programs, mainly providing students with professional development opportunities. The methodology of this internship mentoring is described below:</p> <ul style="list-style-type: none"> ▪ Each intern would be paired with a senior mentor throughout the program. Matching should consider the intern's interests and the mentor's expertise to ensure a beneficial collaboration. ▪ Mentors would offer practical guidance for specific projects, helping interns understand the application of theoretical knowledge in real-world scenarios. ▪ Mentors would assess the trainee's skill development. ▪ Mentors will offer feedback on the intern's portfolio, suggesting improvements and advising on how best to present their work.
Feedback and evaluation	<p>After the internship, mentors and interns will have a final meeting to reflect on the internship experience, discuss the intern's growth, and provide feedback for future professional development. Evaluative documents will be used to ensure a robust and multi-faceted assessment of student internships:</p> <ul style="list-style-type: none"> ▪ Evaluation by the Internship Supervisor - This document captures the professional assessment by the student's direct superior during the internship. ▪ Self-Evaluation by the Student - Essential to the evaluative process is the student's reflection on their internship experience. This self-assessment encourages students to critically analyse their professional development, challenges encountered, skills honed, and learning outcomes.
III Provisional timeline	
Week 1	
Theme(s)	<p>Introduction to the internship program and core skills training</p> <p>Sustainable civil engineering design principles</p>
Goal(s)	<p>To introduce interns to the organization, provide basic training in essential skills relevant to their field, and equip interns with a foundational understanding of climate-smart urban development concepts.</p>
Task(s)	<p>Day 1: Welcome and introduction to the Company, overview of the Company, tour of the office and facilities, review of the internship</p> <p>Day 2: Introduction to team members, assignment to a specific project, and beginning of hands-on work under supervision.</p> <p>Day 3: Introduction to software tools used in civil engineering</p> <p>Day 4-5: Introduction to the relevant and ongoing projects and analysis of design; collaborative project work with team members.</p> <p>This timeline can be adjusted based on the specific focus areas of the company and the interns' skill levels. The goal is to provide a well-rounded experience that combines theoretical knowledge, technical skills, and practical application in civil engineering.</p>
Week 2	
Goal(s)	<p>To provide interns with hands-on experience through active involvement in ongoing projects</p>
Task(s)	<p>Day 6: Involving in the ongoing projects and collaborative project work with team members; mid-internship feedback session with the mentor.</p> <p>Day 7-9: Collaborative project work with team members and contribution to departmental goals.</p> <p>Day 10: End-of-internship presentation and final meeting with the mentor to reflect on the internship experience, discuss the intern's growth, and provide feedback for future professional development.</p> <p>This timeline can be adjusted based on the specific focus areas of the company and the interns' skill levels. The goal is to provide a well-rounded experience that combines theoretical knowledge, technical skills, and practical application in civil engineering.</p>
IV Outputs	
Internship reports	<p>A self-evaluation report is a reflective document where an individual assesses their performance, accomplishments, challenges, and areas for improvement. This self-assessment encourages students to critically analyze their professional development, challenges encountered, skills upgraded, and learning outcomes. It will be performed at the end of the internship.</p>
Closing remarks	<p>A reflection session with mentors and faculty members to discuss the internship outcomes, the practical application of learned skills, and the intern's contribution to the organization. The interns could also present their design proposals and receive portfolio feedback.</p>

3.2 UNSA – University of Sarajevo

Table 2. Development of the training program/ Internship for students - UNSA

I Introduction	
Program overview	<p>University of Sarajevo (UNSA) is a one of eight public universities in Bosnia and Herzegovina. The University is in full compliance with the criteria of the Bologna Process, including study programmes at the three levels of study in the field of civil engineering: Bachelor, Master and PhD.</p> <p>This internship program is designed for students who have enrolled in their master's studies in Water Resources and Environmental Engineering and Roads and Transportation Engineering at the Faculty of Civil Engineering, University of Sarajevo (UNSA) and aims to provide practical experience in climate-smart urban development. This will involve engaging with real-world projects emphasising energy efficiency building, sustainable urban development, water management and spatial planning.</p>
Internship duration	The program runs for 14 days (10 working days dedicated to on-site experience and learning), from 15/07/2025 to 26/07/2025. <i>(on process for confirmation)</i>
Internship supervisor	<p>_____ <i>(on process for confirmation)</i></p> <p><i>Note* Identify the supervisor or mentor overseeing each internship's work.</i></p>
II Programme goal	
Learning objectives	<ul style="list-style-type: none"> Use theoretical knowledge through practical examples with innovation in improving the planning and construction process. Acquiring competences through the application of software packages for modelling and drawing as a tool for improving the quality of engineering solutions. Expand practical knowledge about water resources management and urban planning, environmentally friendly materials, urban traffic and roads planning and how they affect on the natural and build environment. Apply the green agenda in the process of civil engineering construction with the aim of reducing harm to the environment. Designing and applying structural solutions that are in accordance with the requirements of the wider social community. Through practical examples, as well as by participating in the same, to gain new knowledge about different methods and decision-making processes in the development of projects, from idea to construction and management of the implementation process. Innovating concepts of sustainable urban planning as a response to climate change, with as little use of environmentally harmful materials as possible. Acquiring theoretical and practical knowledge about legislation in construction and architecture through practical examples, project – technical documents and contracts.
Overall goals	<ul style="list-style-type: none"> Master students are enabled to acquire theoretical and practical competencies in water resources management and urban construction by applying modern technologies and materials. The primary goal of the program is to educate students with a skill set that includes creative design, technical expertise, understanding of managerial skills, and collaborative teamwork. One of the important goals is the intention to encourage the understanding of the civil engineering structures with the inclusion of innovations in planned construction, the development of critical thinking and commitment to social and environmental responsibility in smart urbanization.
Training	<p>Software training - Instruction in AutoCAD software</p> <p>Software training - Instruction in HecRAS</p> <p>Software training - Instruction in GIS software</p> <p>On site practical training</p>
Mentoring	<p>Mentorship plays a pivotal role in internship programs, providing students with valuable opportunities for professional development. Internships are designed to augment theoretical knowledge with practical experience, equipping students to effectively navigate their study programs and excel in professional settings. The methodology for internship mentoring is outlined as follows:</p> <ul style="list-style-type: none"> Each intern is paired with a seasoned mentor for the duration of the program, considering the intern's interests and the mentor's expertise to foster a mutually beneficial collaboration. Mentors provide hands-on guidance for specific projects, aiding interns in applying theoretical knowledge to real-world situations. Mentor assessments focus on evaluating the trainee's skill development. Upon internship completion, the institution issues a certificate signed by the mentor, detailing the internship period, comments on the candidate's performance, and proposed grades.

Feedback and evaluation	<p>Following the internship, mentors and interns from the faculty will come together for a concluding session aimed at reflecting on the internship journey, discussing the intern's personal and professional growth, and offering constructive feedback to guide future development. To conduct a thorough evaluation of student internships, our approach incorporates a tripartite evaluation system with the following components:</p> <ol style="list-style-type: none"> 1. Evaluation by the Internship Supervisor: This document captures the professional assessment provided by the student's direct supervisor during the internship. It seeks to assess the student's performance in a practical work setting, evaluating professional skills, adaptability, and the application of theoretical knowledge in real-world tasks. The supervisor's insights are integral for evaluating the student's contributions to the workplace and assessing their potential for future employment. 2. Self-Evaluation by the Student: A crucial aspect of the evaluation process involves the student's self-reflection on their internship experience. This self-assessment encourages students to critically analyze their professional development, challenges faced, skills acquired, and learning outcomes. It serves as a self-reflective tool supporting personal growth and self-awareness. <p>To ensure effective progress monitoring, the faculty provides evaluative documents as a guiding framework for interns throughout the two-week evaluation period. The conclusion of the internship is marked by a final meeting where mentors and interns jointly reflect on the experience, offering valuable insights for the interns' ongoing professional development.</p>
III Provisional timeline	
Week 1	
Theme(s)	Introduction to the internship program and skills training in Sustainability in civil engineering
Goal(s)	To introduce interns to the organization, provide basic training in organizations' skills relevant to their field of expertise, equip interns with a basic terms of climate-smart urban development concepts, and provide insight in company practical problems.
Task(s)	<p>Day 1: Welcome address and presentation of the Company, overview of the Company, tour of the company and offices, review of the internship</p> <p>Day 2: Presentations of the team members, assignment to a specific project, and beginning work under supervision</p> <p>Day 3: Introduction to software tools used by the company</p> <p>Day 4-5: Presentation of the relevant projects and some ongoing projects relevant to the field; work with team members and under supervision.</p> <p>Note: This schedule can be corrected according to the specific focus areas of the company and the interns' skill levels. The goal is to provide interns experience that combines theoretical knowledge, technical skills, and practical application in civil engineering.</p>
Week 2	
Goal(s)	To provide interns with hands-on experience through active involvement in ongoing projects
Task(s)	<p>Day 6-9: Participation of interns in ongoing projects and collaboration with team members and acquaintance with company practical problems</p> <p>Day 10: End-of-internship presentation and final meeting with the mentor to reflect on the internship experience, discuss the intern's growth, and provide feedback for future professional development.</p> <p>The timeline of an internship can be adjusted based on the specific focus areas of the company and the interns' skill levels. The goal of the internship is to provide a well-rounded experience that combines theoretical knowledge, technical skills, and practical application in civil engineering.</p>
IV Outputs	
Internship reports	Compose a report on your internship experience, a document designed for self-reflection on your achievements, performance, encountered challenges, and areas with potential for improvement. This report serves as a platform for students to conduct a thoughtful analysis of their professional growth, the hurdles they faced, the enhancement of their skills, and the outcomes of their learning journey. Additionally, it functions as a valuable tool for highlighting personal achievements and contributions made to the organization, making it an integral component to be completed at the conclusion of the internship period.
Closing remarks	Facilitate a formal gathering involving interns, mentors, and faculty members to delve into the outcomes of the internship, the practical implementation of newly acquired skills, and the contributions made by interns to the organization. Within this meeting, interns will have the chance to showcase their design proposals and receive valuable feedback on their portfolios. This assembly creates a platform for interns to reflect on their experiences, share insights, and gain constructive feedback from both mentors and faculty members.

3.3 UNMO – University of Mostar

Table 3. Development of the training program/ Internship for students - UNMO

I Introduction	
Program overview	<p>Dzemal Bijedic University of Mostar (UNMO) is a one of eight public universities in Bosnia and Herzegovina. The University is integrated institution since 2015 and in full compliance with the criteria of the Bologna Process, including study programmes at the three levels of study in the field of civil engineering: Bachelor, Master and PhD.</p> <p>This internship program is designed for students who have enrolled in master study programme Environmental Infrastructure Management at the Faculty of Civil Engineering (UNMO), and aims to provide practical experience in climate-smart urban development. The internship programme will involve students in real-life projects emphasising sustainability, green building, water management, energy efficiency, etc.</p>
Internship duration	The program runs for 14 days (10 working days dedicated to on-site experience and learning), from 15/07/2025 to 26/07/2025. <i>(on process for confirmation)</i>
Internship supervisor	<p>_____ <i>(on process for confirmation)</i></p> <p><i>Note* Identify the supervisor or mentor overseeing each internship's work.</i></p>
II Programme goal	
Learning objectives	<ul style="list-style-type: none"> ▪ Use theoretical knowledge through practical examples with innovation in improving the planning and construction process. ▪ Develop an understanding of design theory and practice to achieve improvements in various project types in the area of civil engineering. ▪ Expand practical knowledge about modern construction techniques, materials, and how they affect the design of structures. ▪ Learn to select and apply green materials and low-carbon technologies that reduce environmental impact. ▪ Apply the green agenda in the process of construction and construction, all with the aim of reducing harm to the environment. ▪ Enhance technical skills using industry-standard software. ▪ Through practical examples, as well as by participating in the same, to gain new knowledge about different methods and decision-making processes in the development of projects, from idea to construction and management of the implementation process. ▪ Acquire practical knowledge about modern construction techniques, materials, and innovations and how they influence design. ▪ Acquiring theoretical and practical knowledge about legislation in construction and architecture through practical examples, project – technical documents and contracts.
Overall goals	<p>Master students are enabled to acquire theoretical and practical competencies in urban construction by applying modern technologies and materials in construction and architecture.</p> <p>The primary goal of the program is to educate students with a skill set that includes creative design, technical expertise, understanding of managerial skills, and collaborative teamwork, all in line with encouraging innovation and environmental awareness, as well as critical thinking.</p>
Training	<p>Software training - Instruction in CAD and other industry-standard software</p> <p>On-site practical training</p>
Mentoring	<p>Mentoring is crucial to internship programs, mainly providing students with professional development opportunities. Students are referred to internships in order to complement theoretical knowledge with practical ones, which enables them to more successfully carry out the study program and engage in professional work. The methodology of this internship mentoring is described below:</p> <ul style="list-style-type: none"> ▪ Each intern would be paired with a senior mentor throughout the program. Matching should consider the intern's interests and the mentor's expertise to ensure a beneficial collaboration. ▪ Mentors would offer practical guidance for specific projects, helping interns understand the application of theoretical knowledge in real-world scenarios. ▪ Mentors would assess the trainee's skill development. ▪ After completing the internship, the institution where the student completed the internship issues a certificate of completed internship signed by the mentor. The certificate consists of the period of the internship, comments about the candidates during the internship, as well as the grades proposal.

Feedback and evaluation	<p>After the internship, mentors and interns at the faculty will convene for a final meeting to reflect on the internship experience, discuss the intern's growth, and provide constructive feedback for future professional development. To ensure a comprehensive and thorough evaluation of student internships, our approach involves a set of evaluative documents encompassing a tripartite evaluation system:</p> <ul style="list-style-type: none"> ▪ Evaluation by the Internship Supervisor: This document captures the professional assessment from the student's direct superior during the internship. It aims to gauge the student's performance in a practical work environment, evaluating their professional skills, adaptability, and the application of theoretical knowledge in real-world tasks. The supervisor's input is crucial in assessing the student's contribution to the workplace and their potential for future employment. ▪ Self-Evaluation by the Student: Essential to the evaluative process is the student's own reflection on their internship experience. This self-assessment encourages students to critically analyse their professional development, challenges encountered, skills honed, and learning outcomes. It serves as a self-reflective process supporting personal growth and self-awareness. <p>To ensure effective progress tracking, the faculty provides evaluative documents as a key guide for interns throughout the two-week evaluation period. The culmination of the internship is marked by a final meeting where supervisor and interns reflect on the experience and provide valuable insights for the interns' future professional development.</p>
III Provisional timeline	
Week 1	
Theme(s)	Introduction to the internship program and skills training in Sustainability in civil engineering
Goal(s)	To introduce interns to the organization, provide basic training in organizations' skills relevant to their field of expertise, equip interns with a basic terms of climate-smart urban development concepts, and provide insight in company practical problems.
Task(s)	<p>Day 1: Welcome address and presentation of the Company, overview of the Company, tour of the company and offices, review of the internship</p> <p>Day 2: Presentations of the team members, assignment to a specific project, and beginning work under supervision</p> <p>Day 3: Introduction to software tools used by the company</p> <p>Day 4-5: Presentation of the relevant projects and some ongoing projects relevant to the field; work with team members and under supervision.</p> <p>Note: This schedule can be corrected according to the specific focus areas of the company and the interns' skill levels. The goal is to provide interns experience that combines theoretical knowledge, technical skills, and practical application in civil engineering.</p>
Week 2	
Goal(s)	To provide interns with hands-on experience through active involvement in ongoing projects
Task(s)	<p>Day 6-9: Participation of interns in ongoing projects and collaboration with team members and acquaintance with company practical problems.</p> <p>Day 10: End-of-internship presentation and final meeting with the mentor to reflect on the internship experience, discuss the intern's growth, and provide feedback for future professional development.</p> <p>Note: This schedule can be corrected according to the specific focus areas of the company and the interns' skill levels. The goal of the internship is to provide a well-rounded experience that combines theoretical knowledge, technical skills, and practical application in civil engineering.</p>
IV Outputs	
Internship reports	Write an internship report which is a document that allows an individual to reflect on their performance, accomplishments, challenges, and areas for improvement. This report encourages students to critically analyze their professional development, challenges encountered, skills upgraded, and learning outcomes. It can also be used as a tool to showcase their achievements and contributions to the organization. It will be performed at the end of the internship.
Closing remarks	Organize a formal meeting between interns, mentors, and faculty members to discuss the outcomes of the internship, the practical application of learned skills, and the intern's contribution to the organization. During this meeting, interns can also present their design proposals and receive feedback on their portfolios. This meeting allows interns to reflect on their experiences, share their insights, and receive constructive feedback from their mentors and faculty members.

3.4 UNBI - University of Bihac

Table 4. Development of the training program/ Internship for students - UNBI

I Introduction	
Program overview	<p>University of Bihać (UNBI) is a one of eight public universities in Bosnia and Herzegovina. The University is integrated institution since 2010 and in full compliance with the criteria of the Bologna Process, including study programmes at the two levels of study in the field of civil engineering: Bachelor and Master.</p> <p>This internship program is designed for students who have enrolled in their bachelor's and master's studies at the Department of Civil Engineering of the Faculty of Technical Engineering, University of Bihać (UNBI) and aims to provide practical experience in climate-smart urban development. This will involve engaging with real-world projects emphasising energy efficiency building, sustainable urban development, and spatial planning.</p>
Internship duration	The program runs for 14 days (10 working days dedicated to on-site experience and learning), from 15/07/2025 to 26/07/2025. <i>(on process for confirmation)</i>
Internship supervisor	<p>_____ (to be confirmed)</p> <p><i>Note* Identify the supervisor or mentor overseeing each internship's work.</i></p>
II Programme goal	
Learning objectives	<ul style="list-style-type: none"> Use theoretical knowledge through practical examples with innovation in improving the planning and construction process. Acquiring competences through the application of software packages for modelling and drawing as a tool for improving the quality of architectural solutions. Expand practical knowledge about modern construction techniques, materials, and how they affect the design of structures. Apply the green agenda in the process of construction with the aim of reducing harm to the environment. Designing and applying architectural solutions that are in accordance with the requirements of the wider social community. Through practical examples, as well as by participating in the same, to gain new knowledge about different methods and decision-making processes in the development of projects, from idea to construction and management of the implementation process. Innovating concepts of sustainable urban planning as a response to climate change, with as little use of environmentally harmful materials as possible. Acquiring theoretical and practical knowledge about legislation in construction and architecture through practical examples, project – technical documents and contracts.
Overall goals	<ul style="list-style-type: none"> Bachelor and Master students are enabled to acquire theoretical and practical competencies in urban construction by applying modern technologies and materials. The primary goal of the program is to educate students with a skill set that includes creative design, technical expertise, understanding of managerial skills, and collaborative teamwork. One of the important goals is the intention to encourage the understanding of the construction and architectural profession with the inclusion of innovations in planned construction, the development of critical thinking and commitment to social and environmental responsibility in smart urbanization.
Training	<p>Software training - Instruction in AutoCAD software</p> <p>Software training - Instruction in Autodesk Revit software</p> <p>Software training - Instruction in GIS software</p> <p>On site practical training</p>
Mentoring	<p>Mentoring is crucial to internship programs, mainly providing students with professional development opportunities. Students are referred to internships in order to complement theoretical knowledge with practical ones, which enables them to more successfully carry out the study program and engage in professional work. The methodology of this internship mentoring is described below:</p> <ul style="list-style-type: none"> Each intern would be paired with a senior mentor throughout the program. Matching should consider the intern's interests and the mentor's expertise to ensure a beneficial collaboration. Mentors would offer practical guidance for specific projects, helping interns understand the application of theoretical knowledge in real-world scenarios. Mentors would assess the trainee's skill development. After completing the internship, the institution where the student completed the internship issues a certificate of completed internship signed by the mentor. The certificate consists of the

	period of the internship, comments about the candidates during the internship, as well as the grades proposal.
Feedback and evaluation	<p>After the internship, mentors and interns at the faculty will convene for a final meeting to reflect on the internship experience, discuss the intern's growth, and provide constructive feedback for future professional development. To ensure a comprehensive and thorough evaluation of student internships, our approach involves a set of evaluative documents encompassing a tripartite evaluation system:</p> <ul style="list-style-type: none"> • Evaluation by the Internship Supervisor: This document captures the professional assessment from the student's direct superior during the internship. It aims to gauge the student's performance in a practical work environment, evaluating their professional skills, adaptability, and the application of theoretical knowledge in real-world tasks. The supervisor's input is crucial in assessing the student's contribution to the workplace and their potential for future employment. • Self-Evaluation by the Student: Essential to the evaluative process is the student's own reflection on their internship experience. This self-assessment encourages students to critically analyze their professional development, challenges encountered, skills honed, and learning outcomes. It serves as a self-reflective process supporting personal growth and self-awareness. <p>To ensure effective progress tracking, the faculty provides evaluative documents as a key guide for interns throughout the two-week evaluation period. The culmination of the internship is marked by a final meeting where mentors and interns reflect on the experience and provide valuable insights for the interns' future professional development.</p>
III Provisional timeline	
Week 1	
Theme(s)	Introduction to the internship program and skills training in Sustainability in civil engineering
Goal(s)	To introduce interns to the organization, provide basic training in organizations' skills relevant to their field of expertise, equip interns with a basic terms of climate-smart urban development concepts, and provide insight in company practical problems.
Task(s)	<p>Day 1: Welcome address and presentation of the Company, overview of the Company, tour of the company and offices, review of the internship</p> <p>Day 2: Presentations of the team members, assignment to a specific project, and beginning work under supervision</p> <p>Day 3: Introduction to software tools used by the company</p> <p>Day 4-5: Presentation of the relevant projects and some ongoing projects relevant to the field; work with team members and under supervision.</p> <p>Note: This schedule can be corrected according to the specific focus areas of the company and the interns' skill levels. The goal is to provide interns experience that combines theoretical knowledge, technical skills, and practical application in civil engineering.</p>
Week 2	
Goal(s)	To provide interns with hands-on experience through active involvement in ongoing projects
Task(s)	<p>Day 6-9: Participation of interns in ongoing projects and collaboration with team members and acquaintance with company practical problems</p> <p>Day 10: End-of-internship presentation and final meeting with the mentor to reflect on the internship experience, discuss the intern's growth, and provide feedback for future professional development.</p> <p>The timeline of an internship can be adjusted based on the specific focus areas of the company and the interns' skill levels. The goal of the internship is to provide a well-rounded experience that combines theoretical knowledge, technical skills, and practical application in civil engineering.</p>
IV Outputs	
Internship reports	Write an internship report which is a document that allows an individual to reflect on their performance, accomplishments, challenges, and areas for improvement. This report encourages students to critically analyze their professional development, challenges encountered, skills upgraded, and learning outcomes. It can also be used as a tool to showcase their achievements and contributions to the organization. It will be performed at the end of the internship.
Closing remarks	Organize a formal meeting between interns, mentors, and faculty members to discuss the outcomes of the internship, the practical application of learned skills, and the intern's contribution to the organization. During this meeting, interns can also present their design proposals and receive feedback on their portfolios. This meeting allows interns to reflect on their experiences, share their insights, and receive constructive feedback from their mentors and faculty members.

3.5 UET – European University of Tirana

Table 5. Development of the training program/ Internship for students - UET

I. Introduction	
Program Overview:	<p>European University of Tirana is a leading university and research centre in Albania, established in full compliance with the criteria of the Bologna Charter, including study programmes in the three levels of study: BA; MA and Doctorates.</p> <p>This internship program is designed for students who have completed their Master's in Architecture and aims to provide practical experience in climate-smart urban development. This will involve engaging with real-world projects that emphasize green building and energy efficiency.</p>
Internship Duration:	<p>The program runs for 14 days (10 working days), starting from 26 /5/2025 to 6/6/2025.</p> <p><i>The internship will last for a total of 14 days, with 10 working days dedicated to on-site experience and learning.</i></p>
Internship Supervisor:	<p>Prof. Assoc. Otjela Lubonja</p> <p><i>Note* Identify the supervisor or mentor responsible for overseeing each intern's work.</i></p>
II. Programme Goal	
Learning Objectives:	<ul style="list-style-type: none"> ▪ Develop an understanding of design theory and practice to achieve architectural improvements in a variety of project types. ▪ Enhance technical skills including advanced digital modeling, rendering, and drafting techniques using industry-standard software. ▪ Acquire practical knowledge about modern construction techniques, materials, and innovations, and how they influence design. Learn to select and apply green materials and technologies that reduce environmental impact. ▪ Understand the role of architecture within the urban and social context and learn to design spaces that respond to community needs and cultural significance. ▪ Learn about different project delivery methods, including design-bid-build, design-build, and construction management. ▪ Engage with concepts of sustainable urban planning to create environmentally responsible and resource-efficient buildings. ▪ Engage in collaborative projects involving interdisciplinary teams, including engineers, landscape architects, and urban planners. ▪ Understand the ethical and legal aspects of architectural practice, including contracts, intellectual property rights, and professional conduct.
Overall Goals:	<p>To provide a comprehensive and immersive professional experience for recent Master of Architecture graduates, this internship program aims to cultivate a strong foundation in architectural design, technology, and practice. The program's core objective is to equip participants with a diverse skill set that encompasses creative design, technical proficiency, understanding of managerial skills and collaborative teamwork. It intends to foster a deep appreciation for the nature of the architectural profession, encouraging innovation, critical thinking, and a commitment to social and environmental responsibility within the built environment.</p>
Training:	<ul style="list-style-type: none"> ▪ Software Trainings - Instruction in CAD and other industry-standard software. ▪ Sustainable Architecture Workshop - Training in eco-friendly design practices.
Mentoring:	<p>Mentoring will be a crucial component of this internship program, as it provides personalized guidance and professional growth opportunities for interns. The methodology of this internship mentoring is described below:</p> <ul style="list-style-type: none"> ▪ Each intern would be paired with a senior architect who acts as a mentor throughout the duration of the program. The pairing should consider the intern's interests and the mentor's expertise to ensure a beneficial match. ▪ Mentors and interns will schedule 2 (two) check-ins to discuss the intern's progress, challenges faced, and provide feedback. ▪ Mentors would offer hands-on guidance on specific projects, helping interns understand the application of theoretical knowledge in real-world scenarios.

	<ul style="list-style-type: none"> ▪ Mentors would assess the intern's skill development. ▪ Mentors will offer feedback on the intern's portfolio, suggesting improvements and advising on how to best showcase their work.
Feedback and Evaluation:	<p>In order to ensure a robust and multi-faceted assessment of student internships, we will utilize the established suite of evaluative documents from the European University of Tirana. These documents encompass a tripartite evaluation system, offering a comprehensive view of each student's internship experience from multiple perspectives:</p> <ul style="list-style-type: none"> ▪ At the conclusion of the internship, mentors and interns will have a final meeting to reflect on the internship experience, discuss the intern's growth, and provide feedback for future professional development. ▪ Evaluation by the Internship Supervisor - This document captures the professional assessment from the student's direct superior during the internship. It aims to gauge the student's performance in a practical work environment, evaluating their professional skills, adaptability, and the application of theoretical knowledge in real-world tasks. The supervisor's input is vital in assessing the student's contribution to the workplace and their potential for future employment. ▪ Evaluation by the Faculty Member - The academic perspective is provided through this assessment, conducted by a member of the faculty who is either responsible for the internship program or is the student's academic advisor. This evaluation focuses on the integration of academic learning objectives with the practical experience gained during the internship, the quality of academic deliverables related to the internship, and the overall impact of the practical experience on the student's academic growth. ▪ Self-Evaluation by the Student - Essential to the evaluative process is the student's own reflection on their internship experience. This self-assessment encourages students to critically analyze their professional development, challenges encountered, skills honed, and learning outcomes. It is a self-reflective process that supports personal growth and self-awareness.
III. Provisional timeline	
(Week 01)	
Theme(s)	Introduction to the Internship Program, Sustainable Architecture Design and Core Skills Training
Goal(s)	To introduce interns to the organization and its culture, to provide basic training in essential skills relevant to their field and equip interns with a foundational understanding of climate-smart urban development concepts.
Task(s)	<p>Day 1: Orientation session with HR to understand company policies followed with onboarding and assignment with mentor.</p> <p>Day 2: Training in job-specific tools and software and introduction to introduction to Climate-Smart Concepts and Design Materials. Case studies review of successful sustainable architecture projects.</p> <p>Day 3: Relevant project and analysis of design and materials.</p> <p>Day 4 -5: Departmental tours and introductions to team members and assignment to a specific project and beginning of hands-on work under supervision. Collaborative project work with team members.</p>
(Week 02)	
Goal(s)	To provide interns with hands-on experience through active involvement in ongoing projects
Task(s)	<p>Day 6: Collaborative project work with team members and mid-internship feedback session with the mentor.</p> <p>Day 7-9: Collaborative project work with team members and contribution to departmental goals.</p> <p>Day 10: End-of-internship presentation and final meeting with the mentor to reflect on the internship experience, discuss the intern's growth, and provide feedback for future professional development.</p>
IV. Outputs	
Internship Reports:	Self-Evaluation by the Student - Essential to the evaluative process is the student's own reflection on their internship experience. This self-assessment encourages students to critically analyze their professional development, challenges encountered, skills upgraded, and learning outcomes. It is a self-reflective process that supports personal growth and self-awareness.
Closing Remarks:	A reflection session with mentors and faculty members to discuss the internship outcomes, the practical application of learned skills, and the intern's contribution to the organization. The interns could also present their design proposals and receive feedback on their portfolios.

3.6 UPT – Polytechnic University of Tirana

Table 6. Development of the training program/ Internship for students - UPT

I Introduction	
Program overview	<p>UPT established in full compliance with the criteria of the Bologna Charter, including study programmes at the three levels of study in the field of civil engineering: Bachelor, Master and Doctorate.</p> <p>This internship program is designed for students who have enrolled in their bachelor's and master's at the Faculty of Civil Engineering (UPT) and aims to provide practical experience in climate-smart urban development. This will involve engaging with real-world projects emphasising green building, water management, energy efficiency, etc.</p>
Internship duration	The program runs for 14 days (10 working days dedicated to on-site experience and learning), starting from 10 /5/2025 to 20/5/2025.
Internship supervisor	<p>HP Surveying and ALB Matrix Group (Prof. Bilbil Nurce)</p> <p><i>Note* Identify the supervisor or mentor overseeing each internship's work.</i></p>
II Programme goal	
Learning objectives	<ul style="list-style-type: none"> Develop an understanding of design theory and practice to achieve improvements in various project types in the area of civil engineering. Learn to select and apply green materials and low-carbon technologies that reduce environmental impact. Enhance technical skills using industry-standard software. Acquire practical knowledge about modern technology and innovations. Understand the role of Geodesy within the urban and social context and learn to design facilities that respond to community needs. Engage with sustainable design concepts to create environmentally responsible and resource-efficient buildings. Understand engineering practice's ethical and legal aspects, including contracts, work licensing, and professional conduct.
Overall goals	<p>To provide a comprehensive experience for students of Bachelor and Master studies at the Faculty of Civil Engineering, UPT.</p> <p>The program's main objective is to equip participants with a diverse skill set that encompasses designing, technical proficiency, understanding of managerial skills and collaborative teamwork. It intends to foster a deep appreciation for the nature of the geodetic engineering profession, encouraging innovation and environmental awareness, as well as critical thinking, and a commitment to social and environmental responsibility within the built environment.</p>
Training	Software training - Instruction in Trimble Business Center, Global Mapper and CAD Map standard software for designing and project management in surveying.
Mentoring	<p>Mentoring is crucial to internship programs, mainly providing students with professional development opportunities. The methodology of this internship mentoring is described below:</p> <ul style="list-style-type: none"> Each intern would be paired with a senior mentor throughout the program. Matching should consider the intern's interests and the mentor's expertise to ensure a beneficial collaboration. Mentors would offer practical guidance for specific projects, helping interns understand the application of theoretical knowledge in real-world scenarios. Mentors would assess the trainee's skill development. Mentors will offer feedback on the intern's portfolio, suggesting improvements and advising on how best to present their work.
Feedback and evaluation	<p>After the internship, mentors and interns will have a final meeting to reflect on the internship experience, discuss the intern's growth, and provide feedback for future professional development.</p> <p>Evaluative documents will be used to ensure a robust and multi-faceted assessment of student internships:</p> <ul style="list-style-type: none"> Evaluation by the Internship Supervisor - This document captures the professional assessment by the student's direct superior during the internship.

	<ul style="list-style-type: none"> Self-Evaluation by the Student - Essential to the evaluative process is the student's reflection on their internship experience. This self-assessment encourages students to critically analyse their professional development, challenges encountered, skills honed, and learning outcomes.
III Provisional timeline	
Week 1	
Theme(s)	Introduction to the internship program and core skills training. Sustainable Geodesy Engineering principles
Goal(s)	To introduce interns to the organisation, provide basic training in essential skills relevant to their field, and equip interns with a foundational understanding of climate-smart urban development concepts.
Task(s)	<p>Day 1: Welcome and introduction to the Company, overview of the Company, tour of the office and facilities, review of the internship.</p> <p>Day 2: Introduction to team members, assignment to a specific project, and beginning of hands-on work under supervision.</p> <p>Day 3: Introduction to software tools used in Geodetic Engineering</p> <p>Day 4-5: Introduction to the relevant and ongoing projects and analysis of design; collaborative project work with team members.</p> <p>This timeline can be adjusted based on the specific focus areas of the company and the interns' skill levels. The goal is to provide a well-rounded experience that combines theoretical knowledge, technical skills, and practical application in Geodetic Engineering.</p>
Week 2	
Goal(s)	To provide interns with hands-on experience through active involvement in ongoing projects
Task(s)	<p>Day 6: Involving in the ongoing projects and collaborative project work with team members; mid-internship feedback session with the mentor.</p> <p>Day 7-9: Collaborative project work with team members and contribution to departmental goals.</p> <p>Day 10: End-of-internship presentation and final meeting with the mentor to reflect on the internship experience, discuss the intern's growth, and provide feedback for future professional development.</p> <p>This timeline can be adjusted based on the specific focus areas of the company and the interns' skill levels. The goal is to provide a well-rounded experience that combines theoretical knowledge, technical skills, and practical application in Geodetic Engineering.</p>
IV Outputs	
Internship reports	A self-evaluation report is a reflective document where an individual assesses their performance, accomplishments, challenges, and areas for improvement. This self-assessment encourages students to critically analyse their professional development, challenges encountered, skills upgraded, and learning outcomes. It will be performed at the end of the internship.
Closing remarks	A reflection session with mentors and faculty members to discuss the internship outcomes, the practical application of learned skills, and the intern's contribution to the organisation. The interns could also present their design proposals and receive portfolio feedback.

3.7 U_POLIS – POLIS University

Table 7. Development of the training program/ Internship for students - POLIS

I. Introduction	
Program Overview:	This internship program is designed for students who are on their 3rd year studies on the field of Architecture, Urban Planning or Environmental Planning. This internship aims to provide practical experience in climate-smart urban development which is within framework of the course Urban Planning Studio. This involve engage student on critical thinking of how to consider different policies and practices on climate-smart urban development on the context of Pustec Municipality in Albania (every year the case study is different).
Internship Duration:	The program runs for 14 days (10 working days), starting from 14 /10/2025 to 27/10/2025 <i>The internship will last for a total of 14 days, with 10 working days dedicated to on-site experience and learning.</i>
Internship Supervisor:	Dr. Lllazar Kumaraku <i>Note* Identify the supervisor or mentor responsible for overseeing each intern's work.</i>
II. Programme Goal	
Learning Objectives:	<ul style="list-style-type: none"> ▪ Acquire practical knowledge about collecting and processing the data through innovative methodologies and software. ▪ Understand the role of urban development and smart solutions within the urban and social context and learn to design spaces that respond to community needs and cultural significance. ▪ Ability on engaging with concepts of sustainable urban planning to create environmentally responsible and resilient solutions. ▪ Ability to collaborate with different stakeholders such as, urban planners, architects, environmental planners, community members, etc. ▪
Overall Goals:	The program's core objective is to equip participants with a diverse skill set based on creative design, developing a methodology/framework, understanding of managerial skills and collaborative teamwork.
Training:	<ul style="list-style-type: none"> ▪ Software Trainings - Instruction in CAD ▪ Software Trainings – Instruction in GIS ▪ Software Trainings – Instructions in Data Processing/analysing ▪ Software Trainings – Post Production / Visualisation
Mentoring:	<p>Mentoring will be a crucial component of this internship program, as it provides personalized guidance and professional growth opportunities for interns. The methodology of this internship mentoring is described below:</p> <ul style="list-style-type: none"> ▪ Each group of 5 interns would be paired with one senior architect and one senior urban planner, who acts as a mentor throughout the internship process. ▪ Mentors and interns will be working daily to follow up the progress of the work with consultations. ▪ Mentors would assess the intern's skill development.
Feedback and Evaluation:	<ul style="list-style-type: none"> ▪ The feedback and evaluation will be along the two weeks, from the senior architects and urban planners. In order to ensure a good progress tracking Polis University does provides the evaluative documents, as a key guide for the interns as well. ▪ Evaluation by the Internship Supervisor - This document describes the professional assessment from the student's direct superior during the internship. It aims to highlight the student's performance in a practical work environment, evaluating their professional skills, adaptability, and the application of theoretical knowledge in real-world tasks. ▪ Evaluation by the Studio Leader - This evaluation focuses on the integration of academic learning objectives with the practical experience gained during the internship, the quality of academic deliverables related to the internship. ▪ Evaluation by the Student – On the preliminary submission of the internship will be based on a presentation, where interns will be evaluation each other.

III. Provisional timeline	
(Week 01)	
Theme(s)	Introduction to the Internship Program, Sustainable Planning and Core Skills Training
Goal(s)	To introduce interns to the organization and its culture, to provide basic training in essential skills relevant to their field and equip interns with a foundational understanding of climate-smart urban development concepts.
Task(s)	Day 1: Orientation session with HR and Internship Coordinators to understand company policies followed with onboarding and assignment with mentor. Day 2: Introduction into more depth of the internship tasks. Shared experiences from different academic staff at Polis university, with similar projects. Day 3: Introduction with the team members. and assignment to a specific project and beginning of hands-on work under supervision. Day 4 -5: Self-study/work (under the supervision of coordinators)
(Week 02)	
Goal(s)	To provide interns with hands-on experience through active involvement in ongoing projects
Task(s)	Day 6: Collaborative project work with team members and mid-internship feedback session with the mentor. Day 7-9: Collaborative project work with team members and contribution to departmental goals. Day 10: End-of-internship presentation and final meeting with the mentor to reflect on the internship experience, discuss the intern's growth, and provide feedback for future professional development.
IV. Outputs	
Internship Reports:	The final output will be finalized into a report.
Closing Remarks:	The output of the internship will be revised from the supervisors.

4. Deliverables and Conclusions

Integrating internship methodologies with course modernization, as outlined in Work Package D 3.2, serves as a strategic approach to enriching the educational experience and preparing students for the complexities of the modern workforce. Each Western Balkans (WB) HEI, in collaboration with EU Member States, third countries associated with the Programme's HEIs, and the non-academic sector, embarks on a journey to establish robust training programs tailored specifically for student internships. These programs, meticulously crafted, span a duration of 14 days, with a focus on 10 working days of immersive learning experiences. The significance of these internship programs lies in their ability to provide students with hands-on exposure to real-world challenges and opportunities within their respective fields, particularly emphasizing urban development. By venturing beyond the confines of traditional classroom settings, students engage directly with partners from the non-academic sectors, gaining insights into industry practices, innovative solutions, and emerging trends. Such experiential learning not only enhances their theoretical knowledge but also cultivates essential skills such as critical thinking, problem-solving, and effective communication.

In Conclusion, each partner, according to their collaboration agreement, which they archived on behalf of the Smart WB project, developed an internship programme where students can gain invaluable professional experience and become catalysts for positive change, equipped with the knowledge, skills, and networks needed to thrive in the ever-evolving landscape of the 21st century.

Table 8. A Summary of Deliverables from all WB- Partners

No.	Project Partner	Training Programme Description	Overall Goal	Field
1	UoM – University of Montenegro	<p>The University of Montenegro (UoM) is a leading university and research centre in Montenegro, established in full compliance with the criteria of the Bologna Charter, including study programmes at the three levels of study in the field of civil engineering: Bachelor, Master and Doctorate.</p> <p>This internship program is designed for students who have enrolled in their bachelor's and master's at the Faculty of Civil Engineering (UoM) and aims to provide practical experience in climate-smart urban development. This will involve engaging with real-world projects emphasising green building, water management, energy efficiency, etc.</p>	<p>To provide a comprehensive experience for students of Bachelor and Master studies at the Faculty of Civil Engineering, University of Montenegro.</p> <p>The program's main objective is to equip participants with a diverse skill set that encompasses designing, technical proficiency, understanding of managerial skills and collaborative teamwork. It intends to foster a deep appreciation for the nature of the civil engineering profession, encouraging innovation and environmental awareness, as well as critical thinking, and a commitment to social and environmental responsibility within the built environment.</p>	Civil Engineering
2	UNSA – University of Sarajevo	<p>University of Sarajevo (UNSA) is a one of eight public universities in Bosnia and Herzegovina. The University is in full compliance with the criteria of the Bologna Process, including study programmes at the three levels of study in the field of civil engineering: Bachelor, Master and PhD.</p> <p>This internship program is designed for students who have enrolled in their master's studies in Water Resources and Environmental Engineering and Roads and Transportation Engineering at the Faculty of Civil Engineering, University of Sarajevo</p>	<p>Master students are enabled to acquire theoretical and practical competencies in water resources management and urban construction by applying modern technologies and materials.</p> <p>The primary goal of the program is to educate students with a skill set that includes creative design, technical expertise, understanding of managerial skills, and collaborative teamwork.</p> <p>One of the important goals is the intention to encourage the understanding of the civil engineering structures with the inclusion of innovations in planned construction, the</p>	Civil Engineering

		(UNSA) and aims to provide practical experience in climate-smart urban development. This will involve engaging with real-world projects emphasising energy efficiency building, sustainable urban development, water management and spatial planning.	development of critical thinking and commitment to social and environmental responsibility in smart urbanization.	
3	UNMO – University of Mostar	<p>Dzemat Bijedic University of Mostar (UNMO) is a one of eight public universities in Bosnia and Herzegovina. The University is integrated institution since 2015 and in full compliance with the criteria of the Bologna Process, including study programmes at the three levels of study in the field of civil engineering: Bachelor, Master and PhD.</p> <p>This internship program is designed for students who have enrolled in master study programme Environmental Infrastructure Management at the Faculty of Civil Engineering (UNMO), and aims to provide practical experience in climate-smart urban development. The internship programme will involve students in real-life projects emphasising sustainability, green building, water management, energy efficiency, etc.</p>	<p>Master students are enabled to acquire theoretical and practical competencies in urban construction by applying modern technologies and materials in construction an architecture.</p> <p>The primary goal of the program is to educate students with a skill set that includes creative design, technical expertise, understanding of managerial skills, and collaborative teamwork, all in line with encouraging innovation and environmental awareness, as well as critical thinking.</p>	Civil Engineering
4	UNBI – University of Bihac	<p>University of Bihać (UNBI) is a one of eight public universities in Bosnia and Herzegovina. The University is integrated institution since 2010 and in full compliance with the criteria of the Bologna Process, including study programmes at the two levels of study in the field of civil engineering: Bachelor and Master.</p> <p>This internship program is designed for students who have enrolled in their bachelor's and master's studies at the Department of Civil Engineering of the Faculty of Technical Engineering, University of Bihać (UNBI) and aims to provide practical experience in climate-smart urban development. This will involve engaging with real-world projects emphasising energy efficiency building, sustainable urban development, and spatial planning.</p>	<p>Bachelor and Master students are enabled to acquire theoretical and practical competencies in urban construction by applying modern technologies and materials.</p> <p>The primary goal of the program is to educate students with a skill set that includes creative design, technical expertise, understanding of managerial skills, and collaborative teamwork.</p> <p>One of the important goals is the intention to encourage the understanding of the construction and architectural profession with the inclusion of innovations in planned construction, the development of critical thinking and commitment to social and environmental responsibility in smart urbanization.</p>	Civil Engineering
5	UET – European University of Tirana	<p>European University of Tirana is a leading university and research centre in Albania, established in full compliance with the criteria of the Bologna Charter, including study programs in the three levels of study: BA; MA and Doctorates.</p> <p>This internship program is designed for students who have completed their Master's in Architecture and aims to provide practical experience in climate-smart urban development. This will involve engaging with real-world projects that emphasize green building and energy efficiency.</p>	<p>To provide a comprehensive and immersive professional experience for recent Master of Architecture graduates, this internship program aims to cultivate a strong foundation in architectural design, technology, and practice. The program's core objective is to equip participants with a diverse skill set that encompasses creative design, technical proficiency, understanding of managerial skills and collaborative teamwork. It intends to foster a deep appreciation for the nature of the architectural profession, encouraging innovation, critical thinking, and a commitment to social and environmental responsibility within the built environment.</p>	Architecture
6	UPT – Polytechnic University of tirana	<p>UPT established in full compliance with the criteria of the Bologna Charter, including study programmes at the three levels of study in the field of civil engineering: Bachelor, Master and Doctorate.</p>	<p>The program's main objective is to equip participants with a diverse skill set that encompasses designing, technical proficiency, understanding of managerial skills and collaborative teamwork. It intends to foster a deep appreciation for the nature of the geodetic engineering profession, encouraging</p>	Civil Engineering

		This internship program is designed for students who have enrolled in their bachelor's and master's at the Faculty of Civil Engineering (UPT) and aims to provide practical experience in climate-smart urban development. This will involve engaging with real-world projects emphasising green building, water management, energy efficiency, etc.	innovation and environmental awareness, as well as critical thinking, and a commitment to social and environmental responsibility within the built environment.	
7	U_POLIS – POLIS University	This internship program is designed for students who are on their 3rd year studies on the field of Architecture, Urban Planning or Environmental Planning. This internship aims to provide practical experience in climate-smart urban development which is within framework of the course Urban Planning Studio. This involve engage student on critical thinking of how to consider different policies and practices on climate-smart urban development on the context of Pustec Municipality in Albania (every year the case study is different).	The program's core objective is to equip participants with a diverse skill set based on creative design, developing a methodology/framework, understanding of managerial skills and collaborative teamwork.	Urban Planning & Architecture

Annex I_European Level / Template forms of training program for students' internships

Erasmus+_Internship Training Programme Agreement_SmartWB

Higher Education Internship Agreement Form

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
			-				
Receiving Organisation/Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

Before the mobility

<i>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</i>							
Planned period of the mobility: from [month/year] to [month/year]							
Traineeship title: ...					Number of working hours per week: ...		
Detailed programme of the traineeship:							
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):							
Monitoring plan:							
Evaluation plan:							
The level of language competence ⁸ in _____ [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>							

<i>Table B - Sending Institution</i>	
<i>Please use only one of the following three boxes:⁹</i>	
1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent) ¹⁰	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. The traineeship is voluntary and, upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes ☐ No ☐

If yes, please indicate the number of credits:

Record the traineeship in the trainee's Europass Mobility Document (*highly recommended*): Yes ☐ No ☐

Accident insurance for the trainee

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise):
Yes ☐ No ☐

The accident insurance covers:

- accidents during travels made for work purposes: Yes ☐ No ☐

- accidents on the way to work and back from work: Yes ☐ No ☐

The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes ☐ No ☐

Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship:
Yes ☐ No ☐

If yes, amount (EUR/month):
.....

The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes ☐ No ☐
If yes, please specify:

The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes ☐ No ☐

The accident insurance covers:

- accidents during travels made for work purposes: Yes ☐

No ☐ - accidents on the way to work and back from work:

Yes ☐ No ☐

The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution):
Yes ☐ No ☐

The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.

Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

Commitment	Name	Email	Position	Date	Signature
Trainee			<i>Trainee</i>		
Responsible person ¹¹ at the Sending Institution					
Supervisor ¹² at the Receiving Organisation					

During the Mobility

Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)	
Planned period of the mobility: from [month/year] till [month/year]	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship period:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

Erasmus+ Traineeship Certificate by the receiving organization_SmartWB

After the Mobility

<i>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</i>
Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website :
Start date and end date of traineeship: from [day/month/year] to [day/month/year]
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee:
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):
Evaluation of the trainee:
Date:
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:

¹ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

² **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

³ **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/international-standard-classification-of-education-iscd_en) available at http://ec.europa.eu/education/international-standard-classification-of-education-iscd_en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.

⁴ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

⁵ **Contact person at the sending institution:** a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.

⁶ **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

⁷ **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

⁸ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

⁹ **There are three different provisions for traineeships:**

1. Traineeships embedded in the curriculum (counting towards the degree);
2. Voluntary traineeships (not obligatory for the degree);
3. Traineeships for recent graduates.

¹⁰ **ECTS credits or equivalent:** in countries where the "ECTS" system it is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.

¹¹ **Responsible person at the sending institution:** this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

¹² **Supervisor at the Receiving Organisation:** this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Annex II_National Level / Templates for internship application forms_ Smart WB Partners

University of Montenegro (UoM) – Template for internship application forms

Application form – UoM

KOMPANIJA DOMAĆIN / RECEIVED ORGANIZATION			
IME KOMPANIJE / ORGANIZATION NAME:			
DRŽAVA / COUNTRY:			
PLANIRANI PERIOD PRAKSE / PLANNED PERIOD: od / from do / to			
PERIOD TRAJANJA / DURATION PERIOD: dana / days			
PHOTO	PREZIME / SURNAME:		IME / NAME:
	OBLAST STUDIRANJA / FIELD OF STUDIES:		
	DATUM, MJESTO / DATE, PLACE:		POTPIS / SIGNATURE:
<ul style="list-style-type: none"> Prikupljeni lični podaci studenata biće obrađivani i čuvani u Kancelariji za međunarodnu saradnju UCG, čija je svrha administriranje grantova za mobilnost za prakse, u okviru nacionalnih i međunarodnih ugovora. 			
LIČNI PODACI/ PERSONAL DATA			
POL / GENDER:			
DATUM ROĐENJA / DATE OF BIRTH:			
MJESTO ROĐENJA / PLACE OF BIRTH:			
DRŽAVLJANSTVO / COUNTRY OF NATIONALITY:			
BROJ IDENTIFIKACIONOG DOKUMENTA / NATIONAL ID NUMBER:			
TRENUTNA ADRESA / CURRENT ADDRESS			
ADRESA (ULICA, BROJ) / ADDRESS:			
POŠTANSKI KOD / POSTCODE:			
GRAD / CITY:			
DRŽAVA / COUNTRY:			
BROJ TELEFONA / PHONE:			
EMAIL / EMAIL:			
KONTAKT OSOBA U HITNIM SLUČAJEVIMA / PERSON TO NOTIFY IN CASE OF EMERGENCY			
PREZIME / SURNAME:			
IME / NAME:			
EMAIL / EMAIL:			
BROJ TELEFONA / PHONE:			
TRENUTNE STUDIJE / CURRENT STUDIES			
STATUS (zaokružiti/circle): a) STUDENT b) DIPLOMIRAO/GRADUATED			
STUDIJSKI NIVO / STUDY LEVEL: a) Bachelor b) Master			
UNIVERZITET / UNIVERSITY:			
FAKULTET / FACULTY:			
STUDIJSKI PROGRAM / STUDY PROGRAMME:			
POZNAVANJE STRANIH JEZIKA / LANGUAGE SKILLS			
Jezik / Language	Čitanje / Reading	Govor / Speaking	Pisanje / Writing
PRETHODNE MOBILNOSTI / MOBILITY GRANTS			
DA LI STE KORISTILI ERASMUS MOBILNOST STUDENATA / DID YOU ALREADY RECEIVE AN ERASMUS GRANT? YES/NO			
UKOLIKO "DA", NAVEDITE PERIOD / IF YES, PLEASE SPECIFY THE PERIOD:			
PODACI O BANCIMA / BANK DETAILS			
(Vlasnik računa mora biti student koji aplicira za grant)			
BANKA/BANK:			
IBAN (22 KARAKTERA/22 CHARACTERS):			
VLASNIK RAČUNA / ACCOUNT HOLDER:			

Company information - UOM

I OPŠTE INFORMACIJE / GENERAL INFORMATION			
Kompanija - Organizacija <i>Company - Organization</i>			
Pravni oblik <i>Legal Form</i>			
PIB kompanije <i>Company's fiscal code identification</i>			
Sektor <i>General Sector</i>			
Veličina kompanije <i>Company Size</i>	<input type="checkbox"/> Mala / Small (1-50) <input type="checkbox"/> Srednja / Medium (50-250) <input type="checkbox"/> Velika / Large (250-more)		
Web stranica <i>URL Web site</i>			
Adresa <i>Office address</i>			
Osoba zadužena za potpisivanje sporazuma <i>Charged for signing the agreement</i>			
Pozicija u kompaniji <i>Position in Company</i>			
II KONTAKT OSOBA / CONTACT PERSON			
Prezime / <i>Surname</i>			
Ime / <i>Name</i>			
E-mail			
Broj tel. / <i>Phone number</i>			
III PONUĐENA RADNA MJESTA U FIRMI / POSITION POST			
Naziv pozicije <i>Position title</i>			
Država - grad (radno mjesto) <i>Country - city (workplace)</i>			
Trajanje prakse <i>Internship duration</i>		Broj mjesta <i>Places offered</i>	
IV ZADUŽENJA STUDENTA / TASK DESCRIPTION			
Znanje, vještine i kompetencije koje će se steći / Knowledge, skills and competence to be acquired			
Detaljan program treninga / Detailed programme of the training period			
Zaduženja studenta / Tasks of the trainee			
Plan praćenja i evaluacije / Monitoring and Evaluation plan			
V POTREBNO POZNAVANJE JEZIKA / LANGUAGE SKILLS			
Jezik / <i>Language</i>	Čitanje / <i>Reading</i>	Govor / <i>Speaking</i>	Pisanje / <i>Writing</i>
VI POTREBNE RAČUNARSKE VJEŠTINE / COMPUTER SKILLS			

Please, return it by e-mail no later than 15 days from arrival to:
(write the host institution address email)

University of Sarajevo (UNSA) - Template for internship application forms

Application form - UNSA

ANEKS I/ANNEX I - PRIJAVNI OBRAZAC / APPLICATION FORM		SLIKA/PHOTO
PREZIME / SURNAME: _____	IME / NAME: _____	
OBLAST STUDIRANJA / FIELD OF STUDIES: _____		

DATUM, MJESTO / DATE, PLACE: _____	POTPIS / SIGNATURE: _____
Prikupljeni lični podaci biće uključeni i obrađivani u dosije mobilnosti studenata Službe za međunarodnu saradnju UNSA, čija je svrha administriranje grantova za mobilnost za stažiranje, u okviru nacionalnih i međunarodnih ugovora.	
USTANOVA BORAVKA / RECEIVED ORGANIZATION:	
IME USTANOVE / ORGANIZATION NAME: _____ DRŽAVA / COUNTRY: _____ PLANIRANI DATUMI / PLANNED DATES: ____ / ____ / 202_ do/to ____ / ____ / 202_ PERIOD TRAJANJA / DURATION PERIOD: _____ mjeseci / months i / and _____ dani / days	
TRENTNA ADRESA / CURRENT ADDRESS:	
ADRESA (ULICA, BROJ) / ADRESS (STREET, NUMBER, DOOR): _____ POŠTANSKI KOD / POSTCODE: _____ GRAD / CITY: _____ DRŽAVA / COUNTRY: _____ BROJ TELEFONA / PHONE: _____ MOBILNI TELEFON / MOBILE PHONE: _____ EMAIL / EMAIL: _____	
KONTAKT OSOBA U HITNIM SLUČAJEVIMA / PERSON TO NOTIFY IN CASE OF EMERGENCY:	
PREZIME / SURNAME: _____ IME / NAME: _____ EMAIL / EMAIL: _____ BROJ TELEFONA / PHONE: _____	
TRENTNE STUDIJE / CURRENT STUDIES:	
DA LI SE PRIJAVLJUJETE KAO DIPLOMIRANI / ARE YOU APPLYING TO THIS MOBILITY AS A GRADUATED STUDENT? : _____ UNIVERZITET / UNIVERSITY: _____ FAKULTET / FACULTY: _____ STUDIJE / STUDIES: _____ STUDIJSKI NIVO / STUDY LEVEL (Bachelor/Undergraduate, Master/postgraduate, Doktorat/Doctorate)	
JEZIČKE VJEŠTINE / LANGUAGE SKILLS:	

Jezik / Language	Čitanje / Read	Govor / Speak	Pisanje / Written

Company information - UNSA

Company Information - PODACI O KOMPANIJU			
I. OPĆE INFORMACIJE / GENERAL INFORMATION:			
Kompanija- Organizacija / <i>Company-Organization</i> :			
Pravni oblik / <i>Legal Form</i> :			
ID broj kompanije / <i>Company's fiscal code identification</i> :			
Sektor / <i>General Sector</i> :			
Veličina kompanije / <i>Company Size</i> :	<input type="checkbox"/> Mala / Small (1 – 50) <input type="checkbox"/> Srednja / Medium (50-250) <input type="checkbox"/> Velika / Large (250- more)		
Web stranica / URL Web site:	http://		
Adresa / <i>Office address</i> :			
Osoba zadužena za potpisivanje sporazuma / <i>Charged for signing the agreement</i> :			
Pozicija u kompaniji / <i>Position in Company</i> :			
II. KONTAKT OSOBA / CONTACT PERSON:			
Prezime / Surname:		Ime / Name:	
Titula / Title:		Spol / Gender:	<input type="checkbox"/> Muško / Male <input type="checkbox"/> Žensko / Female
E-mail:			
Broj telefona / Telephone:			
III. INFORMACIJE O POZICIJI / POSITION POST:			
Naziv / Title:			
Trajanje / Duration:		Ponudena mjesta/Places offered:	
Država-grad (radno mjesto) / Country-City (workplace)			
IV. OPIS ZADUŽENJA / TASK DESCRIPTION:			
<p>Znanje, vještine i kompetencije koje će se steći. / Knowledge, skills and competence to be acquired.</p> <p>Detaljan program treninga. / Detailed Programme of the training period.</p> <p>Zaduženja studenta. / Tasks of the trainee.</p> <p>Plan praćenja i evaluacije. / Monitoring and Evaluation plan.</p>			
V. POZNAVANJE JEZIKA / LANGUAGE SKILLS:			
Jezik / Language	Čitanje / Read	Govor / Speak	Pisanje / Written
VI. RAČUNARSKE VJEŠTINE / COMPUTER SKILLS:			

Certificate of arrival - UNSA

CERTIFIKAT O PRISUSTVU / CERTIFICATE OF ARRIVAL	
I. INSTITUCIJA DOMAĆIN / HOST INSTITUTION:	
Naziv institucije / Name of Institution:	
Koordinator ispred institucije / Coordinator of Institution:	
II. LIČNI PODACI STUDENTA / STUDENT'S PERSONAL DATA:	
Prezime / Surname:	
Ime / Name:	
E-mail:	
Nivo obrazovanja studenta / Student's degree course (or other):	
III. POTVRDA DOLASKA / CONFIRMATION OF ARRIVAL:	
Potvrđujemo da je navedeni student stigao u našu instituciju / We confirm that the above-mentioned student has arrived at our institution on: ____ / ____ / 202__	
Period boravka / For a stay from ____ ____ 202__ until ____ ____ 202__	
Poptis koordinatora / Coordinator's Signature:	
Pečat / Stamp	
Datum / Date ____ / ____ / ____	

Please, return it by e-mail no later than 15 days from arrival to:

(write the host institution address email)

University of Mostar (UNMO) - Template for internship application forms

Application form - UNMO

PRIJAVNI OBRAZAC / APPLICATION FORM				
PREZIME / SURNAME: _____		IME / NAME: _____		
OBLAST STUDIRANJA / FIELD OF STUDIES: _____				
DATUM, MJESTO / DATE, PLACE: _____		POTPIS / SIGNATURE: _____		
Prikupljeni lični podaci biće uključeni i obrađivani u dosije mobilnosti studenata Kancelarije za međunarodnu saradnju UNMO, čija je svrha administriranje grantova za mobilnost za stažiranje, u okviru nacionalnih i međunarodnih ugovora.				
LIČNI PODACI / PERSONAL DATA				
SPOL / SEX: DATUM ROĐENJA / DATE OF BIRTH: MJESTO ROĐENJA / PLACE OF BIRTH: DRŽAVLIJANSTVO / COUNTRY OF NATIONALITY: BROJ IDENTIFIKACIONOG DOKUMENTA / NATIONAL ID NUMBER:				
USTANOVA BORAVKA / RECEIVED ORGANIZATION:				
IME USTANOVE / ORGANIZATION NAME: DRŽAVA / COUNTRY: PLANIRANI DATUMI / PLANNED DATES: ____ / ____ / 202__ do/to ____ / ____ / 202__ PERIOD TRAJANJA / DURATION PERIOD: _____ mjeseci / months _____ i / and _____ dani / days				
TRENUTNA ADRESA / CURRENT ADDRESS:				
ADRESA (ULICA, BROJ) / ADDRESS (STREET, NUMBER, DOOR): POŠTANSKI KOD / POSTCODE: GRAD / CITY: DRŽAVA / COUNTRY: BROJ TELEFONA / PHONE: MOBILNI TELEFON / MOBILE PHONE: EMAIL / EMAIL:				
KONTAKT OSOBA U HITNIM SLUČAJEVIMA / PERSON TO NOTIFY IN CASE OF EMERGENCY:				
PREZIME / SURNAME: IME / NAME: EMAIL / EMAIL: BROJ TELEFONA / PHONE:				
TRENUTNE STUDIJE / CURRENT STUDIES:				
DA LI SE PRIJAVLJUJETE KAO DIPLOMIRANI / ARE YOU APPLYING TO THIS MOBILITY AS A GRADUATED STUDENT? : UNIVERZITET / UNIVERSITY: FAKULTET / FACULTY: STUDIJE / STUDIES: STUDIJSKI NIVO / STUDY LEVEL (Bachelor/Undergraduate, Master/postgraduate, Doktorat/Doctorate)				
JEZIČKE VJEŠTINE / LANGUAGE SKILLS:				
Jezik / Language	Čitanje / Read	Govor / Speak	Pisanje / Written	

Company information - UNMO

Company information - PODACI O KOMPANIJI			
I. OPĆE INFORMACIJE / GENERAL INFORMATION:			
Kompanija- Organizacija / <i>Company-Organization:</i>			
Pravni oblik / <i>Legal Form:</i>			
ID broj kompanije / <i>Company's fiscal code identification:</i>			
Sektor / <i>General Sector:</i>			
Veličina kompanije / <i>Company Size:</i>	<input type="checkbox"/> Mala / Small (1 – 50) <input type="checkbox"/> Srednja / Medium (50-250) <input type="checkbox"/> Velika / Large (250- more)		
Web stranica / URL Web site:		http://	
Adresa / <i>Office address:</i>			
Osoba zadužena za potpisivanje sporazuma / <i>Charged for signing the agreement:</i>			
Pozicija u kompaniji / <i>Position in Company:</i>			
II. KONTAKT OSOBA / CONTACT PERSON:			
Prezime / Surname:		Ime / Name:	
Titula / Title:		Spol / Gender:	<input type="checkbox"/> Muško / Male <input type="checkbox"/> Žensko / Female
E-mail:			
Broj telefona / Telephone:			
III. INFORMACIJE O POZICIJI / POSITION POST:			
Naziv / Title:			
Trajanje / Duration:		Ponuđena mjesta/Places offered:	
Država-grad (radno mjesto) / Country-City (workplace)			
IV. OPIS ZADUŽENJA / TASK DESCRIPTION:			
<p>Znanje, vještine i kompetencije koje će se steći. / Knowledge, skills and competence to be acquired.</p> <p>Detaljan program treninga. / Detailed Programme of the training period.</p> <p>Zaduženja studenta. / Tasks of the trainee.</p> <p>Plan praćenja i evaluacije. / Monitoring and Evaluation plan.</p>			
V. POZNAVANJE JEZIKA / LANGUAGE SKILLS:			
Jezik / Language	Čitanje / Read	Govor / Speak	Pisanje / Written
VI. RAČUNARSKE VJEŠTINE / COMPUTER SKILLS:			

Certificate of arrival - UNMO

CERTIFIKAT O PRISUSTVU / CERTIFICATE OF ARRIVAL	
I. INSTITUCIJA DOMAĆIN / HOST INSTITUTION:	
Naziv institucije / Name of Institution:	
Koordinator ispred institucije / Coordinator of Institution:	
II. LIČNI PODACI STUDENTA / STUDENT'S PERSONAL DATA:	
Prezime / Surname:	
Ime / Name:	
E-mail:	
Nivo obrazovanja studenta / Student's degree course (or other):	
III. POTVRDA DOLASKA / CONFIRMATION OF ARRIVAL:	
Potvrđujemo da je navedeni student stigao u našu instituciju / We confirm that the above-mentioned student has arrived at our institution on: ____ / ____ / 202__	
Period boravka / For a stay from ____ ____ 202__ until ____ ____ 202__	
Poptis koordinatora / Coordinator's Signature :	
Pečat / Stamp	
Datum / Date ____ / ____ / ____	

Please, return it by e-mail no later than 15 days from arrival to:
(write the host institution address email)

University of Bihać (UNBI) - Template for internship application forms

Application form - UNBI

ANEKS I/ANNEX I- PRIJAVNI OBRAZAC / APPLICATION FORM	
PREZIME / SURNAME: _____	IME / NAME: _____
OBLAST STUDIRANJA / FIELD OF STUDIES:	

DATUM, MJESTO / DATE, PLACE:	POTPIS / SIGNATURE:		
Prikupljeni lični podaci biće uključeni i obrađivani u dosije mobilnosti studenata Službe za međunarodnu saradnju UNBI, čija je svrha administriranje grantova za mobilnost za stažiranje, u okviru nacionalnih i međunarodnih ugovora.			
LIČNI PODACI/ PERSONAL DATA			
SPOL / SEX: DATUM ROĐENJA / DATE OF BIRTH: MJESTO ROĐENJA / PLACE OF BIRTH: DRŽAVLJANSTVO / COUNTRY OF NATIONALITY: BROJ IDENTIFIKACIONOG DOKUMENTA / NATIONAL ID NUMBER:			
USTANOVA BORAVKA / RECEIVED ORGANIZATION:			
IME USTANOVE / ORGANIZATION NAME: DRŽAVA / COUNTRY: PLANIRANI DATUMI / PLANNED DATES: ____ / ____ / 202__ do/to ____ / ____ / 202__ PERIOD TRAJANJA / DURATION PERIOD: mjeseci / months i / and dani / days			
TREKUTNA ADRESA / CURRENT ADDRESS:			
ADRESA (ULICA, BROJ) / ADDRESS (STREET, NUMBER, DOOR): POŠTANSKI KOD / POSTCODE: GRAD / CITY: DRŽAVA / COUNTRY: BROJ TELEFONA / PHONE: MOBILNI TELEFON / MOBILE PHONE: EMAIL / EMAIL:			
KONTAKT OSOBA U HITNIM SLUČAJEVIMA / PERSON TO NOTIFY IN CASE OF EMERGENCY:			
PREZIME / SURNAME: IME / NAME: EMAIL / EMAIL: BROJ TELEFONA / PHONE:			
TREKUTNE STUDIJE / CURRENT STUDIES:			
DA LI SE PRIJAVLJUJETE KAO DIPLOMIRANI / ARE YOU APPLYING TO THIS MOBILITY AS A GRADUATED STUDENT? UNIVERZITET / UNIVERSITY: FAKULTET / FACULTY: STUDIJE / STUDIES: STUDIJSKI NIVO / STUDY LEVEL (Bachelor/Undergraduate, Master/postgraduate, Doktorat/Doctorate)			
JEZIČKE VJEŠTINE / LANGUAGE SKILLS:			
Jezik / Language	Čitanje / Read	Govor / Speak	Pisanje / Written

Company information - UNBI

COMPANY INFORMATION - PODACI O KOMPANIJI			
I. OPĆE INFORMACIJE / GENERAL INFORMATION:			
Kompanija- Organizacija / <i>Company-Organization:</i>			
Pravni oblik / <i>Legal Form:</i>			
ID broj kompanije / <i>Company's fiscal code identification:</i>			
Sektor / <i>General Sector:</i>			
Veličina kompanije / <i>Company Size:</i>		<input type="checkbox"/> Mala / Small (1 – 50) <input type="checkbox"/> Srednja / Medium (50-250) <input type="checkbox"/> Velika / Large (250- more)	
Web stranica / URL Web site:		http://	
Adresa / <i>Office address:</i>			
Osoba zadužena za potpisivanje sporazuma / <i>Charged for signing the agreement:</i>			
Pozicija u kompaniji / <i>Position in Company:</i>			
II. KONTAKT OSOBA / CONTACT PERSON:			
Prezime / Surname:		Ime / Name:	
Titula / Title:		Spol / Gender: <input type="checkbox"/> Muško / Male <input type="checkbox"/> Žensko / Female	
E-mail:			
Broj telefona / Telephone:			
III. INFORMACIJE O POZICIJI / POSITION POST:			
Naziv / Title:			
Trajanje / Duration:		Ponudena mjesta/ <i>Places offered:</i>	
Država-grad (radno mjesto) / <i>Country-City (workplace)</i>			
IV. OPIS ZADUŽENJA / TASK DESCRIPTION:			
Znanje, vještine i kompetencije koje će se steći. / Knowledge, skills and competence to be acquired. Detaljan program treninga. / Detailed Programme of the training period. Zaduženja studenta. / Tasks of the trainee. Plan praćenja i evaluacije. / Monitoring and Evaluation plan.			
V. POZNAVANJE JEZIKA / LANGUAGE SKILLS:			
Jezik / Language	Čitanje / Read	Govor / Speak	Pisanje / Written
VI. RAČUNARSKE VJEŠTINE / COMPUTER SKILLS:			

Certificate of arrival - UNBI

CERTIFIKAT O PRISUSTVU / CERTIFICATE OF ARRIVAL
I. INSTITUCIJA DOMAĆIN / HOST INSTITUTION:
<i>Naziv institucije / Name of Institution:</i>
<i>Koordinator ispred institucije / Coordinator of Institution:</i>
<i>Nivo obrazovanja studenta / Student's degree course (or other):</i>
III. POTVRDA DOLASKA / CONFIRMATION OF ARRIVAL:
<i>Potvrđujemo da je navedeni student stigao u našu instituciju / We confirm that the above-mentioned student has arrived at our institution on: ____/____/202__</i>
<i>Period boravka / For a stay from ____ ____ 202__ until ____ ____ 202__</i>
<i>Potpis koordinatora / Coordinator's Signature :</i>
<i>Pečat / Stamp</i>
<i>Datum / Date ____ / ____ / ____</i>

Please, return it by e-mail no later than 15 days from arrival to:
(write the host institution address email)

European University of Tirana (UET) - Template for internship application forms

Application form - UET

FORMULAR APLIKIMI - APPLICATION FORM		FOTO/PHOTO
SURNAME/MBIEMËR: _____	NAME/EMËR: _____	
FIELD OF STUDIES/FUSHA E STUDIMIT: _____		

DATE, PLACE/DATA, VENDODHJA:	SIGNATURE/FIRMA:
<p>Të dhënat personale të mbledhura do të përfshihen dhe përpunohen në dosjen e Lëvizshmërisë së Studentëve të shërbimit të Marrëdhënieve Ndërkombëtare, qëllimi i të cilit është administrimi i bursave të mobilitetit për praktikant, në kuadër të marrëveshjeve kombëtare dhe ndërkombëtare, të regjistruara në Regjistrin e Dosjeve të të Dhënave Personale të Agjencia Shqipëtare e Mbrojtjes së të Dhënave (https://www.idp.al/about-us/?lang=en).</p>	
PERSONAL DATA/TË DHËNAT PERSONALE	
MBIEMRI / SURNAME: EMRI / NAME: GJINIA / SEX : DATËLINDJA / DATE OF BIRTH: VENDLINDJA / PLACE OF BIRTH: SHITËSIA / COUNTRY OF NATIONALITY: NR. PERSONAL I IDENTIFIKIMIT / NATIONAL ID NUMBER:	
HOME ADDRESS/ADRESA E SHITËSISË:	
ADDRESS (STREET, NUMBER)/ADRESA (RRUGA, NUMRI): POSTCODE/KODI POSTAR: CITY/QYTETI: COUNTRY/SHITËTI: MOBILE PHONE/NUMRI I TELEFONIT: EMAIL/ADRESA ELEKTRONIKE:	
RECEIVED ORGANIZATION/ORGANIZATA PRITËSE:	
ORGANIZATION NAME/EMRI I ORGANIZATËS: COUNTRY/SHITËTI: PLANNED DATES/DATAT E PLANIFIKUARA: ____ / ____ / 202__ /to (deri) ____ / ____ / 202__ DURATION PERIOD/KOHËZGJATA: months(muaj) and(dhe) / days(ditë)	
ADRESA AKTUALE E BANIMIT / CURRENT ADDRESS:	
ADRESA (RRUGA, PORTAL, KATI) / ADDRESS (STREET, NUMBER, DOOR): KODI POSTAL / POSTCODE: QYTETI / CITY: SHITËTI / COUNTRY: NR. TEL. / PHONE: NR. CEL. / MOBILE PHONE EMAIL / EMAIL:	
ADRESA E PERHERSHME / HOME ADDRESS:	
(lëreni bosh nëse adresa është e njëjtë me atë të treguar më sipër)	
ADRESA (RRUGA, PORTAL, KATI) / ADDRESS (STREET, NUMBER, DOOR): KODI POSTAL / POSTCODE: QYTETI / CITY: SHITËTI / COUNTRY: NR. TEL. / PHONE:	

PERSON TO NOTIFY IN CASE OF EMERGENCY/PERSONI QË DO TË NJOFTOHET NË RAST EMERGJENCASH:				
Surname/MBIEMRI: Name/EMRI: Email/ADRESA ELEKTRONIKE: Phone/NUMËR TELEFONI:				
CURRENT STUDIES/STUDITMET AKTUALE:				
A APLIKONI PËR KËTË THIRRIJE SI STUDENT I DIPLOMUAR SË FUNDMI? / ARE YOU APPLYING TO THIS MOBILITY AS A GRADUATED STUDENT? : Kampus / CAMPUS: Fakulteti / FACULTY: Studimet / STUDIES: Niveli i Arsimit / STUDY LEVEL (Undergraduate, Master/postgraduate, Doctorado/Doctorate)				
LANGUAGE SKILLS/AFTËSITË GJUHËSORE:				
Language(gjuha)	Read(të lexuarit)	Speak(të folurit)	Written(të shkruarit)	
BURSË / MOBILITY GRANT:				
A KENI MARRË NJË BURSË ERASMUS PARA? PO/JO, NËSE PO, TREGON KOHËZGJATJEN / DID YOU ALREADY RECEIVE AN ERASMUS GRANT? YES/NOT, IF YES PLEASE SPECIFY THE DURATION PERIOD:				
LLOGARI BANKARE / BANK DETAILS:				
<i>(Mbajtësi i llogarisë duhet të jetë studenti që po aplikon për grant)</i>				
Banka/BANK: Numri i llogarisë IBAN / IBAN ACCOUNT NUMBER (24 CARACTERES/24 CHARACTERS): Mbajtësi i llogarisë / ACCOUNT HOLDER:				

Company information – UET

DOSJE KOMPANIJE / ORGANIZATION FILE			
I. TË DHËNA TË PËRGJITHSHME / GENERAL INFORMATION:			
Kompania- Organizata / Company-Organization:			
Forma Juridike / Legal Form:			
Kodi Fiskal i Kompanisë / Company's fiscal code identification:			
Departamenti / Department:			
Saktori i subjektit/ General Sector:			
Madhësia e kompanisë/ Company Size:	<input type="checkbox"/> E vogël / Small (1 – 50) <input type="checkbox"/> Mesatare / Medium (50-250) <input type="checkbox"/> E madhe / large (250- more)		
Faqe interneti/URL Web site:	http://		
Adresa e Zyres / Office address:			
Personi përgjegjës për nënshkrimin e marrëveshjes / Charged for signing the agreement:			
Pozicioni i mbajtur në kompani / Position in Company:			
II. PERSONI KONTAKT / CONTACT PERSON :			
Mbiemër / Surname:		Emër/ Name:	
Pozicioni / Title:			
E-mail:			
Nr. Telefoni / Phone number:			
Saktori i subjektit/ General Sector:		FAX:	
III. PROFILI I VENDIT TË OFRUAR / POSITION POST:			
Titulli / Title:			
Kohëzgjatja / Duration:		Vendet e ofruara/Places offered:	
Vendodhja (qyteti-shteti) / Country-City (workplace)			
IV. PËRSHKRIMI I SHKURTËR I PRAKTIKËS / TASK DESCRIPTION:			
<p>Knowledge, skills and competence to be acquired.</p> <p>Detailed Programme of the training period.</p> <p>Tasks of the trainee.</p> <p>Monitoring and Evaluation plan.</p>			
VI. NJOHURI TË PROGRAMEVE TË VEÇANTA KOMPJUTERIKE / COMPUTER SKILLS:			

Certificate of arrival - UET

ÇERTIFIKATA E MBËRRITJES / CERTIFICATE OF ARRIVAL	
I. INSTITUCIONI PRITËS / HOST INSTITUTION:	
Emri I Institucionit / <i>Name of Institution:</i>	
Koordinator I Institucinit / <i>Coordinator of Institution:</i>	
II. TË DHËNAT PERSONALE TË STUDENTIT / STUDENT'S PERSONAL DATA :	
Mbiemër / <i>Surname:</i>	
Emër / <i>Name:</i>	
E-mail:	
Kursi i diplomës së studentit (ose tjetër) / <i>Student's degree course (or other):</i>	
III. KONFIRMIMI I MBËRRITJES / CONFIRMATION OF ARRIVAL:	
Ne konfirmojmë se studenti i lartpërmendur ka mbërritur në institucionin tonë në: ____ / ____ / 202__	
<i>We confirm that the above mentioned student has arrived at our institution on: ____ / ____ / 202__</i>	
Për një qëndrim nga : ____ / ____ / 202__ deri në ____ / ____ / 202__	
<i>For a stay from ____ ____ 202__ until ____ ____ 202__</i>	
Coordinator's Signature :	
Stamp	
Date ____ / ____ / ____	

Please, return it by e-mail no later than 15 days from arrival to:
(write the host institution address email)

Polytechnic University of Tirana (UPT) - Template for internship application forms

Application form - UPT

RECEIVED ORGANIZATION		
ORGANIZATION NAME:		
COUNTRY:		
PLANNED PERIOD: from _____ to _____		
DURATION PERIOD: _____ days		
PHOTO	SURNAME:	NAME:
	FIELD OF STUDIES:	
	DATE, PLACE:	SIGNATURE:

PERSONAL DATA			
GENDER:			
DATE OF BIRTH:			
PLACE OF BIRTH:			
COUNTRY OF NATIONALITY:			
NATIONAL ID NUMBER:			
CURRENT ADDRESS			
ADDRESS:			
POSTCODE:			
CITY:			
COUNTRY:			
PHONE:			
EMAIL:			
PERSON TO NOTIFY IN CASE OF EMERGENCY			
SURNAME:			
NAME:			
EMAIL:			
PHONE:			
CURRENT STUDIES			
STATUS (circle): a) STUDENT b) GRADUATED			
STUDY LEVEL: a) Bachelor b) Master			
UNIVERSITY:			
FACULTY:			
STUDY PROGRAMME:			
LANGUAGE SKILLS			
Language	Reading	Speaking	Writing
MOBILITY GRANTS			
DID YOU ALREADY RECEIVE AN ERASMUS GRANT? YES/NO			
IF YES, PLEASE SPECIFY THE PERIOD:			
BANK DETAILS			
<i>(The account holder must be the student applying for the grant)</i>			
BANK:			
IBAN (22 CHARACTERS):			
ACCOUNT HOLDER:			

Company information - UPT

DOSJE KOMPANIJE / ORGANIZATION FILE			
I GENERAL INFORMATION			
Company - Organization			
Legal Form			
Company's fiscal code identification			
General Sector			
Company Size	___ Small (1-50) ___ Medium (50-250) ___ Large (250-more)		
URL Web site			
Office address			
Charged for signing the agreement			
Position in Company			
II CONTACT PERSON			
Surname			
Name			
E-mail			
Phone number			
III POSITION POST			
Position title			
Country - city (workplace)			
Internship duration			Places offered
IV TASK DESCRIPTION			
Knowledge, skills and competence to be acquired Detailed programme of the training period Tasks of the trainee Monitoring and Evaluation plan			
V LANGUAGE SKILLS			
Language	Reading	Speaking	Writing
VI COMPUTER SKILLS			

Certificate of arrival - UPT

ÇERTIFIKATA E MBËRRITJES / CERTIFICATE OF ARRIVAL	
I HOST COMPANY - ORGANISATION	
Name of company	
Coordinator in company	
II STUDENT'S PERSONAL DATA	
Surname	
Name	
E-mail	
Status (circle):	a) Student b) Graduated
Study level:	a) Bachelor b) Master
III CONFIRMATION OF ARRIVAL	
We confirm that the above-mentioned student has arrived at our company on date:	
For a stay:	from until
Coordinator's Signature	
Stamp	
Date	

Please, return it by e-mail no later than 15 days from arrival to:

(write the host institution address email)

POLIS University (U_POLIS) - Template for internship application forms

Application form - U POLIS

FORMULAR APLIKIMI / APPLICATION FORM		FOTO/PHOTO
SURNAME/MBIEMËR: _____	NAME/EMËR: _____	
FIELD OF STUDIES/FUSHA E STUDIMIT: _____		

DATE, PLACE/DATE, VENDODHJA:	SIGNATURE/FIRMA:
<p>Të dhënat personale të mbledhura do të përfshihen dhe përpunohen në dosjen e Lëvizshmërisë së Studentëve të shërbimit të Marrëdhënieve Ndërkombëtare, qëllimi i të cilit është administrimi i bursave të mobilitetit për praktikant, në kuadër të marrëveshjeve kombëtare dhe ndërkombëtare, të regjistruara në Regjistrin e Dosjeve të të Dhënave Personale të Agjencia Shqipëtare e Mbrojtjes së të Dhënave (https://www.idp.al/about-us/?lang=en).</p>	
PERSONAL DATA/TË DHËNAT PERSONALE	
MBIEMRI / SURNAME: EMRI / NAME: GJINIA / SEX : DATËLINDJA / DATE OF BIRTH: VENDLINDJA / PLACE OF BIRTH: SHTETËSIA / COUNTRY OF NATIONALITY: NR. PERSONAL I IDENTIFIKIMIT / NATIONAL ID NUMBER:	
HOME ADDRESS/ADRESA E SHTËPISË:	
ADDRESS (STREET, NUMBER)/ADRESA (RRUGA, NUMRI): POSTCODE/KODI POSTAR: CITY/QYTETI: COUNTRY/SHTETI: MOBILE PHONE/NUMRI I TELEFONIT: EMAIL/ADRESA ELEKTRONIKE:	
RECEIVED ORGANIZATION/ORGANIZATA PRITËSE:	
ORGANIZATION NAME/EMRI I ORGANIZATËS: COUNTRY/SHTETI: PLANNED DATES/DATAT E PLANIFIKUARA: ____ / ____ / 202_ /to (deri) ____ / ____ / 202_ DURATION PERIOD/KOHËZGJATA: months(muaj) and(dhe) / days(ditë)	
ADRESA AKTUALE E BANIMIT / CURRENT ADDRESS:	
ADRESA (RRUGA, PORTAL, KATI) / ADDRESS (STREET, NUMBER, DOOR): KODI POSTAL / POSTCODE: QYTETI / CITY: SHTETI / COUNTRY: NR. TEL. / PHONE: NR. CEL. / MOBILE PHONE EMAIL / EMAIL:	
ADRESA E PERHERSHME / HOME ADDRESS:	
(lëreni bosh nëse adresa është e njëjtë me atë të treguar më sipër) (leave it blank if the address is the same as written above)	
ADRESA (RRUGA, PORTAL, KATI) / ADDRESS (STREET, NUMBER, DOOR): KODI POSTAL / POSTCODE: QYTETI / CITY: SHTETI / COUNTRY: NR. TEL. / PHONE:	
PERSON TO NOTIFY IN CASE OF EMERGENCY/PERSONI QË DO TË NJOFTOHET NË RAST EMERGENCASH:	
Surname/MBIEMRI: Name/EMRI: Email/ADRESA ELEKTRONIKE: Phone/NUMËR TELEFONI:	

CURRENT STUDIES/STUDITMET AKTUALE:				
A APLIKONI PËR KËTË THIRRJE SI STUDENT I DIPLOMUAR SË FUNDMI? / ARE YOU APPLYING TO THIS MOBILITY AS A GRADUATED STUDENT? : KAMPUS / CAMPUS: FAKULTETI / FACULTY: STUDIMET / STUDIES: NIVELI I ARSIMIT / STUDY LEVEL (Undergraduate, Master/postgraduate, Doctorado/Doctorate)				
LANGUAGE SKILLS/AFTËSITË GJUHËSORE:				
Language(gjuha)	Read(të lexuarit)	Speak(të folurit)	Written(të shkruarit)	
BURSË / MOBILITY GRANT:				
A KENI MARRË NJË BURSË ERASMUS PARA? PO/JO, NËSE PO, TREGON KOHËZGJATJEN / DID YOU ALREADY RECEIVE AN ERASMUS GRANT? YES/NOT, IF YES PLEASE SPECIFY THE DURATION PERIOD:				
LLOGARI BANKARE / BANK DETAILS:				
(Mbajtësi i llogarisë duhet të jetë studenti që po aplikon për grant) (the account holder must be the student who is applying)				
BANKA/BANK: NUMRI I LLOGARISË IBAN / IBAN ACCOUNT NUMBER (24 CARACTERES/24 CHARACTERS): MBAJTËSI I LLOGARISË / ACCOUNT HOLDER:				

Company information - U POLIS

DOSJE KOMPANIJE / ORGANIZATION FILE			
I. TË DHËNA TË PËRGJITHSHME / GENERAL INFORMATION:			
Kompania- Organizata / Company-Organization:			
Forma Juridike / Legal Form:			
Kodi Fiskal i Kompanisë / Company's fiscal code identification:			
Departamenti / Department:			
Sektori i subjektit/ General Sector:			
Madhësia e kompanisë/ Company Size:	<input type="checkbox"/> E vogël / Small (1 – 50) <input type="checkbox"/> Mesatare / Medium (50-250) <input type="checkbox"/> E madhe / large (250- more)		
Faqe interneti/URL Web site:	http://		
Adresa e Zyres / Office address:			
Personi përgjegjës për nënshkrimin e marrëveshjes / Charged for signing the agreement:			
Pozicioni i mbajtur në kompani / Position in Company:			
II. PERSONI KONTAKT / CONTACT PERSON:			
Mbiemër / Surname:		Emër / Name:	
Pozicioni / Title:			
E-mail:			
Nr. Telefoni / Phone number:			
Sektori i subjektit/ General Sector:		FAX:	
III. PROFILI I VENDIT TË OFRUAR / POSITION POST:			
Titulli / Title:			
Kohëzgjatja / Duration:		Vendet e ofruara/Places offered:	
Vendodhja (qyteti-shteti) / Country-City (workplace)			
IV. PËRSHKRIMI I SHKURTËR I PRAKTIKËS / TASK DESCRIPTION:			
<p>Knowledge, skills and competence to be acquired.</p> <p>Detailed Programme of the training period.</p> <p>Tasks of the trainee.</p> <p>Monitoring and Evaluation plan.</p>			
V. NJOHURI TË GJUHËVE / LANGUAGE SKILLS:			
Gjuhë / Language	Lexim/Read	Të Folur / Speak	Shkrim / Written
VI. NJOHURI TË PROGRAMEVE TË VEÇANTA KOMPJUTERIKE / COMPUTER SKILLS:			

Certificate of arrival - U POLIS

ÇERTIFIKATA E MBËRRITJES / CERTIFICATE OF ARRIVAL			
I. INSTITUCIONI PRITËS / HOST INSTITUTION:			
Emri i Institucionit / <i>Name of Institution:</i>			
Koordinator i Institucinit / <i>Coordinator of Institution:</i>			
II. TË DHËNAT PERSONALE TË STUDENTIT / STUDENT'S PERSONAL DATA :			
Mbiemër / <i>Surname:</i>			
Emër / <i>Name:</i>			
E-mail:			
Kursi i diplomës së studentit (ose tjetër) / <i>Student's degree course (or other):</i>			
III. KONFIRMIMI I MBËRRITJES / CONFIRMATION OF ARRIVAL:			
Ne konfirmojmë se studenti i lartpërmendur ka mbërritur në institucionin tonë në: ____ / ____ /202 ____ <i>We confirm that the above-mentioned student has arrived at our institution on: ____ / ____ /202 ____</i>			
Për një qëndrim nga : ____ / ____ /202 ____ deri në ____ / ____ /202 ____ <i>For a stay from ____ ____ 202 ____ until ____ ____ 202 ____</i>			
Coordinator's Signature :			
Stamp			
Date ____ / ____ / ____			

Please, return it by e-mail no later than 15 days from arrival to: Contact@polisuniversity.edu.al