

Pursuant to Article 54 of the Statute of the Faculty of Humanities and Social Sciences in Split, and based on the proposal of the Council of the Psychology Department, the Faculty Council of the Faculty of Humanities and Social Sciences in Split, at its 8th session held in the 2024/2025 academic year on 21st May 2025, adopted the following:

REGULATIONS ON PROFESSIONAL INTERNSHIP WITHIN THE UNIVERSITY GRADUATE PROGRAM IN PSYCHOLOGY

General Provisions

Article 1

- (1) These Regulations on Professional Internship (hereinafter: “Regulations”) govern the structure, contracting, mentoring, and implementation of the professional internship for students enrolled in the university graduate study program in Psychology at the Faculty of Humanities and Social Sciences in Split (hereinafter: “the Faculty”).
- (2) The professional internship is a mandatory component of the graduate study program and must be completed during the third semester.
- (3) Internships are conducted in institutions or organizations that have signed an agreement with the Faculty, or in foreign institutions partnered with the University of Split through mobility agreements (hereinafter: “host institutions”).
- (4) Internships are supervised by the course instructor and a mentor from the host institution. Host institutions may be located in Croatia or abroad and must have appropriate organizational and human resources in clinical, educational, or organizational psychology.
- (5) Mentors must be psychologists who have completed a study program that results in a qualification equivalent to level 7.1.sv of the Croatian Qualifications Framework (CROQF), or another legally recognized equivalent, and must meet criteria established by the Council of the Department of Psychology.
- (6) The course instructor responsible for the internship (hereinafter: “the course instructor”) has the task of:
 - Maintaining a database of host institutions and mentors
 - Communicating with host institutions, proposing the Internship Agreement, and coordinating the signing process
 - Collecting internship-related documentation
 - Recommending improvements or proposing termination of agreements with host institutions
 - Acting as liaison between students and host mentors
 - Ensuring and enhancing the quality of the internship program
 - Performing other duties related to internship planning and completion

Internship Agreement

Article 2

- (1) The Internship Agreement is concluded between the Faculty and the host institution, based on a proposal from the Department of Psychology, for an indefinite duration.
- (2) The agreement must define:
 - The number of internship slots available per semester
 - If applicable, the branches or departments within the host institution where the internship will take place
 - Learning outcomes to be achieved throughout the professional internship by the student, aligned with the course objectives
 - The general timeline for completing the internship
 - The job title and number of designated mentors at the host institution, who are responsible for supervising students and evaluating their performance (as well as signing all related documents)
- (3) Based on this agreement, the Faculty signs a separate annual agreement with the mentor that outlines mutual obligations in detail.

Preparing the Internship Agreement

Article 3

- (1) The course instructor maintains a database of potential host institutions and reaches out to them in order to establish an internship collaboration.
- (2) If a host institution expresses interest in collaboration, they are provided with a draft internship agreement.
- (3) This draft must include all elements outlined in Article 2.
- (4) In addition to the core tasks listed in the agreement, at the mentor's request, other duties may be added with the approval of the course instructor, provided they align with the graduate program's learning outcomes.

Application and Enrolment

Article 4

- (1) A list of host institutions available for professional internships is published on the Faculty's official website no later than one month before the start of the academic year in which students are expected to complete their internships.
- (2) This list also includes the number of available placements.
- (3) Students apply directly to their preferred host institutions.
- (4) The list remains accessible to students throughout the semester, and students who complete an internship at one host institution may apply to another host institution within the same course or a different one.
- (5) If the number of applicants exceeds available placements at a given host institution, a selection process is conducted based on criteria set by the Department of Psychology.

Internship Period

Article 5

Internships are typically completed during the winter semester. In exceptional cases, and with prior approval from the course instructor or in circumstances outlined in Article 8, Paragraph 2, internships may be completed during the summer semester.

Duration of the Internship at the Host Institution

Article 6

- (1) The total internship duration at the host institution is 270 hours (30 ECTS credits).
- (2) Internship requirements are divided across three courses: Clinical Psychology Internship, Educational Psychology Internship, and Organizational Psychology Internship.
- (3) Students may complete the internship for a single course across multiple host institutions.
- (4) All three internships may also be completed concurrently, either at one or more host institutions.

Internship Documentation

Article 7

- (1) Internship documentation consists of: the Student Application Form for Completing a Professional Internship at a Host Institution (hereinafter: "Application Form") and the Completed Professional Internship at Host Institution Log (hereinafter: "Internship Log"). These documents are integral parts of these Regulations.
- (2) Students complete the Application Form in consultation with their course instructor and mentor at the host institution. The mentor signs the form, after which the student submits it to the course instructor within 8 days for final approval and storage.
- (3) Upon completing the internship, the student submits the Internship Log signed by the mentor. This must also be submitted to the course instructor within 8 days, who then signs it to confirm approval.

Evaluation of the Internship

Article 8

- (1) The Internship Log must be approved by both the mentor at the host institution and the course instructor.
- (2) If a student fails to complete the required internship hours or if the Internship Log is not approved by the mentor and/or course instructor, the student may not proceed with their thesis defence.
- (3) In such cases as outlined in Paragraph 2, the duration of the internship shall be extended until the end of the academic year in which the corresponding course was enrolled.

Internship Quality Assessment

Article 9

- (1) After completing the internship, both the student and the mentor at the host institution fill out a quality assessment survey.
- (2) Based on the results of these assessments, student satisfaction, and course instructor feedback, the Dean may decide to terminate collaboration with a particular mentor or host institution.

Recognition of Internships Completed Abroad through Mobility Programs

Article 10

- (1) Students may complete their internships abroad through mobility programs, provided the internship meets the criteria outlined in these Regulations and has prior approval from the Department of Psychology.
- (2) The criteria primarily entail a minimum of 30 working hours, tasks aligned with course learning outcomes, and finding a suitable mentor at a foreign host institution.
- (3) Students completing their internships abroad through mobility programs must submit the required documentation as defined in Article 7, but may do so within double the standard submission deadlines.

DEAN

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