

**DEAN'S ORDER 3/2019 (VIII.01.) OF THE UNIVERSITY OF PÉCS, FACULTY OF SCIENCES, REGARDING COMPULSORY PROFESSIONAL PRACTICE AT BACHELOR'S AND MASTER'S PROGRAMMES**

**1. § Purpose and scope of the professional practice**

- (1) Professional practice: completing a professional practice is possible at an external training establishment, institute, budgetary authority, or at a higher education institute. The length of the practice is specified in the Training and Outcome Requirements, and it can be completed either in one run or in separate units of time. The obligation of professional practice is defined by the curriculum.
- (2) Programmes containing at least six weeks of compulsory professional practice are deemed as practice-intensive programmes, on the basis of their training and outcome requirements defined in the legislation.
- (3) The professional practice serves the purpose of students getting acquainted with the professional workflow at their host organisation, getting involved in daily work, fulfilling their tasks individually and gathering experience for finding a place in the labour market in the future. Their tasks can correspond to their theses, TDK work, individual research objectives, and/or the achievement of the host organisation's professional goals.

**2. § Skills to acquire during the professional practice**

- (1) The student must develop and deepen his/her current skills and knowledge related to his/her field of studies.
- (2) Competences that can be obtained and developed during the professional practice
  1. General competences: precise individual work, keeping the deadlines, readiness for cooperative teamwork, appropriate communication with the correct usage of professional language.
  2. Professional competences: incorporation of professional knowledge acquired during studies into practice, obtaining new insights.

**3. § Duration and time frame of the professional practice**

- (1) The time frame of a professional practice shall be registered into the programme's curriculum based on the EMMI act 18/2016. (VIII. 5.) in the case of programmes starting in the academic year of 2017/18. Regarding programmes that started before the academic year of 2017/18, the time frame was also registered into the corresponding programmes' curriculum, based on the OM act 15/2006. (IV. 3.).
- (2) The length of the professional practice shall be defined in weeks and hours (1 week/40 hours).
- (3) Appendix 1 of the current Order contains the length of the professional practices and the corresponding special regulations in a table format.

#### **4. § Place of the professional practice in the programme system**

- (1) The professional practice is part of the curriculum and is a requirement to allow the student take the final exam.
- (2) The professional practice can either be a pre-degree certificate requirement subject (criteria unit), a subject with a credit value or the combination of these two, depending on the actual programme.
- (3) The institutional coordinator of the professional practice (hereinafter referred to as institutional coordinator) is either the head of the programme or a person appointed by him/her for the purpose of organising the professional practice.

#### **5. § Conditions regarding the organisation of professional practice**

- (1) In order to provide venues for professional practice, the Faculty signs an Agreement of Cooperation with participating training facilities. The content of the Agreement of Cooperation is defined by Chancellor's order 8/2017.
- (2) The professional practice shall not be initiated without the Agreement of Cooperation.
- (3) Archiving the Agreement of Cooperation is set to occur at the Registrar's Office.

#### **6. § Organising the professional practice**

- (1) The institutional coordinator shall direct and be responsible for the organisation of the professional practice, decide upon the eligibility of the topic and venue and the approval of the letter of acceptance.
- (2) The organisation can be coordinated in two ways:
  1. the Faculty of Sciences recommends a certified partner institute/facility to the student, as a potential venue for professional practice,
  2. the student seeks out a venue individually.
- (3) The Registrar's Office forwards the available information (regarding the application for the professional practice and the signed agreement of cooperation) to the institutional coordinator, as per the request of the institute in correspondence with the organisation of the professional practice.

#### **7. § Applying for professional practice**

- (1) Application shall be conducted with submitting the "**Application form**" and the "**Letter of acceptance for professional practice**" (both are available on the Faculty's webpage) to the Registrar's Office. General deadline of application: at least 30 days before commencing the professional practice. In the case of applications handed in with missing data/documents and/or after the deadline, the Faculty cannot guarantee the availability of the student's requested time frame. In this case, the institutional coordinator shall designate a new time frame, following a consultation with the student and the training facility.

## 8. § Referral about the professional practice

- (1) Having finished the professional practice, the student is obliged to prepare a 2-5 pages long written referral and submit it to the institutional coordinator.
- (2) The language of the referral is the same as the programme's language, any diversion from it shall only be possible with the approval of the institutional coordinator.
- (3) Along with the referral, the **“Certificate of completion for professional practice completion”** shall also be submitted.
- (4) The institutional coordinator shall evaluate the referral in 15 working days, starting on the date of receiving it, and decides about approval, then he/she will forward the approved document to the Registrar's Office. The RO shall register the completion of the professional practice, if it has not been completed as part of a course. If the professional practice was not an individual subject itself, but a part of a course, then the head of the course shall give a grade to the student in the electronic study system.
- (5) If the institutional coordinator judges that the student did not complete the professional practice, or did not abide the regulations while completing it, then the practice shall not be accepted.

## 9. § Final provisions

- (1) This Order comes into force on the day of signature, 1<sup>st</sup> of August 2019.
- (2) With this Order coming into force, “Dean's Order 4/2017. (XII. 14.) regarding compulsory professional practices of practice-intensive programmes at the Faculty of Sciences, University of Pécs” shall be repealed.

Pécs, 1<sup>st</sup> of August 2019

  
  
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Appendices:

Appendix 1: Length and completion requirements of professional practice

Appendix 2: Application formula and letter of acceptance for professional practice

Appendix 3: Certificate of completion for professional practice

Appendix 4: Name list of institutional coordinators of professional practice