

## INSTRUCTIONS FOR STUDENT PROFESSIONAL PRACTICE

Professional practice is an integral part of the undergraduate study program of Food Technology (third year), and as such is compulsory for all students. It is envisaged in the syllabus for the students to learn to apply the acquired knowledge in the business environment during their studies. This type of work is an extremely valuable experience during which students can see what business looks like in reality.

The student professional practice lasts for a total of 15 working days (120 hours), and is carried out full-time in different companies or institutions. Exceptionally, students can also do professional internships in research organizations.

Students undertake professional practice at a time when they have no other obligations.

The conditions for performing professional practice are prescribed by the Ordinance on Student Practice.

### Professional practice can be done in:

- companies of the process industry (food, chemical, biotechnology or pharmaceutical industry) or institutions that monitor the quality and health of food products
- in research organizations
- abroad (a plan for professional practice by a foreign organization is required)
- Students who were employed at least 6 months before enrolling in the study programmes, may be recognized as having completed a student practice (an appropriate certificate proving work must be submitted)
- Students can propose a company or institution in which they would like to pursue a professional practice (submit a time period, address and name of the company / institution)

### Application for professional practice:

- students apply for their professional practice in the prescribed Form, which is available on the website (**Form for Application and Assessment of Professional Practice**), which they submit to the Committee.
- In addition to filling in the Form for Application and Assessment of Professional Practice, students must also submit a **Certificate of Company / Institution**, which confirms the acceptance of the student for professional practice
- practice must be reported on time
- the committee assigns a supervising teacher to a student and issues a **Practical Placement Reference**.

### During the professional practice:

- student keeps a Report of professional practice
- a mentor from the company / institution certifies and evaluates the Report
- the student obtains a **Confirmation of Practical Placement** in the company or institution where the practice work was performed (contains information on the time period of practice work, assessment), which is certified and signed by the mentor).

### When practice ends:

- The student submits the Report and the Confirmation to the supervising teacher (within 30 days from the end of the practice)
- The supervising teacher signs and evaluates the Report. The student then submits to the Committee a Report and a Confirmation of Practical Placement
- The President of the Committee confirms with his signature that the practice has been completed.

The Report can also be used for the Undergraduate Thesis.

### During the professional practice the student should pay attention to the following:

- Basic company information (assortment, production capacity)
- Schematic diagram and description of the technological production process, with an indication of production disadvantages and proposals for their removal
- Schematic diagram and description of machinery and equipment in the plant
- Description of the operation of the plant (the most important analyses in the production and quality control of the product, the scope and duration of the analysis during the production process)
- Procedures of the research (development) centre (if any)
- Supply of raw materials
- Energy and mass balances
- Packaging, internal transport, storage
- Preparation of process water, water for special purposes
- Wastewater management and other environmental issues

While collecting and presenting all of the above information, the student must consult with the responsible persons in the company in which he or she conducts student professional practice (some information is confidential (secret) and may not be disclosed from the company). Where more students reside in the same company, reports should be kept on different parts of the process, or with different views on the same process (technological, economic, environmental, analytical, legal, etc.). The professional practice report

can also be written in the form of a seminar paper. The student may, at his / her choice come to agreement with one of the teachers about the topic of seminar work. The topic should be also approved by the Committee.

## **PROFESSIONAL PRACTICE ABROAD**

Students can do professional internships abroad through various programs ([ERASMUS](#), [CEEPUS](#), [IAESTE](#)).

### **Instructions:**

- students can get all the information from the coordinators of the above organizations
- in the case of professional practice abroad, students apply to the Chair of the Professional Practice Committee
- for the professional practice, the same rules apply as for the practice placed in Croatia, except that the Practical Placement Reference is issued in English
- The report is subject to the same rules except that the report should be written in English,
- after completing the practice, the employer should sign a **Confirmation of Practical Placement** (English confirmation is available)
- Confirmation should be submitted to the Chairperson of the Committee

**Professional Practice Committee**