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**INTERNSHIP PROGRAM FOR THE FIELD OF CRIMINOLOGY AND FORENSIC SCIENCE**

**UNDERGRADUATE STUDIES (PRACTICAL PROFILE)**

**1. Objectives of the Internship**

The primary objectives of the internship are:

• Practical application and utilization of knowledge acquired during studies.

• Verification of previously acquired knowledge in the field of evidentiary law, criminology, and forensic science in relation to the professional environment.

• Development of teamwork skills and effective communication.

• Understanding the principles of organizational functioning, including division of responsibilities, procedural operations, information exchange, time management, and supervision within institutions that ensure state and public security, including ethical conduct.

• Effective communication and teamwork, as well as proper use and application of specialized terminology.

• Ability to handle difficult, stressful situations, work under time pressure, and solve identified problems.

• Establishing professional connections and networking for academic work and career activation.

• Self-assessment of one's capabilities in the job market.

During the internship, the student should have the opportunity to both demonstrate and acquire the necessary social competencies required for the profession. Additionally, the student should familiarize themselves with the specifics and nature of the work performed within the institution hosting the internship..

**2. Learning Outcomes Expected to Be Achieved by Students During the Internship**

**Knowledge:**

1. The student recognizes various categories of crimes: criminal, economic, corruption-related, and cybercrime.

2. The student understands the tools and methods used in procedural and technical activities, is familiar with the objectives and responsibilities of the institution, and comprehends the professional roles within the institution.

3. The student understands the structure of the justice system, security institutions, and agencies responsible for public safety, actively participates in investigative procedures, and is knowledgeable about the laws and ethical principles governing these institutions.

**Skills:**

1. The student can properly analyze the causes, course, and consequences of criminal incidents and socially harmful phenomena, applying theoretical and practical knowledge in the field of justice and law enforcement.

2. The student can effectively use legal sources governing the organization of institutions involved in crime prevention, prosecution, and victim protection.

3. The student is able to assist crime victims, understands crime prevention and social rehabilitation methods, can formulate criminological forecasts, and possesses teamwork skills.

4. The student can apply acquired knowledge in practice by evaluating and identifying forensic evidence collected at crime scenes.

**Competencies:**

1. The student exhibits professional conduct and can apply investigative, procedural, educational, and crime prevention methodologies in practice.

2. The student demonstrates an interdisciplinary approach to problem-solving, consulting experts, translators, and specialists while conducting initial analyses.

3. The student adheres to ethical principles within the workplace, proactively assesses risks, and develops crime prevention programs.

**3. Program Content**

The internship program should cover:

• Familiarization with the organizational regulations and internal legal acts of the institution.

• Understanding the organizational structure and operational units within the institution.

• Acquaintance with workplace health and safety regulations, confidentiality policies, and professional secrecy obligations.

• Learning detailed operational regulations of departments/teams/sections.

• Understanding professional responsibilities, workplace hierarchy, and interpersonal relations.

• Familiarization with operational domains, including practical application of laws governing institutional functions, professional engagement with staff, and hands-on problem-solving exercises.

• Gaining insights into crime analysis, prevention programs, interagency collaboration, and identifying criminogenic factors.

• Emphasizing the connection between academic knowledge and its practical implementation while fostering humility and an awareness of professional limitations.

• Encouraging responsibility, integrity, and pro-social motivation in students.

**4. Duration of the Internship**

Students may independently choose the institution where they will complete their internship, provided it aligns with their field of study and enables the achievement of learning objectives.

Internships must be approved by the university internship supervisor and may take place in various departments related to criminology and forensic science.

The required internship duration for undergraduate students in the Criminology and Forensic Science program is 720 hours, which may be completed across multiple institutions, provided the total duration meets the requirement.

**5. Placement of the Internship in the Study Plan**

Internships may commence from the third semester and must be completed by the end of the sixth semester, following submission of complete documentation. In justified cases, the internship may be started or completed in an earlier year of study, upon obtaining the Dean's approval.

**6. Methods for Verifying and Assessing Learning Outcomes**

The company supervisor or a designated internship coordinator assesses whether the student meets the required learning outcomes by reviewing daily logs and assigned tasks.

Students document daily activities and corresponding learning outcomes in their Internship Logbook, which is verified by the company supervisor.

The university supervisor ensures the tasks assigned align with the internship program, evaluates students’ final reports, and holds post-internship discussions to confirm learning objectives have been met.

**7. Method of Documenting the Internship and Tasks Performed**

Mandatory documentation includes:

1. Internship Referral Form

2. Internship Agreement between the university and the host institution

3. Internship Logbook

4. Internship Completion Report

Students must record the following details in their Internship Logbook:

• Start and end date of the internship

• Name of the host institution

• Name, position, and contact details of the company and university supervisors

• List of expected learning outcomes and corresponding codes

• Assigned responsibilities and tasks

• Daily log of activities, corresponding learning outcomes, and supervisor confirmation

• Final evaluation and supervisor’s remarks

**8. Criteria for Internship Host Institutions**

Eligible institutions must provide appropriate infrastructure, supervision, and compliance with health and safety regulations. The institution should allow students to develop competencies aligned with their field of study.

University representatives verify institutional compliance before signing an Internship Agreement. The university supervisor maintains contact with institutions and evaluates internship quality.

If an institution fails to meet the required standards, the agreement may be terminated by the university.

**9. Approval of Student-Selected Internship Locations**

Students may choose their internship location, provided it meets all criteria outlined in Section 8. The university supervisor evaluates whether the institution aligns with the student’s academic profile.

Internship locations may include:

• Police departments

• Courts

• Prosecutor's offices

• Border Guard

• Fire Department

• Prison Service

• Customs and Revenue Service

• National Tax Administration

• Road Transport Inspectorate

• Municipal police

• Private security firms

• Detective agencies

• Psychological and pedagogical counseling centers

• Addiction treatment centers

• Correctional facilities

• EU institutions (if aligned with the study program)

**10. Conditions for Qualifying for the Internship**

Students must consult the university internship supervisor and submit a request specifying the desired institution and timeframe.

Internship acceptance is based on:

a) An Internship Agreement between the university and the host institution.

b) An individual Internship Referral Form.

Both documents must be signed by the university internship supervisor under the Rector's authorization.

Internships within the curriculum begin in the third semester after fulfilling program requirements.