Decision no. 31/2024
Regarding the equivalence of internships at MASTER degree level

**Business Administration (Full-time and distance learning),
Hotel Management (Full-time and distance learning),
International Business Administration (Full-time)
Business Administration in Hospitality and International Tourism (Full-time)**

Approved by the electronic vote of the Faculty Council on November 6, 2024

To carry out the internship stipulated in the study contract, students enrolled in the academic year 2024-2025, in the second year of study or extension of the period of study, Master degree level, program in Business Administration (Full-time and distance learning), Hotel Management (Full-time and distance learning), International Business Administration (Full-time) Business Administration in Hospitality and International Tourism (Full-time) must submit the following documents during the practice colloquium, according to one of the following situations they fall into:

I. Students who are employed with an Employment/Collaboration/Service Contracts

1. Agreement on Student Traineeship.
2. Certificate of employment / REVISAL extract.
3. Job description.
4. Document with the activities carried out at the workplace – *Report of specific activities carried out in the firm during the internship period* (the form is available on the website of the Faculty of Business), covering a volume of 84 hours.
5. Evaluation report from the direct supervisor (online questionnaire in MS Forms).

II. Students holding the position of administrator in a company / PFA

1. Agreement on Student Traineeship.
2. Certificate of ascertainment provided by the Trade Register.
3. Document with the activities carried out at the workplace – *Report of specific activities carried out in the firm during the internship period* (the form is available on the website of the Faculty of Business), covering a volume of 84 hours.
4. Self-assessment report (online questionnaire in MS Forms).

III. Students who have completed internship / internship programs or who have been employed in the country or abroad (including Work and Travel programs) for a minimum of 3 months during the last year

1. Certificate of employment or copy of the employment contract.

2. Document with the activities carried out at the workplace – Report specific activities carried out in the firm during the internship period (the form is available on the website of the Faculty of Business), covering a volume of 84 hours.
3. Evaluation report from the direct supervisor (online questionnaire in MS Forms).

IV. Students Participating in EU-funded Internship Programs in which the Faculty of Business is a Partner

1. Agreement and internship contract for the project.
2. Proof of involvement in the project's mandatory activities.
3. Evaluation report from the direct supervisor (tutor) (online questionnaire in MS Forms).
4. Document with the activities carried out at the workplace – *Report specific activities carried out in the firm during the internship period* (the form is available on the website of the Faculty of Business).
5. Final evaluation document (form available on the Faculty of Business website).

V. Students who have volunteered in projects initiated and carried out by the Faculty of Business (minimum 84 hours)

1. Volunteer certificate (issued by the management of the Faculty of Business) / volunteer contract concluded with UBB.
2. Tutor evaluation report (the form is available on the website of the Faculty of Business).
3. Document with the activities carried out at the workplace – *Report specific activities carried out in the firm during the internship period* (the form is available on the website of the Faculty of Business).
4. Final evaluation document (form available on the Faculty of Business website).

Note: The evaluation of the Report specific activities carried out in the firm during the internship period is carried out in accordance with the content of the analytical curriculum for each program of study.

Dean,

Assoc. Prof. Dr. Valentin Toader