

Decision no. 29/2024

Regarding the equivalence of internships at BACHELOR degree level

**Business Administration (in Romanian and English), FULL-TIME
Business Administration in Hospitality Services (in Romanian and English), FULL-TIME**

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

In order 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, Bachelor degree level, program in Business Administration (in Romanian and English), Business Administration in Hospitality Services (in Romanian and English, full-time study mode education, must submit the following documents during the internship colloquium, according to one of the following situations they fall into:

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

1. Agreement on Student Traineeship.
2. Proof of participation in 3 events organized by the Faculty of Business besides the academic activities:
3. Employment certificate / REVISAL extract.
4. Job description.
5. 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 90 hours.
6. 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. Proof of participation in 3 events organized by the Faculty of Business besides the academic activities.
3. Certificate of ascertainment provided by the Trade Register.
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 90 hours.
5. 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 or copy of the employment contract.
2. Proof of participation in 3 events organized by the Faculty of Business besides the academic activities.
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 90 hours.
4. 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 of 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 90 hours)

1. Volunteer certificate (issued by the management of the Faculty of Business) / volunteer contract concluded with UBB.
2. Proof of participation in 3 events organized by the Faculty of Business besides the academic activities.
3. Tutor evaluation report (the form is available on the website of the Faculty of Business).
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), covering a volume of 90 hours.
5. Final evaluation document (form available on the Faculty of Business website).

Note: The evaluation of the Report of 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