



## **Important Announcement for Bachelor's Degree Programs (Full-time and Distance Learning) and Master's Degree Programs (Full-time and Part-time) Students**

In the second semester of the academic year 2024-2025, you are required to complete an internship, which is part of your curriculum and worth 3 credits.

### **Submission Requirements**

From **February 17 to March 10, 2025**, you must submit the following documents to the secretariat, office 102:

- **Two copies of the internship agreement:** These must be completed and signed in original by the legal representative of the company.
- **Three copies of the internship convention:** These must be completed and signed in original by both the legal representative of the company and yourself.

If you are a bachelor's degree student in distance learning or a master's degree student in part-time education and cannot submit these documents during the specified period, you may bring them to the secretariat during the exam session of the first semester. You can download these documents from the faculty website under the section Students -> Internship (<https://tbs.ubbcluj.ro/student/practica>).

**IMPORTANT: If you do not submit both documents by the deadline (March 10, 2025), you will not be able to take the internship colloquium.**

Once you have submitted both documents, you can begin your internship. You are required to complete a total of **90 hours** of internship for bachelor's level and **84 hours** for master's level.

### **Required Documents for Your Internship File**

Your internship file must include the following documents (to be submitted in original form at your colloquium, in a folder) on the scheduled exam date:

1. **Company Monograph** (according to the internship program for bachelor's/master's level);
2. **Individual Attendance Sheet;**
3. **Report on Specific Activities;**
4. **Evaluation Report** prepared by your company supervisor. Each student must complete a form in MSForms to provide contact details for their company supervisor or hierarchical superior if they are employed and seeking equivalency. The faculty will send your supervisor a link to complete this form.

The company/institution monograph is a **MANDATORY** document; without it, you cannot take or pass this course. You can find these documents on the faculty website under Students -> Internship (<https://tbs.ubbcluj.ro/student/practica>).

### **INTERNSHIP EQUIVALENCY SITUATIONS**

Details regarding internship equivalency situations are available on the faculty website under the Internship section (<https://tbs.ubbcluj.ro/student/practica>). If you wish to have your internship recognized, you must complete and submit the internship agreement to the secretariat. Additionally, evaluation by your supervisor/hierarchical superior is mandatory.

**If you cannot finalize your internship agreement, please submit a declaration stating your reasons for being unable to do so.**

### **SUBMISSION OF INTERNSHIP FILES**

You must present your internship files in original form at your colloquium. The presentation of your internship project will take place during the exam session according to schedules that will be posted on the faculty website. If you wish to complete your internship during the summer vacation, you may present it in September 2025.