



## DECISION

regarding the completion of the internship for bachelor's and master's levels  
starting from the academic year 2024-2025

Considering the structure of the academic year,

in accordance with Article 142 of the Higher Education Law no. 199/2023 and Article 70, paragraph 1 of the UBB Charter,

### **the Dean of the faculty adopts the following decision:**

- (1) The internship for bachelor's and master's levels will be carried out during the second semester, no later than the day preceding the internship colloquium/exam. Internships completed in the first semester, due to existing opportunities and projects in which students were involved, will not receive credits and will not be equated with the mandatory internship stipulated in the curriculum.
- (2) Maximum A maximum of 2% of the faculty's students enrolled in full-time undergraduate or master's programs in their second year of study may undertake the internship provided in the curriculum, regardless of the study program, within the administrative structures of the faculty or university (excluding academic departments, the doctoral school, and the Lingua Center), its offices, the UBB Student i-LAB Business Incubator, and the Career Counseling and Guidance Center, under the supervision of designated tutors from these structures. The maximum number of students who can be admitted to a structure is five.
- (3) The responsibility for organizing the selection process of student candidates for internships within the faculty or university structures lies with these structures. The selection process may be repeated a maximum of two times to fill the necessary number of students per structure while respecting the conditions specified in point (2).
- (4) The internship colloquium for bachelor's programs will take place in person at FSEGA premises (Campus and extensions). It will be held on the Friday of the 14th week of the second semester and the Friday of the retake session week. For the master's program, the internship exam will be organized on the second Friday of the examination session, as well as on the Friday of the retake session week, according to the academic year structure. The actual organization of the internship colloquium/exam is the responsibility of the departments.

- (5) The internship tutors will be designated as follows:
- By the external internship partner if the internship takes place within their organization;
  - By the Dean, with their consent, if the internship takes place within the faculty structures.
- (6) In accordance with the Operational Procedure "Activity regarding personnel training in occupational safety and health (student training)," registration no. 1582/07.02.2018 (Work Accidents – IP – SSM 2/1), 1584/07.02.2018, and 1585/07.02.2018 (Mandatory rules for intern travel to/from the internship site as a pedestrian, passenger, or driver) – General Administrative Directorate of Babeş-Bolyai University, occupational safety training will be conducted for bachelor's/master's students participating in internships at partner institutions if students will be traveling to the internship site.

The purpose of the training is to prevent the risk of injury to the intern:

- During travel on the route from the intern's home address/residence to the address of the internship site;
- During travel on the route from the internship site of the internship partner to the intern's home address/residence on the date of completion of the internship;
- As well as the presentation of information related to work accidents.

The training of interns will be conducted by the internship coordinators under the guidance of the IP-SSM officer before the interns depart for the internship at the external partner. This training will be recorded in the "Collective Training Sheet on Occupational Protection." The training of interns within the administrative structures of the faculty or university will be conducted by the IP-SSM officer and will be recorded in the individual training sheet.

The training topics related to intern occupational safety can be found in Annex No. 1 of procedure no. 1585/07.02.2018 (IP-SSM 53-3) and in procedures no. 1582/07.02.2018 (IP-SSM 2/1), 1584/07.02.2018 (IP-SSM 11/1) and 310/14.01.2025 (IP-SSM 53-2 Revised).

- (7) The documents related to the internship, both at the bachelor's and master's levels, are available in the *FSEGA SIS* application, where each intern can download/upload them. These documents are as follows:
- a) For an internship at an external partner:
- **Internship Agreement** certifying the intention of both parties (the university and the internship partner) to carry out a joint internship program. The agreement must be signed in two copies. The signing date of the Internship Agreement must precede the signing date of the Internship Convention.
  - **Internship Convention** specific to each internship. It must be signed by all involved parties: university, student/master's student, and internship partner. The Rectorate has authorized deans and vice-deans to sign this document. The Rector's name remains on the document, and it is signed and stamped at the faculty level. The Internship Convention is mandatory for every student/master's student. The signing date must precede the start of the internship period.
  - **A self-declaration** regarding the travel route to/from the internship partner, signed by the student participating in the internship. This self-declaration is mandatory for each student/master's student if they travel partially or entirely to the internship site.

- b) For an internship within faculty or university structures:
- **Internship Convention** between the faculty, represented by the Dean, and the student intern.
- (8) After completing occupational safety training, students undertaking the internship must fill out the identification details of their internship partners in the FSEGA SIS application. Additionally, students must upload the following documents in the application:
- a. The self-declaration regarding travel to the internship location, completed, signed, and uploaded by the student in the FSEGA SIS application before the start of the internship.
  - b. The internship agreement, signed by the internship partner (if applicable and if no prior agreement was established without the student's mediation).
  - c. The internship convention, signed by all involved parties (the signed faculty-level internship convention can be downloaded by students from the FSEGA SIS application). After completion, it must be signed by the internship partner and tutor, as well as by the Dean and the internship tutor, and uploaded by the student to the FSEGA SIS application.
  - d. The student's evaluation report from the tutor, signed by the assigned internship tutor and uploaded by the student in the FSEGA SIS application by the date of the internship colloquium/exam.
- (9) During the internship, tutors must ensure that the tasks assigned to interns and the activities performed contribute to acquiring or refining the competencies related to their study programs.
- (10) For internships conducted within faculty structures, the evaluation report, signed by the tutor, will be sent to the Dean's Office ([diana.balin@econ.ubbcluj.ro](mailto:diana.balin@econ.ubbcluj.ro)). The Dean will issue the internship certificate, including the final grade for the internship as stipulated in the curriculum, and will forward it to the course instructor. The grade mentioned in the Dean's certificate will be recorded by the course instructor in the course catalog.
- (11) Faculty members responsible for internships will have access to the FSEGA Online platform, Internship Coordination application, where students' uploaded internship documents can be accessed.
- (12) For students completing the internship, the grade for the Internship course will be awarded only if the student has previously met all requirements specified in point (9).
- (13) The electronic archiving of documents related to internships is the responsibility of the departments, by downloading them from the FSEGA SIS application. The submission of internship documents in physical format is not accepted.
- (14) All documents related to the internship can be found in the *FSEGA SIS* application.

Assoc.Prof.Dr. Victor O. Müller  
Vice-Dean  
Interim Responsibilities of the Dean

