



DECISION

regarding the organization of internship placements at Bachelor's and Master's level
in the academic year 2025–2026

Considering the structure of the academic year and in accordance with the structure of the curricula currently in force at Bachelor's and Master's level, the role of internships in students' professional training, in the development of subject-specific and transversal competences provided for in the curricula, as well as the need to ensure greater flexibility in organizing internships by allowing them to be carried out throughout the entire academic year,

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

The Dean of the Faculty hereby issues the following decision:

- (1) Students enrolled in all Bachelor's and Master's study programs of the Faculty, in the 2nd year of study (respectively 3rd-year auditing students or students in an extended period of study), may carry out internship activities throughout the entire academic year, based on internship agreements concluded with partner institutions. The colloquium or examination corresponding to the internship course included in the curriculum shall take place in the second semester, provided that all related obligations have been fulfilled.
- (2) A maximum of 2% of the Faculty's students enrolled in full-time Bachelor's or Master's programs, in the 2nd year of study, may complete the internship provided for in the curriculum, regardless of the study program, within the administrative structures of the Faculty or the 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 tutors appointed within these structures.
- (3) The responsibility for organizing the selection process of students applying for internships within the Faculty's or University's structures lies with those respective structures. The selection process may be repeated no more than twice, in order to fill the required number of students per structure, in compliance with the conditions set out in point (2).
- (4) Internship tutors shall be appointed as follows:
 - by the external internship partner, if the internship takes place at that partner;
 - by the Dean, with their consent, if the internship takes place within the Faculty's structures.

- (5) Internships carried out at partner institutions primarily aim to provide an applied framework in which the tasks assigned to interns and the activities performed by them are correlated with the field of study and the objectives of the program attended, contributing to the acquisition or improvement of the competences specific to the study program, under the guidance of internship tutors.
- (6) Internships carried out within the Faculty's or University's structures primarily aim at developing and demonstrating transversal competences relevant for students' professional integration and organizational functioning. These competences include, but are not limited to: professional communication with beneficiaries and institutional partners; effective teamwork; planning, organizing and managing activities and working time; responsible and efficient use of information, databases and digital/IT tools; application of procedures and quality standards; compliance with professional ethics and confidentiality rules; assuming responsibility for the accuracy and correctness of managed information and documents; analytical skills, critical reflection and self-assessment; adaptability to diverse organizational contexts, initiative and progressive autonomy in task completion; and orientation towards continuous improvement of professional processes and outcomes.
- (7) In accordance with the Operational Procedure "Training of personnel in the field of occupational safety and health (student training)" no. 1585/07.02.2018 (Procedure regarding occupational safety training for UBB students and its extensions during travel for internships at partner institutions – IP-SSM 53-3), as well as procedures no. 1582/07.02.2018 (Work accidents – IP-SSM 2/1), 1584/07.02.2018 and 1585/07.02.2018 (Mandatory rules for travel to/from the internship location as pedestrian, traveler, passenger or driver – IP-SSM 11/1) and 310/14.01.2025 (Procedure regarding occupational safety and health training for UBB students during internships in UBB laboratories/locations, including its extensions – IP-SSM 53-2 Revised), the General Administrative Directorate of Babeş-Bolyai University shall conduct occupational safety training for Bachelor's and Master's students participating in internships.

The purpose of this training is to prevent risks of accidents:

- during travel from the intern's domicile/residence to the internship location;
- during travel from the internship location back to the intern's domicile/residence at the end of the internship;
- and to provide information regarding work-related accidents.

Training for interns at external partners shall be carried out by internship coordinators under the guidance of the IP-SSM responsible person, before departure, and recorded in the "Collective Occupational Safety Training Sheet". Training for interns within the Faculty's or University's administrative structures shall be carried out by the IP-SSM responsible person and recorded in the individual training sheet.

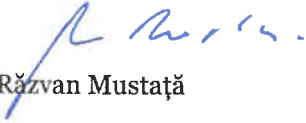
The training topics regarding occupational safety are included in Annex no. 1 of Procedure no. 1585/07.02.2018 (IP-SSM 53-3), as well as in Procedures no. 1582/07.02.2018 (IP-SSM 2/1), 1584/07.02.2018 (IP-SSM 11/1) and 310/14.01.2025 (IP-SSM 53-2 Revised).

- (8) All internship-related documents, for both Bachelor's and Master's levels, are available in the FSEGA SIS application and shall be managed exclusively in electronic format, being uploaded/downloaded by each intern. These documents are as follows:
 - a) For internships with an external partner:

- Internship Agreement certifying the intention of both parties (the University and the internship partner) to carry out a joint internship program. It must be signed in two copies. The signing date must precede the signing date of the Internship Convention;
 - Internship Convention specific to each internship placement, signed by the University, the student/Master's student, and the internship partner. The Rectorate has authorized Deans and Vice-Deans to sign this document. The Rector's name remains on the document; it is signed and stamped at Faculty level. The signing date must precede the start of the internship;
 - Declaration on own responsibility regarding travel to/from the internship partner, signed by the participating student, mandatory if travel is partially or fully required.
- b) For internships within Faculty structures:
- Internship Convention concluded between the Faculty, represented by the Dean, and the student intern.
- (9) Academic staff responsible for internships shall have access, in the FSEGA Online platform – Internship Coordination application, to the documents uploaded by students. Internship coordinators are appointed at Faculty level upon recommendation of the academic departments managing the study programs. For students undertaking internships within administrative structures, the Dean's Office shall appoint a Faculty-level internship coordinator.
- (10) After completing occupational safety training, students shall fill in, in the FSEGA SIS application, the identification data of the internship partner. They shall also upload:
- the signed declaration regarding travel to the internship location, before starting the internship;
 - the internship agreement signed by the partner (if applicable);
 - the internship convention signed by all parties (after being signed at Faculty level, it may be downloaded by students, then signed by the partner and tutor/Dean and tutor, and uploaded);
 - the tutor's evaluation report, signed by the assigned internship tutor and uploaded by the student before the colloquium/exam date.
- (11) The internship colloquium for Bachelor's programs shall be held in person at FSEGA premises (Campus and extensions), on Friday of week 14 of the second semester, respectively on the Friday of the retake week. The Master's internship exam shall also be held in person at FSEGA premises, on Friday of the second week of the examination session, respectively on the Friday of the retake week, in accordance with the academic year structure. The effective organization of the colloquium/exam lies with the departments to which the internship coordinators belong.
- (12) The grade for the Internship course shall be awarded only if the student has fulfilled all requirements set out in this regulation.
- (13) For students undertaking internships at partner institutions, the grade shall be based on the evaluation carried out by the tutor appointed by the partner institution, in accordance with the criteria and assessment tools established in the internship convention and course syllabus. This evaluation is reviewed and validated by the internship coordinator and integrated into the final assessment. The colloquium/exam is held before the internship coordinator, and the final grade is recorded by the course holder.
- (14) For students undertaking internships within Faculty structures, the tutor's grade is based on direct observation and evaluation of transversal competences developed during the internship. This

evaluation is reviewed and validated by the internship coordinator and integrated into the final assessment. The colloquium/exam evaluates the transversal competences acquired, with reference to activities and deliverables, justification of methods and tools used, interpretation of results, and critical reflection. The final grade is recorded by the course holder.

- (15) Electronic archiving of internship documents shall be carried out by departments by downloading them from the FSEGA SIS application. Submission of physical-format documents is not accepted.


Assoc.Prof.Dr. Răzvan Mustață
Dean