Bucharest University of Economic Studies

Faculty of Finance and Banking

INTERNSHIP GUIDELINES FABBV

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University year **2026 - 2027**

INTERNSHIP GUIDELINES FOR THE STUDENTS OF THE FACULTY OF FINANCE AND BANKING (FABBV) WITHIN THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES

The provisions of the present internship guidelines (**version 2026**) are effective starting with **10.10.2026.**

Professional internships will take place in accordance with regulations, standards and methodologies in force:

- The Law of Higher Education no. 199/2023
- Law no. 258/2007 on professional internships for pupils and students
- Law no. 9/2015 supplementing art. 10 of Law no. 258/2007 on professional internships for pupils and students
- The general framework for organizing internships within bachelor and master programs approved by OMECT no. 3955/2008
- Regulations on tuition activities for bachelor programs
- Regulations on tuition activities for master programs
- The methodology on organizing and supervising internship activities within bachelor programs
- The methodology on organizing and supervising internship activities within master programs

Internship refers to the activities performed by students according to the curriculum with the purpose to verify their capacity to put into practice the theoretical knowledge acquired during the study program. Internship is a mandatory academic subject included in the 2nd year of study, as follows:

- a 4 – 14 -week internship lasting for at least 112 hours (along the whole 2nd year of study) for bachelor students;

- a 7- 14 - week continuous activity lasting for at least 280 hours for master students.

Students will perform their internship with internship partners or with departments whose profile is compatible with the syllabus demands. Considering the FABBV profile, the internship must be performed in institutions which fall within one of the categories mentioned in Annex 1.

The internship will take place under the supervision of a tutor with the expertise and experience necessary to help the students supplement and consolidate the theoretical knowledge acquired during the study program. In order to qualify for this activity, tutors need to fall within one of the positions listed in Annex 2 (or an encompassing position relevant to the financial and banking field).

Student supervision will be ensured by the FABBV, throughout the internship, with the help of supervising professors. Assigning students to supervising professors will be established yearly by means of the organizational chart of the Department of Finance and the Department of Money and Banking; this data is contained into a distinct annex of the internship guidelines, both being published on the FABBV website (http://www.fabbv.ase.ro/practica). Internship consultancy hours will be included in the timetable and the schedule is to be posted on the personal page. Weekly student attendance at the internship seminar is not mandatory.

NOTE: Students in previous years who did not get a pass the internship academic subject are to consult the list of supervising professors assigned for the current 2nd year of study and choose the group and supervising professor so as to complete their internship.

Please make sure you produce all the necessary documents.

The following documents are needed in order to participate in internship activities:

A. Before starting the internship students need to have:

1. **The framework agreement** completely filled in, signed by all parties on the Intership platform, or uploaded on the Internship plarform https://practica.ase.ro/. The form of the framework agreement is available and can be downloaded at the following address http://fabbv.ase.ro/practica. Instructions of how to fill it in and where to have it signed and registered can be found in annexes 3a and 3b.

2. **The internship portfolio** completely filled in and signed by all parties on the Intership platform, or uploaded on the Internship plarform https://practica.ase.ro/. The form of the internship portfolio is available and can be downloaded at the following address http://fabbv.ase.ro/practica and it represents an annex to the framework agreement. A model of how to fill it in can be found in Annex 4.

B. At the end of the internship students need to have (in addition to the two documents mentioned above):

3. **The internship certificate** signed and registered by the internship partner; this must certify the number of hours completed, the period during which the internship took place and the qualifying grade given to each student for their performance. **The internship certificate should be uploaded on** http://fabbv.ase.ro/practica. A template of an internship certificate can be found in Annex 5.

4. **The internship book**, in the form of a log describing, chronologically, the activities performed during the internship. **The internship book should be uploaded on** http://fabbv.ase.ro/practicaA model of how to fill it in can be found in Annex 6.

5. **The internship project** needs to highlight how the knowledge acquired in one or several academic disciplines can be put into practice. Starting from examples of financial and banking documentation and analyses provided by the internship partner on a regular basis, the project needs to develop analyses performed by the students and/or suggestions for alternative approaches that could improve the activity. **The internship project should be uploaded on** http://fabbv.ase.ro/practica

IMPORTANT! Prerequisites to equate internship with employment (for the students who have a job) can be found in Annex 7a.

On the other hand, activities performed by students within European-funded projects can be equated with internships provided the conditions stipulated in Annex 7b are observed.

Internship activities are to be evaluated by means of oral examination (colloquium). Further information on how the latter will take place and the necessary documents can be found in Annex 8.

Annex 1

Categories of internship partners for FABBV students

Category	Bachelor program (on campus and long distance)	BANCAS	DOFIN	Corporate Finance	Taxation	MFI	MAF	TACT
The Bucharest University of Economic Studies (departments: finance, public acquisition)	Yes		Yes	Yes	Yes	Yes		
The National Agency for Employment and the county agencies for employment	Yes			Yes	Yes			
The Financial Supervision Authority	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
The National Bank of Romania	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
The National House for Public Pensions and the county pension houses	Yes				Yes	Yes		Yes
Research Centers in the economic field: - CEFIMO - CARFIB - Finance and banking Simulators - The National Institute for Economic Research - The Victor Slăvescu Center for Financial and Monetary Research - The Institute of National Economy - Research Management Authorities	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
The Competition Council	Yes			Yes	Yes	Yes	Yes	Yes
The Fiscal Council	Yes		Yes	Yes	Yes	Yes	Yes	
The Court of Accounts	Yes				Yes	Yes	Yes	

Category	Bachelor program (on campus and long distance)	BANCAS	DOFIN	Corporate Finance	Taxation	MFI	MAF	TACT
Firms which implement financial and banking software		Yes	Yes	Yes		Yes	Yes	Yes
Trading Firms	Yes		Yes	Yes		Yes	Yes	Yes
Credit Institutions listed in the general register of the National Bank of Romania (BNR) under the following categories: - banks - savings and loans banks - mortgage banks - subsidiaries of credit institutions in tertiary states	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Deposit/Loan Guarantee Funds	Yes	Yes	Yes	Yes		Yes	Yes	Yes
Non-banking financial institutions listed in the General Register of BNR under the following categories: - Consumption credits - Factoring - Financial Leasing - Underwriting, of credits among other items - Multiple crediting activities (containing at least one of the above mentioned categories)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Public Institutions	Yes				Yes			Yes

Category	Bachelor program (on campus and long distance)	BANCAS	DOFIN	Corporate Finance	Taxation	MFI	MAF	TACT
The Ministry of Public Finance and institutions with fiscal functions: - General Directorates within the Ministry - The National Agency for Fiscal Administration - General Directorates of Public Finance - The National Commission of Prognosis - Financial Administrations - Regional Administrations for Excises and Customs Operations - Local Directorates for Taxes	Yes		Yes	Yes	Yes		Yes	Yes
Commercial Enterprises listed in the Registers of the Romanian Financial Supervision Authority (ASF) under one of the following categories: - Intermediaries who provide financial investment services in Romania; - Investment Consultants (PJ); - Investment administration firms; - Investment firms of alternative/ closed type; - Market Operators.	Yes		Yes	Yes		Yes	Yes	Yes
Insurance companies, insurance brokers and insurance agents	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Insurance companies for private pension funds administration	Yes					Yes	Yes	Yes
Banking audit firms	Yes	Yes				Yes	Yes	
Fiscal consultancy firms	Yes		Yes	Yes	Yes	Yes	Yes	

Category	Bachelor program (on campus and long distance)	BANCAS	DOFIN	Corporate Finance	Taxation	MFI	MAF	TACT
Commercial enterprises in the category of large or medium-sized taxpayers[1]	Yes		Yes	Yes	Yes	Yes	Yes	Yes
Legal entities (physical or legal persons) performing/ providing financial services (including banking and insurance) under franchise (or through a mandate contract) to a financial firm	Yes			Yes	Yes	Yes	Yes	
Accounting expertise and financial auditing firms	Yes			Yes	Yes	Yes	Yes	

PLEASE NOTE THAT: Students who intend to perform their internship with another partner than the ones listed in the present Annex, need to register with the FABBV secretary a written application (addressed to the Dean), with a prior approval from the supervising professor. The application needs to contain a solid justification (with attached relevant documents if necessary) of the means in which the chose partner will contribute to putting into practice the knowledge acquired during the study program

[1] The inclusion of commercial enterprises into the categories large or medium-sized taxpayers will be verified on the basis of the most recent lists published by Romania's National Fiscal Administration Agency (ANAF), available at the following address: https://www.anaf.ro/anaf/internet/ANAF/info_publice/info_interes_public/info_agenti_economici/liste.contrib.mari.mijlocii

Annex 2

Tutors' accepted positions and their equivalents

Codes: T – tutors accepted positions; E – equivalent accepted positions

COR codes + Occupations	**COR codes + Occupations**	**BANCAS**	**DOFIN**	**Corporate Finance**	**Taxation**	**MFI**	**MAF**	**TACT**
Minor category 111 Legislators, executives, top public administration managers	T			T+E	T+E		T+E	T+E
112004 Manager of commercial company	T			T+E	T+E		T+E	T+E
112007 Research and development manager	T			T+E	T+E		T+E	T+E
112011 General manager of commercial company	T			T+E	T+E		T+E	T+E
112014 Manager of autonomous public entity	T			T+E	T+E		T+E	T+E
112019 Director/ deputy director/ chief inspector	T						T+E	T+E
112020 Economic Director	T			T+E	T+E		T+E	T+E
112028 General manager	T			T+E	T+E		T+E	T+E
112029 Manager	T				T+E		T+E	
121101 Bank President /Bank Vicepresident/ First Vice president	T				T+E			T+E
121102 Chief economist	T		T+E		T+E			T+E
121103 Bank/Leasing company General Manager/ Deputy General Manager	T	T+E			T+E			T+E
121104 Bank Executive Manager /Deputy Executive Manager	T	T+E			T+E			T+E
121105 Bank Department Chief / Deputy Department Chief	T	T+E	T+E		T+E			T+E
121106 Bank Chief Project Manager	T	T+E						T+E

COR codes + Occupations	COR codes + Occupations	BANCAS	DOFIN	Corporate Finance	Taxation	MFI	MAF	TACT
121107 Bank/leasing company Chief of Department/Office	T	T+E	T+E					T+E
121108 Bank/Department /team coordinator	T	T+E	T+E					T+E
121109 Bank Chief Dealer /Arbitrager	T	T+E	T+E					T+E
121110 Bank Branch Manager/ Branch Deputy Manager	T	T+E	T+E		T+E		T+E	T+E
121111 Head of Bank Office	T	T+E	T+E				T+E	T+E
121114 Bank /Leasing division Director/ Deputy Director	T	T+E			T+E			T+E
121116 Conformity Director/Executive Director	T							T+E
121119 Chief Anti-Fraud Inspector	T				T+E			
121121 Financial Controller	T				T+E	T+E	T+E	
121125 Financial Manager	T			T+E	T+E		T+E	T+E
121126 International Financial Relationship Manager	T			T+E	T+E		T+E	T+E
121904 Office Chief	T	T+E			T+E			
121906 Chief Department/ Office Administrator	T							
134601 Chief Insurance Department/ Office	T	T+E						T+E
134602 Damage Control Chief Department/Office	T	T+E						T+E
212005 Actuary Adviser	T							T+E
212006 Actuary Expert	T							T+E
212007 Actuary Inspector	T							T+E
212008 Actuary Operator	T							T+E
212010 Actuary (Bachelor’s graduate)	T			T+E				T+E

COR codes + Occupations	COR codes + Occupations	BANCAS	DOFIN	Corporate Finance	Taxation	MFI	MAF	TACT
214946 Public Procurement Expert	T							
241104 Finance-Accounting Operator	T	T+E	T+E	T+E	T+E	T+E	T+E	T+E
241105 Internal Auditor	T			T+E		T+E	T+E	T+E
241107 Financial Auditor	T			T+E	T+E	T+E	T+E	T+E
241201 Censor	T			T+E	T+E		T+E	T+E
241202 Fraud Office Inspector	T				T+E			
241203 Financial/Banking Advisor	T	T+E	T+E	T+E	T+E	T+E	T+E	T+E
241204 Financial-Banking Expert	T	T+E	T+E		T+E		T+E	T+E
241205 Financial-Banking Inspector	T	T+E			T+E		T+E	T+E
241206 Insurance Inspector	T	T+E						T+E
241208 Budget Advisor	T		T+E		T+E			
241209 Dealer	T		T+E	T+E				
241210 Evaluator	T			T+E			T+E	T+E
241211 Investment Analyst	T		T+E	T+E	T+E		T+E	T+E
241212 Stock/Bonds Manager	T		T+E	T+E			T+E	T+E
241213 Securities Investment Advisor	T		T+E	T+E			T+E	T+E
241214 Risk Capital Advisor	T							T+E
241215 Loan Administrator	T	T+E		T+E			T+E	T+E
241216 Risk Control Expert	T	T+E	T+E	T+E	T+E	T+E	T+E	T+E
241217 Damage Evaluation Expert	T	T+E						T+E
241218 Liquidator	T			T+E			T+E	T+E
241221 Fiscal Expert	T			T+E	T+E	T+E	T+E	
241222 Fiscal Consultant	T			T+E	T+E	T+E	T+E	
241224 Bank Economist	T	T+E	T+E	T+E	T+E		T+E	T+E
241225 Bank Manager	T	T+E			T+E		T+E	T+E
241226 Operations/Products Manager	T	T+E						T+E

COR codes + Occupations	COR codes + Occupations	BANCAS	DOFIN	Corporate Finance	Taxation	MFI	MAF	TACT
241227 Bank/ Leasing company Customer Relations Manager	T	T+E				T+E	T+E	T+E
241228 Treasurer (Bachelor's degree)	T	T+E						T+E
241229 Banking/Leasing Analyst	T	T+E	T+E			T+E	T+E	T+E
241230 Bank Officer (banking loans, marketing, products and services)	T	T+E	T+E	T+E		T+E	T+E	T+E
241231 Bank /Leasing Product Administrator	T	T+E	T+E			T+E	T+E	T+E
241234 Banking Consultant	T	T+E	T+E			T+E	T+E	T+E
241236 Bank/Leasing Operator	T	T+E	T+E	T+E		T+E	T+E	T+E
241240 Risk Administrator	T	T+E	T+E					T+E
241241 Credit Analyst	T	T+E		T+E			T+E	T+E
241242 Insurance Inspector	T	T+E						T+E
241243 Underwriting Inspector	T							T+E
241244 Insurance Operator	T	T+E						T+E
241246 Coordinating Insurance Inspector	T	T+E						T+E
241247 Risk Inspector	T	T+E	T+E					T+E
241248 Damage Inspector	T	T+E						T+E
241249 Coordinating Damage Inspector	T	T+E						T+E
241250 Insurance System Expert	T	T+E						T+E
241251 Enterprise Evaluation Expert	T		T+E	T+E		T+E	T+E	T+E
241252 Real Estate Evaluation Expert	T		T+E	T+E		T+E	T+E	T+E
241253 Movable Assets Evaluation Expert	T			T+E			T+E	T+E
241254 Financial Assets Evaluation Expert	T		T+E	T+E		T+E	T+E	T+E

COR codes + Occupations	COR codes + Occupations	BANCAS	DOFIN	Corporate Finance	Taxation	MFI	MAF	TACT
241255 Planner/Summary Plan specialist	T			T+E			T+E	T+E
241256 Investment Cost Engineering Expert	T			T+E			T+E	T+E
241259 Effective Investment Expert	T			T+E			T+E	T+E
241260 Investment Estimates Evaluation and Revision Expert	T			T+E			T+E	T+E
241262 Investment Management Expert	T			T+E			T+E	T+E
241263 Project Evaluator	T			T+E			T+E	T+E
241301 Finance-Banking Researcher	T	T+E	T+E	T+E	T+E	T+E	T+E	T+E
241302 Finance-Banking Assistant Researcher	T		T+E		T+E	T+E	T+E	T+E
241303 Administration, Accounting and Financial Control Researcher	T			T+E			T+E	T+E
241305 Finance Analyst	T		T+E	T+E	T+E	T+E	T+E	T+E
241308 Banking Specialist	T	T+E						T+E
241309 Finance Banking Analyst	T	T+E	T+E		T+E		T+E	T+E
242101 Project manager	T			T+E	T+E		T+E	T+E
242102 Process Improvement Specialist	T							
242110 Control, Planning and Performance Reporting Specialist	T			T+E	T+E		T+E	T+E
242202 Public Administration Expert	T							
242206 Regulation Expert	T							
243216 Client Service Analyst	T					T+E	T+E	

COR codes + Occupations	COR codes + Occupations	BANCAS	DOFIN	Corporate Finance	Taxation	MFI	MAF	TACT
251201 Analist	T		T+E[2]		T+E			
251206 IT Project Manager	T					T+E		
252101 Data Base Administrator	T			T+E				
263102 Advisor/Expert/Inspector/ Operator /Economist for Economics	T	T+E	T+E	T+E	T+E	T+E	T+E	T+E
263104 Advisor/Expert/Inspector/ Operator/Economist for Commerce and Marketing	T							T+E
263105 Advisor/Expert/Inspector/ Operator/ Economist for International Business Relations	T		T+E		T+E			T+E
263106 Advisor/Expert/Inspector/ Operator/Economist For Business Administration	T	T+E	T+E		T+E	T+E	T+E	
263107 Management Consultant	T		T+E					
263110 Competition Inspector	T			T+E				
263111 Financial (Patrimony) Administrator (Bachelor's degree)	T		T+E					
263113 Management Economics Research Assistant	T					T+E	T+E	

CAUTION! COR codes are to be taken as rough guides, since they are subject to repeated adjustment.
NOTE. In case the tutor's occupation tasks (T)/equivalent professional profile (E) are in the 241 minor group code of Financial expert, but are not specified in the above table, the professional profile of the tutor's activity is checked to meet the internship coordination requirements and the conformity to the stipulations regarding the knowledge and applied competences that students need to acquire during the Bachelor's program.

[2] Only for the analists that operate/develop informatic programmes in finance and banking

Annex 3a

Fill in guidelines for the Framework Agreement
Annex 3a
THE FRAMEWORK AGREEMENT WILL BE PRINTED ON BOTH SIDES AND DRAFTED IN 3 COPIES

<table>
<tr><th>Agreement details</th><th colspan="2">On campus and long distance Bachelor's Degree Students</th><th>Master's Degree Students</th></tr>
<tr><td rowspan="2">Preamble</td><td colspan="3">Internship Partner Identification details</td></tr>
<tr><td colspan="3">Student's Identification Details</td></tr>
<tr><td rowspan="2">Art. 3. Time and duration</td><td colspan="2">Minimum duration 112 hours</td><td>Minimum duration 280 hours</td></tr>
<tr><td colspan="2">Internship activity can be carried out after July 1st of the academic year in which the student registered as a first year student, and concluded before his/her trained skills assessment. The internship duration should cover the established minimum number of hours mentioned above.</td><td>Internship activity can be carried out at any time during the second year of studies, and concluded before his/her trained skills assessment. The internship duration should cover the established minimum number of hours mentioned above.</td></tr>
<tr><td>Art. 4. par. (1)</td><td colspan="3">The corresponding internship type will be ticked.</td></tr>
<tr><td>Art. 8. Information about the tutor and the supervising teacher.</td><td colspan="3">The tutor and the supervising teacher's identification details will be filled in.</td></tr>
<tr><td>Art. 9. Number of ECTS</td><td colspan="2">3 ECTS</td><td>15 ECTS</td></tr>
<tr><td>Signature place</td><td colspan="3">Acknowledged details will be filled in. The signature date will be added when performed.</td></tr>
</table>

NOTE:
Typing of the framework agreement is recommended. In case it is handwritten, it is strongly recommended to make the handwriting easy to read. Details should be accurately filled in and checked out. Since the agreement is a formal contract, NO subsequent wipe out, alteration or change are admitted.

Annex 3b

Internship Framework Agreement and Portfolio transmission[3]

IMPORTANT! Internship framework agreement and portfolio are to be concluded before the beginning of the internship activity, usually at the beginning of the academic year but not later than the first month of the second term (February 2027)
You can look over the Internship procedure approved on 16.04.2025 – https://breit.ase.ro/wp-content/uploads/2025/04/Procedura_practica_ASE_2025.pdf

Stage	**On campus and long distance Bachelor's Degree Students and Master's students – Bucharest headquarters**
1	The student completes the internship agreement through the platform https://practica.ase.ro/. The student downloads the internship agreement, fills it in with their personal information, and signs it. Additionally, the portfolio is completed under the guidance of the tutor and the supervising academic staff member and is signed by the student.
2	The student sends the internship agreement to the host organization where they will carry out their internship, using their institutional email address. The host organization fills in its own details in the internship agreement, applies the authorized electronic signature or handwritten signature (and the stamp, where applicable) in the designated field, and sends it back to the student.
3	The student uploads the internship agreement on the platform https://practica.ase.ro/. In special cases, the student may send the completed and signed agreement (by both the student and the host organization) from their institutional email address to the FABBV Secretariat or via the form available on the FABBV website, for it to be signed by the Vice-Dean in charge.
4	The signing of the internship agreement is carried out through the platform https://practica.ase.ro/. In special cases, the signed agreements will be sent to the student's institutional email address by the FABBV Secretariat or by the Vice-Dean in charge.
5	The student will present the Agreement and the portfolio to the tutor for signing.
6	The signing of the internship agreement by the supervising academic staff member is carried out through the platform https://practica.ase.ro/. In special cases, the student will present the agreement and the portfolio to the supervising academic staff member for handwritten signing.
7	The verification of the documents will be carried out through the platform https://practica.ase.ro/. In special cases, at the request of the examination committee, a copy of the agreement and the portfolio will be left with the supervising academic staff member during the internship colloquium (along with the other documents: the certificate, the internship notebook, and the internship project).
8	The supervising academic staff member submits the internship agreements, portfolios, and internship/employment certificates to the year secretary, together with the grade sheets from the internship colloquium, if, in special cases, they have not been uploaded on the platform https://practica.ase.ro/

NOTE: If the Internship partner is willing to sign the framework agreement before obtaining the University's signature and stamp, the agreements can be first submitted to the partner and subsequently to the University representatives, to be signed and stamped.

[3] The Internship Portfolio is attached to the internship framework agreement

Annex 4

Fill in model for the Internship Portfolio
THE INTERNSHIP PORTFOLIO
to the Framework agreement for performing the internship as part of the Bachelor's and Master's study programs

1. The overall training length: 280 hrs.
2. The training calendar: Feb 23 –May 17, 2025
3. The training period, working time and schedule (to specify the training days in case of part-time work): Mondays, 8 hrs. (8.00-16.00), Tuesdays, 8 hrs. (8.00-16.00), Fridays, 8 hrs. (8.00-16.00)
4. The address where the internship is to take place: Bucureşti, Sector 1, Bd. Economiştilor no. 55A, building B, 1st floor
5. Changing the place where the trainee is distributed has in view the following locations: it is not the case
6. Conditions for Bachelor's /Master's student's admission to the internship:
a. Assumed confidentiality engagement
b. Acquired labor safety rules
7. Ways to ensure the complementarity between the training acquired by the Bachelor's/ Master's student in the higher education establishment and the training obtained during the internship:
a. The student is to be distributed in a department whose line of activity is compatible with the topics studied in one or several academic disciplines
b. The training partner is to assign such duties as to enable the student to use the concepts and notions acquired in the specialty disciplines
8. Last name and First name of the teaching supervisor who is to monitor the trainee from a pedagogical point of view throughout the internship: PhD Prof. Popescu Ion.
9. Rights and responsibilities of the teaching supervisor from the educational establishment – organizer of the practical training during the internship:
a. The teaching supervisor is to give tutorials according to the timetable posted
b. The teaching supervisor is to approve upon the framework convention and the present annex
c. During the tutorials, the teaching supervisor is to monitor the way in which the practical training is being run.
10. Last name and First name of the tutor appointed by the enterprise to ensure that the training conditions are observed and the trainee is in a position to acquire the professional skills planned for the internship: economist Vancea Valerică – unit executive
11. Rights and responsibilities of the training tutor appointed by the internship partner:
a. The tutor is to guide the student throughout the practical training period
b. The tutor is to set concrete tasks for the students so as to enable them to turn to good account the knowledge acquired during the academic disciplines and to gain practical experience
c. At the end of the internship, the tutor is to issue a document containing the qualifying grade awarded (very good, good, satisfactory, unsatisfactory).
12. Defining the skills acquired during the internship:

No.	Skill	Training module	Workplace	Planned activities	Obs.

1	**To carry out economicfinancial work in private and public organizations**	**Financial and accounting statements of the credit applicants**	Wholesale Loan	***Briefly describe the activities to be carried out at the internship place to acquire skill I***	
2	**To identify roles and responsibilities in a pluri-disciplinary team and to apply relationship-building techniques and effective team work abilities**	**The organigram of the internship partner and the Regulations on the organization and operation of the institution**	Department	***Briefly describe the activities to be carried out at the internship place to acquire skill II***	
3	**To identify the opportunities for continuing improvement and effective capitalization on the resources and learning techniques for personal development**	**Internal norms and procedures**	Wholesale Loan	***Briefly describe the activities to be carried out at the internship place to acquire skill III***	

13. Methods to assess the trainee's professional training during the internship:

	Last name/ first name	Position	Signature
Teaching supervisor	**Popescu Ion**	**PhD Prof.**	
Tutor	**Vancea Valerică**	**Unit executive**	
Trainee	**Irimescu Ionică**	**Student**	
Data			

OBSERVATIONS:

- The model shown above is to be taken just as an example. It will NOT be copied by students but adapted to the internship in question.

- It is advisable to type the portfolio to ensure its readability.

- 3 copies of the portfolio will be filled in and will be annexed to the framework agreement.

Annex 5

Suggested template for the Internship Certificate

THE HEADING OF THE INTERNSHIP PARTNER
CERTIFICATE

This is to certify that the student.....
enrolled in the second year of study within the Faculty of Finance and Banking from The Bucharest University of Economic Studies, has done an internship of ..... hours in our institution for the period from ..... to..... .

For his/ her activity he/ she has got the qualifying grade .....
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MANAGER,

Annex 6

Suggested template for completing the Internship Book
INTERNSHIP BOOK

Internship location: …….Bank - The Loan Department

Date	Activities
16 may 2025	Analyzing the content of an application submitted by an individual in order to get a personal loan. Assessing customer creditworthiness. Checking the applicant's situation with the Credit Bureau.
17 may 2025	Analyzing the content of an application submitted by a legal person in order to get an overdraft credit line. Calculating the credit score based on the submitted financial statements.
...	...

Annex 7a

Internship equivalence to employment periods

The internship is the equivalent of employment periods under the following conditions:

- If the minimum number of working hours is 280 (for Master's students);
- If the period of employment starts during the second year (for Master's students);
- If the employee's position can be found in the job list in Annex 2. If a student does not fulfill this condition, there is the possibility of submitting to the Secretariat of The Faculty of Finance and Banking (FABBV) a written equivalence request (addressed to the Dean), priorly approved by the supervising teacher. The request will justify (by annexing supporting documentation) that the position held contributes to the application of the knowledge acquired during the study program.

IMPORTANT! For a preventive check of the conditions listed above:
The students that are already employed and wish to obtain an internship equivalence will submit on the intership platform https://practica.ase.ro/ or send an email to the FABBV secretariat until the deadline established annually by the management of the faculty and communicated through the website of the FABBV an employment certificate showing the employment contract period and the COR code of the position held;

IMPORTANT!
- The students who get hired during the academic year and wish to obtain an internship equivalence will submit on the intership platform https://practica.ase.ro/ or send an email to FABBV secretariat an employment certificate (containing the above information) to the FABBV secretariat as soon as possible but no later than the end of the first semester.

The students who do not simultaneously satisfy the conditions listed above (and who have not obtained approval on requests for COR code equivalence) cannot equate the internship period with the employment period and will have to do an internship in accordance with the requirements in this guide.

Regarding the students who meet the internship equivalence conditions, they will upload on the intership platform https://practica.ase.ro/ will present the following documents (for more details see Annex 8) at the internship colloquium:

1. The internship portfolio
2. The employment certificate specifying the period and the COR code in the employment contract
3. The internship book
4. The internship project

OBSERVATIONS:
- As evident from the list of documents presented above, students who meet the internship equivalence conditions will NOT draw up a framework agreement.
- The equivalence of internship periods to employment periods can be performed only provided the conditions specified in this annex are observed. In this case, there are NO restrictions referring to the institution where the student works and his/ her supervisor's occupation respectively (the supervisor status will be awarded to the direct supervisor to whom the student reports at work).
- Term contracts are not contracts of employment, therefore, they cannot be equated.

- For the internship colloquium students will submit a new employment certificate, specifying the period and the COR code in the employment contract. The employment certificate submitted during the academic year to preventively check the conditions to be fulfilled for the equivalence of the internship periods to employment periods will be archived within the Dean's Office.

Annex 7b

Equating the internship period with internships performed within European-funded projects

The internship period may be equated with internships performed within European-funded projects under the following conditions:
- If the internship was performed in conformity with the respective project's specifications;
- If the evaluation was performed in conformity with the respective project's specifications. If the European-funded project documents do not specify a certain evaluation methodology, internship evaluation will be carried out in conformity withy the stipulations of the present guide and of the applicable norms, methodologies and regulations;
- If the institution that hosted the internship falls within one of the categories listed in Annex. 1 and the assigned tutor holds one of the positions listed in Annex 2.

If the internship performed within a European-funded project does no comply with all of the above requirements, students need to do another internship, according to the stipulations of the present guide. Performing another internship does not annul the potential financial rights that students may have obtained while participating in European-funded projects.

Annex 8

Internship Colloquium

The activity performed during the internship is assessed by a colloquium before a jury consisting of at least two teachers and graded from 1 to 10. When deciding the grade, the jury will take into account the knowledge and the skills acquired, the quality of the project drawn up by the student and the qualifying grade granted by the practice partner.

IMPORTANT! Failure to pass the internship colloquium leads to the obligation to perform the internship again and to take a new internship colloquium during the following academic year. The internship colloquium can be taken during the reassessment session provided the internship has been completed by the date when reassessment is scheduled.

The colloquium is taken :
- During the examination session, after the completion of the internship period stipulated in the timetable for tuition activities timetable (for the Bachelor's students);
- During the last two weeks of the second semester (for the Master's students).

When taking the practice colloquium, the students will submit the following documents (failure to provide one or several of the mentioned documents results into the impossibility to take the colloquium):

1. The Framework Agreement - Remarks:
a. The Framework Agreement will be fully filled in and duly signed by all the parties (ASE, Internship Partner, Student, Supervisor, Tutor) and duly stamped by the parties (ASE, Internship Partner).
b. The dates of the signatures shall certify the fact that the Framework Agreement was concluded before the internship started.
c. Should certain possible internship partners refuse to sign the Framework Agreement or accept to sign it in a modified form, the internship will not be recognized.
d. EXCEPTION! The students who ask for their internship periods to be equated with periods of employment, do NOT draw up a Framework Agreement and, consequently, do not bring this document to the colloquium.
In all other cases, concluding the Framework Agreement and submitting a copy thereof at the colloquium is mandatory!

2. The Internship Portfolio (appendix to the Framework Agreement) – Remarks:
a. The Portfolio shall be fully filled in and duly signed (Supervisor, Tutor, Student).
b. The students who ask for their practice to be equated with periods of employment shall also submit an Internship Portfolio.

3. The Internship certificate or the Employment Certificate – Remarks:
a. The Internship certificate shall certify the fact that the student has effected:
i. Bachelor's students: at least 84 hours of internship after July 1st of the year in which they were enrolled as first year students
ii. Master's students: at least 280 hours during the second year
b. The Employment Certificate shall certify that the student was employed by his/her employer:
i. Bachelor' students - at least 84 hours of practice after July 1 st of the year in which they were enrolled as first year students

ii. Master's students – at least 280 hours during the second year
iii. The employment certificate shall also certify the COR of the position occupied by the student so that compliance to the guide requirements may be verified.
c. The Internship/ Employment Certificate shall be signed and stamped by the issuer.
d. The certificate shall include the qualifying grade given for the activity performed by the student. Otherwise, the students will also need to submit a document that mentions the qualifying grade, duly signed by the tutor.
e. The students who had interrupted their employment by the date of the colloquium shall submit copies of the labor contract and other documents stating the date of employment and the date when employment had ceased, as well as the COR of the position held.
Considering that in certain EU financed internships the original copy of internship certificates is included in the project file, photocopies thereof are also accepted.
f. The Internship/Employment Certificate is issued by the internship partners in the format they currently use. An indicative sample of the practice certificate is presented in Annex 5.

4. The Internship Book - Remarks:
a. The Internship Book is a journal including the activities performed during the internship in a chronological order. It is recommended that it be typed.
A sample of practice notebook is presented in Annex 6.
b. The Internship Book will include a short description of activities performed during a number of working days which should cover at least 84 hours (for Bachelor's students) and 280 hours (for Master's students).
c. The students who ask for their internship period to be equated with periods of employment shall also submit an Internship Book.

5. The Internship Project – Remarks:
a. The Internship Project differs from one student to another, as it reflects the type of activity performed at the internship partner's, as well as the specificity of its field of activity. The Project shall show how the skills acquired are applied to one or several disciplines studied at university. The Internship Project starts with a presentation of the documents and financial
analysis usually achieved by the internship partner and, based on them, the students shall develop their own analysis of/proposals for alternative approaches which may lead to improvements in the activity.
b. The Project shall be original (total or partial plagiarism will be sanctioned according to the regulations in force); emphasis will fall on the student's own contribution rather than on the information provided by the internship partner.
c. The students who ask for their internship periods to be equated with periods of employment shall also submit an Internship Project.