

GUIDELINES FOR THE CONDUCT OF PROFESSIONAL PRACTICE/INTERNSHIP

1. According to the curriculum of the *Finance and Accounting in English* degree program, students must complete a 15-working-day professional practice/internship in an enterprise of their choice, regardless of its legal form or area of activity.
2. Professional practice is when a student is employed in a company on a civil/labour contract
3. Internship is when a student temporarily for a predefined period works in an organisation just in order to gain work experience usually without a labour contract
4. It is mandatory professional practice/internship of the students to be carried out in the field of Finance or Accounting and analysis, or Financial control:
 - 4.1. Finance – organisations/institutions in public finance, monetary policy, banking, social security, corporate finance, insurance and stock exchanges;
 - 4.2. Accounting and analysis - organisations/institutions where is available information about accounting policy of an enterprise, information on concession agreements for non-financial enterprises (concessionaires), information on concession agreements for public sector enterprises (grantors), information from the private partner regarding transactions related to public-private partnerships (PPP), information from the public partner regarding transactions related to public-private partnerships (PPP), information on liquidity from a specific commercial bank.
 - 4.3. Financial control - audit firms, tax and customs administrations, state financial inspection, external and internal audit, financial and banking supervision and any other organizations with a focus on control
5. Professional practice/internship must be completed not earlier than fifth semester and not later than the end of the eighth semester.
6. Once the students are invited by the coordinator - each student should notify the coordinator by email about:
 - Name and UIC (Unified Identification Code) of the enterprise;
 - Department/unit where the internship will take place;
 - Position of the student;
 - Name of the supervisor from the enterprise responsible for the internship;
 - Contact details (telephone and e-mail).
7. The coordinator responsible for the internship may contact the respective enterprises and monitor the actual implementation of the internship.
8. During the internship, each student keeps a diary, where they record by date:
 - their assigned tasks and responsibilities,
 - the work performed,
 - and their personal impressions.
9. During the summer examination session after the eighth semester, an exam entitled “Defence of the Internship” is held in the form of an interview. The exam is graded on a six-point scale, and the grade is included in the calculation of the final Bachelor’s degree
10. For the exam each student should prepare Personal report. The report contains:
 - purpose of the internship;
 - characteristic of the company or institution;
 - brief description of the work performed;
 - skills and knowledge acquired during the internship;

- analysis and evaluation of the information collected;
 - connection to the knowledge acquired in the specialty.
11. For the exam students on internship submit a certificate (official letter) from the enterprise confirming completion of the internship containing organization's name, date and issue number. At the discretion of the issuer of the official note, information on the work done by the intern, as well as additional evaluation or other information related to the student's internship, may be included.
 12. For the exam students on professional practice submit a copy of the employment or civil contract (personal and sensitive data to be removed).
 13. Students on professional practice/internship in Accounting and analysis are required to submit at least one of the six appendices.
 14. Students may contact the coordinator responsible for the internship with any questions related to the organization, implementation, or defence(exam) of the internship.