



## INTERNSHIP GUIDE

### Master program: FINANCE

The internship can take place in specialized units, within the period established in compliance with the structure of the academic year, or during the semester in respect with the total number of necessary hours, the evaluation of the internship being performed during a colloquium and graded from 10 to 1. The grade from the internship colloquium is part of the terms and conditions of passing into the next academic year and is taken into account in the calculation of the overall average.

#### Objectives

For internship purposes, second year MA students majoring in “**Finance**” may select any **patrimonial unit** (private units and public institutions) in any field of activity, which mirror the curriculum and the items specified below, under “Content”. This internship period assists the student in completing his/her dissertation paper

The internship activity of master students has in view the following objectives regarding the knowledge of:

- complex methods and techniques used in setting the basis for, as well as in the elaboration and evaluation of strategies for the internationalization of business
- specific financial, economic and banking instruments used in the decision-making process of a company

#### Content

The internship is structured onto issues specific to the financial activity carried out by trading companies, banks and insurance organizations, and the purpose is for MA students to notice the practical economic use of the theoretical knowledge related to the studied disciplines.

Research related to specialty issues is mainly targeted at the following:

- methods of financial planning, means to use existing resources and attract new ones
- using the financing potential, setting internal reserves and means to exploit them
- level and structure of costs, budget drafting
- specific performance indicators used in risk management
- specific capital performance indicators and their evaluation
- financial balance rates
- methods to diagnose financing strategies
- analysis of opportunities for risk coverage or insurance



- using promotion and negotiation techniques in the financial field
- substantiating, drafting, implementing and assessing financing efficiency at company level

### MA students' obligations

1. To become familiar with issues related to internship content – MA students will carry out their activity according to the following stages:

- collecting information on the object of activity, organization and computer system of the researched institution;
- selecting the topic to be researched according to the “content” point above, by going through the field literature and the related legislation;
- gathering information, documents and drafting the respective case focusing on the company under analysis;
- preparing the internship file.

2. To draft **an individual paper/internship project** based on the elements studied while at the internship institution

3. To keep in an **internship log** with daily activities carried out during the 3 internship weeks.

### Evaluating and Conducting the Internship Colloquium:

When participating in the internship colloquium, the presented internship file (portfolio) must be typed and must include:

1. **An assessment** bearing the signature and stamp of the internship unit, showing the number of hours worked, punctuality, discipline, the extent to which practical knowledge has been acquired and the qualification proposed;

2. **The individual paper (the internship project)** which has to be written during the internship period, including annexes: documents collected during the internship at the economic entity.

3. **The internship Journal** (daily activities performed within the internship unit).

*The internship-research/documentation placement and the preparation of the dissertation will be concluded with a colloquium grade which will be further considered when calculating the general average grade of the study year.*

*Submission of the internship journal and participation in the internship colloquium will take place simultaneously at a date announced by the School's management board.*

DEAN,  
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