



MINISTRY OF EDUCATION  
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**GENERAL FRAMEWORK**  
**on the organization of the Internship**  
**at The Faculty of Economic Sciences**  
**for students in undergraduate study programs for FT and PT,**  
**in the second semester of the academic year 2020 -2021**

1. In accordance with MEC Order no.3955/12.06.2008, the terms used have the following meanings:
  - a) **Internship** – work done by undergraduate students and master’s students, in accordance with the academic curricula;
  - b) **Organizer of internship** – Faculty of Economic Sciences, ” Ovidius” University of Constanta;
  - c) **Partner of internship** – company or institution that carries out an activity in conjunction with majoring included in the academic curricula and can ensure the process of training practice of undergraduate students and master’s students;
  - d) **Intern** – the undergraduate student or master’s student who carries out the internship activities;
  - e) **Supervising professor** – person designated by the internship program organizer, who provides planning, organization and supervision of the internship program;
  - f) **Tutor** – person designated by the partner of internship to provide necessary conditions for the internship program;
  - g) **Framework Agreement on conducting the internship** – the agreement concluded between the Faculty of Economic Sciences, the partner of internship and the interns;
  - h) **Portfolio of internship** – element attached to the Framework Agreement concerning the internship completion.

2. The internship of students enrolled in undergraduate programs full-time (FT) and part-time courses (PT) of the Faculty of Economic Sciences have the duration of three weeks (15 working days) between **17.05.2021 – 04.06.2021**.
3. **The internship for students from all programs of study will take place online** on the Webex Meetings platform, **on May 14.05.2021**, the exact hour will be published on the notice board of the Faculty web page.
4. **The internship will take place in companies** that correspond to the majoring of students and allow them to appropriately experience in the areas of activity mentioned in the internship curricula. In case students opt for internship in institutions that do not have an economic activity declared (healthcare institutions, public administration, army), students will carry on economic related activities – connected to the economic aspects of the institution, adapting it according to the areas specified in the internship curricula.
5. Students from distant locations/cities can do the internship program in economic companies located in their residential area.
6. Students who are already employed (employees) can do the internship in the company they work for.
7. **The internship can be held physically or online**, according the organization's specificity, in the economic field in which students carry out the internship program, as required by the restrictions imposed in the context of the current pandemic.
8. Each group of students will be guided by a supervising professor (from the university) and a tutor (appointed by the economic partner of internship).
9. The daily internship working program is - 6 hours (9:00-15:00) for every working day and it can be covered both by physical activities in the company, as well as online or offline activities, as required.
10. As a result of the internship program students will prepare **an internship file**, comprising the issues contained in the internship curricula available at: <https://stec.univ-ovidius.ro/studenti/caiete-de-practica>.
11. After the completion of the internship program, students will require the legal representative of the internship partner company to stamp and sign the **Framework Agreement on the Completion of Internship**, the tutor will also sign and grade the work performed by the student (the grading system used is: poor, satisfactory, good or very well), which will be marked, accordingly, on the Framework Agreement, as well as on the document entitled **Portfolio of Internship – Annex** to the above mentioned **Framework Agreement**.

12. **The Internship Colloquium** will consist of a presentation and discussion on the information contained in the Internship file and a presentation of the Framework Agreement on the completion of internship, accompanied by the Internship File- all documents must be correctly filled in and signed adequately. The Internship File consists of 20 pages ( $\pm 10\%$ ) written in Times New Roman 12 pt., 1.5 line spacing.
13. Documents that constitute the support of the colloquium evaluation must be sent by each student, electronically, on the email address of the supervising professor, 24 hours before the colloquium date, to be checked from the point of view of the content (internship file) and of the correctness of the completion of each document included, all the parties involved must sign and stamp the Framework Agreement.
14. **The internship colloquium for students enrolled in all programs of study will take place online**, on the Webex Meetings platform, **on May 04.06.2021**, the exact hour will be published on the notice board of the Faculty web page.
15. **As a result of the internship colloquium the student will receive a grade (from 1-10).** Students who have not passed the colloquium have the right resit it, during the session of re-examinations.
16. At the end of the internship colloquium, **the supervising professor assigned by the faculty will collect separately, in electronic form, for each student supervised, the Framework Agreement on the completion of internship, signed and stamped by all the parties involved in a file named with the name and surname of each student evaluated.** The archive containing all the Framework Agreements of the students who were present to the online evaluation from each study program, will be sent in electronic form, by mail, to the vice-dean in charge of the strategy concerning the relationship with the partners and with the students and graduates.
17. These provisions, as well as the topics of internship and the content of the internship file will be communicated in detail to students during the instruction of internship, each supervising professor must monitor the compliance with them.
18. **No later than 15 working days after the elimination of all restrictions concerning public meetings**, under penalty of the voidness of the colloquium held, students are required to present to the supervising professor who assessed them **the Framework Agreement on Conducting the Internship and the Portfolio of Internship (Annex) – in original.** These will be centralized by the supervising professors and further handed to the vice-dean in charge of the strategy concerning the relationship with the partners and with the students and graduates.