



RECTOR,
PhD. Univ. Prof. Gerard JITĂREANU

REGULATION
ON THE ORGANISATION AND CONDUCT OF THE INTERNSHIP
IN BACHELOR AND MASTER'S DEGREE PROGRAMMES

CHAPTER 1 - GENERAL PROVISIONS

Art. 1. (1) This Regulation establishes the general framework for the organization and management of the students' internship, within the university study programs of the University of Life Sciences "Ion Ionescu de la Brad" of Iasi (USV Iasi).

(2) The students' internship is carried out in accordance with the National Education Law no. 1/2011, Law 258/2007 on students' and students' internship, Order no. 3955 of 09/05/2008 approving the General Framework for the organization of internships in bachelor's and master's degree programs and the Framework Convention on the conduct of internships in bachelor's and master's degree programs.

Art. 2. (1) The internship at USV Iasi is coordinated by the Internship Department, subordinated to the Prorector for educational activity.

(2) The Internship Department is managed by the Coordinating Council of the Internship Department, consisting of the head of the Department, as Chair, the coordinators of the internship in the faculties and two student representatives as members.

Art. 3. The terms used in this Regulation have the following meanings:

(1) Internship - the activity carried out by undergraduate students and master's students, in accordance with the curricula of the faculties of USV Iasi, which aims to verify the applicability of the theoretical knowledge acquired by them in the training program.

(2) Internship - compulsory subject, the duration of which is regulated by the Curriculum for each study programme, in compliance with the rules in force.

(3) Intern - the student who carries out practical activities for the consolidation of theoretical knowledge and for the formation of competences, skills, abilities, in order to apply them in accordance with the specialization for which he/she is training.

(4) Internship organizer - USV Iasi, through its component faculties.

(5) Internship partner – a commercial company, a central/local state institution or any other legal entity from Romania, from a country participating in the Lifelong Learning Programme, in a project financed by the European Social Fund or from a third country, carrying out an activity related to the specializations included in the educational offer of USV Iasi and in the nomenclature of the Ministry of Education, which may participate in the process of internship of students.

(6) **Intermediary company** - a commercial company that identifies foreign internship partners and intermediates external internships for university students, subject to the legislation in force, the Charter and regulations of USV Iasi and the rules of EU and/or international law applicable to the case.

(7) **Supervising teacher** - the person appointed by the internship organiser who will ensure the planning, organisation and supervision of the internship.

(8) **Supervisor** - the person appointed by the internship partner, who will ensure that the conditions for the intern's training and acquisition of the professional competences planned for the period of the internship are met.

(9) **Transferable credit** – is subject to the Law no. 288/2004, on the organization of university studies, as subsequently amended and supplemented.

(10) **Framework agreement on the performance of the internship** – an agreement concluded between the organizer of the internship, the internship partner and the intern, in accordance with the legislation in force (*Annex 1*); if the activity is carried out abroad, it is also completed with the provisions of the agreement/contract concluded with the intermediary company.

(11) **Internship Portfolio** - the document attached to the Framework Agreement on the conduct of the internship, containing the educational objectives to be achieved, the competences, skills, abilities to be obtained through the internship, as well as the arrangements for the internship (*Annex 2*).

CHAPTER II - ORGANISATIONAL ELEMENTS

Art. 4. (1) The specialised internship of USV Iasi students is provided for in the university curriculum of each faculty and is carried out on the basis of a *Framework Agreement on the performance of the internship (Annex 1)*.

(2) The content of the specialist internship is laid down in the analytical programmes / internship portfolios drawn up by the internship manager of each faculty and approved by the Faculty Council at the beginning of the academic year. The analytical programme/internship portfolio must specify the structure of the internship project or report (*Annex 2*). The analytical programmes will contain elements specific to each faculty.

(3) The internship included in the Curriculum is **compulsory** and is a condition for promotion. The duration of the internship is as specified in the Curriculum. This activity may be carried out on a weekly or cumulative basis, during the semester or at the end of the study year, in accordance with the structure of the teaching activities and the need for correlation with the training of specific competences.

(4) The internship is carried out in institutions/economic units/research units etc., in the country or abroad, which have the main field of activity relevant to the student's specialization. The internship may also be carried out in the laboratories, clinics, medical offices of the faculty or other faculties in the accredited university network, in their own internship bases, as well as in the faculty library or central university library, as appropriate.

(5) The forms of assessment, grading and credits awarded for the internship are contained in the Syllabus. Transferable credits for the completion of the internship will be awarded, as laid down in the Framework Agreement on the completion of the internship.

(6) If the conduct of the internship does not comply with the commitments made by the internship partner under this agreement, the head of the internship organiser may decide to discontinue the internship in accordance with the framework agreement after informing the head of the internship partner in advance and receiving confirmation of receipt of this information.

(7) Students benefiting from internships abroad, started before the end of the academic year, can keep their budgeted place only if they take the remaining exams until the beginning of the next academic year.

CHAPTER III - DUTIES OF THE INTERNSHIP COORDINATORS

Art. 5 (1) Responsibility for the organisation and conduct of the students' internship, in accordance with the objectives pursued, lies with the head of the Internship Department at the university level and the Dean at the faculty level.

(2) At the beginning of the academic year, the Faculty Council shall appoint a faculty supervisor/internship leader, a internship leader for each programme of study and a internship leader for each year of study.

Art. 6. The duties of the head of the Internship Department of USV Iasi are the following:

- Drafting, implementing, monitoring the provisions of the Regulation on the organization and conduct of student internship in USV Iasi, as well as periodic assessment of this activity;
- Monitoring the preparation of the discipline sheet for student internship, by programme and year of study;
- Supporting, guiding and monitoring the work of faculty training coordinators as well as students' internship;
- Verification and endorsement of faculty internship documents;
- Initiating and organising training and refresher courses for teachers involved in internship;
- Collaboration with the Career Counselling and Guidance Centre and the Erasmus+ Office, to initiate projects for the development of students' internship activity, for the computerised registration of potential partners in the internship activity, etc.
- Developing and promoting a coherent policy on the importance of conducting internships, the use of information technology, and the proper examination of students;
- Creating and maintaining the webpage related to student internship;
- Approving the documents concerning the provision of meal, accommodation and transport expenses, in cases where the internship is carried out outside the university centre, for the period provided for in the curricula.
- Preparing and submitting to the Board of Directors the Annual Report on the students' internship.

Art. 7. The duties of the internship coordinator at faculty level are the following:

- To organise the internship according to the curriculum approved by the Rector, as well as the access of all students and master students to the support services concerning internships;

- To identify, according to the profile of the specialisations, possible places for specialist internships or for the preparation of bachelor's/master's degree projects. USV Iasi is obliged to provide a minimum of 50% of the internship places required for bachelor's programs;
- To propose to the faculty management the list of places for the students' internship for each year and specialization;
- To compile the faculty's internship file by centralising the internship files compiled by the internship officers by programme and year of study;
- To ensure an adequate system for the operational handling of student complaints and requests in relation to the internship activity;
- To ensure that students are adequately and accurately informed about internship programmes, duration of internships, location of internship, services offered, examination procedures and credit grading for the internship examination;
- To develop, access projects and initiate contacts with internship partners, both at home and abroad;
- To ensure the smooth running of partnership associations between the internship organiser and the internship partner, concluded on the basis of cooperation agreements/contracts, which clearly stipulate the obligations of the parties;
- To provide the necessary publicity for the promotion of the internships, through posters, insertions in various publications, Internet, providing complete data reflecting the real situation regarding the institution, staff and services offered;

Art. 8. The supervising teacher has the following duties:

- To centralise the framework agreements on the performance of the internship at dean's level;
- To develop the department action plan for collaboration with the socio-economic and cultural environment;
- To monitor the internship activity and verify compliance with the framework agreements on the conduct of internships concluded at faculty/department level with representatives of the socio-economic environment;
- To ensure the development of analytical programmes/internship portfolios and the assessment of students.
- To identify companies, institutions, organisations, etc., that can provide the appropriate conditions necessary for the optimal performance of internships by the students enrolled in the specialisation coordinated by him/her, so that by the date scheduled for the start of the internship, all the students coordinated by him/her have been assigned the place for the performance of the internship, as required by the analytical programme. The internship agreements are concluded in advance of the work, usually at the beginning of the academic year in which the internship is planned, but no later than the first month of the second semester.
- To submit the agreements or, where applicable, the employment certificates, to the relevant Dean before starting the internship, accompanied by a centralised list, drawn up in accordance with *Annex 3* to these Regulations.

- During the internship, the supervising teacher has the obligation to monitor the students through visits to the internship partners, which will be mentioned in the *Activity Report*, written and submitted to the relevant Dean.
- He/she has the obligation to support the internship partners during the internship by the students of the Faculty.

CHAPTER IV - REGULATIONS CONCERNING THE PARTIES INVOLVED IN INTERNSHIP

Art. 9. The internship organiser has the following general obligations:

- To appoint a supervising teacher responsible for planning, organising and supervising the conduct of internship.
- The supervising teacher, together with the faculty internship coordinator and the supervisor designated by the internship partner, determines the internship topic and the work skills to be covered by the internship, in accordance with the analytical programme.
- Following the completion of the internship, the internship organiser will award the intern the number of transferable credits specified in the Curriculum and the Framework Agreement for the internship. These will also be recorded in the Diploma Supplement in accordance with Decision 2.241/2004/EC of the European Parliament and of the Council (Europass).
- Internships undertaken abroad as part of the Community's Lifelong Learning Programme, in accordance with Decision 1.720/2006/EC of the European Parliament and of the Council, will be recognised as internship programmes by the Faculty Internship Committee.
- In case of disputes between the intern and the internship partner, they can appeal to the internship organizer, who will mediate the conflict, but this does not imply the responsibility of USV Iasi to resolve the disputes nor to participate in the compensation of possible damages created.

Art. 10. The internship partner has the following general obligations:

- To have the appropriate equipment - logistical, technical and technological - necessary to make the most of the theoretical knowledge received by the intern and to train practical skills, abilities and abilities, according to the subject sheet;
- To nominate specialists with higher education to coordinate and participate in the assessment of the students' training;
- To carry out the programme of activities in such a way as to enable students to carry out their internship under normal conditions.
- To appoint a supervisor for the internship, who will ensure that the conditions of training are met and that the intern acquires the professional competences, skills and abilities planned for the period of the internship.
- To support the intern and follow up the realisation of the internship portfolio by providing the necessary means.
- To train the intern on the rules of work protection and fire safety specific to the activities he/she will be carrying out.

- To draw up, at the end of the internship, through the designated supervisor, an assessment sheet on the level of acquisition of skills by the intern (*Annex 5*) and to endorse the intern's internship report. The result of this assessment will form the basis of the intern's mark by the committee set up by the Faculty Council.
- The internship partner is obliged to issue to the intern at the end of the internship an **Internship Assessment Sheet**, signed and stamped by the legal representative of the partner, recording: identification data of the partner and the intern; the period during which the student worked in the institution, the total number of hours of internship completed, the specific activities carried out, the name and contact details of the designated supervisor as well as the supervisor's reasoned assessment of the activity carried out by the intern.

Art. 11. Students, enrolled in both daytime and distance learning (D.I.), have the following general obligations:

- To carry out practical activities to consolidate theoretical knowledge and to train competences, skills, practical abilities, in accordance with the specialization in which they are enrolled.
- To submit to the internship partner the **Letter** issued by the Dean's Office for the internship to be completed (*Annex 3*).
- To fill in the form for reporting the start of the internship (*Annex 4*) and send it to the internship supervisor.
- To report to the place of the internship according to the established programme, to comply with the internship partner's internal rules and regulations, the work protection and fire safety rules specific to the activity carried out and to carry out the tasks in the internship portfolio.
- To sign, before the start of the internship, the Framework Agreement and the Internship Portfolio, concerning the internship, the educational objectives to be achieved and the arrangements for the internship.
- To comply with the work discipline of the training unit, to comply with the internal regulations of the unit, to show interest in the internship activity and to carry out the work provided for in the training programme according to the timetable.
- To integrate into the programme of the unit in which they carry out their internship during their internship.
- To submit to the guardian a request for interruption of activity, accompanied by medical certificate, in case of illness or other situations that may affect the training.
- To make up all absences from internship, regardless of the reason for them, according to a schedule set by the faculty.

CHAPTER V - REGULATIONS ON THE CONDUCT OF INTERNSHIPS

Art. 12. During the internships, activities will be carried out that will lead to the formation of competences, skills, abilities established by the school subject sheet.

At the beginning of the internship, each student will receive from the supervising teacher the documents containing the general rules of the internship activity and the structure of the internship report.

Art. 14. At the end of the training period, the intern is obliged to draw up a **Report of the internship activity**, approved by the supervisor and the supervising teacher, which will be presented at the knowledge assessment colloquium.

Art. 15. The assessment of knowledge will be made in accordance with the analytical programme / portfolio of training, by a committee composed, as a rule, of the supervising teacher, the year supervisor and the representative of the internship partner, as appropriate.

The main **criteria for assessment and marking** are:

- a. The mean of the grades proposed by the supervisor;
- b. The grade proposed by the supervisor;
- c. The training documents, especially training notebook entries.
- d. The presentation made by the student to the assessment board, from which particular attention will be paid to:
 - the relevance of the activities carried out for vocational training;
 - the skills and knowledge acquired by the student;
 - the competences obtained by the student during the internship.

Art. 16. (1) External trips, through different programmes, apart from those carried out through the Erasmus+ programme, which do not include practical activities in accordance with the subject matter of the subject, will not be recognised as internships.

(2) Students who opt for such internships are obliged to carry out the internship program under conditions appropriate to the requirements of USV Iasi. Students who have accumulated a minimum of 40 credits and have completed the internship will also be considered graduates to the following year.

(3) Students applying for approval from the dean's offices for external trips in the framework of various mobilities other than Erasmus+ must meet the following conditions:

- to carry out the internship in advance, under the coordination of the internship supervisor, and to pass it with a minimum average of 8.00;
- to have accumulated a minimum of 40 credits in the current year and have completed the previous academic year by the date of departure on mobility;
- to be at least in their second year of study.

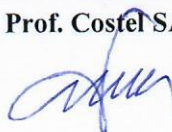
CHAPTER VI - FINAL PROVISIONS

Art. 17. (1) During the internship, the internship partner may employ the student, according to the legislation in force, on the basis of a fixed-term employment contract.

(2) Students who are employed may carry out work experience in the workplace, if the conditions for acquiring the required skills are met and if the employing companies comply with the provisions of this Regulation.

This regulation, with the additions approved by the USV Iasi Senate, shall enter into force, starting with the second semester of the 2021-2022 academic year.

**Prorector for Educational Activity,
PhD. Univ. Prof. Costel SAMUIL**



FRAMEWORK CONVENTION
on the performance of internship in university study programmes
for the Bachelor's and Master's degrees

This Framework Agreement is concluded between:

a. University for Life Sciences "Ion Ionescu de la Brad" of Iasi, through the Faculty of, located in Aleea Mihail Sadoveanu nr.3, code 700490, email:, phone:, hereinafter referred to as **the internship organiser**, represented by the **Dean, PhD. Univ. Prof.**

b.,
based in, email:,
tel....., with the internship in, tel.,
hereinafter referred to as **the internship partner**, represented by
.....

ART. 1. Subject matter of the Framework Convention

- (1) The agreement sets out the framework within which the internship is organised and carried out, with a view to consolidating theoretical knowledge and training skills to be applied in accordance with the specialisation for which the student is training.
- (2) The internship shall be completed by the intern with a view to acquiring the professional competences set out in the internship portfolio, which forms an integral part of this Framework Agreement.
- (3) The procedures and content of the internship are described in this Framework Agreement and in the internship portfolio.

ART. 2. Intern' status

- (1) The intern remains a student of USV Iasi for the duration of the internship.

ART. 3. Duration and period of the internship

- (1) The duration of the internship will be days.
- (2) The period of the internship is from (day/month/year) to (day/month/year).

ART. 4. Payment and social obligations

- (1) The internship is carried out on the basis of the faculty's own income, without any financial implications from the internship partner.

ART. Responsibilities of the intern

- (1) The intern is obliged, during the internship, to comply with the established work programme and to carry out the activities specified by the supervisor, in accordance with the internship portfolio, while respecting the legal framework regarding their volume and difficulty.
- (2) During the internship, the intern shall comply with the internal rules of the internship partner. In the event of non-compliance with these rules, the head of the internship partner reserves the right to cancel the framework agreement, after having first heard the views of the intern and the supervisor and notified the head of the educational establishment where the intern is registered and after having received confirmation of receipt of this information.

- (3) The intern is obliged to comply with the occupational health and safety rules, which he/she has learned from the internship partner's representative before the start of the internship.
- (4) The intern undertakes under no circumstances to use information to which he/she has access during the internship about his/her internship partner or clients for communication to a third party or for publication, even after the end of the internship, without the consent of the internship partner.

ART. 6. Responsibilities of the internship partner

- (1) The Internship Partner shall establish a supervisor for the internship, selected from among its own employees and whose duties are set out in the internship portfolio, which is an integral part of the framework agreement.
- (2) In case of non-compliance by the intern, the supervisor will contact the supervising teacher and sanctions will be applied according to the organization and functioning regulations of the higher education institution.
- (3) Before the start of the internship, the partner is obliged to instruct the intern in occupational health and safety rules in accordance with the legislation in force. Among his responsibilities, the internship partner shall take the necessary measures for the intern's occupational safety and health and for the communication of the rules of prevention of occupational risks.
- (4) The internship partner must provide the intern with all the means necessary to acquire the skills specified in the internship portfolio.

ART. 7. Obligations of the internship organiser

- (1) The internship organiser shall appoint a supervising teacher responsible for planning, organising and supervising the internship. The supervising teacher, together with the supervisor designated by the internship partner, shall determine the subject matter of the training and the professional competences which are the subject of the training.

ART. 8. The persons designated by the internship organiser and the internship partner are:

(1) **Supervisor** (person who will be responsible for the intern on behalf of the internship partner):
 Mr/Mrs Title Telephone
 Fax Email

(2) **The supervising teacher** responsible for monitoring the implementation of the internship on behalf of the internship organiser:, position: internship supervisor, Telephone:, Fax

ART. 9. The number of transferable credits to be obtained following the internship is, according to the Curriculum.

ART. 10. Internship Report

- (1) During the internship, the supervisor, together with the supervising teacher, will assess the intern on an ongoing basis, based on an observation/assessment sheet. Both the level of acquisition of professional skills and the behaviour and manner of integration of the intern into the work of the internship partner (discipline, punctuality, responsibility in carrying out tasks, compliance with the internal rules of the company/public institution, etc.) will be assessed.
- (2) At the end of the internship, the supervisor shall draw up a report based on the assessment of the intern's level of skills acquisition. The result of this assessment will form the basis for the intern's grading by the supervising teacher.
- (3) Periodically and after completion of the internship, the intern shall submit a internship notebook/report which shall include:
- name of the training module;
 - skills practised;

- activities carried out during the internship;
- personal comments on the work carried out.

ART. 11. Health and safety at work. Social protection of the intern.

(1) The intern shall attach to this contract proof of medical insurance valid during the period and in the territory of the State in which the internship is carried out.

(2) The internship partner is obliged to comply with the legal provisions regarding the health and safety at work of the intern during the internship.

ART. 12. Final provisions

This Framework Agreement has been concluded in duplicate on:

	Dean, Faculty of Iasi, Internship organiser	Representative, Internship partner
Last name and first name	PhD. Prof.....	
Date		
Signature		
Stamp		

I was informed,

	Full name	Title	Signature
Supervising teacher			
Supervisor			
Date			

INTERNSHIP PORTFOLIO

to the Framework Convention on the implementation of internships in study programmes
for the bachelor's / master's degree

1. Total duration of internship:
2. Internship calendar:
3. Period of internship, working time and timetable (please specify the days of internship in for part-time work):
4. Address where the internship will take place:
5. The following locations are targeted for off-site travel:
.....
6. Conditions for the reception of the undergraduate/master's student intern:
 - The internship partner must have the appropriate logistical, technical and technological equipment necessary to make the most of the theoretical knowledge received by the intern during the training process;*
 - The internship partner will establish a supervisor for the internship, selected from among its own employees.*
 - The internship partner, before the start of the internship, is obliged to instruct the intern on occupational health and safety rules in accordance with the legislation in force.*
 - The internship partner will take the necessary measures for the intern's health and safety at work, as well as for the communication of prevention rules on occupational risks.*
 - The internship partner must provide the intern with the necessary means to acquire specific skills.*
7. Ways of ensuring complementarity between the training acquired by the student in the higher education institution and in the internship:
 - The internship will be carried out in accordance with the subject specified in the practical subject sheet for the year of study.*
8. Last name and first name of the teacher supervising the intern during the internship
9. Rights and responsibilities of the teacher in the educational establishment - organizer of the internship during the internship:
 - The teacher in the educational establishment – internship organizer is responsible for planning, monitoring the conduct of internship.*
 - The teacher, together with the supervisor designated by the internship partner, determines the internship topic and the professional competences that are the subject of the internship.*
 - The teacher identifies and ensures the resolution of current problems by contacting the responsible persons in the organising entities or internship partners.*
 - The teacher ensures good communication between the internship organiser and the internship partner.*
10. Last name and first name of the supervisor designated by the enterprise who will ensure that the intern complies with the conditions of training and acquires the professional skills planned for the period of the internship.
11. Rights and responsibilities of the internship supervisor appointed by the internship partner:
 - During the internship, the supervisor together with the supervising teacher will assess the intern on an ongoing basis, based on an observation and assessment sheet on the level of acquisition of professional skills, behaviour and integration into the work.*
 - At the end of the internship, the supervisor draws up a internship assessment sheet (Annex 5) on the level of acquisition of skills by the intern, on the basis of which the intern is graded by the supervising teacher.*

In case of non-compliance by the intern, the supervisor will contact the supervising teacher and sanctions will be applied according to university regulations.

12. Definition of the competences to be acquired during the internship:

No.	Competence	Training module	Workplace	Planned activities	Comments
1.					
2.					
3.					

13. Methods for assessing the professional training acquired by the intern during the internship period.

	Last name and first name	Title	Signature
Supervising teacher	Mustea Mihai	PhD Associate Professor	
Supervisor			
Intern		undergraduate/master's degree student	
Date			

University for Life Sciences "Ion Ionescu de la Brad" of Iasi
Faculty
No.date

TO,

.....

We hereby ask for your collaboration and support in carrying out the students' training. We would like our students to get to know the real economy better and to find out what the concrete requirements of a job are.

We hope that you will support our approach of bringing the educational process closer to the real economy and consider the possibility of employing future graduates from among the students who have been practicing at your unit.

Each student is required to complete an internship of hours in an economic establishment in the field of study. After completing the internship programme, students will sit a colloquium for which they will receive a grade.

In order to carry out the internship programme in good conditions, we request your permission to provide them with the materials and data necessary to compile the theoretical portfolio. We also request that our students have access to practical activities in your unit, so that they can learn useful notions for their future work in production.

Please note that the information accessed by students is for teaching and methodological purposes only.

During this internship, students will comply with all the internal regulations of the company, including the rules of protection and safety at work.

Please also kindly issue, in writing, an assessment of the work of each of the students who have carried out the internship programme in your unit (*Annex 5*).

Thank you and we look forward to an excellent collaboration,

DEAN,

PhD. Univ. Prof.

Internship Start Report Form

Student's name	
Name of the company for the training	
The company's head office is at	
The internship will take place at the...	
Field of activity	
Company contact person	
Internship Term	
Student contact details	
Contact details of the company/firm/laboratory	

Internship assessment sheet

It is hereby certified that the student has completed an internship with the institution/company

.....
during the period, in accordance with the provisions of the Framework Agreement signed with the Faculty of, of the University for Life Sciences "Ion Ionescu de la Brad" from Iasi.

During this period the student has carried out the following activities (*the student's fulfilment of the assigned tasks will be assessed*):

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The grade awarded to the student for all the work done during the internship:

- Unsatisfactory
- Satisfactory
- Good
- Very good

Supervisor,
(Name and signature)

I, **Ciublan Cristina Manuela**, French and English sworn translator and interpreter, based on the Licence no. 5464 of 27.07.2010, issued by the Romanian Ministry of Justice, hereby certify the exactness of the translation from Romanian into English, the text presented to me was translated completely, without omissions and, once translated, the document has not borne any change of its content and sense.

SWORN TRANSLATOR AND INTERPRETER,

Ciublan Cristina Manuela

(SIGNATURE AND SEAL)

