

# Syllabus

## 1. Programme information

1.1. Institution	THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
1.2. Faculty	Finance and Banking
1.3. Departments	Department of Finance, Department of Money and Banking
1.4. Field of study	Finance
1.5. Cycle of studies	Master Studies
1.6. Education type	Full-time
1.7. Study programme	Master of Applied Finance
1.8. Language of study	English
1.9. Academic year	2024-2025

## 2. Information on the discipline

2.1. Name	<b>Internship</b>								
2.2. Code	<b>24.0276IF2.2-0004</b>								
2.3. Year of study	<b>2</b>	2.4. Semester	<b>2</b>	2.5. Type of assessment	<b>Colloquy</b>	2.6. Status of the discipline	<b>O</b>	2.7. Number of ECTS credits	<b>15</b>
2.8. Leaders	L/P(L/P)	<b>prof.univ.dr. CIOBANU C RADU</b>					radu.ciobanu@fin.ase.ro		

## 3. Estimated Total Time

3.1. Number of weeks	14.00		
3.2. Number of hours per week	20.00	of which	
		L/P(L/P)	20.00
3.3. Total hours from curriculum	280.00	of which	
		L/P(L/P)	280.00
3.4. Total hours of study per semester (ECTS*25)	375.00		
3.5. Total hours of individual study	95.00		
<i>Distribution of time for individual study</i>			
Study by the textbook, lecture notes, bibliography and student's own notes	40.00		
Additional documentation in the library, on specialized online platforms and in the field	35.00		
Preparation of seminars, labs, assignments, portfolios and essays	10.00		
Tutorials	4.00		
Examinations	2.00		
Other activities	4.00		

## 4. Prerequisites

4.1. of curriculum	
4.2. of competences	

## 5. Conditions

for the L/P(L/P)	The internships will take place at various institutions under the supervision of a tutor and the students will participate to weekly meetings with their supervisor from the faculty
------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## 6. Acquired specific competences

PREFESSIONAL	C1	Operating ability with mathematical, financial, statistical and econometric functions
PREFESSIONAL	C2	Sourcing, compilation, processing, analysis and synthesis of financial information
PREFESSIONAL	C3	Evaluation and quantification of financial risk management
PREFESSIONAL	C4	Analysis, profiling and modeling of the behavior of investors on the financial markets
PREFESSIONAL	C5	Analysis and modeling of decision making process at micro and macroeconomics level
CROSS	CT1	Application of the rules and values of professional ethics in the decision-making process. Individual or group working-performance of complex tasks/goals
CROSS	CT2	Planning and organization of human resources within a group or organization, raising awareness for responsibility for professional results
CROSS	CT3	Recognition of the importance for continuing education as a prerequisite for career progress and adaptation professional and managerial skills to the competitive dynamics of economic environment

## 7. Objectives of the discipline

7.1. General objective	Students perform specialized practice for documentation purposes and practice deepen the knowledge acquired in specialized disciplines.
7.2. Specific objectives	<ul style="list-style-type: none"><li>- the accumulation of practical knowledge in order to choose the theme and to draw up the diploma work</li><li>- knowledge of the organisation and the way in which the activity is carried out in the institution where the practice is carried out</li><li>- knowledge of the legislation and rules in force concerning the work of the institutions</li><li>- the application of theoretical knowledge in the practical activity</li></ul>

## 8. Contents

8.1. L/P(L/P)		Teaching/Work methods	Recommendations for students
1	Communicating the requirements concerning the internships and the pertaining documents	Interactive presentation, Debates	
2	Obtaining the documents that allow the realization of the internship with respect to the internship guide of the faculty	Interactive presentation, Debates	
3	Getting acquainted with financial activity at the receiving institution	Interactive presentation, Debates	
4	Applying theoretical knowledge in practical activities under the guidance of a tutor	Interactive presentation, Debates	
5	Keeping a record with the description of financial operations performed during the internship	Interactive presentation, Debates	
6	Realizing a project consisting of case studies and practical applications related to the internship	Interactive presentation, Debates	

**Bibliography**

- Metodologia privind organizarea și desfășurarea practicii de specialitate în cadrul programelor de studii universitare de licență
- Regulamentul privind activitatea didactică pentru studiile universitare de licență
- Cadrul general de organizare a stagiilor de practică în cadrul programelor de studii universitare de licență și de masterat aprobat prin OMECT nr. 3955/2008
- Legea nr. 9/2015 pentru completarea art. 10 din Legea nr. 258/2007 privind practica elevilor și studenților
- Legea nr. 258/2007 privind practica elevilor și studenților
- Legea Educației Naționale nr. 1/2011
- Ghid de practica, <http://www.fabbv.ase.ro/practica>

## 9. Corroboration of the contents of the discipline with the expectations of the representatives of the epistemic community, of the professional associations and representative employers in the field associated with the programme

The content of the discipline is in line with the requirements of the business environment and the internships are realized under the supervision of tutors from the receiving institutions

## 10. Assessment

Type of activity	Assessment criteria	Assessment methods	Percentage in the final grade
10.1. Final assessment	Managing to apply theoretical knowledge in performing practical financial activities	Presentation of the project and of the practical activities performed during the internship. Exam according to the University methodology	100.00
10.2. Modality of grading	Whole notes 1-10		
10.3. Minimum standard of performance	Compliance with the Internship Guide. Keeping an internship activities record and the realization of a project.		

Date of listing,  
10/30/2024

Signature of the discipline leaders,

Date of approval in the  
department

Signature of the Department Director,