**INTERNSHIP PORTFOLIO**

to the framework agreement on performing internship programs within undergraduate studies

1. Duration of the internship;
2. Internship timetable;
3. Timetable of the internship, working time and schedule (please specify the days of internship for part time working contracts);
4. The address where the internship will take place;
5. The displacement from the place the student was assigned covers the following locations;
6. Provisions for receiving students/master students for internship;
7. Methods to ensure the complementarity between the skills acquired by the student / master student within higher education institutions and during the internship;
8. Name of the professor who is in charge of the pedagogical supervision of the student during the internship;
9. The rights and responsibilities of the professor from the institution organizing the internship;
10. Name of the tutor appointed by the enterprise, who will ensure the compliance, the training and the acquisition of professional skills by the student within the planned internship;
11. The rights and responsibilities of the tutor appointed by the institution offering the internship;
12. Defining the skills to be acquired during internship

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Competence | Training  Module | Place | Planned activities | Observations |
| **1** | **Operating ability with mathematical, financial, statistical and econometric functions** |  |  |  |  |
| **2** | **Sourcing, compilation, processing, analysis and synthesis of financial information** |  |  |  |  |
| **3** | **Evaluation and quantification of financial risk management** |  |  |  |  |
| **4** | **Analysis, profiling and modeling of the behavior of investors on the financial markets** |  |  |  |  |
| **5** | **Analysis and modeling of decision making process at micro and macroeconomics level** |  |  |  |  |
| **6** | **Application of the rules and values of professional ethics in the decision-making process. Individual or group working-performance of complex tasks/goals** |  |  |  |  |
| **7** | **Planning and organization of human resources within a group or organization, raising awareness for responsibility for professional results** |  |  |  |  |
| **8** | **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** |  |  |  |  |

1. Assessment methods for the professional skills acquired during the intership

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| --- | --- | --- | --- |
|  | Name | Position | Signature |
| Professor (supervisor) |  |  |  |
| Tutor |  |  |  |
| Student in intership |  |  |  |
| Date |  |  |  |