

DOCUMENTATION INTERNSHIP

1. Discipline/module data

Faculty	Economic Engineering and Business				
Department	Economics and Management				
Academic degree	Bachelor's degree, 1st cycle				
Study-programme	Business and administration				
Year of study	Semester	Type of evaluation	Formative category	Category of optionality	Credits ECTS
III (full-time education); IV (Part-time education)	6; 8	E	S - Specialty	O – Mandatory course unit	8

2. Total estimated time

Total hours in the curriculum	Including:				
	Contact hours		Individual work		
	Course	Practical lessons	Year project	Study of theoretical material	Preparing applications
240 (full-time)	-	-	-	-	240
240 (part-time)	-	-	-	-	240

3. Prerequisites to access the discipline/module

According to the curriculum	Microeconomics and Macroeconomics, Enterprise Economics, Fundamentals of Accounting, Fundamentals of Entrepreneurship, Management, Human Resource Management, Marketing, Modern Technologies in Industry, Construction, and Agribusiness
According to competences	Understanding of concepts and theories in the relevant field and specialization, and their appropriate application for explaining and interpreting processes within the enterprise's activities (economics, marketing, production, human resource management, finance).

4. Conditions for carrying out the educational process

Course/ Practical lessons	-
Individual work	The enterprise where the industrial internship takes place must: - possess appropriate equipment — logistical, technical, and technological — necessary for the application of theoretical knowledge acquired by the student during university studies; - employ specialists with higher education qualifications who are capable of coordinating and participating in the internship, as well as evaluating its outcomes; - organize its activities in such a way as to ensure the internship is conducted under normal working conditions; - provide practical application of the theoretical knowledge gained through academic disciplines and correspond to the student's field of study.

	Students: - Students are encouraged to carry out the task proposed by the partner organization and to collect information relevant to the approved thesis topic; - Upon completion of the internship, students must submit a report on the results of the documentation internship, including the supporting documentation. The report is to be prepared individually by the student throughout the entire internship period and must be reviewed and endorsed by the coordinator from the department and the representative of the host organization. The volume, structure, and content of the report are determined by the department coordinator.
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5. Specific competences acquired

Professional competences	CP1. Performing calculations to solve problems specific to the economic field, based on knowledge from fundamental sciences: • Applying fundamental knowledge acquired through core disciplines/modules to explain and interpret economic processes and phenomena; • Developing professionally oriented models and projects by selecting, combining, and using recognized principles and methods studied in fundamental disciplines/modules. CP2. Comprehensive use of knowledge, principles, and methods specific to economic sciences for identifying and analyzing economic phenomena: • Applying fundamental principles and methods of economic science to analyze economic processes and phenomena; • Appropriate use of criteria and standard evaluation methods applied in economic sciences for quantitative and qualitative analysis and assessment of economic processes and phenomena. CP3. Application of economic and mathematical methods and models to solve specialized tasks related to analysis and managerial decision-making: • Identification of problems and development of solutions specific to economic activities; • Appropriate use of economic concepts, fundamental methods, software applications, and digital technologies. CP4. Analysis of enterprise activities in key areas: marketing, production, human resource management, and finance: • Study of management functions and the functions of the enterprise's departments; • Critical analysis of concepts and methods used in marketing, production, human resource management, and finance; • Application of fundamental knowledge to explain and interpret processes occurring in various areas of enterprise activity; • Use of analysis principles and methods to evaluate enterprise performance across the specified areas; • Appropriate application of evaluation criteria and standard assessment methods when selecting basic tools used in marketing, production, HR management, and finance. CP5. Synthesis and formulation of problems based on analysis conducted at the enterprise level: • Systematization of methods, techniques, and tools used in marketing, production, human resource management, and finance, and formulation of related problems; • Application of synthesis principles in specific practical situations within each of the specified areas; • Appropriate use of evaluation standards and analysis methods when addressing specific challenges in marketing, production, HR management, and finance. CP6. Development of alternative solutions to problems at the enterprise level: • Application of fundamental knowledge to develop alternative solutions to challenges arising in enterprise operations;
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	• Use of basic principles and methods in analyzing and evaluating alternative solutions to determine the optimal course of action.
Transversal competences	CT1. Behavior based on honesty, responsibility, and ethics, in accordance with the law, aimed at upholding the reputation of the profession. CT2. Identification, description, and execution of processes by assuming various roles within a team, as well as clear and concise communication of professional activity results, both orally and in writing, in Romanian and in one international language. CT3. Demonstrating initiative and proactivity in updating professional, economic, and organizational-cultural knowledge.

6. Subject/module objectives

General objective	Assimilation of theoretical knowledge through the study and acquisition of methods for its application in industrial/practical activities; acquisition of practical skills by students through direct participation in work alongside specialists in the field corresponding to the chosen profession.
Specific objectives	- Study of the organizational features of the enterprise's core and auxiliary activities; - Study of the enterprise's provision with necessary resources; - Acquisition of practical skills in labor organization and remuneration; - Study of the existing product quality assurance system; - Study of marketing functions; - Acquisition of practical skills in planning, financial and economic analysis, and accounting; - Familiarization with current regulatory and legal documentation governing economic activities.

7. Content of the subject/module

Topics of teaching activities	Number of hours	
	full-time study	part-time study
Topics for individual work		
Topic 1. Familiarization with the enterprise, study of the production structure and technical equipment of the main and auxiliary activities	30	30
Topic 2. Familiarization with operational activities	30	30
Topic 3. Familiarization with the activities of the supply/sales department	30	30
Topic 4. Familiarization with the activities of the chief engineer, chief mechanic, and chief power engineer	30	30
Topic 5. Familiarization with the activities of the marketing department	30	30
Topic 6. Familiarization with economic analysis and planning activities	30	30
Topic 7. Familiarization with the activities of the human resources management department	30	30
Topic 8. Analysis of the organization of economic and financial accounting at the enterprise	30	30
Total course	240	240

8. References:

Mains (Mandatory)	1. Bugaian L., Crucerescu C., Țurcan R. Îndrumar metodic privind desfășurarea stagiului de practică economico-tehnologică. Chișinău, "Tehnica-UTM", 2016. 2. Albu I., Stratila A. Programul stagiului de practică economico-tehnologică pentru studenții specialității 363.1 business și administrare (în construcții). Chișinău, "Tehnica-UTM", 2016. 3. Ghidul UTM privind Organizarea și desfășurarea stagiilor de practică, elaborat în cadrul Proiectului 1444544 Tempus 2008-FR-JPHES „Dezvoltarea de parteneriate cu întreprinderile din Republica Moldova” (coordonator: Ion BOSTAN), CEP UTM, 2010. 4. Ghidul UTM privind elaborarea și susținerea tezelor / proiectelor de licență, elaborat în cadrul Proiectului 1444544 Tempus 2008-FR-JPHES „Dezvoltarea de parteneriate cu întreprinderile din Republica Moldova” (coordonator: Ion BOSTAN), CEP UTM, 2010. 5. Caietul stagiului de practica pentru studenții studiilor superioare de licența - ciclul 1 și studiilor superioare de masterat - ciclul 2 / Universitatea Tehnica a Moldovei. – Chișinău: Tehnica-UTM, 2010.
Additional (optional)	-

9. Evaluation

Education form	Periodic evaluations		Current evaluation	Individual study	Exam
	PE 1	PE 2			
full-time study	30%	30%			40%
part time study	30%	30%			40%
Minimum performance standard					
Presence at the enterprise throughout the entire internship period; Obtaining a satisfactory reference from the internship supervisor at the enterprise; Submission of a report on the internship results and demonstration of knowledge in accordance with the provisions of the program; Receiving a minimum grade of no less than “5” for each type of assessment.					