**Appendix No.9c to the Regulations of participation in the project and participation in the paid professional internships**

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*University stamp*

**INTERNSHIP PROGRAMME**

**A. Extract from the educational outcomes in the field of – Finances and accounting, 1st degree (B.Sc. studies)**

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| ***PROFESSIONAL KNOWLEDGE (PK)*** |
| *Has basic knowledge about the relationship of finances with other related scientific disciplines; knows the basic terminology applied in finances and accounting* |
| *Has knowledge about the company’s functioning mechanisms, financial markets, banks, insurance institutions, public finance sector* |
| *Has knowledge about the financial system and the financial market segments; has knowledge about its financial instruments* |
| *Understands the basic theories of money; has knowledge about the mechanisms of money creation; understands the banking system and the central institutions governing the banking sector* |
| *Knows the basic methods and tools, including data acquisition techniques, to describe the financial structures and institutions and the processes occurring in them; has knowledge about the basic statistical methods and econometric techniques applied in the economic and financial analysis* |
| *Knows the rules and accounting standards; knows a range of accounting records; knows the range of the financial statements of a company, and the preparation rules* |
| *Has knowledge about the financial analysis; knows the range of the initial analysis of the financial statements and the indicator analysis* |
| *Understands the nature and function of financial flows in a company, has basic knowledge about the fundamental analysis of financial statements in terms of their relevance in the financial liquidity management of companies* |
| *Knows the sources of financing companies and economic projects; has knowledge about current and strategic decisions made in a company; understands risks in a company and its environment* |
| *Knows and understands the basic concepts and rules of the industrial property protection and the copyright law* |
| *Knows the rules and actions related to creating and running a small business; has knowledge about the sources of financing for the SME sector* |
| ***PROFESSIONAL SKILLS (PS)*** |
| *Is able to interpret the phenomenon of economic and financial developments in the economy, companies and local government units* |
| *Knows how to analyse the economic and financial situation of a company, and interpret the unit financial condition values* |
| *Is able to evaluate the usefulness of the selected financial instruments, and select the best instrument* |
| *Is able to make current and strategic decisions in a company; knows how to manage the assets of a company; knows where to obtain the funds for the assets* |
| *Knows how to use the basic tools for evaluation of the time value of money; is able to specify the current value and future cash flows; is able to evaluate an insurance offer* |
| *Is able to keep accounting records, analyse information contained in the accounting devices (accounts) and draw up financial statements* |
| *Is able to acquire the data to execute the economic and financial analysis of a company; knows how to assess the financial condition of a company based on reporting; is able to measure and interpret the financial indicators* |
| *Has the language skills in the field of finances and accounting in accordance with the requirements specified for B2 level in the Common European Framework of Reference for Languages* |
| *Is able to prepare common written works and oral speeches with an interpretation of the results in the field of economic and finances sciences* |
| ***SOCIAL SKILLS (SS)*** |
| *Understands the need for continuous training and increasing professional and personal competences* |
| *Is able to work individually and in a team taking on different roles* |
| *Is aware of the responsibility for jointly executed tasks associated with teamwork* |
| *Is aware of the importance of the professional and ethical responsibility for the financial and accounting operations* |
| *Is able to independently search for information in the literature, also in foreign languages; knows how to analyse and interpret the information* |
| *Is able to advise in terms of finances and accounting problems related especially to starting business and its operation* |

**B. Personal data of the Intern and Employer**

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| NAME AND SURNAME OF THE INTERN | ………………………………………………………………………………………………….… |
| NAME OF THE EMPLOYER | ………………………………………………………………………………………………….… |
| INTERNSHIP LOCATION | ………………………………………………………………………………………………….…  *(address of the company / institution headquarters / branch)* |
| ASSIGNED INTERSHIP SUPERVISOR | ………………………………………………………………………………………………….… *(Name and surname, position)*  ………………………………………………………………………………………………….… *(phone number, email)* |

**C. Information about the internship**

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| INTERNSHIP PERIOD[[1]](#footnote-1)1 | **from:** | *dd-mm-yyyy* | |
| **to:** | *dd-mm-yyyy* | |
| WORK TIMETABLE[[2]](#footnote-2)2 | Scheduled working hours: | |  |
| Scheduled number of internship hours daily: | |  |
| Days of the week, when the internship is done: | |  |
| TOTAL NUMBER OF INTERNSHIP HOURS | **320 hours** | | |
| NAME OF THE PROFESSION OR SPECIALISATION | ………………………………………………………………………………………………….…. | | |
| SCOPE OF ACTIVITIES PERFORMED DURING THE INTERNSHIP | ………………………………………………………………………………………………………  ………………………………………………………………………………………………………  ………………………………………………………………………………………………………  ………………………………………………………………………………………………………  ………………………………………………………………………………………………………  ……………………………………………………………………………………………………… | | |
| **PROFESSIONAL KNOWLEDGE** REQUIRED DURING THE INTERNSHIP  *(based on the Extract from the educational outcomes in the field of Finances and accounting – in part A,* ***PK****)* | ………………………………………………………………………………………………………  ………………………………………………………………………………………………………  ………………………………………………………………………………………………………  ………………………………………………………………………………………………………  ……………………………………………………………………………………………………… | | |
| **PROFESSIONAL SKILLS** REQUIRED DURING THE INTERNSHIP  *(based on the Extract from the educational outcomes in the field of Finances and accounting – in part A****, PS****)* | ………………………………………………………………………………………………………  ………………………………………………………………………………………………………  ………………………………………………………………………………………………………  ………………………………………………………………………………………………………  ……………………………………………………………………………………………………… | | |
| **SOCIAL SKILLS** REQUIRED DURING THE INTERNSHIP  *(based on the Extract from the educational outcomes in the field of Finances and accounting – in part A,* ***SS****)* | ………………………………………………………………………………………………………  ………………………………………………………………………………………………………  ………………………………………………………………………………………………………  ………………………………………………………………………………………………………  ……………………………………………………………………………………………………… | | |

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| *……………………………………………………*  *SIGNATURE OF THE INTERNEE* | *……………………………………………………*  *SIGNATURE OF THE EMPLOYER* | *……………………………………………………*  *SIGNATURE OF THE INTERNSHIP ORGANISER (UNIVERSITY)* |

1. 1 The internship has to take place between November 1, 2018 and October 31, 2020. [↑](#footnote-ref-1)
2. 2 The internship has to match the following timetable: maximum 8 hours daily and 40 hours weekly; minimum 20 hours weekly. [↑](#footnote-ref-2)