

**FAQ#1: What is mandatory internship? What are the general guidelines?**

- The mandatory internships at the Faculty of Business (FBUS) allow you to put your knowledge from your classes into practice, by doing internships in public or private companies. These internships give you experience that improves your theoretical, practical and personal development;
- Mandatory internships are a graduation requirement at the FBUS, and you receive ECTS credits for these internships. Full-time or part-time employment is not counted as mandatory internship. The University pays for your social security premiums during your mandatory internships;
- Besides required mandatory internships, it is encouraged that you engage in other internships that will further contribute to your personal and professional development. However, for such internships you do not receive any ECTS credits;
- You should ideally plan for your internships during the summer/winter breaks. If you have to do it during the academic semester, it is required that you have at least 2 free days a week without any courses scheduled;
- See Table i for further details on «*What to Do Before/During/After the Internship*».

**FAQ#2: How can I find an internship? Can I do my internship at two or more organizations?**

- It is your own responsibility to find an internship. The Professional Development Office may provide guidance on how to do this and may alert you to internship opportunities;
- You can do internship in two or more organizations, yet the duration at each organization must be at least 4 weeks (20 workdays).

**FAQ#3: What is the “Internship/Certificate” requirement for programs under the FBUS?**

- «Internship/Certificate» requirement (4 ECTS) must be completed for graduation. This can be done in two options with or without a certificate:
  - 8 weeks of internship (3 ECTS) plus a certificate (1 ECTS), or
  - 12 weeks of internship (4 ECTS) without a certificate
- Students can complete their internships in parts; provided that each internship period consists of at least 4 weeks (20 workdays);
- You can do internships in a single organization, or in two or three different organizations (possible combinations: 1x8, 1x12, 4+4, 4+8, 8+4, 4+4+4 weeks).
- Internships are administered with the following course codes:
  - BUS 311: 4-week initial internship (1 ECTS)
  - BUS 312: 4-week follow-up internship (2 ECTS)
  - BUS 313: 4-week optional follow-up internship (1 ECTS)

**FAQ#4: What type of certificate courses are available? May I take certificate courses from outside the University?**

- Some examples of certificate courses offered in our faculty include BUS 321-Bloomberg Platform Training and BUS 322-Sustainability in Business;
- You may take certificate courses from outside of OzU subject to the approval of the department head and the faculty executive board.

**FAQ#5: Are there any prerequisites before I can start my internship?**

- You need to successfully complete SEC 201 and SEC 202 before you can start your mandatory internship;
- You need to take BUS 311 either before or together with BUS 312 (co-requisite);
- You need to take BUS 312 either before or together with BUS 313 (co-requisite);
- It is recommended that you complete your second year core courses before starting your internship (BUS 311). Moreover, it is recommended that you complete some program electives before doing a follow-up internship (BUS 312/BUS 313). The more knowledge you have, the more valuable the internship will be to you and to the company.

**FAQ#6: Who pays my social security premiums? What are the necessary documents?**

- The University covers social security premiums up to maximum 60 business days (12 weeks). In case the company asks you to extend your internship or approves your request to work for more than 60 days, the company is required to cover the social security premiums.
- To have your internship approved by the University and have your social security proceedings completed, you need to provide the following documents to the faculty secretary **one week before** you start your internship. Therefore, you must pay careful attention to set the start date of your internship based on the availability of your documents:
  - Your student certificate
  - A copy of your identity card
  - A certificate of residence issued by the local Mukhtar or the Civil Registration Office
  - Mandatory Internship Information Form (filled out by the company and approved by your academic advisor)
  - Letter of Undertaking (filled out and signed by the student)

**FAQ#7: What is the format for the internship report? Is there a deadline for submission? What is the grading procedure?**

- After you complete your internship, you need to submit a report (first as a soft copy) to your academic advisor within the latest 4 weeks. This can be a written document, a video or a presentation. (See Table ii for complete details on the internship report format);
- Your advisor may ask for revisions and may grant you a grace period of up to 1 week.
- Upon the approval of your academic advisor, you will get “S” (Satisfactory) and pass the internship. If not, you will either have to improve your internship report or you will receive “U” (Unsatisfactory).

Table i. General Guidelines on Mandatory Internship (from the Syllabus)

---

### **I. What to Do Before the Internship**

- Let the secretary of the Faculty of Business know that you intend to do your mandatory internship.
- Get the «Mandatory Internship Information Form» from the web page and start sending out internship applications to companies.
- When you find a company, the internship supervisor or the authorized manager of the company needs to fill out the «Mandatory Internship Information Form». The company needs to give you the filled out form.
- Submit the «Mandatory Internship Information Form» completed by the company to your academic advisor for approval. Your academic advisor reviews and approves the content of the «Mandatory Internship Information Form»; in case the academic advisor does not approve, you need to make adjustments in your arrangements with the company.
- To have your internship approved by the University and have your social security proceedings completed, you need to provide the following documents to the faculty secretary **one week before** you start your internship. Therefore, you must pay careful attention to set the start date of your internship based on the availability of your documents:
  - Your student certificate
  - A copy of your identity card
  - A certificate of residence issued by the local Muhtar or the Civil Registration Office
  - The «Mandatory Internship Information Form» (filled out by the company and approved by your academic advisor)
  - A filled out and signed «Letter of Undertaking»
- After this is completed, upon request you will get an «Internship approval letter» from the faculty secretary. Submit this document to the company.
- Submit the “Statement of Employment” issued by the university to your internship company when you start your internship.

### **II. What to Do During the Internship**

- Behave in a professional way; remember that you represent the University at the company where you are doing the internship; also remember that companies may be interested in offering you a job if you perform exceptionally well.
- Inform your academic advisor of any progress or trouble; in case things do not work out as you expected.
- Work on the internship report (see below).
- In case the end date of the internship is changed, inform the faculty secretary immediately.

### **III. What to Do After the Internship**

- Two days before the end of the internship, you must request an “Internship Completion Document” from the company confirming that you completed your internship. Submit this document by email to the faculty secretary on the day the internship is completed.
- Submit your internship report to your academic advisor within the latest 4 weeks.
- Your advisor may ask for revisions and may grant you a grace period of up to 1 week.

- Upon the approval of your academic advisor, you will get «S» (Satisfactory) and pass the internship. If not, you will either have to improve your internship report or you will receive «U» (Unsatisfactory).

Table ii. Internship Report Format (from the Syllabus)

Regardless of the format you choose, always provide a cover page with the following information:

- Your name and student number
- Duration and course code(s) of the internship (BUS 311 and/or BUS 312 and/or BUS 313)
- What you will deliver (a document, a video or a presentation file)
- Name of the internship employer (complete with branch/location)
- Dates of the internship (when started-when finished)
- Your academic advisor's name and title

Internship	Delivery Format	Questions to Answer
BUS 311 4-week initial internship  1 ECTS	Choose between: <ul style="list-style-type: none"> <li>• written document of max. 300 words (you can add figures, pictures, or diagrams)</li> <li>• video of max 2-3 minutes</li> <li>• presentation file with voice-over of max 2-3 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Describe the organization briefly; specifically include information on the nature of the business, products, customers, and competitors.</li> <li>• Describe the main department/branch at which you did your internship.</li> <li>• Describe the work that you have performed.</li> </ul>
BUS 312 4-week follow-up internship  2 ECTS	Choose between: <ul style="list-style-type: none"> <li>• written document of max. 600 words (you can add figures, pictures, or diagrams)</li> <li>• video of max 4-5 minutes</li> <li>• presentation file with voice-over of max 4-5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• List the courses and topics from your studies that were useful in your internship.</li> <li>• Give specific examples of tasks in your internship and relate them to specific topics in your courses. (3 to 5 examples)</li> <li>• State your major learning point from applying your academic knowledge to practice.</li> <li>• Explain how the internship was useful in shaping your future career.</li> </ul>
BUS 313 4-week optional follow-up internship  1 ECTS	Choose between: <ul style="list-style-type: none"> <li>• written document of max. 600 words (you can add figures, pictures, or diagrams)</li> <li>• video of max 4-5 minutes</li> <li>• presentation file with voice-over of max 4-5 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Identify a (small-scale) organizational problem; this should be a problem in the area of your specialization.</li> <li>• Explain how your skills and concepts from the courses can be used to solve that problem.</li> </ul>

\* See OzU website on [Mandatory Internship](#) for further details, including the related forms and documents.