



Academy of Economic Studies of Moldova
Faculty of International Economic Relations
Department of International Business

METHODOLOGICAL GUIDE FOR ORGANIZING AND CONDUCTING INTERNSHIPS

Bachelor Program:

World Economy and International Economic Relations

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Section I. INTRODUCTION

1.1 PURPOSE AND IMPORTANCE OF INTERNSHIPS

Internships represent a strategic and integral part of the training and professional development of students enrolled in the bachelor's program **World Economy and International Economic Relations**. In a globalized and highly interconnected economic environment, it is essential that future economists not only master theoretical foundations but also acquire hands-on experience and practical understanding of international economic mechanisms.

To this end, the program includes **four distinct internship stages**, each serving a specific pedagogical and developmental purpose:

Initiation Internship (Semester II)

This early-stage internship is designed to familiarize students with the basic institutional, administrative, and operational structures relevant to the field of economics and international relations. Students are introduced to the professional environment of economic institutions, learning how organizational structures function and how economic activities are coordinated at the basic level. It helps students gain a first practical insight into the real-world context of their future profession.

Internship I (Semester IV) and Internship II (Semester V)

These internships are focused on deepening students' understanding of sector-specific practices, tools, and responsibilities. Students are progressively integrated into the workflow of institutions or companies operating in international trade, economic diplomacy, regional cooperation, foreign investment, or policy-making. They are expected to apply analytical tools, assist in ongoing projects, and carry out tasks under supervision, developing core skills such as data analysis, economic reporting, market research, or trade documentation. These stages encourage critical thinking, initiative, and the ability to adapt to professional standards.

Licensure/Research (Bachelor's) Internship (Semester VI)

The final internship stage is closely aligned with the preparation of the **bachelor's thesis** and involves a higher level of responsibility and independence. Students are expected to demonstrate their ability to integrate knowledge and apply it to a specific research problem or case study. During this internship, students often engage in more complex tasks such as policy analysis, economic forecasting, evaluation of international economic trends, or the drafting of reports and proposals. The outcomes of this internship directly support the elaboration of the final licensure paper.

Why Internships Matter

The inclusion of internships throughout the bachelor's program serves several critical purposes:

- Linking theory with practice by allowing students to apply academic knowledge in real institutional and economic contexts;
- Enhancing employability by building experience and competencies aligned with labor market expectations;
- Strengthening professional orientation by helping students identify and explore their areas of interest within the broad field of international economic relations;
- Fostering adaptability and professional behavior in multicultural, multilingual, and dynamic environments;
- Developing transversal and soft skills, such as teamwork, communication, problem-solving, time management, and digital literacy.

Internships also foster stronger collaboration between the university and economic stakeholders, helping to ensure that academic programs remain relevant and responsive to evolving professional standards in the field of global economics and international cooperation.

This multi-stage internship path ensures a gradual, coherent, and comprehensive integration of students into the professional world, shaping them into competent and confident graduates, fully prepared to contribute to the international economic arena.

1.2 LEGISLATIVE AND NORMATIVE FRAMEWORK

The organization and implementation of internships within the bachelor's program *World Economy and International Economic Relations* at the Academy of Economic Studies of Moldova (ASEM) are grounded in a robust legislative and normative framework that ensures consistency with national higher education standards and alignment with labor market requirements. Internships are a mandatory and integral component of the educational process, aimed at reinforcing theoretical knowledge through practical experience and at developing key professional competencies.

This framework is established in accordance with the following national and institutional regulations:

National Legal Framework

Key documents include:

- **Education Code (Law no. 152/2014)** – Establishes internships as integral to bachelor's and master's programs.
- **HG no. 412/2024** – Lists training fields and specializations, including *World Economy and International Economic Relations*.
- **MEC Order no. 510/2025** – Defines the curriculum framework and required internship credits.
- **MEC Orders no. 203/2014, 1625/2019, and GD no. 80/2022** – Provide additional guidance on organizing, evaluating, and crediting internships in higher education.

ASEM Internal Regulation

- **ASEM Regulation on Internships (Redaction 03, 23.12.2025)** – Governs all internship stages (Initiation, Academic, Professional, Thesis) across study cycles. It sets objectives, supervision roles, documentation standards, and credit allocation in line with CNC/EQF.

Under this framework, ASEM regulates the following elements of internship organization:

- The structure of internships, including:
 - **Initiation Internship** (Semester II)
 - **Internship I** (Semester IV)
 - **Internship II** (Semester V)
 - **Lycense/Research Internship** (Semester VI, linked to the bachelor thesis)
- The proportion of ECTS credits allocated to internships: a recommended 10–12% of the total study program;
- The roles and responsibilities of all stakeholders involved (student, university department, internship coordinator, partner institution);
- The legal instruments used, including:
 - **Partnership framework agreement** between ASEM and the host institution;
 - **Internship contract** signed by the student, ASEM, and the hosting entity;
- The procedures for internship recognition and credit allocation, including the possibility to recognize volunteering activities in relevant domains as part of the internship, subject to verification and approval;
- The conditions under which internships can be organized abroad through bilateral agreements or at the student's individual initiative;
- The requirement that each internship be documented through an internship curriculum, a logbook (internship diary), and a final internship report evaluated according to academic standards.

By following this legislative and normative framework, ASEM ensures that internships provide meaningful, structured, and professionally supervised learning experiences that support the acquisition of competencies relevant to the field of world economy and international economic relations.

1.3 ROLE AND DUTIES OF THE PARTIES INVOLVED

The successful organization and implementation of internships depend on the clear definition of responsibilities among the key stakeholders: students (interns), the Academy of Economic Studies of Moldova (ASEM) through its departments and academic staff, and the partner institutions (host organizations). Each party plays a

vital role in ensuring that the internship experience is relevant, professionally supervised, and aligned with academic and practical learning objectives.

The student (Intern)

The student is the main beneficiary of the internship program and is expected to actively engage in achieving the objectives outlined in the internship curriculum.

The student is responsible for:

- Identifying a host institution (if not pre-assigned) and informing the department;
- Signing the Internship Contract and submitting the required documentation within the deadlines;
- Attending the internship regularly, respecting the schedule agreed upon with the host organization;
- Respecting the internal regulations of the hosting institution, including rules on ethics, confidentiality, and occupational safety;
- Keeping a detailed internship diary/logbook and preparing the internship report as required by the curriculum;
- Maintaining communication with both the university internship supervisor and the host coordinator;
- Requesting support or clarification when encountering challenges related to tasks, expectations, or documentation.

ASEM – Academic Institution

ASEM, through its Faculty of International Economic Relations, the Department of International Business, and the Directorate for Quality Management and Curriculum Development, ensures the academic, administrative, and organizational framework for the internship process.

ASEM's responsibilities include:

- Developing the internship curriculum and related documents (logbooks, guides, evaluation criteria);
- Identifying and maintaining partnerships with eligible institutions (public, private, international);
- Signing framework agreements and individual internship contracts with host organizations;
- Appointing an internship supervisor (academic tutor) from among the teaching staff to guide and monitor each student;
- Issuing placement orders and approving student proposals for alternative internship locations (including abroad);
- Organizing training seminars for students before the internship begins (regarding rules, conduct, safety, and evaluation);
- Coordinating the evaluation process, which includes both formative (during internship) and summative (final report and defense) components.

2.3. Host Institution (Internship Partner)

The partner institution or internship base is the organization that agrees to host and supervise students during their internship period. These may include government agencies, international organizations, companies, NGOs, think tanks, or other relevant entities.

The host institution is expected to:

- Sign a Partnership Agreement and an Internship Contract for each student;
- Designate a qualified mentor/supervisor (internship coordinator) to guide the student throughout the internship;
- Provide the intern with access to relevant information, documents, and activities aligned with the internship objectives;
- Offer appropriate working conditions, including access to materials, equipment, and a safe working environment;
- Monitor the student's performance and ensure meaningful involvement in specific tasks and projects;
- Complete and validate the student's internship logbook and provide an evaluation of their performance and competencies acquired;
- Report to ASEM in case of serious issues or deviations from the internship plan.

The clear distribution of duties among the parties ensures that internships are conducted professionally, respecting both academic standards and workplace norms. This structured cooperation between students, university, and partner institutions fosters the development of practical skills and supports the transition from academic learning to professional life in the field of world economy and international relations.

1.4 SKILLS

Internships play a crucial role in the development of both specialized professional competencies and transversal skills that are essential for success in the field of world economy and international economic relations. The internship experiences are structured to gradually foster the application of theoretical knowledge, critical thinking, and practical problem-solving in real institutional and business environments.

According to the National Qualifications Framework (CNC) for this field of study, students are expected to develop the following categories of skills during their internship stages:

Cognitive and Professional Competencies

- Ability to analyse and interpret international economic phenomena, including globalization, trade flows, foreign investment, and regional integration;
- Capacity to apply theoretical and methodological tools for analysing global markets, balance of payments, currency dynamics, and international financial flows;

- Competence in drafting and interpreting economic and trade documents (e.g., contracts, customs declarations, trade statistics);
- Knowledge of the legal and institutional frameworks regulating international economic relations, including WTO rules, trade agreements, and economic diplomacy instruments;
- Ability to evaluate the impact of international economic policies, trade agreements, and foreign direct investment on national and regional economies;
- Use of economic data and statistical tools for report writing, market analysis, and policy recommendation.

Operational and Communication Skills

- Execution of basic project tasks in economic and international cooperation institutions, under supervision;
- Preparation of economic reports, presentations, and professional correspondence in both English and Romanian or other foreign language;
- Application of IT tools and software (e.g., spreadsheets, data visualization platforms, statistical packages) for analysing international economic indicators;
- Participation in teamwork and interdepartmental or inter-institutional collaboration, demonstrating initiative and responsibility.

Social and Organizational Competencies

- Effective professional communication in multicultural and multilingual contexts;
- Adaptability to institutional culture, norms, and procedures of public bodies, international organizations, or private firms;
- Compliance with ethical standards, data confidentiality, and responsible conduct;
- Conflict resolution, decision-making, and problem-solving in real-time economic and organizational situations.

Transversal and Personal Development Skills

- Time management and prioritization of tasks under conditions of pressure or uncertainty;
- Strengthening of critical thinking and independent learning through self-evaluation and feedback;
- Integration of knowledge from different disciplines in the analysis of complex economic realities;
- Development of a professional attitude, including responsibility, initiative, and lifelong learning orientation.

Each internship stage—Initiation, Internship I, Internship II, and Final (Licensure) Internship—contributes progressively to the achievement of these competencies, in alignment with the overall learning outcomes of the program. By the end of their studies, graduates will be prepared to enter the labour market or continue their academic development with a strong foundation of applied knowledge, skills, and professional behaviour.

1.5 THE ROLE OF THE GUIDE

The Internship Guide serves as a key instrument in supporting the planning, organization, and execution of internships throughout the bachelor's program in *World Economy and International Economic Relations*. It is designed to provide clear, structured, and practical guidance for all parties involved in the internship process — students, academic coordinators, and host institutions.

Its purpose is to ensure that internships are not only compliant with the regulatory and curricular requirements of the Academy of Economic Studies of Moldova (ASEM), but that they also deliver meaningful learning outcomes in line with the competencies defined by the National Qualifications Framework.

Specifically, the Internship Guide fulfils the following roles:

- Clarifies the objectives and purpose of each internship stage (Initiation, Internship I, Internship II, and Licensure Internship), as they contribute to the academic and professional development of students;
- Describes the legal and institutional framework governing internships, including applicable national laws, ministerial orders, and internal ASEM regulations;
- Defines the roles and responsibilities of all stakeholders — including the student (intern), university staff (academic coordinator), and host institution (internship partner);
- Details the expected learning outcomes and competencies to be developed during the internship period, both at a general and specific level;
- Provides instructions and templates for internship-related documentation, including:
 - Internship contract
 - Internship curriculum
 - Internship logbook/diary
 - Internship report
 - Evaluation criteria and final assessment formats
- Offers practical guidance on how to choose or propose an internship placement, how to conduct oneself in a professional environment, and how to report and document activities;
- Ensures transparency and consistency in the internship process across different cohorts, departments, and institutional partners;
- Supports quality assurance, by aligning internship content with academic expectations, facilitating feedback, and enabling the recognition of relevant non-formal learning (e.g., volunteering or internships abroad).

The Internship Guide is both an informative and operational tool that accompanies students throughout all internship stages. It facilitates communication and coordination among the academic institution, host organizations, and students, and ensures that the internship experience is relevant, structured, and contributes effectively to the formation of future professionals in the field of international economic relations.

Section 2. INITIATION INTERNSHIP

The Initiation Internship represents the first type of practical training (*Practica de inițiere în specialitate*) within the bachelor's program *World Economy and International Economic Relations*, organized in Year I, Semester II, in accordance with the Regulation on the Organization of Internships in ASEM.

Its primary purpose is to familiarize students with the academic, institutional, and ethical environment of higher education and the field of international economic relations, ensuring a gradual transition toward specialized and applied internships in subsequent years.

In compliance with Order MEC nr. 1979/2025, the Initiation Internship mandatorily includes activities for promoting academic integrity, implemented in the first week of the internship, and correlated with the national curriculum on Ethics and Academic Integrity.

2.1 PURPOSE AND OBJECTIVES

The Initiation Internship represents the first structured exposure to academic research internships and professional development within the *World Economy and International Economic Relations* program. Scheduled during the second semester of the first academic year, this internship is designed to introduce students to the fundamental tools, skills, and attitudes required for academic success and long-term professional growth.

Rather than focusing on a specific institutional setting, the Initiation Internship is centred on building competencies related to academic inquiry, information literacy, and ethical engagement in knowledge production. It is a formative experience that lays the groundwork for more advanced internships and research activities, helping students understand how to approach international economic phenomena from a scholarly perspective.

Key Objectives

Through this internship, students are expected to:

- Develop awareness of academic norms and research structures, including how knowledge is organized, classified, and accessed in the field of international economic relations;
- Acquire essential skills in academic documentation, such as identifying credible sources, interpreting scholarly texts, and using bibliographic tools and citation systems;
- Strengthen academic writing foundations, including outlining, summarizing, paraphrasing, and writing reflective and analytical texts;
- Enhance digital and information literacy, through guided exploration of open-access economic databases, academic search engines, and institutional repositories;

- Understand the principles of academic integrity and ethics, with emphasis on originality, source acknowledgement, and responsible research practices;
- Initiate the process of professional socialization, by reflecting on their role as emerging economists, researchers, and future contributors to global economic discourse;
- Prepare and submit a reflective academic report, in which they synthesize their experience, articulate insights gained, and outline preliminary academic interests and aspirations.

This early-stage internship encourages students to conceptualize the academic world as an evolving intellectual environment where knowledge is critically examined, methodologically constructed, and socially relevant. It promotes autonomy, curiosity, and ethical awareness—key attributes of responsible professionals and engaged scholars.

2.2 CONTENT OF ACTIVITIES, ORGANIZATION AND CONDUCT

The Initiation Internship, scheduled in the second semester of the first year of studies, constitutes the first formal step in the practical training sequence for students enrolled in the *World Economy and International Economic Relations* bachelor's program. Its primary function is to initiate students into the academic, research, and reflective practices that support their development as critical thinkers and future professionals in the field of international economics.

This internship does not involve professional placement in a company or institution but is instead organized in an academic setting under the coordination of the Department of International Business, focusing on the acquisition of skills related to academic research, documentation, writing, and professional ethics.

Organization of the Internship

The Initiation Internship is implemented in accordance with the institutional regulations governing academic internships and includes both group and individual components. It is coordinated and monitored by a designated academic supervisor from the Department of International Business.

The structure and organization of the internship include:

- Issuance of the internship placement order and schedule by the department;
- Appointment of an academic internship coordinator responsible for presenting the plan and supervising student progress;
- Distribution of internship materials: Internship Plan, Internship Logbook template, and Internship Report Guidelines;
- Weekly thematic sessions organized in a seminar or workshop format, supplemented by individual study and written assignments;

- Ongoing supervision and feedback from academic staff throughout the internship period.
- Preparation of brief written reports after each major activity/session attended during the internship;
- Mandatory upload of these brief reports on the institutional Moodle platform within the established deadline;
- Continuous monitoring, feedback, and grading of uploaded reports by the academic supervisor.

The duration of the internship is 3 weeks, corresponding to a minimum of 150 hours of engagement, including contact sessions, guided reading, research tasks, and report writing and preparation of short activity reports submitted on Moodle.

Content of Internship Activities

The Initiation Internship is designed as a learning-by-doing process, involving structured academic activities aimed at equipping students with foundational competencies required for their studies and future internships. Activities are grouped into three core dimensions:

1. Academic Integrity and University Ethics (Mandatory – Week 1)

In line with Order MEC nr. 1979/2025, one week includes compulsory activities on academic integrity:

- Introduction to ethics and academic integrity in higher education;
- Forms of academic misconduct: plagiarism, self-plagiarism, falsification, fraud, favouritism;
- National and institutional regulations on academic integrity;
- Proper citation, referencing, and responsible use of sources;
- Role of integrity in academic performance and professional credibility;
- Practical exercises on identifying ethical and unethical academic practices.
- Successful participation in these activities is a mandatory prerequisite for continuing the internship.

For each thematic block (Weeks 1–3), students are required to prepare a brief individual written reflection (approximately 1–2 pages) summarizing the content of the activity, key concepts learned, and personal insights. These reports must be uploaded to the Moodle platform according to the schedule communicated by the coordinator.

2. Documentation and Information Literacy

- Guided sessions on locating and evaluating academic sources (books, journals, databases, working papers);
- Use of digital tools for academic research (e.g., Google Scholar, JSTOR, ResearchGate, DOAJ);

- Training in citation management using reference tools (e.g., Zotero, Mendeley);
- Exercises in summarizing, paraphrasing, and annotating economic texts.

3. Reflective and Professional Skills Development

- Self-assessment activities on personal academic strengths and development needs;
- Short writing assignments reflecting on learning goals and professional aspirations;
- Participation in discussions and Q&A sessions on academic life and career pathways;
- Preparation of a brief reflective report summarizing activities, insights, and future interests.

Conduct and Supervision

The internship is conducted under the supervision of an academic coordinator, who is responsible for:

- Introducing the internship structure, expectations, and evaluation criteria;
- Organizing and moderating weekly thematic sessions;
- Providing individual consultation and feedback on assignments;
- Validating the Internship Logbook and assessing the final Internship Report.
- Reviewing and grading the short activity reports uploaded on Moodle;
- Providing formative feedback throughout the internship period based on students' submitted reports.

Students are expected to:

- Attend and participate actively in all scheduled activities and sessions;
- Complete all assigned tasks in a timely and responsible manner;
- Demonstrate academic curiosity, initiative, and discipline;
- Maintain a daily record of activities, insights, and reflections in the Internship Logbook;
- Submit a final Internship Report that meets the structural, analytical, and formal requirements.
- Prepare and upload short written reports for each major activity on the Moodle platform;
- Respect submission deadlines established for Moodle assignments.

Learning Outcomes

By the end of the Initiation Internship, students should be able to:

- Navigate academic literature and research tools relevant to international economic studies;
- Apply basic techniques of academic writing and source citation;

- Understand the principles of academic integrity and critical thinking;
- Articulate their academic goals and initial professional orientation through written reflection;
- Demonstrate readiness to engage in more advanced academic and applied internships in subsequent semesters.
- Demonstrate the ability to synthesize academic content in concise written activity reports and respond constructively to supervisor feedback.

This internship constitutes an essential bridge between general university education and the specialized academic and professional expectations of the field. It enables students to take their first steps toward becoming independent, informed, and ethically responsible learners in the domain of international economic relations.

2.3 INDICATIVE THEMATIC PLAN

Initiation Internship – Semester II

Department of International Business

Bachelor’s Program: World Economy and International Economic Relations

Duration: 3 weeks (approx. 150 hours)

The **Initiation Internship** is structured to support the development of students’ academic orientation, research competencies, and critical thinking skills at the start of their academic and research activity. Through a combination of interactive sessions, guided individual tasks, and structured reflection, students build the foundational tools necessary for academic success and professional growth in international economic fields.

Week	Thematic Focus	Core Activities (Meetings / Seminars / Workshops)	Individual Tasks & Evidence	Expected Learning Outcomes
Week 1	Institutional Orientation and Academic Integrity (Mandatory)	Opening session with Faculty leadership (Dean/Vice-Dean) Meeting with the Head of International Business Department and staff (program structure, academic expectations) Session with Academic Integrity representative (ethical norms and regulations) Library training: Access to catalogues, databases, electronic journals	Reflection paper (1–2 pages): <i>Academic integrity and my role as a student</i> Internship Logbook entries Upload of report on Moodle	Understand institutional structure and academic governance. Recognize principles of academic integrity. Identify academic misconduct. Use university academic resources effectively.

Week	Thematic Focus	Core Activities (Meetings / Seminars / Workshops)	Individual Tasks & Evidence	Expected Learning Outcomes
		Seminar: National and institutional regulations on academic integrity Workshop: Academic misconduct and consequences Practical session: Correct citation and responsible use of sources		Assume personal academic responsibility
Week 2	Academic Research and Writing Skills Development	Seminar: Introduction to academic research in international economics Workshop: Formulating research questions and structuring arguments Training: Searching academic databases and evaluating sources Workshop: Citation styles (APA/Harvard) and referencing tools Practical exercises: Summarizing, paraphrasing, annotating texts Applied writing session: Drafting short analytical texts	Literature search on a selected topic Annotated bibliography (5-7 academic sources) Short analytical summary Upload of weekly report on Moodle	Navigate academic databases effectively Select and evaluate scholarly sources Apply citation rules correctly Demonstrate structured academic writing Develop critical thinking skills
Week 3	Career Orientation, Professional Identity and Academic Reflection	Roundtable with faculty members / invited professionals: Career paths in international economic relations Seminar: Professional ethics and responsibilities in economic practice	Self-assessment of academic strengths and development needs Personal academic and career development plan (short	Articulate academic and professional goals Understand career opportunities in the field Connect academic preparation with

Week	Thematic Focus	Core Activities (Meetings / Seminars / Workshops)	Individual Tasks & Evidence	Expected Learning Outcomes
		Presentation: Opportunities for internships, mobility, and research projects Workshop: Academic planning and long-term development strategy Peer discussion: Motivation and personal professional goals Guidance session: Structure and evaluation of the Internship Report Individual consultations and final feedback session	written reflection) Completion of Internship Logbook Drafting and submission of Final Internship Report Upload of final reflection on Moodle	labour market expectations Reflect critically on personal development Demonstrate readiness for advanced internships

2.4 REQUIREMENTS FOR THE PREPARATION OF THE REPORT

Initiation Internship – Semester II

Bachelor's Program: World Economy and International Economic Relations

Department of International Business – ASEM

The Internship Report is a mandatory and evaluated component of the Initiation Internship. It serves both as a reflective academic exercise and as documentation of the student's engagement during the internship period. The report offers students the opportunity to synthesize the knowledge acquired, evaluate their first exposure to academic and institutional structures, and begin to articulate their academic and professional goals.

Purpose and Importance of the Report

The Initiation Internship Report is a mandatory component that reflects both the academic and reflective engagement of the student during the internship. It serves to consolidate learning outcomes related to academic orientation, research skills, and professional identity formation. The report is also the main document on which internship validation and assessment are based.

The report should:

- Demonstrate the student's active involvement in the academic and thematic activities of the internship;

- Reflect on the knowledge, attitudes, and skills acquired throughout the 3-week program;
- Support the development of academic writing, information synthesis, and self-reflection;
- Serve as a starting point for articulating personal academic goals and career-related aspirations.

Required Structure of the Report

The Internship Report must be structured as follows and written in a clear, coherent, and formal academic style:

1. Title Page

Should include:

- Institution: *Academy of Economic Studies of Moldova (ASEM)*
- Faculty: *Faculty of International Economic Relations*
- Department: *International Business*
- Title: *Initiation Internship Report*
- Student's full name, group, program of study, year of study
- Internship period (start and end dates)
- Name of internship coordinator
- Academic year

2. Table of Contents

Should be automatically generated (recommended using Microsoft Word or similar tools).

3. Introduction (½ page)

- Purpose and scope of the initiation internship
- Initial motivations and expectations
- Overview of internship objectives

4. Description of Activities (1–1.5 pages)

- Summary of sessions, workshops, and guided exercises
- Topics covered: academic research, information literacy, citation, writing tools
- Participation in tasks (e.g., literature search, annotated bibliography)

5. Reflections and Insights (1–1.5 pages)

- Academic takeaways and areas of interest identified
- Reflections on personal skills (e.g., writing, research, critical thinking)
- Awareness of academic integrity and ethical conduct
- Personal perspective on the relevance of the internship for future studies

6. Conclusions and Learning Outcomes (½–1 page)

- Key competencies acquired
- Connection to future internships and thesis preparation
- Evaluation of the experience and suggestions for improvement (optional)

7. Annexes (optional but encouraged)

- Internship Logbook (completed daily or weekly)
- Samples of completed assignments (e.g., annotated bibliography, summaries)
- Any feedback sheets or coordinator comments

Technical and Formatting Requirements

Element	Requirement
Length	3–5 pages (excluding annexes)
Language	Romanian or English
Font	Times New Roman, size 12
Spacing	1.5 lines
Margins	2.5 cm on all sides
Text alignment	Justified
Paragraphing	Indented or spaced between sections
Page numbering	Bottom centre or bottom right
File format	Printed version and PDF (unless otherwise requested)

Continuous Assessment Component

In addition to the Final Internship Report, students are required to submit short written reports (1–2 pages) for each major thematic activity or weekly module. These reports must be uploaded to the Moodle platform within the deadlines established by the internship coordinator.

Each uploaded report will be reviewed and graded by the academic supervisor. The grades obtained for these reports will form part of the continuous assessment component of the internship.

Failure to upload the required activity reports may result in reduction of the final internship grade or non-validation of the internship.

Submission Guidelines

- The report must be submitted within 3 working days after the end of the internship, unless otherwise specified.
- Submission will be made to the internship coordinator, via email or the university platform (e.g., Moodle), or in printed format if requested.
- Late submission may result in penalties or non-validation of the internship.
- Reports must be original, written individually by each student. Plagiarism or copying from peers may lead to disqualification or redoing the internship.

Evaluation Criteria

The Initiation Internship will be assessed through two complementary components:

1. Continuous Assessment (Moodle Activity Reports)

Students' performance during the internship will be evaluated based on:

- Quality and relevance of short written activity reports;
- Ability to synthesize key concepts and reflect critically on activities;
- Correct application of academic integrity and citation rules;
- Respect of submission deadlines on the Moodle platform;
- Engagement and consistency throughout the internship period.

2. Final Internship Report

The Final Internship Report will be assessed by the internship coordinator and/or department evaluation commission based on the following criteria:

- Completeness: All required sections present, clear and logical structure;
- Content Quality: Relevance, coherence, and accuracy of the information presented;
- Reflections: Depth of analysis, clarity of insights, and personal engagement;
- Writing: Academic tone, coherence, grammar, and formatting;
- Compliance: Adherence to length, structure, and technical requirements;
- Timeliness: Submission within the established deadline.

Each report will receive a numerical grade, recorded in the final evaluation of the internship.

Section 3. SPECIALIZED INTERNSHIP I

3.1. PURPOSE AND OBJECTIVES

1.1 General Purpose

The internship for students in the field of World Economy and International Economic Relations (WEIER) is an integral and compulsory element of the undergraduate curriculum, designed to bridge the gap between academic theory and the practical demands of the professional world. The internship is conducted at enterprises, organisations and institutions in the Republic of Moldova or abroad. It serves as a platform for students to apply the conceptual knowledge, analytical frameworks, and research skills they have accumulated during their studies at ASEM to real-world economic environments, particularly within the spheres of international economic relations and global business operations. Internship also includes familiarising students with the tools and techniques used in commercial and financial relations with foreign partners. The internship will be carried out in the departments of firms that manage international contracts.

It provides an opportunity for experiential learning, allowing students to interact directly with the economic realities they have studied, from global trade flows and investment patterns to the operations of multinational corporations, international organisations and governmental agencies.

The basic purpose of the Internship is to familiarise students with the economic environment in general, and that of IER (International Economic Relations) in particular, as well as with the economic activity of institutions, organisations, and enterprises in the field of International Economic Relations.

1.2 Specific Objectives

- ❖ Consolidating students' theoretical knowledge in the WEIER field;
- ❖ Developing practical skills in students in the field of external economic activity of the Republic of Moldova;
- ❖ Learning the methods and working procedures of managers and officials of respective structures;
- ❖ Gain first-hand experience in the operations of public, private, and non-profit entities engaged in international economic activities.
- ❖ Familiarise with international market mechanisms, trade regulations, and the functioning of cross-border economic institutions.
- ❖ Apply core theories of macroeconomics, microeconomics, trade theory, and global development strategies to daily operational challenges.
- ❖ Utilise statistical tools in practical contexts such as market analysis or impact assessment. Analysis of data, international agreements, contracts etc.

- ❖ Developing students' creative competencies and abilities, forming the basics of organisational work in team activities, including negotiation, cross-cultural communication, presentation skills, and professional networking in international contexts.
- ❖ Experience various sub-fields: global trade and customs operations, foreign direct investment (FDI) attraction, export-import procedures, international marketing, and global supply chain management.
- ❖ Adhere to ethical norms in economic decision-making, respect confidentiality agreements, and follow professional codes of conduct in international environments.
- ❖ Following the activity profile of the Internship object. The emphasis in executing the Internship will be placed on one or another chapter of the program.

3.2. CONTENT OF ACTIVITIES, ORGANISATION, AND CONDUCT

2.1 Content of Activities

The internship program for students of the Faculty of World Economy and International Economic Relations is structured to ensure a balance between observation, active participation, and independent project work. Its content reflects both academic priorities and industry needs, aiming to immerse students in the professional environment of international economic activity.

The internship activities are designed to be comprehensive and multidimensional, such as:

- Market and Sector Analysis
 - Conduct PESTEL (Political, Economic, Social, Technological, Environmental, and Legal) analysis of a target country (the Republic of Moldova or another target country).
 - Perform SWOT analysis of an organisation's international operations.
- International Trade Operations
 - Draft and review international sales contracts, letters of credit, and export/ import documentation.
 - Simulate customs clearance procedures and tariff classification.
- Investment and Finance (where applicable)
 - Participate in risk assessments for potential cross-border investments.
 - Assist in compiling investment promotion materials for foreign investors.
- Policy and Research
 - Support the preparation of policy briefs or white papers on international economic cooperation.
 - Gather data for Annual Research Project.
- Digital Economy and Innovation
 - Use digital platforms for marketing campaigns (if applicable).
 - Analyse e-commerce opportunities for SMEs.

2.2 Organisation of the Internship

The internship is organised according to the academic calendar and following agreements signed between the Academy of Economic Studies/ International Economic Relations Faculty and partner organisations in both the public and private sectors, including:

International trade companies

Export-import enterprises

Financial and investment institutions

Government agencies dealing with trade, customs, and economic policy.

International organisations, NGOs, and think tanks (Ministry of Foreign Affairs, Ministry of Economic Development and Digitalisation, other ministries, Embassies, consulates, State Agencies, Services and Departments, etc., the Chamber of Commerce and Industry)

Each student is assigned an **Academic Supervisor** (Specialised Department (IB) member) and a **Practical Supervisor** (host organisation staff). Supervisors monitor progress, provide feedback, and ensure learning objectives are met.

Students are assigned to host institutions based on their specialisation, language skills, and career interests. The faculty's internship coordinator works closely with the host organisation to ensure that activities align with learning objectives.

Students are placed in organisations through agreements with the faculty's office, or they may propose their placements, subject to faculty approval.

- **Internship Journal**
 - Students must maintain a **daily log** of activities, noting tasks, outcomes, reflections, and lessons learned.
- **Attendance and Professional Conduct**
 - Students must adhere to the host organisation's working hours and dress code.
 - Unauthorised absences are considered a breach of academic discipline.

3.3. INDICATIVE THEMATIC PLAN

General Indicative Thematic Plan

The internship for students of the Faculty of *World Economy and International Economic Relations* should be structured to ensure a gradual transition from observation to active participation in professional tasks. The thematic plan may include, but is not limited to, the following stages and areas of focus:

1. Orientation and Familiarisation (Week 1)

- Introduction to the host organisation: mission, structure, and main activities.
- Overview of the organisation's role in the national and global economic context and international relations.

- Familiarisation with internal policies, work ethics, and professional conduct requirements.
 - Orientation on occupational health, safety, and security protocols.
2. Observation and Data Collection (Week 2)
- Monitoring the daily workflow within relevant departments (trade, finance, international cooperation, etc.).
 - Collecting data on ongoing projects, international trade activities, and foreign economic relations.
 - Reviewing strategic documents, trade agreements, and economic policy frameworks relevant to the organisation.
3. Applied Professional Engagement (Week 3)
- Assisting in the preparation of economic reports, trade statistics, and investment promotion materials.
 - Participating in the organisation of international meetings, conferences, or trade fairs (if applicable).
 - Supporting market research, foreign partner identification, and project feasibility assessments.
 - Engaging in tasks related to customs procedures, foreign trade regulations, and export–import documentation.
4. Thematic Specialisation (Weeks 4)
- In-depth work on a selected topic in the field of world economy or international economic relations, such as:
 - Foreign direct investment flows and their impact on Moldova’s economy;
 - Trade policy analysis and WTO commitments;
 - Bilateral and multilateral economic cooperation strategies;
 - The role of financial institutions in supporting international trade and development;
 - Digitalisation and e-commerce in international business.
 - Conducting interviews with experts, analysing organisational databases, and applying economic models.
5. Finalisation and Reporting (Week 5)
- Compiling the collected data, case studies, and analytical findings.
 - Preparing the final internship report following faculty requirements.
 - Presenting results to the host organisation’s supervisor and receiving feedback.

Detailed Indicative Thematic Plan

No.	Title of Topics	No. of Days
I.	<p>Introduction:</p> <ul style="list-style-type: none"> • Orientation session; familiarisation with host institution/enterprise; overview of internship objectives and schedule; briefing on workplace regulations and ethics. <p>General characteristics of the structure and organisation of the enterprise/institution's activity:</p> <ul style="list-style-type: none"> - Study of organisational structure, hierarchy, and departments. - Review of main activities (innovation, production, trade, services). - Understanding budget preparation, reporting lines, and internal regulations. - Guided tours of divisions, warehouses, or offices. 	3
II.	<p>The enterprise's management system:</p> <ul style="list-style-type: none"> - Analysis of planning, decision-making, and delegation of authority. - Review of functional management (finance, HR, marketing, international relations). - Study of post descriptions and internal procedures. - Observation of motivational tools, control mechanisms, and use of ICT in planning. - Review of the company's business plan. 	3
III.	<p>Financial analysis of economic activity:</p> <ul style="list-style-type: none"> - Review of balance sheet and financial flows. - Analysis of fixed and current capital. - Financing sources and funding strategies. - Calculation of liquidity, solvency, profitability, and break-even point. - Cost structure analysis and efficiency improvement measures. - Market value assessment of the firm. 	4
IV	Thematic Content for the Analysis of the Enterprise's External Economic Activities:	
4.1.	<p>Functions of the External Relations Department of the entity:</p> <ul style="list-style-type: none"> - Export/import operations, business internationalisation decisions, competitiveness improvement, etc. 	20
4.2.	Studying methods/means/ techniques of communication with foreign partners. Analysis of business correspondence: (offers,	

	contracts, negotiations), negotiation strategies, drafting international agreements.	
4.3.	Analysis of foreign trade activity:	
4.3.1.	Analysis of import operations	
4.3.2.	Analysis of export operations	
4.3.3.	International payment techniques: instruments (letters of credit, guarantees, SWIFT), risk assessment in payments	
V.	Content of topics in the case of internship in Ministries, Departments, Economic Organisations, Representations, and international projects: - Study of institutional role in international economic relations. - Review of treaties, agreements, and regulations. - Participation in the preparation of investment projects, grant proposals, and technical assistance files. - Assistance with economic reports, policy notes, or correspondence with foreign missions. - Participation in conferences, roundtables, or negotiations.	30
VI.	Content of topics in the case of an internship in banks/stock exchange: - Review of the bank's mission, strategy, and organisational structure. - Study of credit policy, loan procedures, and collateral requirements. - Analysis of foreign exchange operations, interbank transfers, and stock exchange transactions. - Observation of customer service practices. - Risk management and compliance procedures.	30
VII.	Conclusions and recommendations	

TOPIC I. General Characteristics of the Structure and Organisation of the Enterprise/Institution's Activity

The student becomes acquainted with the organizational structure of the enterprise, the main types of activities (research–innovation, production, promotion, marketing, provision of services, etc.), the types of products manufactured, the services provided, the application of indicators in drafting the enterprise's budget, and the internal regulations related to carrying out core activities and the flow of information between departments (sections). The study of this material involves guided tours of sections, warehouses, departments, etc.

The trainee becomes familiar with:

- the purpose, tasks, and objectives of the enterprise;

- the organisational–legal form, acts, and legal norms regulating the activity of the enterprise;
- information about the founding of the enterprise (year, founders, brief history);
- the statutory capital;
- the branch affiliation of the enterprise, the range of products manufactured (services offered);
- the technological features of production;
- the application of key indicators.

TOPIC II. The Enterprise’s Management System

The study of this section involves analysing planning, organisation, motivation, decision-making, and implementation within the enterprise. The trainee’s tasks include:

- analysing the organisational structure of the enterprise, the organisational chart, the characteristics of levels, divisions, and their interdependence, delegation of authority;
- functional management areas;
- analysing normative materials that characterise the formal structure (job descriptions, departmental instructions, service instructions);
- the process of receiving and implementing decisions;
- personnel motivation in the enterprise’s management system;
- control – the control process and types of control;
- using economic–mathematical methods and computers in planning work;
- the enterprise’s business plan.

TOPIC III. Financial Analysis of Economic Activity

To deepen and consolidate knowledge in analysing the financial situation of the enterprise, combining production factors efficiently, minimising production costs, calculating liquidity and payment capacity, payment stability, and market value, the trainee will analyse and calculate the following indicators:

- balance sheet and financial flows;
- structure and characteristics of the enterprise’s fixed and working capital;
- sources and funds for financing the enterprise’s activity;
- liquidity and solvency indicators;
- structure of production costs, ways to reduce them, and measures to increase operational efficiency;
- profitability indicators and break-even point;
- calculation of financial autonomy indices, correlation of borrowed sources with own sources;
- financial risk assessment, self-financing ratio of permanent capital;

- determination of the market value of the enterprise based on nominal, book, and stock exchange value (analysis of the profitability of a portfolio of shares at 5% and 10% and calculation of basic indicators).

TOPIC IV. Thematic Content for the Analysis of the Enterprise's External Economic Activities

4.1. Functions of the External Relations Department of an Enterprise

1. Carrying out export/import operations in cooperation with other structures of the enterprise, thus implementing the economic and social responsibility policies from the enterprise's strategic development plan;
2. Deciding on the internationalisation of the company's business, determining motivations and main forms of internationalisation;
3. Developing the export of goods and services, improving the export structure, and increasing the competitiveness of exported goods;
4. Investigating and using the world market situation, identifying the most favourable export conditions;
5. Studying and applying new achievements in the transportation and packaging of goods, as well as identifying optimal routes for shipping export/import cargo;
6. Creating, together with other divisions, informational and promotional products, souvenirs, and other audiovisual, cinematic, photographic, and press materials to develop the export base and improve the company's image;
7. Organising optimal conditions for negotiations with representatives of foreign companies and ensuring documentation and protocol support;
8. Studying and applying the experience of exchanges, trading houses, financial, legal, and consulting firms regarding domestic and foreign market transactions;
9. Organising the company's participation in exhibitions, fairs, and international presentations to expand markets domestically and abroad;
10. Facilitating market relations development through procurement and sale of raw materials via exchange trade, at freely formed prices domestically and internationally;
11. Legally protecting the company's external economic interests, resolving conflicts in the External Relations Department's activities, and representing the company in arbitration courts, including international ones.

4.2. Studying Methods of Communication with Foreign Partners and Analysing Business Correspondence

- Types of communication with foreign partners and improvement methods;
- Analysis of the enterprise's information system;
- Analysis of business correspondence (inquiry, offer, order, etc.);
- Analysis of the offer contract drafting process;
- Analysis of the international negotiation process:

- a) Negotiation features by type (commercial, diplomatic, social);
 - b) Preparation methods for negotiations;
 - c) Conducting negotiations;
 - d) Negotiation teams (types, selection, etc.);
 - e) Strategies, techniques, and tactics used in international negotiations;
- Analysis of negotiated contracts with foreign partners (types of contracts);
- Analysis of import operation documents:
- f) import license;
 - g) commercial invoice;
 - h) certificate of origin;
 - i) inspection certificate;
 - j) phytosanitary certificate;
 - k) customs value declaration and customs declaration, etc.

4.3. Analysis of Foreign Trade Activities

4.3.1. Analysis of Import Operations:

Identifying and selecting suppliers;

Preparing commercial correspondence documents (inquiry, offer, order);

Contracting through correspondence, electronically, or by negotiation;

Analysing the structure and content of international sales contracts;

Analysing contract clauses (quality, quantity, price, marking and labelling, delivery date, delivery conditions, payment conditions, payment term, etc.).

4.3.2. Analysis of Export Operations:

Researching the export market;

Analysing import tariff conditions for the product/service in the target market;

Studying methods of delivery abroad:

a) preparing goods for export;

b) external invoicing;

Analysing microeconomic efficiency indicators of foreign trade operations:

a) cost price;

b) foreign exchange earnings;

c) cost price of foreign exchange earnings;

d) degree of raw material utilisation, etc.

4.3.3. International Payment Techniques:

Means and instruments of payment used in international transactions;

Techniques of international payment.

TOPIC V. Internship Content in Ministries, Departments, Organizations, Embassies, Consulates, and International Economic Organization Representations in the Republic of Moldova

- Students will study the specific roles, competences, and operational practices of ministries, departments, embassies, consulates, and international economic organisations accredited in the Republic of Moldova. Particular emphasis will be placed on their contributions to foreign economic relations, trade diplomacy, and EU approximation efforts, with services spanning communication, informatisation, trade promotion, consular support, corporate representation, and strategic planning.
- Familiarisation with the basic acts regulating foreign economic relations activities;
- Participating in drafting and presenting investment projects for preferential credits, preferential EU funding instruments, technical and humanitarian assistance, and grants. This will allow them to gain practical experience in project-cycle management and in mobilising external resources for Moldova's sustainable development and competitiveness.
- Participating in drafting and sending correspondence and information requested by Moldovan diplomatic missions abroad, as well as those accredited in the country;
- Students will prepare for and, where possible, participate in international forums, conferences, and negotiations addressing trade, investment, and regional cooperation;
- Interns will collect, systematise, and analyse data on Moldova's economic performance, with a focus on external trade flows, foreign direct investment trends, and EU integration benchmarks. Findings will be synthesised into reports for dissemination to policymakers, international partners, and business stakeholders.
- Cooperating with economic advisers at accredited embassies, identifying ways to improve bilateral and multilateral economic relations, including within the frameworks of the EU, WTO, and regional initiatives;
- Organising and participating in round tables, negotiations with foreign partners to establish cooperation mechanisms;
- Interns will study methods of establishing professional contacts, identifying potential foreign investors, partners, and clients, and engaging in investment promotion and trade facilitation. They will also examine strategies for developing and promoting Moldova's economic image abroad, adapting local products and services to meet international and EU market standards, and strengthening competitiveness in global value chains, etc.

TOPIC VI. Internship Content in Banks

Banking internships offer students theoretical knowledge and practical competencies in financial intermediation, capital allocation, and monetary operations within Moldova's evolving financial sector and the context of EU alignment.

1. Mission and Strategy

Students examine the bank's mission, vision, and long-term strategy, focusing on strategic decision-making methods (SWOT analysis, risk assessment) and alignment with national priorities, EU regulations, and Basel accords.

2. Banking Activities

Interns explore general functions (deposits, lending, and payments) and specialised activities (foreign exchange, capital markets, and investment banking), while reviewing technological integration, including digital banking and fintech partnerships.

3. Operational Areas

Key operational domains include:

Credit Operations: Lending policies, creditworthiness assessment, and risk evaluation frameworks

Foreign Exchange: Currency account management and AML/CTF compliance

Cash Operations: Transaction handling with security and control emphasis

Retail Banking: Individual accounts, consumer loans, and savings instruments

Interbank Operations: Liquidity management and payment system participation

4. Organisational Structure

Study of hierarchical levels, governance structures (Board of Directors, committees), decision-making mechanisms, and communication flows ensuring transparency and compliance.

5. Regulatory Framework

Familiarisation with job descriptions, operational instructions, risk-management policies, and compliance with National Bank of Moldova standards, EU directives, and Basel III requirements.

6. Human Resources

Analysis of personnel structure, staff qualifications, management responsibilities, and professional development aligned with EU financial sector practices.

7. Performance Management

Examination of motivation policies, including monetary incentives (salaries, bonuses) and non-monetary benefits (career development, workplace culture) affecting productivity and retention.

8. Customer Service

Exposure to client service philosophy emphasising transparency, complaint handling, and trust-building following EU consumer protection standards.

9. Risk Management and Control

Study of internal control systems, including preliminary, current, and subsequent transaction monitoring, staff compliance oversight, and comprehensive risk management (credit, market, operational, liquidity risks) following Basel supervision principles.

3.4. Requirements for the Preparation of the Report

4.1 Report Structure

The internship report must reflect the activities carried out by the student during the internship and shall be prepared following the internship program, with a total length of 30 pages (excluding annexes).

The case study (minimum of 10 pages) must include an in-depth analysis of a specific topic studied during the internship, accompanied by the author's comments and proposals.

The production internship report begins with the title page and table of contents, followed by the main text, which includes analysis, synthesis, and conclusions on the studied issues, as well as statistical and illustrative materials (tables, charts, formulas, etc.).

Requirements for the Internship Report

Formatting Requirements

The internship report must comply with the following criteria:

The report shall be written in the language of instruction or the company's working language (English/French) or Romanian.

The report must be typed and printed on white A4 paper, one side only.

The text must be formatted in Times New Roman, 12 pt font, with 1.5 line spacing and justified alignment.

Margins: left – 30 mm; top – 25 mm; right – 15 mm; bottom – 25 mm.

All pages must be numbered consecutively, starting with the title page and ending with the last page, without omissions or repetitions. The title page does not display the page number. Page numbers are placed on the right-hand side (either top or bottom).

Chapter titles must be written in uppercase letters (14 pt, bold, centred). Subchapters are written in lowercase (except for the first letter) in 12 pt, bold, centred. A period is not placed at the end of titles. Chapters are numbered with Roman numerals, subchapters with Arabic numerals.

Each chapter begins on a new page; subchapters follow sequentially. Titles may not be underlined.

All tables, formulas, and figures (drawings, diagrams, etc.) must be numbered, indicating both the chapter and sequence number (e.g., Table 1.2 – the second table in Chapter 1).

Table titles are placed above the table; figure titles are placed below the figure. Units of measurement and bibliographic sources must always be indicated.

Tables and figures in annexes are numbered by annex (e.g., Table A1.2 – the second table in Annex 1). Tables occupying more than 2/3 of a page are placed in the annexes.

Formulas/equations must be centred, with numbering placed at the end of the line. Explanations of symbols must be given immediately below in the order of appearance. Models for presenting and numbering tables, figures, and formulas are provided in Annex 2.

Punctuation marks (".", ";", ",", "?", "!") must always be followed by a space.

Abbreviations of words are not permitted.

The report must not contain handwritten notes, corrections, outlines, erasures, stains, or page insertions.

The printing of the internship report must be of high quality. Letters, symbols, formulas, and figures must be uniformly visible throughout the text. Indices in formulas must be legible.

The total length of the internship report is 30 pages.

Table 3.1. Structure of the Internship Report

No.	Section of the Report	Pages
1.	Title Page	1
2.	Table of Contents (Plan)	1
3.	Introduction	1–2
4.	Main Content (Chapters I – IV)	14
5.	Case Study	10
6.	Conclusion	1–2
7.	Total Pages	30
8.	Bibliography	1–2
9.	Annexes	≤ 1/3 of the report

Section 4. SPECIALIZED INTERNSHIP II

4.1. PURPOSES AND OBJECTIVES

The Professional Internship II is designed for students of the specialty *World Economy and International Economic Relations (WEIER)*, Cycle I, License. It is the second phase of the applicative activities, which constitute the integral and compulsory part of the undergraduate curriculum. The ***general purpose*** consists in strengthening the links between academic theory and the practical requirements of the professional field of activity. The Professional Internship II also is conducted at enterprises, organisations and institutions of the Republic of Moldova that carry out external economic activity or the profile organizations overseas with foreign economic activity.

The ***specific purpose*** of the Professional Internship II is to become familiar with the overall management operations of an organization that carries out foreign economic activities as well as to accumulate the material necessary to develop the applicative part/s of the License thesis.

That is why, it is strongly encouraged to identify the placement for the Professional Internship II, which is as close as possible to the research topic of the License thesis. Besides, the research design of the license thesis should be coordinated with the scientific advisor before the start of the Professional Internship II.

Objectives:

1. Strengthening the theoretical knowledge in the field of World Economy and International Economic Relations;
2. Application of concepts, theories, methodologies and strategies of international management, international marketing, international commerce, as well as the macroeconomics and microeconomics under globalization to the actual operational challenges.
3. Learning the management approaches to the organization of the external economic activity of the internship placement body;
4. Developing student's analytical skills in the process of study management operations (planning, organizing, and controlling) at the internship organization as well as in time of analysis of data, international agreements, contracts for external economic activity etc.;
5. Gaining first-hand experience in operations of international economic activities;
6. Developing student's competencies and skills in applicative research;
7. Developing students' communication skills in international environments, due to the strengthening their linguistic capacity as well as the abilities for working in multinational teams, including negotiation and professional networking;
8. Developing students' creative skills when facing with the challenges in extra-academic international environments.
9. Developing students' constructive critical and innovative skills.

4.2 CONTENT OF ACTIVITIES, ORGANIZATION AND CONDUCT

4.2.1. *Content of activities*

As it has been mentioned above, the internship program for students of the Faculty of International Economic Relations, AESM is designed to ensure a balance between observation, active participation, and elaboration of a project work. The activities of the Professional Internship II are supposed to encourage students, on the one hand, to learn and analyse how the organizations are managed to function effectively and efficiently as the competitive systems in the reality of global economy, both physical and digital dimensions (where appropriate), on the other hand, to collect material for the applicative part of the License thesis. Thus, *the activities are focused on the areas* as follows:

A. Host organization as a system in global economy

- ❖ Observe how the organization functions and analyse it as a system from management perspective:
 - ✓ Planning Operation of the organization (Mission, Vision, Corporate, Functional and Business (where applicable) Strategies, Quality Standards and Benchmarks for performance, etc.)
 - ✓ Organizing Operation of the organization (Organogram, management structure, organizational culture, key policies, organization of informational fluxes etc.)
 - ✓ Controlling Operation (controlling systems, methods of monitoring the operations, evaluation against the benchmarks and quality standards etc.)
- ❖ Reflect on the lessons learned from the observation and analysis. Mark what has strike your attention.
- ❖ Perform SWOT Analysis of the organization in the light of its international competitiveness.
- ❖ Draft the Recommendations (if any) to innovate the organizational strategy/strategies.
- ❖ Notice for your thesis what would you consider as the best practices for a benchmarking.

B. The external (or foreign) economic activities of the host organization

- ❖ Work out an Outline of the external (or foreign) economic activities the host organization is involved in: export/import operations in physical or digital forms, FDI, licensing, franchising, international contracting or subcontracting, international transactions etc.
- ❖ Select an external (or foreign) economic activity, which is closely related to the topic of the License thesis, and analyse it from management perspective (e.g. e-

commerce: strategies regarding its development, benchmarks, implementation structure, evaluation indicators etc.). Collect the data applicable to your thesis.

- ❖ Elaborate a Case Study based on the analysed external (or foreign) economic activity that fits to the topic of your License thesis.

C. Additional Data collection with accordance to the research design of the License thesis

- The topic of the License thesis may also be related to the contemporary trends in world economy. In this case, the students are expected to investigate at what extent the host organization is in the mainstream of those trends (e.g. the development of green and circular economy as a trend or digital economy based on AI-driven platforms etc.), what impact the trends produce on its economic activities (e.g. active usage of digital platforms for international promotion campaigns). The students are encouraged to collect the data for developing the relevant Case studies, which would reflect positive or negative experience of the host organization in that respect.
- Besides the data collected in area 1 and 2 by means of observation and analytical work with the documents of the host organization, the students may be expected to organize an additional Empirical Study if specified in the research design of the License thesis by the use of an Interview or a Questionnaire. In this case, the Interview scenario or Draft of Questionnaire should be elaborated along with the internship mentors.

4.2.2. Organization of the Professional Internship II

Internship placements: The Professional Internship II is organised in correspondence with the academic calendar and the agreements signed between the Academy of Economic Studies of Moldova (International Economic Relations Faculty) and partner organisations in public and private sectors. Students are placed in organisations based on Memorandum of Understanding (MoU) signed between the faculty's office and the host organization. Students also may propose their placements, subject to faculty approval.

Time and Duration of the Professional Internship II: Semester V, 5 weeks

Credits: 8 ECTS

The Compulsory prerequisites for the Professional Internship II are:

- ✓ Topic of the License Thesis, approved by the Department BI;
- ✓ Draft of the Content of the License Thesis, discussed with the Scientific Coordinator of the License thesis;
- ✓ Research design for an empirical investigation, approved by the Scientific Coordinator of the License thesis.

In order to conduct the Professional Internship II, two mentors are assigned for each student: one is the **Academic Advisor** (professor of the Department of BI, as a rule, the Scientific Coordinator of the License thesis), and another is the Mentor (host organization staff). The mentors monitor progress, provide feedback, and ensure internship objectives are met.

4.3.3. Professional conduct

- Students must respect the rules and regulations of the host organisation, the established hours for internship and the organizational dress code.
- Unauthorised absences are considered a breach of academic discipline.
- If the Mentor engaged in supervision of students' internship activities requires a Non-Disclosure Agreement (NDA), the students must ensure the agreement does not conflict with academic requirements (e.g., ability to submit a defensible internship report). Academic supervisors should review NDAs in advance.

4.3. INDICATIVE THEMATIC PLAN

- Working on the Internship Area A “*Host organization as a system in global economy*” (Week 1)
- Working on the Internship Area B “*The external (or foreign) economic activities of the host organization*” (Week 2)
- Working on the Internship Area C “*Additional Data collection with accordance to the research design of the License thesis*” (Week 3 and Week 4)
- Working on the Professional Internship II Report (Week 5)

4.4 REQUIREMENTS FOR THE PREPARATION OF THE REPORT FOR PROFESSIONAL INTERNSHIP II

The internship report should reflect the activities carried out by the student during the Professional Internship II and shall be prepared in alignment with the internship program, with a total length of 20 pages (excluding Appendixes).

The report should be written in the language of instruction (English/French) or the official state language of the Republic of Moldova.

Technical requirements:

The report must be typed and printed on white A4 paper, one side only.

The text must be formatted in Times New Roman, 12 pt font, with 1.5-line spacing and justified alignment. Margins: left – 30 mm; top – 25 mm; right – 15 mm; bottom – 25 mm.

All pages must be numbered consecutively, starting with the title page and ending with the last page, the title page, however, does not display the page number. Page numbers are placed on the right-hand side bottom.

Chapter titles must be written in uppercase letters (14 pt, bold, centred). Subchapters are written in lowercase (except for the first letter) in 12 pt, bold, centred. A period is not placed at the end of titles. Chapters are numbered with Roman numerals, subchapters with Arabic numerals. Each chapter begins on a new page; subchapters follow sequentially.

All tables, formulas, and figures (drawings, diagrams, etc.) must be numbered, indicating both the chapter and sequence number (e.g., Table 1.2 – the second table in Chapter 1).

Table titles are placed above the table; figure titles are placed below the figure. Units of measurement and bibliographic sources must always be indicated.

Formulas/equations must be centred, with numbering placed at the end of the line. Explanations of symbols must be given immediately below in the order of appearance.

Table 4.1. General Structure of the Report for Professional Internship II

Cover Page
Table of Contents (Plan)
Introduction
Main Content (Chapters I – III) according to the Internship Areas
Conclusion
Bibliography
Annexes

The Structure of the Report is further developed by students under the supervision of both mentors, and in correspondence with the particular activities undertaken during the Professional Internship II. Both mentors should sign the Report and other relevant documents related to the Professional Internship II

Form of Final Evaluation: Exam

According to the academic calendar, the reports for Professional Internship II are submitted by the students to the Department of BI for their registration. An Academic Panel, which consists of three professors of the Department BI, is formed to examine the reports. On a set day, the students defend their reports in the front of the Academic Panel.

Section 5. LICENCE INTERNSHIP

5.1. PURPOSES AND OBJECTIVES

The License Internship is designed for students of the specialty *World Economy and International Economic Relations (WEIER)*, Cycle I, License. It is the final phase of the internship activities, which constitute the compulsory part of the undergraduate curriculum. Its *Purpose* consists in completion of the theoretical part of the research for License thesis as well as the interpretation and validation of the applicative data collected in time of the Professional Internship II.

The purpose is specified in the following *Objectives*:

1. Strengthening the research capacities in the field of World Economy and International Economic Relations.
2. Learning how to work with the collected empirical data.
3. Developing constructive critical skills, directed toward the elaboration of the sustainable solutions of the identified problems rather than simple criticism of the state of affairs.
4. Developing creative-innovative skills while working out the recommendations for the solutions of the identified problems.
5. Developing the public presentation skills.

5.2 CONTENT OF ACTIVITIES, ORGANIZATION AND CONDUCT

5.2.1. *Content of activities*

1. Finalizing the bibliographical documentation necessary for the completion of Chapter 1 of the License Thesis.
2. Transforming the Research Design into the Introduction to the License Thesis and Chapter 1 (Theoretical and Methodological part of the thesis).
3. Systematization and Analysis of the empirical data collected during the previous internship (Professional Internship II).
4. Interpretation of these data in the light of the theories, discussed with the Scientific Coordinator, as well as the suggestion of the proper interpretation of the data if different from the exiting theoretical frame (scientific novelty). The latter should be discussed with the Scientific Coordinator.
5. Validation of the collected data and their interpretation.
6. Drafting the Chapter 2 or 3 in which the empirical research is reflected.
7. Discussion the methodological approaches to the composition of the presentation for public defence of the License Thesis.

5.2.2. Organization of the License Internship

Internship supervision and placement: The License Internship is organised with correspondence to the Study Programme on the specialty WEIER and its academic calendar. The students are supervised by their **Scientific Coordinators**, responsible for assisting students with their research for Licence theses. The Scientific Coordinators monitor progress, provide feedback, and ensure the internship objectives are met.

The students are expected to use the rooms of the Library and Mediateca of the Academy of Economic Studies of Moldova for the purpose of their License Internship. They also may use their home settings, maintaining the regular online contact with their Scientific Coordinators.

Time and Duration of the License Internship: Semester VI, 4 weeks

Credits: 6 ECTS

5.2.3. Internship conduct

- Students must respect the rules and regulations of the AESM, the established by the Scientific Coordinator hours for internship meetings, and the organizational dress code.
- Unauthorised absences are considered a breach of academic discipline.
- In case the positions of the Scientific Coordinator and the student do not coincide in interpretation of the data or they have different methodological premises to approach the research, and the student insists on his/her own vision, the student ought to develop the solid arguments to defend his/her position in time of public defence of the License thesis.

5.3. INDICATIVE THEMATIC PLAN

1. Week 1:

- ✓ Working on the bibliographical documentation necessary for the completion of Chapter 1 of the License Thesis.
- ✓ Transforming the Research Design into the Introduction to the License Thesis and Chapter 1 (Theoretical and Methodological part of the thesis).

2. Week 2:

- Systematization and Analysis of the empirical data collected during the previous internship (Professional Internship II).
- Interpretation of these data in the light of the theories, discussed with the Scientific Coordinator, as well as the suggestion of the proper interpretation of the data if different from the exiting theoretical frame (scientific novelty). The latter should be discussed with the Scientific Coordinator.

3. Week 3:

- Validation of the collected data and their interpretation.
- Drafting the Chapter 2 or 3 in which the empirical research is reflected.

4. Week 4:

- Writing the Report for License Internship
- Discussion the methodological approaches to the composition of the presentation for public defense of the License Thesis.

Note: The Internship Activities and the Indicative Thematic Plan have the directional character, and should be adapted by the Scientific Coordinator in alignment with the topic of the License thesis.

5.4. REQUIREMENTS FOR THE PREPARATION OF THE REPORT FOR LICENSE INTERNSHIP

The internship report should reflect the activities carried out by the student during the License Internship and shall be prepared in alignment with the internship program, with a total length of 5-10 pages. In the report the students should indicate the dates and activities fulfilled, according to the Indicative Thematic Plan.

The report should be written in the language of instruction (English/French) or the official state language of the Republic of Moldova. Technical requirements are the same as for the previous Internship reports.

Upon the completion of the License Internship, student must submit to the Scientific Coordinator the documents as follows:

- ✓ License Internship Report
- ✓ Introduction to the License thesis
- ✓ Chapter 1 of the License thesis
- ✓ Draft of Chapter 2 or 3, in which the applicative part based on the empirical research is reflected.

Form of Final Evaluation of the License Internship: Exam

All documents should be examined by the Scientific Coordinator, signed, and the evaluation mark should be put in an exam register. After the examination procedure, the student must submit the set of signed documents of the License Internship to the Department BI for registration, and the Scientific Coordinator presents the exam register with signature to the Dean room for reporting.

Section 6. REQUIREMENTS FOR WRITING THE DIARY AND INTERNSHIP REPORT

To validate each internship—Initiation, Internship I, Internship II, and the Bachelor's Thesis Internship—students must submit a complete set of documentation composed of:

- A **Internship Diary (Logbook)**: documenting activities, observations, and professional engagement;
- An **Internship Report**: analysing the activities undertaken, the knowledge and skills acquired, and the professional context experienced.

This documentation is mandatory and serves both as proof of participation and as the primary basis for academic assessment.

6.1 INTERNSHIP DIARY FORMAT

The Internship Diary is a structured chronological record of the student's daily or weekly involvement during the internship. It is essential for documenting presence, commitment, and progress, and must be completed throughout the internship—not retrospectively.

a) Content and Organization

Each diary entry must include the following fields:

- **Date / Week Number**
- **Department or Functional Unit Visited**
- **Tasks and Activities Performed** (e.g., data collection, observation, participation in meetings, document drafting, etc.)
- **Tools, Software, or Resources Used** (if applicable)
- **Brief Observations and Reflections** on the tasks completed

b) Formatting and Submission

- The diary should be **typed or handwritten neatly**, dated, and **structured in a table format** (recommended);
- All entries must be **completed in real time** and validated by:
 - the **academic coordinator** for internal internships (e.g., Initiation);
 - the **institutional supervisor** for internships conducted outside ASEM;
- The diary must be **signed and stamped** at the end of the internship;
- It will be attached as an annex to the final Internship Report;
- Submission must follow the deadline and format (print or PDF) established by the Department of International Business.

6.2 STRUCTURE AND DRAFTING OF THE REPORT

The Internship Report is a formal academic document where the student presents and critically reflects on their internship experience. The report must go beyond a descriptive narrative—it should analyse the work environment, tasks, and learning outcomes from a professional and academic perspective.

a) Recommended Structure

1. **Title Page**
 - ASEM and Faculty name
 - Department of International Business
 - Student's full name and group
 - Internship type and title
 - Internship period (start and end dates)
 - Name of the academic supervisor
 - Academic year and date of submission
2. **Table of Contents** (Automatically generated, including page numbers)
3. **Introduction**
 - Brief overview of the internship's goals and context
 - Description of student's expectations and motivations
 - Outline of report structure
4. **Organizational / Institutional Context**
 - Overview of the host institution or department
 - Legal status, mission, and structure
 - Core activities, services, and relevance to international economic relations
5. **Description of Internship Activities**
 - Detailed account of daily/weekly responsibilities and involvement
 - Specific assignments or projects undertaken
 - Types of tools, platforms, or resources used (e.g., trade databases, Excel, CRM systems)
 - Observation of internal procedures or external client interactions
6. **Skills and Knowledge Acquired**
 - Competences gained (aligned with CNC: communication in foreign languages, international negotiation, market analysis, etc.)
 - Soft skills (e.g., teamwork, adaptability, professionalism)
 - Evidence of learning (e.g., solving real-world problems, writing reports, attending briefings)
7. **Reflection and Self-Assessment**
 - Comparison of expectations vs. actual experience
 - Challenges faced and how they were overcome
 - Personal development outcomes
 - Connection between internship tasks and coursework
8. **Conclusions and Recommendations**
 - Summary of key lessons learned
 - Future career orientation and how the internship contributed
 - Suggestions for improving the internship program (if any)
9. **Annexes**
 - Completed Internship Diary (signed and stamped)
 - Internship certificate or attendance confirmation (if applicable)
 - Additional materials (charts, documents, reports, images) if relevant

b) Length and Language

- **Initiation Internship:** 3–5 pages
- **Internship I and II:** 5–8 pages
- **Bachelor’s Thesis Internship:** 8–10 pages
- Written in **English** or **Romanian**, based on the supervisor’s instructions
- Written in formal academic language, third-person perspective (unless otherwise requested)

6.3 TECHNICAL REQUIREMENTS

All Internship Reports must follow the technical formatting rules outlined below to ensure uniformity and ease of review by the academic supervisor and evaluation commission:

Specification	Requirement
Font	Times New Roman
Font Size	12 pt
Spacing	1.5 lines
Text Alignment	Justified
Margins	2.5 cm (all sides)
Page Numbering	Bottom centre or bottom right
Tables and Charts	Must be labelled and captioned if included
File Format	PDF or printed (as specified by the department)
Plagiarism Policy	Reports must be original; AI use must be disclosed. Plagiarized work will be rejected.

Final Remarks

The timely submission of both the Internship Diary and the Internship Report is an essential component of internship validation and academic assessment. All documentation must be submitted in accordance with the academic calendar of ASEM, with specific deadlines announced by the Department of International Business secretariate at the beginning of the semester. Students are responsible for keeping track of these deadlines, as failure to submit the required documents on time may result in a lower final grade or non-validation of the internship. The evaluation of internships is based primarily on the quality, completeness, and accuracy of the documentation provided. As outlined in Section 5, the final internship grade is the result of a combined assessment carried out by the academic supervisor and the departmental evaluation committee, taking into account the content of the Internship Diary, the Internship Report, and the student’s engagement throughout the internship period. After submission, students may receive written feedback or oral observations from the academic coordinator. If errors, inconsistencies, or incomplete content are identified, students may be required to revise and resubmit their report within a limited timeframe. To ensure quality and academic integrity, students are strongly advised to follow the structure and formatting requirements precisely and to maintain a consistent level of reflection and professionalism throughout both documents.

Section 7. INTERNSHIP EVALUATION

The evaluation of internships represents a core component of the program's competency-based assessment framework and forms an essential bridge between academic training and professional internship. Internships are not treated as supplementary activities, but as structured learning experiences designed to consolidate disciplinary knowledge, enhance professional readiness, and facilitate the development of both occupation-specific and transversal competences.

Through the internship evaluation process, the program verifies that students are able to:

- apply theoretical concepts, models, and analytical tools acquired during coursework to real organizational settings;
- demonstrate problem-solving capacity in practical contexts;
- communicate effectively in professional environments;
- exercise ethical judgment and professional responsibility;
- reflect critically on institutional processes, workplace dynamics, and their own professional development.

The assessment process is fully aligned with the program's Intended Learning Outcomes (ILOs) and reflects the principles of outcome-based education. Each evaluation criterion corresponds to specific academic, professional, and transversal competences defined within the curriculum. This alignment ensures coherence between teaching, learning activities, and assessment, thereby strengthening the internal consistency of the study program.

The internship evaluation framework is designed to ensure:

- Transparency – clearly defined criteria, weighting, and performance descriptors are communicated to students in advance;
- Objectivity – evaluation is based on documented evidence and observable performance indicators;
- Consistency – standardized criteria and grading scales are applied across all internship stages;
- Comparability – performance levels are assessed using unified descriptors to ensure fairness among students and across academic years;
- Accountability – the evaluation process involves both the academic supervisor and a departmental commission to ensure procedural integrity.

Internship assessment combines both formative and summative dimensions. Throughout the internship period, students receive guidance and feedback from academic and institutional supervisors (formative evaluation). At the conclusion of each stage, a structured summative evaluation is conducted based on submitted documentation and predefined performance standards.

Each internship stage — Initiation Internship (Semester II), Internship I (Semester IV), Internship II (Semester V), and the Final Internship for the Bachelor's Thesis (Semester VI) — is evaluated individually. While the level of complexity and expected autonomy increases progressively from one stage to another, all internships are assessed using unified criteria and standardized performance descriptors. This progressive structure ensures that students demonstrate increasing levels of analytical depth, professional independence, and integrative capacity as they advance through the program.

The evaluation system recognizes that internship learning evolves from orientation and institutional familiarization (Initiation Internship) to applied professional engagement (Internship I and II), and ultimately to advanced analytical integration and research-oriented professional internship (Final Internship for the Bachelor's Thesis). Accordingly, assessment standards reflect increasing expectations in terms of responsibility, analytical sophistication, and capacity to link internship with academic research.

The internship evaluation framework also operates within the broader institutional regulations governing academic integrity, quality assurance, and student assessment. All documentation submitted for evaluation must comply with university standards regarding originality, authenticity, and ethical conduct. The multi-level evaluation structure — involving both the Internship Supervisor and the Departmental Commission — ensures procedural fairness and reinforces the credibility of the final grade awarded.

By integrating structured documentation, supervisor feedback, analytical reflection, and standardized grading criteria, the internship evaluation system serves not only as a mechanism for academic certification, but also as a tool for monitoring program effectiveness, strengthening employer engagement, and enhancing graduate employability.

7.1 GENERAL EVALUATION CRITERIA

Student performance during each internship stage is assessed according to clear and transparent general criteria that reflect the objectives of the internship within the study program. The evaluation aims to measure not only the completion of required activities, but also the quality of student engagement, the level of professional responsibility demonstrated, and the ability to connect academic knowledge with practical experience. Assessment is based on documented evidence (logbook, internship report, and supervisor feedback) and is carried out in a consistent manner across all internship stages to ensure fairness and comparability.

Student performance is evaluated according to the following general criteria:

1. **Active and Responsible Participation**
 - Attendance and punctuality;
 - Professional conduct and respect for organizational rules;

- Demonstrated engagement in the assigned tasks.
- 2. **Completion and Quality of Internship Documents**
 - Accurate and complete **Internship Logbook / Activity Diary**;
 - Well-structured and thoughtful **Internship Report** that aligns with program expectations.
- 3. **Relevance and Depth of Observations and Reflections**
 - Ability to understand and describe the host institution’s activities or university structures (depending on the internship);
 - Integration of theoretical knowledge with practical observations.
- 4. **Communication and Analytical Skills**
 - Clarity and academic coherence in written outputs;
 - Capacity to reflect critically on the learning process, workplace dynamics, and professional development needs.
- 5. **Feedback from Internship Coordinators or Host Institutions**
 - Evaluation by the institutional supervisor (if applicable), based on the student’s conduct, quality of work, and attitude.

7.2 INDICATIVE GRADING GRID

To ensure consistency, transparency, and comparability across all internship stages, student performance is assessed using a weighted grading grid. The weighting of each criterion reflects its relative importance within the overall internship learning objectives. This structure supports both formative evaluation (continuous monitoring and feedback) and summative evaluation (final grading at the end of the internship). To ensure uniformity across all stages and facilitate both formative and summative evaluation, the following **grading rubric** is recommended:

Evaluation Criterion	Weight
Active participation and professional behaviour	15%
Completion of the Internship Logbook (daily records, task descriptions)	20%
Quality of the Internship Report (structure, clarity, content relevance)	30%
Depth of reflection and analytical insight	20%
Supervisor’s feedback (from faculty or host organization)	15%
Total	

The weighting emphasizes the academic quality and analytical depth of the Internship Report, while also recognizing the importance of professional conduct, systematic documentation, and supervisor evaluation.

The final numeric grade (1–10) is determined based on the cumulative weighted performance across all criteria and is validated by the Departmental Commission in accordance with institutional regulations.

All submitted internship documentation is subject to academic integrity regulations. Plagiarism, falsification of internship activities, misrepresentation of tasks performed, or submission of inauthentic documents constitutes a serious violation of academic standards and may result in disciplinary measures, including a failing grade, in accordance with university regulations.

7.3 FINAL ASSESSMENT

At the conclusion of each internship stage, students are required to submit a complete set of documents that demonstrate the activities performed, the competencies developed, and the level of professional engagement achieved during the internship period.

The mandatory documentation includes:

- the Internship Logbook / Journal, duly completed and validated by the host institution or internship coordinator (where applicable);
- the Final Internship Report (2–5 pages, depending on the internship stage), prepared in accordance with faculty guidelines;
- any supplementary materials, such as certificates of completion, research outputs, practical assignments, or other relevant documents that support the internship activities.

Incomplete or improperly validated documentation may delay the evaluation process.

Evaluation Procedure

The final assessment of the internship is conducted through a structured, multi-step process designed to ensure transparency, objectivity, and academic rigor.

1. Review by the Internship Supervisor

The academic supervisor responsible for monitoring the internship examines the submitted documentation and evaluates the student's performance based on the approved grading criteria and weighting grid. This stage includes verification of compliance with internship objectives, documentation quality, and analytical content of the report.

2. Evaluation by the Departmental Commission

The Departmental Commission, composed of 2–3 academic staff members, reviews the documentation and confirms the correctness and consistency of the evaluation. The Commission validates the proposed grade and assigns the final numeric mark on a scale from 1 to 10.

3. Recording of the Final Grade

The validated grade is officially recorded in the academic transcript as part of the internship module and contributes to the overall academic results of the student

Evaluation of the Initiation Internship

Although introductory in nature, the Initiation Internship is subject to numeric grading (1–10). The assessment focuses primarily on the student’s engagement with the academic environment and understanding of institutional structures.

Evaluation is based on:

- Completion and proper presentation of the internship logbook and report;
- Participation in scheduled activities organized within ASEM;
- Demonstrated understanding of the university structure and academic processes;
- Reflective capacity and constructive attitude toward the study program.

The grade is proposed by the department supervisor.

Recognition and Validation Rules

- Internships carried out abroad or through recognized programs (e.g., Erasmus+, volunteering, institutional partnerships) may be validated upon submission of official supporting documents and prior departmental approval.
- Recognition is granted only if equivalence in workload, learning objectives, and evaluation standards is demonstrated.
- Failure to submit required documentation (e.g., unsigned logbook, missing report, absence of supervisor confirmation) may result in a failing grade or a requirement to resubmit the documentation within a timeframe established by the department.
- All final internship grades are subject to formal confirmation by the Departmental Commission and may influence eligibility for thesis defense and graduation.

Section 8. DOCUMENT TEMPLATES

- Report title page
- Student characterization sheet
- Final evaluation sheet
- Internship diary template, etc

8.1 REPORT TITLE PAGE

ACADEMY OF ECONOMIC STUDIES OF MOLDOVA
FACULTY OF INTERNATIONAL ECONOMIC RELATIONS
INTERNATIONAL BUSINESS DEPARTMENT
(Times New Roman, bold, 14 pt., centred)

Vasile CIOBANU
(Times New Roman, bold, 18 pt., centred)

REPORT ON THE SPECIALISED INTERNSHIP
CARRIED OUT WITHIN.....
(Times New Roman, bold, 18 pt., centred)

Specialisation – World Economy and International Economic Relations
(Times New Roman, bold, 14 pt., centred)

Author's Name SURNAME
Group EMREI [nr]

(signature)

Scientific Supervisor:
Assoc. Prof., Ph.D. or Univ. Prof., Ph.D. Hab.
Name SURNAME

(signature)

CHIȘINĂU – 2026
(Times New Roman, bold, 14 pt., centred)

8.2 STUDENT INTERNSHIP EVALUATION

Company/ Institution Letterhead

STUDENT INTERNSHIP EVALUATION

(to be completed by the internship supervisor at the host organization)

STUDENT INFORMATION

- Name, Surname: _____
- Group: _____
- Specialization: World Economy and International Economic Relations
- Internship Period: From ___ / ___ / ___ to ___ / ___ / ___
- Host Organization: _____
- Department / Division: _____

STUDENT CHARACTERISTICS

1. Attendance and Punctuality

- Excellent Good Satisfactory Unsatisfactory

Comments:

2. Professional Knowledge and Application

- Excellent Good Satisfactory Unsatisfactory

Comments:

3. Analytical and Problem-Solving Skills

- Excellent Good Satisfactory Unsatisfactory

Comments:

4. Communication and Teamwork

- Excellent Good Satisfactory Unsatisfactory

Comments:

5. Initiative, Responsibility, and Independence

- Excellent Good Satisfactory Unsatisfactory

Comments:

6. Ethics and Professional Conduct

- Excellent Good Satisfactory Unsatisfactory

Comments:

GENERAL ASSESSMENT OF THE STUDENT

(Overall impressions, strengths, weaknesses, and recommendations)

FINAL EVALUATION

- Grade (suggested): _____ / 10
- Supervisor's Name and Position: _____
- Signature: _____
- Date: ___ / ___ / _____
- Official Stamp (if applicable): _____

8.3 FINAL EVALUATION SHEET

Internship Assessment – Faculty of International Economic Relations

Student Name: _____

Group: _____

Internship Entity (Organization/Company): _____

Internship Supervisor: _____

Period of Internship: _____

I. Professional Competencies Evaluation

Competency Category	Evaluation Indicators	Excellent (3)	Good (2)	Satisfactory (1)	Unsatisfactory (0)
Knowledge and Application	Demonstrates knowledge and understanding in: World Economy and International Economic Relations (IER)				
	Foreign Trade Techniques International Trade and Policies Basics of International Management International Markets (resources, goods, services)				
Business Organization & Management	Evaluates forms of organizing international economic activities; applies diagnostic and decision-making methodologies;				
	develops strategies for export-oriented firms and foreign operations. Creates productive teamwork relations;				
Organization & Management of People and Resources	selects personnel; manages material and financial resources; applies efficiency improvements; prepares economic reports;				

Competency Category	Evaluation Indicators	Excellent (3)	Good (2)	Satisfactory (1)	Unsatisfactory (0)
	applies quantitative & qualitative methods; communicates effectively.				
Ethical Competencies	Makes judgments based on awareness of social and ethical issues at work or in study.				
Research Competencies	Integrates interdisciplinary knowledge to diagnose problems; proposes research-based solutions to professional issues.				
Total Score: _____ / 45 points					

2. Additional Evaluation Criteria

Criteria	Description	Score (0-5)
Professional Attitude	Responsibility, punctuality, respect for workplace ethics.	
Initiative & Creativity	Independence in tasks, proposing solutions, adaptability.	
Communication Skills	Oral and written communication with colleagues and supervisors.	
Engagement & Motivation	Active participation and interest in internship activities.	
Overall Performance	Contribution to host organization and achievement of internship objectives.	
Subtotal (max. 25 points): _____		

3. Final Evaluation

Final Score (Competencies + Additional Criteria): _____ / 70 points

Grade Equivalent: _____

Supervisor's General Comments

Signatures

Department Internship Coordinator: _____ Date: _____

8.4 INTERNSHIP DIARY TEMPLATE

MINISTRY OF EDUCATION AND RESEARCH
OF THE REPUBLIC OF MOLDOVA
ACADEMY OF ECONOMIC STUDIES OF MOLDOVA



INTERNSHIP JOURNAL

For Students of Cycle I – Bachelor’s Degree Studies

Internship _____
(*type of internship*)

Student _____
(*last name, first name*)

Faculty of International Economic Relations

Field of professional training: 0410. Economics

Specialization: 0410.2 World Economy and International Economic Relations

Year of study _____ Group _____

Internship location _____
(*name of economic unit*)

Internship supervisor from ASEM _____
(*signature*)

(*position, last name, and first name*)

Internship coordinator from the economic unit _____
(*signature*)

(*position, last name, and first name*)

8.5 ORDER

Student _____

(last name, first name)

Cycle _____, year _____, academic group _____

Field/Specialization _____

Faculty of International Economic Relations

is assigned for the internship _____

(type of internship)

at _____

(institution, economic unit)

Internship duration:

from _____

until _____

Stamp

Dean of the faculty _____ *(signature)*

Larisa Dodu-Gugea *(full name)*

Head of Department _____ *(signature)*

Liliana Cimpoieş *(full name)*

Internship supervisor from ASEM _____
(signature)

(position, last name, and first name)

8.6 INTERNSHIP ASSIGNMENT SHEET

Based on the Regulation and Order of ASEM, no. ____ of _____, regarding the
_____ internship and contract no. _____ of _____ 2026,

student _____
(last name, first name)

is assigned to carry out the _____
(Specialised nr. 1, production, legal, bachelor's) internship

at _____
(institution, economic unit)

Internship duration: _____ weeks

Departed from ASEM on _____
(departure date)

Head of Department: International Business

_____ Liliana Cimpoieş (signature, full name)

Arrived at destination: _____
(day, month, year)

Departed from economic unit: _____
(day, month, year)

Head of economic unit:

_____ (signature) _____ (full name)
Stamp

Student: _____ (signature)

8.7 GUIDE FOR CONDUCTING THE INTERNSHIP

GENERAL CONSIDERATIONS

1. The internship is an integral part of the educational process and serves to consolidate and deepen theoretical knowledge while developing professional competencies within state, public, and private organizations.
2. Students who have fully completed the theoretical study program are eligible for the internship.

A. MEASURES TO BE TAKEN BEFORE DEPARTURE FOR THE INTERNSHIP

1. Determine the type and duration of the internship. Obtain the name and correct address of the organization or enterprise where the student has been assigned.
2. Obtain from the faculty internship supervisor: the completed assignment sheet, the internship program, the work calendar, individual tasks, and necessary instructions regarding the procedures and rules for conducting the internship.
3. Seek advice from the supervisor regarding the organization and conduct of the internship, specifically:
 - 3.1. The work schedule during the internship;
 - 3.2. The exact workplace;
 - 3.3. Instructions on completing the internship journal and methods for collecting materials in accordance with the internship program;
 - 3.4. Recommended specialized literature to study both before and during the internship;
 - 3.5. Guidelines for completing the written report on the internship results.

B. MEASURES TO BE TAKEN BY THE STUDENT UPON ARRIVAL AT THE INTERNSHIP LOCATION

1. Arrive on time at the internship location. Report to the Human Resources (Personnel) Department and record the date of arrival in the assignment sheet. Attend and understand the information provided during the occupational safety and health briefing. Obtain the official assignment to the specific workplace (approved by order within the enterprise).
2. Obtain the appropriate intern identification (ID, badge, etc.) from the enterprise, find out who is appointed as the internship coordinator from the enterprise, begin work, and continue until the last day of the internship.
3. Request that the head of the enterprise or the internship coordinator complete the QUESTIONNAIRE regarding professional competencies.
4. Meet with the enterprise internship coordinator, review the internship program and individual tasks, clarify the work plan and objectives in accordance with the enterprise's working conditions, and agree on the method, time, and place for consultations.
5. After receiving instructions from the enterprise supervisor, the student must proceed directly to the assigned workplace. Late arrival is considered an absence. Students who attend fewer days than required by the internship program will not be allowed to defend their internship.

C. STUDENT OBLIGATIONS DURING THE INTERNSHIP

The intern is required to:

1. Complete the tasks specified in the internship program;
2. Comply with the internal regulations of the enterprise;
3. Respect professional ethics, occupational safety, security, and workplace hygiene rules;
4. Participate in professional and social activities organized by the internship partner;
5. Maintain confidentiality of the partner's information;
6. Complete the internship journal daily, recording the content of activities;
7. Submit the internship journal to the coordinator for verification at least twice per week;
8. Submit the completed journal, written report, and annexes to the supervisor for review.

D. HOW TO COMPLETE THE INTERNSHIP JOURNAL

1. Completing the internship journal daily is mandatory and must be done with diligence and accuracy.
2. At least twice per week, the student must present the journal to the enterprise coordinator for verification.
3. The enterprise coordinator will grade the student's professional competencies.
4. The faculty supervisor will write an evaluative reference on the student's performance.
5. After completion, the journal and internship report must be submitted to the department.
6. The journal will be kept at the department until the student graduates from ASEM.

QUESTIONNAIRE

Dear Internship Partner,

To determine the competencies necessary for competitiveness in the field of World Economy and International Economic Relations, please complete this questionnaire. The results will be used in the development of ASEM's study programs.

We thank you in advance and wish you great success!

Below are the professional competencies we aim to develop in our bachelor students. Please rate each competency on a scale from 1 to 5 (5 = most important, 1 = least important) by marking the corresponding box with an X.

I. PROFESSIONAL COMPETENCIES – BACHELOR LEVEL

At the end of their studies, the student should be able to:

Professional Competencies - Cycle I – Bachelor Degree	Description of Competencies <i>At the completion of their studies, the student should be able to:</i>	1	2	3	4	5
Knowledge and Application Competencies	Demonstrate knowledge and understanding in: 1. World Economy and International Economic Relations (IER), international transactions					
	2. International trade and trade policies					
	3. Basics of international management – general principles of organizing foreign economic activities					
	4. International markets – development and functioning of markets for resources, goods, and services					
	5. Information and communication technologies – knowledge and use of ICT in business and management					
	6. Business innovations – e-commerce, creativity and development, globalization, business ethics, values, and norms					
Business Organization and Management Competencies	7. Understand different forms of organization of international economic activities					
	8. Initiate and develop an international business					
	9. Apply diagnostic and decision-making methodologies in economics and international business					
	10. Develop strategies for firms oriented toward export and international operations					
People Management Competencies	11. Create productive working relationships through team building and development					
	12. Select personnel for various activities					
Resource Management Competencies	13. Ensure and manage the efficient use of material resources					
	14. Ensure and manage the efficient use of financial resources					
Information Management Competencies	15. Acquire and use information effectively in oral, written, gestural form in both native and foreign languages					
	16. Apply quantitative and qualitative methods to analyse economic information					
	17. Prepare economic reports					
Design Competencies	18. Design and plan business activities based on priorities (strategy development, setting objectives, anticipating activities and results)					

Ethical Competencies	19. Make judgments based on knowledge of social and ethical issues that arise in work or study					
Research Competencies	20. Integrate knowledge from new or interdisciplinary fields to create a diagnosis of problems based on research					
	21. Propose research-based solutions to various professional problems					
Self-Improvement and Quality Assurance Competencies	22. Build and apply quality assurance mechanisms					

III. STUDENT'S EVALUATION OF THE INTERNSHIP SITE

1. To what extent do you consider that the internship was useful to you?
 - To a great extent
 - To a small extent
 - Very little

2. Positive aspects of the internship:

3. Negative aspects of the internship:

4. How was your collaboration with the internship supervisor from the enterprise?

5. How do you rate the psychological climate in the team where you carried out your internship?

- Favourable
- Neutral
- Unfavourable

6. How do you rate the attitude of the team members towards you during the internship?

- Kind and understanding, offering help when necessary
- Indifferent
- Hostile

7. How do you assess the quality of the practical training?

- Very good
- Good
- Satisfactory
- Insufficient

8. Do you think this internship site should be recommended to other colleagues?

- Yes
- No

9. Other comments regarding this internship:

Student: _____

Signature

IV. EVALUATION OF THE STUDENT BY THE INTERNSHIP SUPERVISOR

Dear Internship Supervisor, please evaluate the student's competencies according to the indicators listed below.

The grading scale is:

- 0 points – Unsatisfactory
- 1 point – Satisfactory
- 2 points – Good
- 3 points – Very good

Mark the appropriate box for each indicator with an "X".

Professional Competencies	Evaluation Indicators	3	2	1	0
Knowledge and Application Competencies	1. Demonstrates knowledge and understanding in: World Economy and International Economic Relations (IER) Foreign Trade Techniques International Trade and Trade Policies Basics of International Management International Markets (resources, goods, services)				
Business Organization and Management	2. Evaluates different forms of organizing international economic activities;				
	3. Applies diagnostic and decision-making methodologies in economics and international business; develops strategies for export-oriented firms and international operations.				
Organization and Management of Activities, People, and Resources	4. Creates productive working relationships through team building and development				
	5. Selects personnel for various activities.				
	6. Evaluates and proposes ways to improve efficiency and effectiveness of organizational activities.				
	7. Ensures and manages the efficient use of material resources.				
	8. Ensures and manages the efficient use of financial resources.				
	9. Uses information optimally in oral, written, gestural form in both native and foreign languages.				
	10. Prepares economic reports effectively.				
	11. Applies quantitative and qualitative methods to analyze economic information.				
Ethical Competencies	12. Communicates convincingly and effectively.				
Ethical Competencies	13. Makes judgments based on knowledge of social and ethical issues that arise at work or in study.				
Research Competencies	14. Integrates knowledge from new or interdisciplinary fields to create a diagnosis of problems based on research.				
	15. Proposes research-based solutions to various professional problems.				
Total ____ Points.					

Please mention the strong points and any aspects that, from your point of view, would lead to a major improvement in the Practitioner's professional competence

Strengths:

Recommendations:

Grading Scale

Points	45-40	39 - 34	33 - 28	27 - 22	21 - 16	15	14 - 11	10 - 7	6 - 3	2 - 0
Grade	10	9	8	7	6	5	4	3	2	1

Stamp

Final Grade _____

Internship Supervisor's Signature

”_____” _____ 2026

8.8 TEMPLATE OF MINUTES OF THE INTERNSHIP DEFENCE COMMITTEE

MINUTES OF THE INTERNSHIP DEFENSE COMMITTEE

(Template)

Academy of Economic Studies of Moldova: _____

Faculty: _____

Study Program / Specialization: _____

Internship Defence Committee

Date of Defense: _____

Place of Defense: _____

Student Information

Full Name of the Student: _____

Year of Study: _____ Group: _____

Internship Period: from _____ to _____

Host Institution (Internship Base): _____

Internship Supervisor: _____

Composition of the Defence Committee

Chairperson: _____

Member: _____

Secretary: _____

Defense Proceedings

The student presented the internship report and highlighted the main activities carried out, the results obtained, and the competencies acquired during the internship period.

Assessment and Final Decision

Following the evaluation of the internship report and the oral defence, the committee decided:

Final Grade Awarded (1-10): _____

Final Qualification: _____

The grade was awarded based on the following criteria:

- Quality of the internship report
- Level of professional competencies acquired
- Quality of presentation and defence
- Answers to the committee's questions

Final Observations and Recommendations

Signatures

Chairperson: _____ Signature: _____

Member: _____ Signature: _____

Secretary: _____ Signature: _____

Date: _____

În redacția autorilor

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