

## Assessment of Curricular Internships

Curricular internships are equivalent to one elective course worth 4 ECTS credits and are subject to a predefined and standardised assessment system. The Internship course (course code 9040) does not have a numerical grade and it does not have impact on the Grade Point Average. The Pass/Fail grade will be based on two reports:

- An assessment report from the student's supervisor in the host institution where the internship is carried out. The supervisor must complete a standardised form assessing the professional competencies acquired by the student by giving each a mark of 0 to 4, with 4 being the highest. The supervisor will send this report to the IBEI Academic Internship Coordinator by email ([internship@ibei.org](mailto:internship@ibei.org)) within a month after the internship has finished.
- A five-page personal report submitted by the student on the progress and the professional experience he or she acquired during the internship. The student must submit the final report to the IBEI Academic Internship Coordinator by email ([internship@ibei.org](mailto:internship@ibei.org)) within one month upon completing the internship. The report must include the following sections:
  - A. Student's personal details.
  - B. Name and location of the organisation where the internship was carried out.
  - C. Detailed description of the tasks, jobs and departments he or she was assigned to.
  - D. Assessment of tasks performed with the knowledge and competencies acquired during university studies.
  - E. Problems that arose and how they were resolved.
  - F. Knowledge and skills that were acquired on the internship.
  - G. Assessment of internship and suggestions for improvements.

The final assessment will be made once the internship has been completed, according to the evaluation of the two reports, and the student will receive a Pass/Fail grade. If no assessment of the internship is made, the subject will appear as "Not Submitted" on the student's academic record. The IBEI Academic Internship Coordinator is responsible for determining if the student passes the course and must sign all necessary paperwork to that effect.