

APPROVED BY
Order No. 2024/01-07-66
6 August, 2024 of the Rector of
ISM University of Management and
Economics, UAB

**ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS, UAB
ORDER OF PERFORMING AN INTERNSHIP AND PREPARING A BACHELOR THESIS
ABROAD**

1. This order regulates registration and participation in compulsory stages of an internship and preparing and defence of a Bachelor thesis (hereinafter referred to as BT) of ISM University of Management and Economics, UAB (hereinafter referred to as the University or ISM) Bachelor studies students who are going to perform an internship in foreign countries.
2. Students, willing to perform an internship abroad, after the end penultimate semester, but not later than one week prior to the beginning of the official internship, must submit a request to perform an internship at a foreign company. The request should be addressed to the Vice-President of Studies and submitted to the Studies Department. The following information should be indicated in the request: the foreign country, where the internship will be performed, the company name, the planned date of the internship's beginning and end, the duration of the internship in hours. The internship should end not later than the date indicated in the internship schedule.
3. In case a student changes the place of internship and / or the beginning and end dates of the internship, a student must immediately inform the University and resubmit the request referred to in item 2 of this procedure.
4. Students who have no academic debts are allowed to perform an internship abroad.
5. The student must upload the tripartite internship agreement to the e-learning system (elearning.ism.it) no later than the deadline specified in the internship preparation schedule.
6. If a student intends to prepare a BT in a distant form, an additional subsection with a request for permission to prepare the BT in a distant form, should be included in the same request to perform an internship abroad.
7. If the request is satisfied, a student may go abroad and perform an internship there, and if he/she has requested, to prepare a BT in a distant form.
8. A student, performing an internship abroad, writes an internship report in accordance with the general requirements. The internship report is submitted via electronic system (elearning.ism.it) not later than the date indicated in the internship schedule.
9. A student, having received a permission to prepare a BT in a distant form, shall participate in all stages of the BT preparing remotely, as it is foreseen in the preparation schedule of the BT. The student does not participate only in his/her personal BT topic defence, however he/she is obliged to send the presentation of the BT topic defence via e-mail to the Programme Manager not later than the date indicated in the preparation schedule of the BT. Approved BT topics are published in the electronic system (elearning.ism.it).
10. A student who has prepared a BT in a distant form is obliged to upload an electronic version of the BT in e-learning system not later than the foreseen date and participate at the BT defence on the date indicated by the Study Department.