Summer internship 2024

Tutorial for 3-rd year student

Faculty of Automation and Computer Science

Regulations

The internship of the students from the Faculty of Automation and Computers is carried out in accordance with the provisions of the internship regulations: (http://ac.utcluj.ro/practica.html) *Regulament Practica.pdf*

When: during the summer vacation that follows the third year of studies, in the interval 01.07.20234 – 30.08.2024 (it can be extended until September 28, but participation to the colloquium is mandatory in the interval 02.09.2024 – 06.09.2024)

It is not possible to do the internship in advance (year 1 or 2 of studies or in a period other than summer vacation that succeeds 3-rd year !!!)

Duration: min. 240h(IS)/200h(CTI) (equivalent of 4+4 = 8 credits)

Compulsoriness: YES for all students

Where: 1. Companies from Romania or from abroad

2. Universities, research institutes from Romania or abroad

3. Facultaty (research goups or labs from the Faculty / UTCN)

Completion: practice colloquium : 02.09.2024 –06 09.2024

Evaluation: tutor's evaluation + internship notebook + internship colloquium $\Rightarrow$ qualification: accepted / rejected

Internships at partner companies
(https://docs.google.com/spreadsheets/d/1sg5gYetpmEPVcYi5X5TjAqE2-sQkQfIrypnb2ZnmvWM/edit#gid=826704125)

The internship offered by the partner companies (they have valid internship agreements with the Faculty) will be displayed on the faculty's website: http://ac.utcluj.ro/practica.html

Students apply and are assigned according to the procedure specified in the practice regulations, Art.2 according to the calendar specified in "Etape proces practica 2024.pdf"

Internships at new companies (which have not signed a partnerships) –

- Mandatory: the company must have an IT&C, Automation or related field of activity

- Students can apply directly to the respective company

- The company must be approved by the Faculty and sign an internship agreement with the Faculty *Conventie practica* (CP) valid for a period of 5 years

Internship at companies in RO (2)

Internships monitoring

The internships are monitored by the intyernship supervisors appointed by the Faculty for each individual company

Internship evaluation

At the end of the internship, the tutor/supervisor from the company fills and signs the evaluation form *Evaluare_anexa EVAL3a*

The final evaluation is accomplished through the colloquium. The colloquium will be held on two different dates in the announced intervals. The exact dates of the colloquia will be announced later.

Attendance at the colloquium is mandatory even if the internship is not completed on the date of the colloquium.

The students will be present at the colloquium with the practice internship notebook and with the tutor's evaluation

The grades (admitted/rejected) for the 2 activities provided in the 2023-2024 education plan (Domain Practice + Specialty Practice) will be entered in the catalog

Internship at companies in RO (3)

Necessary documents

1. *Conventia de practica* (CP) - just for new companies that have not signed a valid practice agreements with the Faculty or whose agreements have expired! (to be signed before any action for CC and PP). The list of companies with valid CP can be consulted here: https://docs.google.com/spreadsheets/d/1sg5gYetpmEPVcYi5X5TjAqE2-sQkQfIrypnb2ZnmvWM/edit#gid=826704125

2. Conventie-cadru (CC) - is signed by the legal representative of the company, dean of the faculty and student

3. Annex to the CC: *Portofoliu de practica* (PP) – it is signed by the the tutor from the company and the student

When the documents must be signed?

CP - (if necessary) is signed before any action for CC and PP

CC+PP - immediately after the completion of the student selection procedure by the companies

Submission of internship documents

The internship documents will be sent exclusively in electronic format according to the following procedure (deadline **June 21 2024**):

1. The student downloads the documents Conventie-cadru AC 2022 and Portofoliu de practica, fill them with personal data and send them electronically to the company where he/she was accepted
Note: Students from Automation track will select at lewast 240 hours of practice, and those from ComputerScience track will select at least 200 hours of practice - according to the Education Plan of each track
2. The company fills, signs and sends to the student in scanned form the Framework Convention and the Practice Portfolio
3. The student signs the framework agreement and the portfolio, scans them and sends them electronically to the faculty by email: simona.martis@staff.utcluj.ro (the documents sent by the student must each contain 2 signatures: the company's and the student's). The deadline for sending internship documents (with the 2 signatures) to the faculty is **June 21, 2024**
4. After signing the framework agreement by the dean's office, the student receives the framework agreement by email with 3 signatures. The student will keep a copy of the framework agreement and the portfolio. He will also send a copy of the framework agreement and the portfolio to the company where he is doing the internship

Internship at universities / research institutes / companies from abroad

Necessary documents

- Through the ERASMUS program - the official document that certifies that you are doing an internship through the Erasmus program: "Learning Agreement for Traineeships" or "Internship Agreement" etc.

- Any other university or research institute / company: an official document (acceptance letter, contract, etc.) from the institute / company certifying that you have been accepted for the internship, the internship period, etc.

Additional specifications

1. The official document attesting your participation in the internship will be sent as a copy (printed or scanned) to the internship managers (Computer Science: Assoc. Prof. Tiberiu Marita / Automation: Prof. Petru Dobra) together with the contact details of the tutor from the company/institute.

2. The duration of the internship can last until the beginning of semester 7 (September 28, 2024)

3. The tutor from abroad will fill and sign the evaluation form (in English) by the date of the colloquium, even if the internship period ends after this date. The student uploads the evaluation form in the colloquium assignment or sends it to the internship supervisors or brings it in physical form at the colloquium (depending on the evaluation procedure)

4. Attendance at the colloquium is mandatory even if the internship is not completed on the date of the colloquium.

Internship at Faculty

Where:

- Research group or didactic laboratory of the Faculty (preferable) or from UTCN (internship topic should be in the field of IT&C or Automation)

How to aplly:

-The application is made directly by the student, by contacting the teaching staff

Internship duration: 01.07.2024–28.09.2024, but it can be customized by the teacher (it is the only option through which you can also do the practice during the didactic semesters)

Internship evaluation

- At the end of the internships, the tutor *teacher) proposes a grade which is sent to the internship supervisors within the faculty.

-The final evaluation is accomplished through the colloquium (mandatory attendance with the internship notebook)