

At the **university level**, the administrative procedures associated with **internships** are managed through the digital platform: <https://connect.upb.ro/>

Required documents

Protocol / Bilateral Agreement (for companies that are not included in the list of internship partners of the Faculty of Electrical Engineering)

Tripartite Agreement

If you wish to carry out your internship at another company that is not on the list of companies with which we already have a signed collaboration agreement, please discuss directly with the representatives of that company in order to conclude such an agreement with the Faculty of Electrical Engineering.

In this case, the company must follow the steps in the Company Guide (for the Connect platform), which you can find on the Practică meta-course.

If there is already a valid collaboration agreement for the current academic year between the company and the Faculty of Electrical Engineering, it is no longer necessary to sign another agreement.

Protocol / Bilateral Agreement signing

The protocol is **initiated by the company** and can be downloaded directly from the Connect platform.

Signing methods:

- Certified digital signature
- Handwritten signature

If an **electronic signature** is used, the protocol is uploaded directly to the platform by the company. The faculty downloads the document, signs it, and uploads it back to the platform.

If a **handwritten signature** is used, the Bilateral Agreement must be signed in two copies, then scanned and uploaded to the platform. Both copies must reach the faculty in order to be signed by the Dean and the Legal Department. They may be sent by courier or delivered in person, as the handwritten signatures of both parties are required. The **same type of signature** must be used on both copies (either handwritten or certified digital signature).

The signature of the **Legal Department of the National University of Science and Technology POLITEHNICA Bucharest** is required.

Student selection process

1. **Companies publish internship offers** on the platform.
2. **Students**
 - View the available offers
 - Apply to as many companies as they wish
3. **Companies**
 - Review the list of candidates
 - Select students according to their internal criteria

Internship confirmation

Students must:

- **Accept or reject the internship offer** within a limited time (approximately one week)
- **Accept only one internship**

Once the internship is accepted, **it cannot be changed** (application should not be confused with the final acceptance).

Signing the Tripartite Agreement

- The **tripartite agreement** can be downloaded by the student after accepting the internship.
- The agreement must be **signed in three original copies**.

Students are also required to **complete the requested information in the Connect platform and upload their CV**.

Personal data must be completed in order to download the framework agreement. To do this, access your **profile in the Connect platform**, click on **“Personal Data”**, and complete all fields using the information from your ID card.

After being accepted for an internship program and you confirmed the acceptance in the Connect platform, the **tripartite agreement** must be downloaded in order to be officially registered for the internship.

The tripartite agreement must then be signed (**student – company – faculty**) **no later than 18.06.2026**. The internship period is: **22.06.2026 – 28.08.2026**. Total duration: **360 hours**, carried out with a schedule of **8 hours per day**.

On the **tripartite agreement**, **3 signatures from the company are required on each agreement**. The agreement must be printed in **3 original copies**, and all 3 copies must be signed. If the **company administrator is also the tutor**, the same person will sign **3 times on each agreement**.

Completion of the internship

In order to complete the internship and receive the corresponding grade, each student must take the **Internship colloquium**.

Students must bring the following documents to the colloquium:

1. **Internship Certificate** – signed by the tutor (original copy if signed by hand)
2. **Internship Logbook** – signed by the tutor on the first or last page (original copy if signed by hand)

Both documents must also be uploaded and validated in the Connect platform, according to the platform guidelines.

The **Internship Certificate** may be:

- completed directly in the platform, or
- downloaded as a template from the **Practica Meta-Curs**.

The **internship logbook must contain the following sections** and must be completed in an **editable format** (not directly in the platform — **logbooks completed directly in the platform will NOT be accepted**):

a) **Company presentation**

b) **Description of activities carried out** (according to the framework agreement):

- presentation of laboratories / technical systems / relevant departments
- presentation of technological methods and processes (production, testing, control, maintenance, etc.)
- information regarding equipment, software, or tools used
- diagrams, sketches, projects, or data obtained from tests or simulations

c) **Observations and conclusions**

Requirements:

- 10–15 pages
- font size: 12
- images may be included
- content should reflect the competencies and activities listed in the framework/tripartite agreement.

Internship colloquium

The internship colloquium consists of an **oral evaluation of students**, based on:

- the **internship logbook**
- the **assessment provided by the company tutor**

The **structure and organization of the logbook** and the **answers to questions** will also be considered.

Each student will be asked several questions during the colloquium. Examples include:

1. What were the main activities carried out during the internship?
2. What technical or professional skills do you believe you developed during this experience?
3. Was there a specific technical process or activity in which you were involved that you can describe in detail?
4. Did you have the opportunity to work with equipment, tools, or software specific to your field of study? If yes, which ones?
5. What aspects of the internship increased your interest in pursuing a career in this field?
6. How do you think the internship experience complemented the knowledge acquired during the three years of university studies?

Attendance at the internship colloquium is mandatory.