

Master in Business Administration, 1st Year

INTERNSHIP REPORT TOPIC & CALENDAR

To be filled in by the student and the instructor supervising the internship

STUDENT

Last, First name

SUPERVISOR

Last, First name

TOPIC

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CALENDAR

Item	Submit to	DEADLINE	Penalty/Deduction
Short proposal	Faculty Members	May 14th	- 0,5 points
Internship Report Topic & Calendar +Internship Agreement * +Insurance Certificate	MBA Office	May 31st	- 1,0 points
Complete in accordance with Academic Supervisor	Chapter 1	Academic Supervisor	- 0,5 points
	Chapter 2	Academic Supervisor	- 0,5 points
	Chapter 3	Academic Supervisor	- 0,5 points
	Chapter 4	Academic Supervisor	- 0,5 points
	Chapter 5 Introduction Abstract	Academic Supervisor	- 1,0 points
Final Report Soft Copy * without appendices	<u>URKUND PLAGIARISM DETECTION SYSTEM</u>	August 31st	Final Grade = zero
<ul style="list-style-type: none"> • Final Report: Hard Copy + PDF including appendices • PPT Presentation: Hard Copy + PDF • URKUND Submission Confirmation 	Academic Supervisor & MBA Office	August 31st	- 2,0 points
<u>Internship Assessment Form*</u>	MBA Office	August 31st	- 0,5 points
Defence	Final Jury	Sept.10th -14th	Final Grade = zero

*See GDBA Internship Report guidelines for details

Date: _____

Student's signature: _____ Supervisor's signature: _____

RESTRICTED TO MBA DIRECTION:

☺ Approved

☹ Not approved