



ACADEMY OF ECONOMIC STUDIES OF MOLDOVA

Coordinator:
Liliana CIMPOIEȘ

**INTERNSHIP GUIDELINES FOR THE
INTERNATIONAL BUSINESS AND LAW
MASTER PROGRAM**

CHISINAU, 2026

CZU 378.147:[339+34](076.5)
I-58

C

Lucrarea *Ghid Metodic „INTERNSHIP GUIDELINES FOR THE INTERNATIONAL BUSINESS AND LAW MASTER PROGRAM”* PROGRAMUL DE MASTER: INTERNATIONAL BUSINESS AND LAW a fost examinată și aprobată pentru editare la ședința Departamentului „Business Internațional” (proces-verbal nr.01 din 04.09.2025), ședința Consiliului Coordonator și al Calității al Școlii Masterale de Excelență în Economie și Business al ASEM (proces-verbal nr. 01 din 17.10.2025).

Recenzent:

Dr. hab. prof. univ. Boris CHISTRUGA

Dr, conf. univ. Alexandru ARMEANIC

DESCRIEREA CIP A CAMEREI NAȚIONALE A CĂRȚII DIN REPUBLICA
MOLDOVA

Internship Guidelines for the International Business and Law : Master Program /
Liliana Cimpoieș (coordinator), Dorina Jitaru, Vladlen Cojocaru [et al.] ; Academy
of Economic Studies of Moldova. – Chișinău : SEP ASEM, 2026. – 78 p. : tab.

Cerințe de sistem: PDF Reader.

Aut. indicați în copyright. – În red. aut.

ISBN 978-9975-168-91-5 (PDF).

378.147:[339+34](076.5)

I-58

ISBN 978-9975-168-91-5 (PDF).

Coordonator: Liliana CIMPOIEȘ, dr., conf. univ.

©Liliana CIMPOIEȘ, dr., conf. univ. (Section 1, Section 2, Section 7)

©Dorina JITARU dr., conf. univ.,(Section 3, Section 5)

©Vladlen COJOCARU dr., conf. univ., (Section 3, Section 4, Section 7)

©Elena CIOCHINA dr., lector univ., (Section 3, Section 4, Section 6, Section 8)

©Zorina ȘIȘCAN dr. hab., prof. univ, (Section 4, Section 8)

©Editura ASEM, 2026

The present document was reconceptualized within the subproject ‘Strengthening the institutional capacities of the Academy of Economic Studies of Moldova in order to enhance the quality of the educational offer and international visibility’ of the Project ‘Higher Education in Moldova (PHEM)’ – Component 4: Internationalization of Higher Education.

© 2026. Autorii lucrării. Toate drepturile rezervate. Reproducerea integrală sau parțială a textului, prin orice mijloace, fără acordul autorilor și al SEP al ASEM, este interzisă și se pedepsește conform legii.

Autorii își asumă întreaga responsabilitate pentru ideile exprimate, originalitatea materialului și pentru sursele bibliografice menționate.

TABLE OF CONTENTS

<i>SECTION 1. INTRODUCTION.....</i>	5
1.1. PURPOSE AND ROLE OF INTERNSHIPS.....	5
1.2. ALIGNMENT WITH PROGRAM OBJECTIVES.....	5
1.3. LEGAL AND INSTITUTIONAL FRAMEWORK.....	6
1.4 OVERVIEW OF INTERNSHIPS	7
<i>SECTION 2. ORGANIZATIONAL ROLES AND RESPONSIBILITIES.....</i>	8
2.1 THE STUDENT	8
2.2 THE HOST INSTITUTION	10
2.3 THE ACADEMIC SUPERVISOR (ASEM).....	11
2.4 THE INTERNSHIP COORDINATOR (DEPARTMENTAL LEVEL).....	12
<i>SECTION 3. PROFESSIONAL INTERNSHIP.....</i>	14
3.1 PURPOSE AND OBJECTIVES	14
3.2 CONTENT OF ACTIVITIES, ORGANISATION, AND CONDUCT..	16
3.3 INDICATIVE THEMATIC PLAN.....	18
3.4 REQUIREMENTS FOR THE PREPARATION OF THE INTERNSHIP REPORT	26
<i>SECTION 4. RESEARCH INTERNSHIP</i>	29
4.1 PURPOSE AND OBJECTIVES.....	29
4.2 CONTENT OF ACTIVITIES, ORGANIZATION AND CONDUCT .	30
4.3 INDICATIVE THEMATIC PLAN	32
4.4 REQUIREMENTS FOR THE PREPARATION OF THE RESEARCH INTERNSHIP REPORT	34
<i>SECTION 5. REQUIREMENTS FOR WRITING THE DIARY AND INTERNSHIP REPORT.....</i>	37
5.1 INTERNSHIP DIARY FORMAT	37
5.2 STRUCTURE AND DRAFTING THE REPORT.....	53
5.3 TECHNICAL REQUIREMENTS:	60
<i>SECTION 6. PROCEDURES AND WORKFLOW</i>	624
6.1 PRE-INTERNSHIP PHASE.....	624
6.2 INTERNSHIP IMPLEMENTATION.....	65
6.3 POST-INTERNSHIP PHASE.....	68
<i>SECTION 7. EVALUATION CRITERIA AND RECOGNITION.....</i>	71
7.1 COMPONENTS OF EVALUATION.....	71

7.2 GRADE CALCULATION	72
7.3 FAILING OR REPEATING THE INTERNSHIP	72
7.4 SPECIAL CASES	73
<i>SECTION 8. QUALITY ASSURANCE AND MONITORING.....</i>	75
8.1 FEEDBACK FROM STUDENTS AND HOST ORGANIZATIONS	75
8.2 PERIODIC REVIEW OF INTERNSHIP QUALITY	76
8.3 PARTNERSHIP DEVELOPMENT WITH HOST ORGANIZATIONS	77
8.4 ALIGNMENT WITH LABOR MARKET TRENDS.....	77

SECTION 1. INTRODUCTION

1.1 PURPOSE AND ROLE OF INTERNSHIPS

Internships represent a core component of the Master's Program in *International Business and Law*, offering students the opportunity to integrate academic knowledge with practical experience. Their purpose is threefold:

a) Academic Integration

Internships allow students to apply theoretical concepts from economics, law, and international business into real-life organizational contexts. This includes analyzing economic indicators, applying international legal frameworks, and understanding global governance and trade systems.

b) Professional Socialization

Internships serve as an essential step toward transitioning into the labor market, enabling students to:

- Become familiar with professional environments (e.g., law firms, multinational corporations, ministries, arbitration courts, international organizations).
- Build professional networks and gain exposure to career opportunities.
- Understand organizational structures, workflows, and sector-specific challenges.

c) Competency Development

Internships develop both specialized (economic/legal) and transversal competencies, including:

- Legal analysis and application in international settings;
- Economic policy evaluation and forecasting;
- Strategic decision-making and ethical reasoning;
- Effective communication and team collaboration;
- Digital literacy and use of analytical tools.

Internships contribute to the development of an advanced, adaptable, and reflective professional profile, in alignment with the European Qualifications Framework (EQF, Level 7) and Moldova's National Qualifications Framework.

1.2 ALIGNMENT WITH PROGRAM OBJECTIVES

The Master's Program in *International Business and Law* has the overarching goal of training high-level professionals capable of operating at the intersection of economics and law, particularly in an international and European integration context.

Internships are directly aligned with this goal by:

- Supporting interdisciplinary integration of business and legal knowledge.
- Allowing for direct engagement with key institutions (public, private, international) in Moldova and abroad.
- Enhancing practical and analytical skills that are essential for:
 - Drafting contracts and legal documents;
 - Evaluating international investment and taxation frameworks;
 - Designing business strategies for competitive positioning in global markets;
 - Conducting dispute resolution, arbitration, and legal consultancy;
 - Analyzing foreign trade flows and legal-economic implications of treaties.

Internships contribute to the development of core competencies defined in the curriculum, such as:

- CP1–CP5: Understanding and analyzing economic phenomena and processes, both national and global.
- CP7–CP8: Providing consultancy and conducting research for better management and legal compliance.
- CP14–CP17: Legal reasoning, legal assistance, document validation, and monitoring of legal issues.

Moreover, the Master's Thesis, developed in the final semester, is closely linked to the second internship (research focus), allowing students to base their academic research on real institutional experiences, case studies, and practical data.

1.3 LEGAL AND INSTITUTIONAL FRAMEWORK

The conduct of internships in the IBL program is supported by a solid legal and institutional basis that ensures their quality, relevance, and transparency.

a) National Framework

Internships are regulated according to:

- The Education Code of the Republic of Moldova No. 152 of 17.07.2014;
- Regulation on the Organization and Functioning of Master's Degree Programs (Cycle II), approved by Government Decision No. 464/2022;
- Framework Plan for Master's Programs, approved by the Ministry of Education and Research (Order No. 510 of 07.04.2025);
- National Qualifications Framework (NQF), level 7, and European Standards and Guidelines (ESG) on higher education quality assurance.

b) Institutional Framework

ASEM has its own regulations and internal mechanisms for the planning, implementation, and evaluation of internships:

- Regulation on Internships at ASEM;
- Internship Plan and Schedule, integrated into the Study Plan of the International Business and Law program;
- Tripartite Internship Agreement (student – host institution – ASEM), which:
 - Clearly defines the rights and obligations of each party;
 - Ensures legal protection for students during their internship period;
 - Provides academic recognition through ECTS allocation;
 - Guarantees supervision by both institutional and academic mentors.

c) Quality Assurance Mechanisms

Internships are monitored by:

- The Master School of Excellence in Economics and Business;
- The Department of International Business and Law Department (program coordinators);

Additionally, student feedback, host evaluations, and thesis committee reviews contribute to the continuous improvement of internship organization and content.

1.4 OVERVIEW OF INTERNSHIPS

The Master's Program in *International Business and Law* (Cycle II, professional track) includes two mandatory internships, integrated into the curriculum and credit structure. These internships aim to ensure practical exposure, professional development, and academic enrichment, in alignment with both national higher education standards and European best practices.

The internship component is distributed across two semesters of study, each internship serving distinct educational purposes:

Internship Type	Semester	Duration (Weeks)	Total Hours	ECTS Credits	Period
Internship I – Professional	II	7 weeks	360 hours	12 ECTS	February–April
Internship II – Research	III	4 weeks	180 hours	6 ECTS	November–December
Total Internship Workload	–	11 weeks	540 hours	18 ECTS	–

SECTION 2. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

Internships are structured as a collaborative effort involving different parts: the student, the host institution, the academic supervisor for the internship organization, and the departmental internship coordinator. Each actor plays a critical role in ensuring the success and educational value of the internship experience.

The successful planning, implementation, and assessment of internships in the *International Business and Law (IBL)* Master's Program depends on the coordinated actions of the following stakeholders:

1. The Student – the main beneficiary and active participant of the internship.
2. The Host Institution – the external partner where the internship takes place.
3. The Academic Supervisor – the ASEM faculty member overseeing academic alignment.
4. The Internship Coordinator – the program-level coordinator ensuring structure, quality, and institutional compliance.

Each actor has distinct roles and obligations to ensure that internships meet academic standards, contribute to professional development, and support the learning outcomes defined in the program's curriculum.

2.1 THE STUDENT

Rights and Duties

Rights:

- To undertake an internship in a relevant institution, according to personal career interests and program learning outcomes.
- To benefit from equitable treatment, access to supervision, mentoring, and a safe, non-discriminatory professional environment.
- To receive academic recognition and ECTS credits if all deliverables are submitted and quality standards are met.
- To request academic or logistical support from ASEM in resolving internship-related challenges.
- To receive a clear description of internship duties, expectations, and evaluation criteria prior to placement.

Duties:

- To comply with the agreed duration and schedule of the internship (7 weeks for Internship I, 4 weeks for Internship II), respecting start and end dates.
- To respect the confidentiality and code of conduct of the host institution, including dress code, data protection policies, and professional etiquette.
- To perform tasks with initiative, accuracy, and responsibility, while asking for clarification when needed.
- To proactively document experiences, maintain contact with supervisors, and participate in any evaluations or feedback processes.

Failure to fulfill the internship duties or inappropriate behavior may result in:

- Termination of the internship agreement.
- Non-validation of the internship and loss of credits.
- Disciplinary action under ASEM's academic ethics and integrity rules.

Documentation and Reporting Obligations

The student must complete and submit the following documents in a timely manner:

1. **Internship Agreement (Tripartite Contract)**
 - Signed by the student, ASEM representative, and host institution supervisor.
 - Includes institutional contact details, internship description, learning objectives, working schedule, and duration.
2. **Internship Learning Plan (Individual Sheet)**
 - Specifies the student's expected learning goals, targeted competencies, and intended outputs.
 - Signed and approved by both supervisors prior to starting.
3. **Internship Journal / Daily Log**
 - Describes daily activities, tasks, observations, and reflections.
 - May include problems encountered and strategies used to overcome them.
 - Signed weekly by the institutional supervisor.
4. **Internship Final Report**
 - A comprehensive analytical report (typically 25-30 pages), including:
 - Introduction to the host organization
 - Description of activities
 - Connection to course content
 - Competency development

- Critical reflection and challenges
 - Recommendations or proposals for improvement
 - (Optional) contribution to master's thesis topic (especially for Internship II)
5. **Institutional Evaluation Form**
- To be filled by the institutional supervisor using ASEM's standardized template.
 - Evaluates professionalism, work ethic, communication, problem-solving, independence, and overall contribution.
6. **Presentation or Oral Defense**
- A 8-10 minutes structured presentation given before a departmental panel (physical or online), summarizing the internship experience and self-assessment.

2.2 THE HOST INSTITUTION

Profile and Eligibility Criteria

The internship must take place in an institution that meets the following eligibility conditions:

- Has an organizational profile relevant to at least one of the IBL domains: international law, business administration, public governance, trade diplomacy, compliance, arbitration, taxation, or economic policy.
- Has a physical or virtual workspace allowing the intern to actively participate in professional activities (onsite or hybrid/remote formats are acceptable).
- Is willing to enter into a formal cooperation via a tripartite agreement, committing to mentorship and supervision.

Examples of eligible host institutions include:

- International organizations (WTO, UN, EU delegations, OSCE)
- Ministries and public agencies (e.g., Ministry of Economy, Ministry of Foreign Affairs)
- Multinational corporations and export-import businesses
- Legal consultancy or arbitration firms
- Banks and financial institutions
- NGOs involved in development cooperation, policy advocacy, or legal reform

Internship Supervisor Role

Each host institution must designate an internship supervisor, who will:

- Introduce the intern to the organizational structure, team, work tools, and policies.

- Assign meaningful and varied tasks aligned with the intern's background and interests.
- Supervise and mentor the student during the internship, providing regular feedback and guidance.
- Ensure workplace safety and ethical standards are upheld.
- Sign the internship log, confirm attendance, and complete the final evaluation form with constructive remarks.

Supervisors should maintain at least one check-in per week and be available for mid-term or final confirmation with the ASEM academic supervisor if requested.

Feedback and Evaluation

At the end of the internship, the institutional supervisor will:

- Fill in a formal evaluation form provided by ASEM, rating the intern's performance in at least the following categories:
 - Professionalism and punctuality
 - Technical and legal-economic understanding
 - Analytical thinking and problem-solving
 - Initiative, autonomy, and adaptability
 - Communication and collaboration
- Sign and stamp the document and optionally issue a certificate of completion or recommendation letter (not mandatory).

2.3 THE ACADEMIC SUPERVISOR (ASEM)

Coordination and Monitoring

The academic supervisor, a teaching staff member appointed by the IBL department, is responsible for:

- Reviewing and approving the student's internship proposal and learning plan.
- Maintaining at least one check-in session with the student during the internship.
- Acting as a liaison between the student and host institution in case of difficulty.
- Ensuring alignment between internship content and the academic learning outcomes of the program.

Guidance on Learning Objectives

The academic supervisor supports the student by:

- Assisting in formulating realistic, competency-based learning objectives for the internship.

- Recommending relevant themes or problems that can be further explored in the master’s thesis, especially during Internship II.
- Encouraging reflection and connection between fieldwork and coursework, particularly in areas like negotiation, arbitration, legal compliance, or business risk analysis.

Final Assessment Participation

Upon internship completion, the academic supervisor:

- Reviews the internship report, journal, and host institution evaluation.
- Participates in the assessment process, including the oral defense where applicable.
- Assigns a final grade, following the official criteria outlined in the internship evaluation framework (see Section 7).
- Submits a summary of results to the Internship Coordinator for archiving and reporting.

2.4 THE INTERNSHIP COORDINATOR (DEPARTMENTAL LEVEL)

Matching Students with Internships (Optional Support)

The Internship Coordinator may:

- Assist students in identifying eligible host institutions through the department’s network of academic and professional partners.
- Publish calls for internship opportunities, exchange programs, or Erasmus+ placements.
- Support students in securing positions abroad, ensuring recognition and compatibility with ASEM’s internship model.

While students are encouraged to seek internships independently, the Coordinator ensures placements meet quality criteria.

Quality Assurance and Institutional Partnerships

The Coordinator plays a quality assurance role, ensuring that:

- Institutions proposed by students are vetted for compliance and relevance.
- Feedback is regularly collected from students and host institutions.
- Annual reviews of internship processes are conducted, including:
 - Summary reports to the Master School Council;
 - Identification of challenges and solutions;
 - Recommendations for improvement or diversification of partnerships.

Partnerships may be formalized through MOUs or Erasmus inter-institutional agreements.

Archive of Agreements and Reports

The Coordinator is responsible for maintaining:

- A digital and physical registry of internship documents, including:
 - Signed agreements
 - Evaluation forms
 - Final reports
 - Attendance logs
- Ensuring that documentation is available for:
 - Quality assurance evaluations (internal/external);
 - Accreditation procedures (ANACEC);
 - Curricular reviews by academic councils.

The Coordinator may also propose policy improvements, suggest revisions to internship templates, or initiate new strategic partnerships.

SECTION 3. PROFESSIONAL INTERNSHIP

The internship serves not merely as a work placement but as a structured learning experience, advancing both the academic and professional growth of students.

The Professional Internship is the first practical training phase in the International Business and Law (IBL) Master's programme. It takes place in the second semester of the first year. It serves as a structured, supervised, and assessed period of professional engagement within an organisation operating in fields relevant to both **international business and law**. This component is mandatory for all students and is governed by the rules, objectives, and reporting requirements set out in these guidelines.

3.1 PURPOSE AND OBJECTIVES

The **professional internship** constitutes a pivotal component of the International Business and Law Master's Programme, designed to bridge the gap between academic theory and real-world practice.

The purpose of the Professional Internship is to integrate academic learning with practical experience, enabling students to apply and expand their knowledge of international business and law in real-world contexts. The internship must provide exposure to **both the operational and legal dimensions** of professional practice.

The objectives of the Professional Internship are to:

1. **Apply interdisciplinary knowledge** in real business and legal environments. Gain **practical experience** in day-to-day business and legal operations, understanding how international transactions are structured and how legal considerations shape business decisions.

2. Develop **professional competencies**, including strategic analysis, regulatory compliance, legal reasoning, analytical skills, organisational awareness, project management, negotiation and professional cross-border communication.

3. Apply theoretical knowledge from courses such as International Business Economics, International Investment and Global Capital Flows, International Strategy for Business, Multinational Business Finance, *International Trade Law, Business Strategy, Commercial Law, EU Regulations, and Corporate Governance* to real cases and operational tasks.

4. Enhance understanding of global markets, legal institutions, and corporate governance structures. Strengthen industry and legal insight by

observing trends, compliance requirements, dispute resolution practices, and best practices in the host entity.

5. Cultivate ethical and critical thinking skills in international business and legal contexts.

6. Foster **professional networks** with practitioners that may support career development in international firms, institutions, and regulatory bodies, in business and law.

By the end of the internship, the student must be able to:

- Conduct a comprehensive market entry analysis for international expansion, including risk assessment and competitive landscape evaluation
- Develop strategic recommendations for cross-border business development based on legal, economic, and political factors
- Evaluate the impact of international law changes on business operations and propose adaptive strategies
- Apply international business law principles to real-world commercial transactions and cross-border operations
- Navigate complex regulatory frameworks governing international trade, including WTO rules, bilateral trade agreements, and regional economic partnerships
- Analyse and interpret contracts, memoranda of understanding, and other legal instruments used in international business contexts
- Assess compliance requirements for multinational operations across different jurisdictions
- Draft and review international commercial contracts, ensuring compliance with applicable laws and regulations
- Facilitate negotiations between international business partners while considering legal and cultural constraints
- Prepare legal and business documentation required for international transactions, joint ventures, and foreign direct investment
- Coordinate with legal counsel, regulatory bodies, and international business partners to ensure seamless operations
- Communicate complex legal and business concepts to diverse stakeholders, including executives, legal teams, and international partners
- Provide informed recommendations on international business decisions based on legal precedents and regulatory requirements

- Present findings and strategic recommendations to senior management through professional reports and presentations
- Identify potential legal and business risks in international operations and propose mitigation strategies
- Synthesise information from multiple legal systems and business environments to inform decision-making
- Adapt quickly to changing international regulations and their implications for business strategy
- Analyse the host organisation's business environment and legal framework.
- Contribute effectively to tasks and projects within their level of responsibility.
- Reflect critically on the interaction between business strategy and legal compliance.

Achievement of these outcomes is verified through the Internship Report and formal evaluations by both the host and academic supervisors.

3.2 CONTENT OF ACTIVITIES, ORGANISATION, AND CONDUCT

The internship must be organised to ensure that students experience both the business functions and the legal/regulatory aspects of the host's operations, in line with the interdisciplinary nature of the IBL programme. Given the increasing complexity of global commerce, students will gain exposure to international business dynamics, including cross-border transactions, multinational corporate structures, international trade finance, global supply chain management, and the intricate legal frameworks that govern these activities across different jurisdictions.

Internships are carried out in international business firms, multinational corporations, international law firms, ministries, regulatory agencies, international organisations, or NGOs operating in transnational, legal or commercial spheres. These organisations operate within the global business ecosystem where understanding of international trade law, foreign investment regulations, cross-border taxation, international commercial arbitration, and multilateral trade agreements is essential. Students will observe how businesses navigate varying regulatory environments, currency fluctuations, political risks, and cultural differences that characterise international commerce.

Each student is supervised by an on-site professional mentor and an academic supervisor from the Master's programme.

Students are expected to maintain professional conduct, demonstrate initiative, adhere to confidentiality obligations, and comply with the host organisation's policies.

a) Orientation Phase

The host provides a formal induction covering:

- Organisational structure, mission, and activities.
- Overview of business operations and legal/regulatory environment.
- Departmental tours and introductions to relevant teams.

b) Work Assignments

Students must undertake meaningful, supervised tasks that may include:

- **Business-focused activities:** market research, competitor analysis, drafting business proposals, preparing marketing plans, analysing financial or operational data, supporting supply chain or project management, contributing to strategic planning, evaluating international competitors, analysing global market positioning, and assessing competitive strategies across different regions, drafting proposals for foreign market entry, international joint ventures, cross-border mergers and acquisitions, or global partnership agreements etc.
- **Law-focused activities:** contract review, drafting clauses, legal research (e.g., trade regulations, competition law, compliance requirements), preparing legal documentation, assisting in due diligence, summarising new regulations affecting the business.
- **Integrated business-law tasks:** compliance audits, risk assessments, analysis of trade agreements' impact on operations, corporate governance reviews, drafting or reviewing corporate policies with legal implications.

c) Supervised Learning and Progressive Responsibility

Students begin by shadowing professionals to observe procedures, then gradually take on more complex assignments. For example:

- Observing and later participating in negotiation sessions.
- Assisting legal counsel in preparing documents for arbitration or court.
- Managing sections of a compliance project.

d) Research and Documentation

Students may be tasked with research projects, such as analysing regulatory requirements for a new market entry (comprehensive studies of regulatory requirements, market conditions, competitive landscape, and legal frameworks for entering new international markets) or preparing a briefing on legislative changes affecting the host sector. Findings should be documented and, where possible, presented internally.

e) Meetings and Checkpoints

The host supervisor must hold regular progress meetings (e.g., weekly) to review achievements, address challenges, and adjust tasks in line with the Internship Plan. The academic supervisor maintains parallel oversight through scheduled updates.

f) Ethical and Legal Conduct

All activities must comply with legal and ethical standards. Students are bound by confidentiality and professional secrecy rules. No tasks involving breaches of law or professional ethics are permitted.

3.3 INDICATIVE THEMATIC PLAN

While activities differ by host, the following thematic areas must be addressed, either through active participation or observation:

1. **Organisational Analysis** – corporate governance structure, business model, including international business model evaluation: Comprehensive analysis of how organisations adapt business models for global markets, Multi-market revenue strategies: understanding diversified revenue streams across different geographical markets, currency hedging strategies, and regional profitability analysis, global value chain integration: examining how organizations optimize operations across borders, including offshore manufacturing, international service delivery, and cross-border technology transfer, where applicable, international scaling mechanisms: Analysis of franchise models, joint ventures, licensing agreements, and direct foreign investment strategies, legal compliance systems, etc.
2. **Market and International Environment** – export/import activities, cross-border transactions, foreign partnerships, and relevant legal frameworks. Working with bills of lading, letters of credit, export licenses, customs declarations, and certificate of origin requirements, trade finance mechanisms: understanding documentary collections, trade credit insurance, export financing, and international payment systems including SWIFT and correspondent banking, customs and border management: learning about tariff classifications, duty optimization strategies, free trade zone utilization, and customs compliance programs such as AEO (Authorized Economic Operator), etc.
3. **Operational Processes** – integration of legal requirements into operational workflows (e.g., procurement contracts, IP protection, data protection in customer relations), cross-border e-commerce compliance, digital platform regulations, and cross-border digital payment compliance,

international cybersecurity and data governance, digital trade and technology transfer.

4. **Legal Compliance and Risk Management** – obligations under trade law, financial regulations, employment law, and corporate law; compliance mechanisms and risk mitigation strategies.
5. **Contracts and Negotiations** – drafting, reviewing, and negotiating agreements; balancing legal risk with business objectives.
6. **Case Study or Project Work** – substantive assignment linking both business and legal considerations (e.g., compliance analysis for a strategic expansion, assessment of a new regulatory framework’s impact on operations).
7. **Professional Skills and Cross-Cultural Communication** – workplace etiquette, negotiation styles, and communication practices in international and legal contexts.
8. **Business–Law Interaction** – reflection on the mutual influence of legal requirements and business strategies.

A more detailed thematic plan is presented below.

Thematic Plan

Chapter nr.	Chapter Titles
	Introduction
I	Presentation of the organisation and its field of activity
II	Analysis of foreign trade activity
III	Analysis of the business environment and managerial market-entry strategies
IV	Global, regional and national legal compliance systems
V	Study of marketing activities
VI	Analysis of investment projects in which the enterprise is involved
VII	Content of internships/practical work in Ministries, Embassies, Consulates, and representations of International Economic Organisations
	Conclusions and recommendations.

1. Presentation of the organisation and its field of activity

- Presentation of the organisation and its operating environment: organisational chart, internal regulations, Code of conduct/behaviour of employees;
- Management activity: decision-making process, relations with employees, time management, exercising managerial functions;
- Methods, techniques and tools used in the planning activity of the enterprise;
- Methods, techniques and tools used in the managerial activity of the enterprise;
- Methods, techniques and tools used in the communication process;
- Methods, techniques and tools used in the training-motivation activity of human resources;
- Methods, techniques and tools used in the evaluation-control activity of the enterprise;
- Acquisition, maintenance and development of personnel within the organisation;
- Conclusions regarding the characteristics and efficiency of management within the host company.

2. Analysis of foreign trade activity:

2.1 Analysis of import operations:

- Identification and selection of suppliers;
- Preparation of documents related to commercial correspondence (request for quotation, offer, order);
- Contracting through commercial correspondence, electronic, and through negotiation;
- Analysis of the structure and content of the international sale-purchase contract;
- Analysis of contractual clauses (quality, quantity, price, marking and labelling, delivery term, delivery conditions, payment conditions, payment term, etc.)

2.2 Analysis of export operations:

- Research of the export market;
- Analysis of tariff conditions for the import of the product/service on the selected market:
- Study of delivery methods abroad: a) preparation of goods for export; b) foreign invoicing.

- Analysis of microeconomic indicators of efficiency of foreign trade operations: a) recovery rate; b) degree of raw material utilisation, etc., c) efficiency of the foreign market:

2.3 Technique of international payments:

- Means and instruments of payment used in international transactions;
- International payment techniques

3. Analysis of the business environment and managerial market entry strategies

3.1 Analysis of the internal environment of the enterprise:

Mission of the company; basic resources used; access to resources; skills and competencies of the company; the company's value chain.

3.2 Analysis of the external environment of the enterprise

Specific environment: suppliers, consumers, competitors, unions, intermediaries, banks, government structures, legislative framework, etc.

Competitive environment: solvent demand, direct and indirect competitors, new entrants, etc.

General environment: political, economic, demographic, socio-cultural, ecological factors, etc.

Research of the company's market: market capacity, market dynamics, and the company's competitors.

3.3 Market entry strategies

Research of competing companies at national and international level; identification of external commercial and non-commercial risks; strategic options; direct export/indirect export (through intermediaries); licensing; joint ventures; direct investments and production abroad;

4. Global, regional and national legal compliance systems:

In-depth study of integrated compliance frameworks:

- Multi-jurisdictional regulatory mapping: Understanding how organisations track and comply with evolving regulations across multiple countries simultaneously
- International audit and monitoring systems: Examining global compliance monitoring, internal audit functions spanning multiple jurisdictions, and coordination with local regulatory bodies
- Cross-border legal risk management: Analysis of legal risk assessment frameworks covering political risk, regulatory change risk, and international litigation exposure.

Integration of international legal requirements into operational workflows:

- Global procurement and supply chain law: Understanding international supplier agreements, anti-corruption compliance in procurement, conflict minerals regulations, and supply chain transparency requirements
- Cross-border intellectual property protection: Learning about international patent filing strategies, trademark protection across multiple jurisdictions, trade secret protection in international operations, and IP licensing agreements
- International data protection and privacy compliance: Implementing GDPR compliance for global operations, understanding data localisation requirements, cross-border data transfer mechanisms, and privacy impact assessments for international business processes
- International employment law integration: Understanding global mobility programs, expatriate employment contracts, local employment law compliance, and international labour standards in multinational operations.

Technology and digital business law: Addressing the legal challenges of digital international business:

- Cross-border e-commerce compliance: Understanding digital services taxation, online consumer protection laws, digital platform regulations, and cross-border digital payment compliance
- International cybersecurity and data governance: Learning about national cybersecurity requirements, critical infrastructure protection, and international cooperation in cyber incident response
- Digital trade and technology transfer: Understanding restrictions on technology exports, digital trade agreements, and international cooperation on emerging technologies

International trade law obligations:

- WTO agreements implementation: Learning about GATT, GATS, TRIPS agreement applications, anti-dumping procedures, and trade remedy mechanisms
- Economic sanctions and export controls: Understanding OFAC sanctions, EU restrictive measures, export control regimes (Wassenaar, MTCR), and dual-use technology regulations
- International anti-corruption compliance: Implementing FCPA, UK Bribery Act, and other international anti-corruption frameworks in global business operations

International financial regulations:

- Anti-money laundering (AML) in the international context: Learning about international AML standards, cross-border suspicious transaction reporting, and beneficial ownership disclosure requirements
- International tax compliance: Understanding BEPS (Base Erosion and Profit Shifting) initiatives, transfer pricing documentation, country-by-country reporting, and international tax treaty applications
- Cross-border financial services regulation: Learning about international banking regulations, cross-border payment services, and fintech regulatory frameworks

International employment and corporate law compliance:

- Global employment standards: Understanding ILO conventions, international labour rights, global mobility compliance, and multinational collective bargaining
- International corporate governance standards: Learning about OECD corporate governance principles, international disclosure requirements, and cross-border shareholder rights
- International environmental and sustainability compliance: Understanding international environmental treaties, sustainability reporting standards, and climate change regulations affecting international business

International Contracts and Negotiations

- Cross-border contract drafting and structuring: Advanced skills in international commercial law:
 - International sales and distribution agreements: Drafting agreements that comply with multiple legal systems, understanding choice of law and jurisdiction clauses, and implementing international commercial terms
 - Technology transfer and licensing agreements: Structuring international IP licensing, technology transfer agreements, and know-how agreements with appropriate territorial restrictions and compliance mechanisms
 - International service agreements: Developing cross-border service contracts, understanding permanent establishment risks, and implementing appropriate tax optimisation structures

5. Study of marketing activity

- Research of the organisation's marketing environment: macro-environment, micro-environment;
- Specific marketing mix: price, product, communication policy and placement policy;
- Analysis of international marketing policy and strategy:
- Typology of marketing strategies;
- Marketing program for export;
- Identification of the implantation strategy on the foreign market;
- Research of the foreign market; a) Techniques for analysing the foreign market situation; b) Evaluation of the dimensions of the foreign market;
- Prospecting the foreign market: study of new product design programs; analysis of the export product; study of methods and mechanisms for promoting the sales price setting policy; identification of methods for setting the export price; analysis of own competitive strategies and identification of competitors' strategies; study of the location of retail points of sale; ways of distributing products/services: ● own network of stores; ● direct to retailers; ● wholesale. ● ways of international distribution of products/services: ● direct; ● through trading companies; ● through intermediaries. ● measuring the effectiveness of advertisements (profit/advertising expenses ratio).
 - analysis of the company's specific competitive strategies;
 - analysis of internationalisation strategies;
 - analysis of technological strategies.

Analysis of the competitiveness of the enterprise

The competitiveness of the enterprise is influenced by the competitiveness of the products/services it produces and markets. Determining the degree of competitiveness of an enterprise involves calculating:

1. Market share occupied by the enterprise;
2. Level of labour productivity;
3. Implementation of ISO standards;
4. Productivity of resource use,
5. Innovative character of the activity;
6. Diversity of production through assortment renewal, modernisation and improvement of existing products following consumer demand;
7. Compliance of products according to ergonomic, ecological criteria, etc.
8. Competitiveness strategies of enterprises

Analysis of logistics operations

1. Selection of an optimal mode of transport (including multimodal). ● Analysis of international transport cost ● Duration of international transport. Establishing the optimal transport route. ● Accessibility of means of transport.
2. Analysis of main transport documents;
3. Analysis of risks in international transport. Insurance of transport risks: ● Risks during transport; ● Storage risk ● Risk of handling, transshipment, etc.
4. Insurance of goods during international transport.
5. The customs clearance procedure of goods within the company.
6. **Analysis of investment projects in which the company is involved**
 - 1) Identification of types of investment projects in which the company is involved.
 - 2) Project phases: ● Pre-investment phase; ● Actual investment phase; ● Operation phase.
 - 3) Strategic orientation of the project.
 - 4) Feasibility analysis of the project: ● Description of the project; ● Marketing and market; ● Project implementation environment; ● Analysis of supply sources; ● Choice of technology and design of the activity; ● Management and organization of the project.
 - 5) Project implementation budget.
 - 6) Cost of resources.
 - 7) Financial indicators and economic profitability indicators.

7. Content of the internship/practical work in Ministries, Embassies, Consulates, and representations of International Economic Organisations.

Studying the specifics of the activities of the above-mentioned institutions in the field of International Economic Relations, International Business and Law, understanding the services provided by these institutions: communication, informatisation, promotion, consultation, corporate services, planning, and others;

Familiarisation with the basic regulations governing activities in the field of foreign economic relations;

Participation in the development and presentation of investment projects aimed at obtaining preferential credits, technical and humanitarian assistance, and grants;

Participation in the preparation and dispatch of correspondence and requested information to the diplomatic missions of the Republic of Moldova abroad, as well as to those accredited in our country.

Preparing for participation in forums and international conferences;

Collecting and analysing information regarding the economic situation of the Republic of Moldova and forwarding it to interested parties;

Collaborating with economic advisors attached to Embassies accredited in the Republic of Moldova, seeking ways to enhance bilateral and multilateral economic relations;

Organising and participating in round tables, negotiations, and talks with foreign partners, to establish cooperation mechanisms with them;

Acquiring practical skills in establishing contacts, identifying potential investors, business partners, and potential buyers; cultivating and developing the company's image, products, and services; increasing sales; and adjusting products to market requirements, etc.

3.4 REQUIREMENTS FOR THE PREPARATION OF THE INTERNSHIP REPORT

Upon completion, the student must submit an Internship Report meeting the following standards:

a) Structure

1. **Title Page** – using the ASEM template, including all required identification details.

2. **Table of Contents** – automatically generated with page numbers.

3. **Introduction** – purpose, objectives, and rationale for host selection.

Overview of Host Organisation – including its business and legal profile.

Internship Activities and Learning Outcomes – detailed account of tasks, observations, and analysis, linking practice to academic theory.

Skills and Competencies Analysis – evaluation of professional and legal competencies gained.

4. **Chapters I-VI or VII**, as listed above

5. **Conclusions** – overall assessment, recommendations, and reflections on business–law integration.

6. **References/Bibliography** – citing all sources used (laws, regulations, academic literature).

7. **Annexes** – Internship Diary, Host Evaluation Form, relevant work samples (non-confidential), Internship Plan.

b) Content and Analysis

The report on the internship must reflect the activities carried out by the student throughout the internship and shall be prepared based on the internship syllabus. It must go beyond describing activities; critically analyse processes, decisions, and their legal–business interplay. Students must connect observed practice to the theoretical content of the IBL curriculum.

The report length should be 30 pages (excluding annexes). The case study (of a minimum of 10 pages) will include an analysis of a topic studied in depth during the internship, accompanied by the author's comments and proposals.

As listed above, the internship report begins with the title page, then the table of contents, followed by the main text, which includes analysis, generalisations, and conclusions on the studied subjects, as well as statistical and illustrative materials (tables, graphs, formulas, etc.).

c) Technical requirements:

The internship report must comply with the following requirements:

The report is written in English.

The production internship report is to be computer-typed on white A4 paper, printed on one side only.

The report must use the Times New Roman font, size 12 pt. Line spacing is 1.5 lines. The text is justified on both left and right margins.

The page margins are: left – 30 mm, top – 25 mm, right – 15 mm, bottom – 25 mm.

All pages of the report must be numbered, starting from the title page up to the last page, without omissions or repetitions. The title page itself is not numbered. The page number must appear in the right margin, either at the top or bottom of the page.

Chapter titles are written in uppercase letters (font 14 pt, bold, centred), while subchapters are written in lowercase except for the first letter (font 12 pt, bold, centred). No period is placed after chapter or subchapter titles. Chapters are numbered with Roman numerals, subchapters with Arabic numerals.

Each chapter begins on a new page; subchapters follow successively. Underlining titles is not allowed.

All tables, formulas, and figures (drawings, diagrams, etc.) must be numbered, indicating the chapter number and the item's order number. For example, Table 1.2 (the second table in Chapter One).

The title of the table is placed above the table, and the title of the figure is placed below it. Units of measurement and bibliographic sources must be indicated obligatorily.

Tables and figures in annexes are numbered considering the annexe number, e.g., Table A 1.2 (the second table in Annexe 1). A table covering more than 2/3 of a page should be placed in the Annexes.

Formulas/equations must be centred, and their numbering placed at the end of the line. The explanation of symbols used is presented below the formula in the order used. Models for presenting and numbering tables, figures, and formulas are shown in Annexe.

Punctuation marks (".", ";", ",", "?", "!") must obligatorily be followed by a space.

Abbreviations of words are not accepted.

No notes, corrections, letter outlines, erasures, stains, or additions to the page are permitted in the report.

The printing of the internship report must be of high quality. Letters, symbols, formulas, and figures must have consistent intensity throughout the line, page, and the entire work, and formula indices must be legible.

d) Approval and Submission

The report must be reviewed and approved by the academic supervisor, with the host supervisor confirming factual accuracy where necessary. Submission must meet the official deadline and include both electronic and printed copies if required.

e) Assessment

Evaluation will follow ASEM's official criteria (Section 8), with emphasis on achievement of objectives, quality of analysis, and integration of legal and business perspectives.

SECTION 4. RESEARCH INTERNSHIP

Master's Research Internship is the second mandatory practical phase of the *International Business and Law (IBL)* Master's programme, focused on the research training. It takes place in the third semester of the Study Program (the first semester of the second academic year), and is carried out under the supervision of an Academic Supervisor assigned by the faculty responsible for the IBL programme implementation. The **Duration of the Research Internship** is 4 weeks. **Academic credit** is equivalent to 6 ECTS.

The Research Internship is an academically supervised, practice-oriented research placement that enables Master's students in **International Business and Law** to apply advanced research skills to real-world problems in business, public policy, international trade, compliance, dispute resolution, or comparative law.

4.1 PURPOSE AND OBJECTIVES

The **Purpose** of the Research Internship consists in the elaboration of the research design for the Master's thesis by means of bridging the theoretical training and professional research practice, reinforcing master's student capacity to design, conduct, interpret, and communicate applied research that has legal, commercial, or policy relevance across borders, being so far in alignment with the interdisciplinary focus of the programme.

General objectives:

1. Integrate theoretical knowledge from international business and legal studies with applied research methods in a production or institutional setting.
2. Formulate a focused research problem and implement an ethically robust research plan under professional constraints.
3. Collect, manage, and analyze primary and secondary data relevant to international business and law (e.g., corporate documents, regulatory texts, case law, interviews, transaction databases).
4. Demonstrate legal and methodological rigour when interpreting findings and drawing implications for policy, compliance, corporate strategy, or scholarly debate.
5. Prepare a structured, well-referenced internship report and deliver an oral defense/presentation to the board of academic supervisors.
6. Reflect critically on professional practice, stakeholder roles, and ethical responsibilities in cross-jurisdictional contexts.

Specific objectives:

- Identify the Problematic Research Area, formulate the research problem and questions, and work out a realistic research plan with milestones and deliverables.
- Choose and justify appropriate qualitative, quantitative, or mixed-methods approaches.
- Execute data collection in compliance with ethical rules, confidentiality agreements, and applicable law.
- Synthesize complex legal and business materials into clear, evidence-based conclusions and recommendations.
- Communicate research outcomes in written and oral forms targeted to academic and practitioner audiences.

4.2 CONTENT OF ACTIVITIES, ORGANIZATION AND CONDUCT

A. Content of activities

The precise tasks depend on the approved research topic, but commonly the methodological procedure includes the steps as follows:

1. **Scoping and literature review:** Produce a targeted synthesis of academic and practitioner sources to identify the Problematic Research Area, formulate the research problem and frame the research questions.
2. **Research design:** Draft a research protocol or methodology section specifying data sources, instruments (interview guide, survey, document-coding scheme), sampling, and analysis plan.
3. **Stakeholder engagement:** Where relevant, liaise with governmental agencies, economic agents, trade associations, or national/international NGOs, first, to collect information (step 4); secondly, to validate interpretations after the analysis of data (step 5).
4. **Data collection:** Gather primary (interviews, surveys, observations, internal reports) and secondary (statutes, case law, regulatory guidance, market databases) data.
5. **Data management and analysis:** Systematize and organize datasets; apply legal doctrinal analysis, thematic/content coding, statistical/econometric modelling, or comparative case analysis as appropriate.
6. **Drafting outputs:** Prepare a final internship report.
7. **Presentation of research outcomes and defense:** Present findings to an academic supervisor, receive feedback and submit a revised final report to the profile Department. The report will be analyzed by the assigned Academic Panel, and credited as a written exam passed on the Master's

Research Internship. In case of any questions, the academic panel may set a date of meeting with a Master's student to clear up the points before finalizing the crediting procedure. Assessment covers research quality, professional conduct, impact/relevance, and timely completion.

B. Organization (roles and responsibilities)

The Academy of Economic Studies of Moldova is the organization, which is liable for:

- Providing a work environment, access to necessary documents/data (subject to confidentiality), an on-site academic supervisor/mentor as well as a clear description of expected deliverables (exposed in academic Regulation and Study Program).

Academic supervisor (mentor, scientific coordinator) is responsible for the actions as follows:

- Approve the research topic and methodology, monitor academic progress, and assess academic quality.
- Conduct at least two formal progress reviews (midpoint and final), advise on ethics and research design, and evaluate the quality of the final report on Research Internship, before submitting it by the Master's student to the Academic Panel.

Academic panel is responsible for analysis and exam crediting procedure. It consists of academic supervisor, and two assigned professors (one from the Department of International Business and one of the Department of Law).

Master's Student is responsible for

- Submitting a Research Internship Plan (Intention) for approval by the academic advisor before starting the internship. The Plan should contain the research topic for future Master's thesis,
- Keeping structured research internship activities log (timesheets, diary entries), produce interim deliverables (e.g., literature review; data-collection plan), regularly report to the academic advisor, and adhere to the university rules.
- Attending the Kick-off meetings with academic supervisor (in person or virtually) to align expectations, milestones, and reporting lines.

- Submit the Research Internship Report to the academic advisor and the Academic Panel on a set time frame.
- Respect confidentiality, data protection, and professional conduct throughout the research placement.

C. Conduct, confidentiality and ethics

- Master's students must obtain *written approval* from the profile Department, signed by the Head of the Department and the academic supervisor for the research protocol, especially when research involves human participants or sensitive corporate data.
- **Ethics approval:** Where required by university regulations, Master's students must secure ethics committee clearance before commencing data collection.
- **Confidentiality agreements:** If a Stakeholder engaged in research requires a Non-Disclosure Agreement (NDA), Master's students must ensure the agreement does not conflict with academic requirements (e.g., ability to submit a defensible research internship report). Academic supervisors should review NDAs in advance.
- **Professional conduct:** Students are expected to comply with the organizational code of conduct, anti-corruption rules, data-protection laws (e.g., personal data handling), and to avoid conflicts of interest.

4.3 INDICATIVE THEMATIC PLAN

The thematic plan below can be used as a template checklist of research topics/mini-modules to be covered during the research internship. The plan is modular and should be adapted to each Master's student research design.

Module A — Research Foundations (Week 1)

- Orientation with university supervisor/s; confirmation of scope and deliverables.
- Intensive targeted literature review (academic and empirical sources).
- Finalization of formulation of a research problem, research question(s), objectives, and hypothesis.
- Prepare research protocol: methodology, ethics, data sources, access plan.

Module B — Legal and Institutional Mapping (Week 1)

- Map relevant international treaties, EU or regional regulations, national laws, industry codes, and soft-law instruments applicable to the topic.
- Identify institutional stakeholders (regulators, trade bodies, courts, enforcement agencies).

Module C — Methodology and Tools (Week 1-2)

- Select appropriate methods: doctrinal legal analysis, comparative law techniques, case study, interviews, surveys, content analysis, econometric analysis, or mixed methods.
- Develop instruments: interview guides, survey questionnaires, document-coding taxonomy, data-collection templates.
- Pilot instruments and refine.

Module D — Data Collection (Week 2)

- Conduct interviews with practitioners, regulators, or experts (with informed consent).
- Retrieve and archive documentary data (monographic works, scientific articles, legal contracts, guidelines, annual reports, judicial decisions etc.).
- Collect quantitative datasets where relevant (trade flows, company filings, financials).

Module E — Data Analysis (Week 3)

- For qualitative work: thematic coding, discourse analysis, triangulation across sources.
- For quantitative work: data cleaning, descriptive statistics, regressions or time-series modelling, robustness checks.
- Draft results sections with figures, tables, and legal argumentation as appropriate.

Module F — Synthesis and Recommendations (Week 4)

- Interpret findings in light of theory and practice; identify limitations.
- Formulate actionable recommendations for policy, corporate governance reform, compliance programs, or further research.

Module G — Reporting and Dissemination (Week 4)

- Submit the research internship report to the Academic Advisor for feedback.
- Finalize the internship report after the feedback, and ensure adherence to format and referencing rules.
- Submit the final research internship report to the Academic Panel for examination and crediting.

4.4 REQUIREMENTS FOR THE PREPARATION OF THE RESEARCH INTERNSHIP REPORT

The research internship report is the primary academic output and must document the research process, evidence gathered, analysis performed, conclusions, and recommendations. The following text provides clear, exam-ready requirements.

A. Formal specifications

- **Language:** English (or the programme's official language of instruction).
- **Length:** 15-20 pages. When the research internship results in a policy brief or other sort of research documents (e.g. scientific article, elaborated on the topic of Master's thesis), the academic supervisor must confirm the acceptable number of pages.
- **Formatting:** A4 pages, Times New Roman 12 pt, 1.5-line spacing, margins 2.5 cm. Use consistent heading hierarchy and page numbering.
- **Citation and referencing:** Use the *Chicago Manual of Style for Notes and Bibliographic references*.
- **Submission:** Submit an electronic version in Word for feedback from academic advisor, and in PDF for the final research report as well as a printed copy to the department by the stated deadlines.

B. Required structure (maybe adapted along with academic supervisor):

1. **Title page** — internship title, student name, degree programme, academic supervisor, organization of placement, dates of placement.
2. **Table of contents** — with page numbers.
3. **List of abbreviations and figures/tables** (if applicable).
4. **Introduction** — background, contextual relevance, research problem and research question(s), goal and objectives, scope/limitations.
5. **Literature review and legal/policy framework** — synthesize scholarly debates and relevant international/regional/national legal instruments.
6. **Methodology** — detailed description of the research design, data sources, sampling, instruments, analysis techniques, and ethical considerations.
7. **Findings / Results** — present data, analytical outputs, and legal analysis (organized by sub-questions or themes). Use tables, charts, or excerpts from legal texts where appropriate.
8. **Discussion** — interpret results in relation to theory, comparative practice, and the stakeholders' operational context; discuss robustness and limitations.
9. **Conclusions and recommendations** — clear, actionable recommendations tailored to the stakeholder's organization/s and broader policy/legal implications.
10. **Bibliographic references** — list bibliographic sources used for the research.
11. **Appendices** — interview scenario, consent forms, raw data extracts, coding scheme, and any stakeholder-approved confidential documents (if permitted).
12. **Acknowledgements** — optional; could be mentioned supervisor/s, stakeholders, funders etc. (personally or as organizations).

C. Ethical and confidentiality considerations in the Research Internship Report

- **Anonymization:** If the stakeholder research participants require anonymity, the report must anonymize identifiable information and deliver the reasons in the methodology section.
- **Confidential exhibits:** If confidential documents are essential to the analysis, include them in a confidential appendix subject to controlled access, and provide a public summary in the main body so the academic assessment is independent of restricted materials.

- **Data protection:** Ensure compliance with applicable data-protection rules (e.g., pseudonymisation of personal data) and state in the methodology how data were stored, secured, and disposed of.

D. Assessment criteria (example rubric)

Students are assessed by the academic supervisor and the Academic Panel on the following weighted criteria:

1. **Research design and methodology (20%)** — clarity, appropriateness, and ethical conduct.
2. **Quality of analysis (30%)** — depth and rigour of legal and empirical analysis; correct use of methods.
3. **Relevance and originality (15%)** — contribution to practice or scholarship; novelty of insights.
4. **Practical recommendations and impact (15%)** — usefulness and feasibility of recommendations for the stakeholder/s or policy audience.
5. **Presentation of the Final Report (20%)** — structure, clarity, writing and technical quality, and visual presentation of findings; **Oral defense (if applicable)** — ability to explain methods, answer questions, and reflect on limitations and ethical issues.

Minimum pass mark: see the AESM regulation policy.

SECTION 5. REQUIREMENTS FOR WRITING THE DIARY AND INTERNSHIP REPORT

5.1 INTERNSHIP DIARY FORMAT

GENERAL CONSIDERATIONS

1. The internship is an integral part of the educational process and serves to consolidate and deepen theoretical knowledge while developing professional competencies within state, public, and private organisations.
2. Students who have fully completed the theoretical study program are eligible for the internship.

A. MEASURES TO BE TAKEN BEFORE DEPARTURE FOR THE INTERNSHIP

1. Determine the type and duration of the internship. Obtain the name and correct address of the organisation or enterprise where the student has been assigned.
2. Obtain from the faculty internship supervisor: the completed assignment sheet, the internship program, the work calendar, individual tasks, and necessary instructions regarding the procedures and rules for conducting the internship.
3. Seek advice from the supervisor regarding the organisation and conduct of the internship, specifically:
 - 3.1. The work schedule during the internship.
 - 3.2. The exact workplace;
 - 3.3. Instructions on completing the internship journal and methods for collecting materials in accordance with the internship program;
 - 3.4. Recommended specialised literature to study both before and during the internship;
 - 3.5. Guidelines for completing the written report on the internship results.

B. MEASURES TO BE TAKEN BY THE STUDENT UPON ARRIVAL AT THE INTERNSHIP LOCATION

1. Arrive on time at the internship location. Report to the Human Resources (Personnel) Department and record the date of arrival in the assignment sheet. Attend and understand the information provided during the occupational safety and health briefing. Obtain the official assignment to the specific workplace (approved by order within the enterprise).
2. Obtain the appropriate intern identification (ID, badge, etc.) from the enterprise, find out who is appointed as the internship coordinator from

the enterprise, begin work, and continue until the last day of the internship.

3. Request that the head of the enterprise or the internship coordinator complete the **QUESTIONNAIRE** regarding professional competencies.
4. Meet with the enterprise internship coordinator, review the internship program and individual tasks, clarify the work plan and objectives in accordance with the enterprise's working conditions, and agree on the method, time, and place for consultations.
5. After receiving instructions from the enterprise supervisor, the student must proceed directly to the assigned workplace. Late arrival is considered an absence. Students who attend fewer days than required by the internship program will not be allowed to defend their internship.

C. STUDENT OBLIGATIONS DURING THE INTERNSHIP

The intern is required to:

1. Complete the tasks specified in the internship program;
2. Comply with the internal regulations of the enterprise;
3. Respect professional ethics, occupational safety, security, and workplace hygiene rules;
4. Participate in professional and social activities organised by the internship partner;
5. Maintain confidentiality of the partner's information;
6. Complete the internship journal daily, recording the content of activities.
7. Submit the internship journal to the coordinator for verification at least twice per week;
8. Submit the completed journal, written report, and annexes to the supervisor for review.

D. HOW TO COMPLETE THE INTERNSHIP JOURNAL

1. Completing the internship journal daily is mandatory and must be done with diligence and accuracy.
2. At least twice per week, the student must present the journal to the enterprise coordinator for verification.
3. The enterprise coordinator will grade the student's professional competencies.
4. The faculty supervisor will write an evaluative reference on the student's performance.
5. After completion, the journal and internship report must be submitted to the department.
6. The journal will be kept at the department until the student graduates from ASEM.

QUESTIONNAIRE

Dear Internship Partner,

To determine the competencies necessary for competitiveness in the field of International Business and Law, please complete this questionnaire. The results will be used in the development of ASEM's study programs.

We thank you in advance and wish you great success!

Below are the professional competencies we aim to develop in our Master's students. Please rate each competency on a scale from 1 to 5 (5 = most important, 1 = least important) by marking the corresponding box with an **X**.

I. PROFESSIONAL COMPETENCIES – Master's LEVEL

At the end of their studies, the student should be able to:

Description of Competencies	1	2	3	4	5
1. To demonstrate cognitive abilities (knowledge, understanding, application, analysis, synthesis, evaluation) in the following fields: International Business, International Law, Firm Strategy and Policy in an International Context, and International Business Environment.					
2. To demonstrate analytical skills regarding innovations in the fields of International Business and Law, and International Economics.					
3. To design and plan business activities based on priorities (to develop strategies, objectives, and to anticipate activities and outcomes);					
4. To have competence in establishing favourable relationships with the organisation's partners (suppliers, transporters, distributors, and consumers of the enterprise);					
5. To know how an entity is organised and operates, and to understand how to apply fundamental principles and methods for forecasting, organising, coordinating, motivating, and controlling-evaluating it;					
6. To understand the elements that define the internal and external environment of the organisation through diagnosis and SWOT analysis;					

7. To formulate tasks, demonstrate organisational skills for activity management and verification, and develop strategies for firms oriented towards export and external activities;					
8. To demonstrate the ability to manage communication issues with administrative factors directly involved in international business activities and negotiations;					
9. To be able to apply professional business, legal and negotiation standards to effectively resolve conflicts and crisis situations;					
10. To be able to apply various methods of documentation and primary data analysis for addressing specific issues in international business.					
11. To evaluate and improve the strategic performance of teams and demonstrate the ability to work within a team.					
12. To be able to estimate the efficiency of an international commercial transaction and propose ways to improve the external activities of the targeted company or institution;					
13. To be able to make decisions under risk and uncertainty conditions specific to international relations;					
14. To pursue self-improvement and apply quality assurance systems adapted to scientific research activities specific to the new economic environment;					
15. To know relevant social and ethical issues and to shape personal behaviour according to the code of ethics in scientific research and business;					
16. To ensure the optimisation of foreign trade operations, including the customs clearance operations for goods and means of transport, including the correct preparation of documents related to import-export operations (optional, depending on the activity of the entity).					

_____ **Internship Coordinator from Enterprise**

(Signature)

EVALUATION REPORT
by the Internship Supervisor

Host Institution (Internship Base): _____
Subdivision / Department: _____
Student's Full Name (Intern): _____
Higher Education Institution: _____
Faculty / Specialization: _____
Year of Study: _____ Group: _____
Internship Period: from _____ to _____
Full Name of the Internship Supervisor: _____
Position Held: _____

Evaluation of the Student's Activity During the Internship Period

Criteria	Grade (1-10)
Ability to perform tasks and involvement in practical activities	
Application of theoretical knowledge in practical situations	
Ability to adapt and solve problems in the activity	
Initiative, autonomy, and sense of responsibility	
Interest shown towards professional activity	
Professional behavior and compliance with institutional rules	
Communication skills (oral and written)	
Ability to work in a team	
Efficient use of technical and IT resources	
Quality of the internship report submitted	
Arithmetic Average	
Final Evaluation Grade	

Conclusions Regarding the Internship Period

(The demonstrated competencies, level of practical training, professional attitude, and improvement suggestions—if applicable—shall be specified.)

Date of completion of the report: “ ___ ” _____

Signature of the Internship Supervisor: _____

Intern’s Comments

Date acknowledged: “ ___ ” _____

Intern’s Signature: _____

REFERENCE SHEET
by the Internship Supervisor

Student's Full Name (Intern): _____
Higher Education Institution: _____
Faculty / Specialization: _____
Year of Study: _____ Group: _____
Internship Period: from _____ to _____
Host Institution (Internship Base): _____
Full Name of the Internship Supervisor: _____
Position Held: _____

(This reference sheet is prepared upon completion of the internship, based on the evaluation report submitted by the internship supervisor, the internship notebook/agenda, and the supervisor's own observations. The document, together with the evaluation report, is submitted to the final evaluation commission for the purpose of awarding the final grade)

Activities Carried Out (according to the notebook/agenda and the report):

Assessment of the Activities Performed by the Student (Intern):

- *Application of theoretical knowledge in real situations;*
- *Level of involvement in activities specific to the professional training field;*
- *Responsibility, initiative, compliance with professional and conduct rules;*
- *Collaboration and communication within the team.*

Conclusions Regarding the Internship Period:

- *Fully fulfilled the internship objectives*
- *Partially fulfilled the objectives*
- *Did not fulfill the minimum objectives*

Final Grade Awarded (1-10): _____

Date of completion of the reference sheet: “ ___ ” _____

Signature of the Internship Supervisor: _____

Intern's Comments:

Date acknowledged: “ ___ ” _____

Intern's Signature: _____

REPORT
on the Activity Carried Out During the Internship

Host Institution (Internship Base): _____

Subdivision / Department: _____

Student's Full Name: _____

Higher Education Institution: _____

Faculty / Specialization: _____

Year of Study: _____ Group: _____

Internship Period: from _____ to _____

Activities Performed and Main Results Obtained:

(To be completed in narrative or bullet-point form, as appropriate. Example structure below.)

Activities Performed:

- _____
- _____
- _____
- _____

Results Obtained:

- _____
- _____
- _____
- _____

Difficulties Encountered During the Internship Period:

(To be completed only if applicable.)

Conclusions and Recommendations:

(Personal conclusions regarding the relevance of the internship, its practical usefulness, lessons learned, and possible proposals for improving the internship program.)

Date of completion of the report: “ ____ ” _____

Student's Signature: _____

MINUTES OF THE INTERNSHIP DEFENSE COMMITTEE
(Template)

Higher Education Institution: _____

Faculty: _____

Study Program / Specialization: _____

Committee Name: Internship Defence Committee

Date of Defense: _____

Place of Defense: _____

Student Information

Full Name of the Student: _____

Year of Study: _____ Group: _____

Internship Period: from _____ to _____

Host Institution (Internship Base): _____

Internship Supervisor: _____

Composition of the Defence Committee

Chairperson: _____

Member: _____

Secretary: _____

Defense Proceedings

The student presented the internship report and highlighted the main activities carried out, the results obtained, and the competencies acquired during the internship period.

Assessment and Final Decision

Following the evaluation of the internship report and the oral defence, the committee decided:

Final Grade Awarded (1-10): _____

Final Qualification: _____

The grade was awarded based on the following criteria:

- Quality of the internship report

- Level of professional competencies acquired
- Quality of presentation and defence
- Answers to the committee's questions

Final Observations and Recommendations

Signatures

Chairperson: _____ Signature: _____

Member: _____ Signature: _____

Secretary: _____ Signature: _____

Date: _____

Template of the Title page of the Internship report:

**ACADEMY OF ECONOMIC STUDIES OF MOLDOVA
SCHOOL OF EXCELLENCE IN ECONOMICS AND BUSINESS
INTERNATIONAL BUSINESS DEPARTMENT**

(Times New Roman, bold, 14 pt., centred)

Mirela ALBU

(Times New Roman, bold, 18 pt., centred)

**REPORT ON THE SPECIALISED INTERNSHIP
CARRIED OUT WITHIN.....**

(Times New Roman, bold, 18 pt., centred)

Specialisation – International Business and Law

(Times New Roman, bold, 14 pt., centred)

Author:

Mirela ALBU

Group IBL [nr]

(signature)

Scientific Supervisor:

Assoc. Prof., PhD

Name SURNAME

(signature)

CHIȘINĂU – 2026

(Times New Roman, bold, 14 pt., centred)

5.2 STRUCTURE AND DRAFTING THE REPORT

The Internship report will have the following structure.

Chapter nr.	Chapter Titles
	Introduction
I	Presentation of the organisation and its field of activity
II	Analysis of foreign trade activity
III	Analysis of the business environment and managerial market-entry strategies
IV	Global, regional and national legal compliance systems
V	Study of marketing activities
VI	Analysis of investment projects in which the enterprise is involved
VII	Content of internships/practical work in Ministries, Embassies, Consulates, and representations of International Economic Organisations
	Conclusions and recommendations.

I. Presentation of the organisation and its field of activity

- Presentation of the organisation and its operating environment: organisational chart, internal regulations, Code of conduct/behaviour of employees;
- Management activity: decision-making process, relations with employees, time management, exercising managerial functions;
- Methods, techniques and tools used in the planning activity of the enterprise;
- Methods, techniques and tools used in the managerial activity of the enterprise;
- Methods, techniques and tools used in the communication process;
- Methods, techniques and tools used in the training-motivation activity of human resources;
- Methods, techniques and tools used in the evaluation-control activity of the enterprise;
- Acquisition, maintenance and development of personnel within the organisation;
- Conclusions regarding the characteristics and efficiency of management within the host company.

2. Analysis of foreign trade activity:

2.1 Analysis of import operations:

- Identification and selection of suppliers;
- Preparation of documents related to commercial correspondence (request for quotation, offer, order);
- Contracting through commercial correspondence, electronic, and through negotiation;
- Analysis of the structure and content of the international sale-purchase contract;
- Analysis of contractual clauses (quality, quantity, price, marking and labelling, delivery term, delivery conditions, payment conditions, payment term, etc.)

2.2 Analysis of export operations:

- Research of the export market;
- Analysis of tariff conditions for the import of the product/service on the selected market:
- Study of delivery methods abroad: a) preparation of goods for export; b) foreign invoicing.
- Analysis of microeconomic indicators of efficiency of foreign trade operations: a) recovery rate; b) degree of raw material utilisation, etc. c) efficiency of the foreign market:

2.3 Technique of international payments:

- Means and instruments of payment used in international transactions;
- International payment techniques

3. Analysis of the business environment and managerial market entry strategies

3.1 Analysis of the internal environment of the enterprise:

Mission of the company; basic resources used; access to resources; skills and competencies of the company; the company's value chain.

3.2 Analysis of the external environment of the enterprise

Specific environment: suppliers, consumers, competitors, unions, intermediaries, banks, government structures, legislative framework, etc.

Competitive environment: solvent demand, direct and indirect competitors, new entrants, etc.

General environment: political, economic, demographic, socio-cultural, ecological factors, etc.

Research of the company's market: market capacity, market dynamics, and the company's competitors.

3.3 Market entry strategies

Research of competing companies at national and international level; identification of external commercial and non-commercial risks; strategic options; direct export/indirect export (through intermediaries); licensing; joint ventures; direct investments and production abroad;

4. Global, regional and national legal compliance systems:

In-depth study of integrated compliance frameworks:

- Multi-jurisdictional regulatory mapping: Understanding how organisations track and comply with evolving regulations across multiple countries simultaneously
- International audit and monitoring systems: Examining global compliance monitoring, internal audit functions spanning multiple jurisdictions, and coordination with local regulatory bodies
- Cross-border legal risk management: Analysis of legal risk assessment frameworks covering political risk, regulatory change risk, and international litigation exposure.

Integration of international legal requirements into operational workflows:

- Global procurement and supply chain law: Understanding international supplier agreements, anti-corruption compliance in procurement, conflict minerals regulations, and supply chain transparency requirements
- Cross-border intellectual property protection: Learning about international patent filing strategies, trademark protection across multiple jurisdictions, trade secret protection in international operations, and IP licensing agreements
- International data protection and privacy compliance: Implementing GDPR compliance for global operations, understanding data localisation requirements, cross-border data transfer mechanisms, and privacy impact assessments for international business processes
- International employment law integration: Understanding global mobility programs, expatriate employment contracts, local employment law compliance, and international labour standards in multinational operations.

Technology and digital business law: Addressing the legal challenges of digital international business:

- Cross-border e-commerce compliance: Understanding digital services taxation, online consumer protection laws, digital platform regulations, and cross-border digital payment compliance

- International cybersecurity and data governance: Learning about national cybersecurity requirements, critical infrastructure protection, and international cooperation in cyber incident response

- Digital trade and technology transfer: Understanding restrictions on technology exports, digital trade agreements, and international cooperation on emerging technologies

International trade law obligations:

- WTO agreements implementation: Learning about GATT, GATS, TRIPS agreement applications, anti-dumping procedures, and trade remedy mechanisms

- Economic sanctions and export controls: Understanding OFAC sanctions, EU restrictive measures, export control regimes (Wassenaar, MTCR), and dual-use technology regulations

- International anti-corruption compliance: Implementing FCPA, UK Bribery Act, and other international anti-corruption frameworks in global business operations

International financial regulations:

- Anti-money laundering (AML) in the international context: Learning about international AML standards, cross-border suspicious transaction reporting, and beneficial ownership disclosure requirements

- International tax compliance: Understanding BEPS (Base Erosion and Profit Shifting) initiatives, transfer pricing documentation, country-by-country reporting, and international tax treaty applications

- Cross-border financial services regulation: Learning about international banking regulations, cross-border payment services, and fintech regulatory frameworks

International employment and corporate law compliance:

- Global employment standards: Understanding ILO conventions, international labour rights, global mobility compliance, and multinational collective bargaining

- International corporate governance standards: Learning about OECD corporate governance principles, international disclosure requirements, and cross-border shareholder rights

- International environmental and sustainability compliance: Understanding international environmental treaties, sustainability reporting standards, and climate change regulations affecting international business

International Contracts and Negotiations

Cross-border contract drafting and structuring: Advanced skills in international commercial law:

- International sales and distribution agreements: Drafting agreements that comply with multiple legal systems, understanding choice of law and jurisdiction clauses, and implementing international commercial terms

- Technology transfer and licensing agreements: Structuring international IP licensing, technology transfer agreements, and know-how agreements with appropriate territorial restrictions and compliance mechanisms

- International service agreements: Developing cross-border service contracts, understanding permanent establishment risks, and implementing appropriate tax optimisation structures

5. Study of marketing activity

- Research of the organisation's marketing environment: macro-environment, micro-environment;

- Specific marketing mix: price, product, communication policy and placement policy;

- Analysis of international marketing policy and strategy:

- Typology of marketing strategies;

- Marketing program for export;

- Identification of the implantation strategy on the foreign market;

- Research of the foreign market; a) Techniques for analysing the foreign market situation; b) Evaluation of the dimensions of the foreign market;

- Prospecting the foreign market: study of new product design programs; analysis of the export product;

- study of methods and mechanisms for promoting the sales price setting policy;

- identification of methods for setting the export price;

- analysis of own competitive strategies and identification of competitors' strategies;

- study of the location of retail points of sale;

- ways of distributing products/services: ● own network of stores; ● direct to retailers; ● wholesale. ● ways of international distribution of products/services: ● direct; ● through trading companies; ● through intermediaries. ● measuring the effectiveness of advertisements (profit/advertising expenses ratio).

- analysis of the company's specific competitive strategies;
- analysis of internationalisation strategies;
- analysis of technological strategies.

Analysis of the competitiveness of the enterprise

The competitiveness of the enterprise is influenced by the competitiveness of the products/services it produces and markets. Determining the degree of competitiveness of an enterprise involves calculating:

- Market share occupied by the enterprise;
- Level of labour productivity;
- Implementation of ISO standards;
- Productivity of resource use,
- Innovative character of the activity;
- Diversity of production through assortment renewal, modernisation and improvement of existing products following consumer demand;
- Compliance of products according to ergonomic, ecological criteria, etc.
- Competitiveness strategies of enterprises

Analysis of logistics operations

- Selection of an optimal mode of transport (including multimodal).
- Analysis of international transport cost
- Duration of international transport. Establishing the optimal transport route.
- Accessibility of means of transport.
- Analysis of main transport documents;
- Analysis of risks in international transport. Insurance of transport risks: Risks during transport; storage risk Risk of handling, transshipment, etc.
- Insurance of goods during international transport.
- The customs clearance procedure of goods within the company.

6. Analysis of investment projects in which the company is involved

1) Identification of types of investment projects in which the company is involved.

2) Project phases: ● Pre-investment phase; ● Actual investment phase; ● Operation phase.

3) Strategic orientation of the project.

4) Feasibility analysis of the project: ● Description of the project; ● Marketing and market; ● Project implementation environment; ● Analysis of

supply sources; ● Choice of technology and design of the activity; ● Management and organization of the project.

5) Project implementation budget.

6) Cost of resources.

7) Financial indicators and economic profitability indicators.

7. Content of the internship/practical work in Ministries, Embassies, Consulates, and representations of International Economic Organisations.

Studying the specifics of the activities of the above-mentioned institutions in the field of International Business and Law, understanding the services provided by these institutions: communication, informatisation, promotion, consultation, corporate services, planning, and others;

Familiarisation with the basic regulations governing activities in the field of international business;

Participation in the development and presentation of investment projects aimed at obtaining preferential credits, technical and humanitarian assistance, and grants;

Participation in the preparation and dispatch of correspondence and requested information to the diplomatic missions of the Republic of Moldova abroad, as well as to those accredited in our country.

Preparing for participation in forums and international conferences;

Collecting and analysing information regarding the economic situation of the Republic of Moldova and forwarding it to interested parties;

Collaborating with economic advisors attached to Embassies accredited in the Republic of Moldova, seeking ways to enhance bilateral and multilateral economic relations;

Organising and participating in round tables, negotiations, and talks with foreign partners, to establish cooperation mechanisms with them;

Acquiring practical skills in establishing contacts, identifying potential investors, business partners, and potential buyers; cultivating and developing the company's image, products, and services; increasing sales; and adjusting products to market requirements, etc.

Upon completion, the student must submit an Internship Report meeting the following standards:

1. **Title Page** – using the ASEM template, including all required identification details.
2. **Table of Contents** – automatically generated with page numbers.
3. **Introduction** – purpose, objectives, and rationale for host selection.
Overview of Host Organisation – including its business and legal profile.

Internship Activities and Learning Outcomes – detailed account of tasks, observations, and analysis, linking practice to academic theory.

Skills and Competencies Analysis – evaluation of professional and legal competencies gained.

4. **Chapters I-VI or VII**, as listed above
5. **Conclusions** – overall assessment, recommendations, and reflections on business–law integration.
6. **References/Bibliography** – citing all sources used (laws, regulations, academic literature).
7. **Annexes** – Internship Diary, Host Evaluation Form, relevant work samples (non-confidential), Internship Plan.

Content and Analysis

The report on the internship must reflect the activities carried out by the student throughout the internship and shall be prepared based on the internship syllabus. It must go beyond describing activities; critically analyse processes, decisions, and their legal–business interplay. Students must connect observed practice to the theoretical content of the IBL curriculum.

The report length should be 30 pages (excluding annexes). The case study (of a minimum of 10 pages) will include an analysis of a topic studied in depth during the internship, accompanied by the author's comments and proposals.

As listed above, the internship report begins with the title page, then the table of contents, followed by the main text, which includes analysis, generalisations, and conclusions on the studied subjects, as well as statistical and illustrative materials (tables, graphs, formulas, etc.).

5.3 TECHNICAL REQUIREMENTS:

The internship report must comply with the following requirements:

The report is written in English.

The production internship report is to be computer-typed on white A4 paper, printed on one side only.

The report must use the Times New Roman font, size 12 pt. Line spacing is 1.5 lines. The text is justified on both left and right margins.

The page margins are: left – 30 mm, top – 25 mm, right – 15 mm, bottom – 25 mm.

All pages of the report must be numbered, starting from the title page up to the last page, without omissions or repetitions. The title page itself is not numbered. The page number must appear in the right margin, either at the top or bottom of the page.

Chapter titles are written in uppercase letters (font 14 pt, bold, centered), while subchapters are written in lowercase except for the first letter (font 12 pt, bold, centered). No period is placed after chapter or subchapter titles. Chapters are numbered with Roman numerals, subchapters with Arabic numerals.

Each chapter begins on a new page; subchapters follow successively. Underlining titles is not allowed.

All tables, formulas, and figures (drawings, diagrams, etc.) must be numbered, indicating the chapter number and the item's order number. For example, Table 1.2 (the second table in Chapter one).

The title of the table is placed above the table, and the title of the figure is placed below it. Units of measurement and bibliographic sources must be indicated obligatorily.

Tables and figures in annexes are numbered considering the annex number, e.g., Table A 1.2 (the second table in Annex 1). A table covering more than 2/3 of a page should be placed in the Annexes.

Formulas/equations must be centred, and their numbering placed at the end of the line. The explanation of symbols used is presented below the formula in the order used. Models for presenting and numbering tables, figures, and formulas are shown in Annex.

Punctuation marks (".", ";", ",", "?", "!") must obligatorily be followed by a space.

Abbreviations of words are not accepted.

No notes, corrections, letter outlines, erasures, stains, or additions to the page are permitted in the report.

The printing of the internship report must be of high quality. Letters, symbols, formulas, and figures must have consistent intensity throughout the line, page, and the entire work, and formula indices must be legible.

SECTION 6. PROCEDURES AND WORKFLOW

6.1 PRE-INTERNSHIP PHASE

The Pre-Internship Phase encompasses all preparatory, legal, and administrative actions that must be completed before the student begins work at the host organization. This phase usually starts in the semester preceding the internship or, at the latest, at the beginning of the semester in which the internship will be conducted. The outcome of this phase is a fully documented, authorized, and approved internship placement, ready to begin on the agreed start date.

6.1.1 Announcement of Internship Requirements

The department, through the Internship Coordinator or Academic Supervisors, must officially announce the internship requirements, procedures, and timelines. A compulsory orientation session is held in which the Internship Guidelines are presented in detail. During this session:

- Students are informed of the total number of ECTS credits assigned to the internship and the corresponding time commitment (e.g., six weeks full-time or the equivalent hours for six ECTS).
- Students are assigned their Academic Supervisors.
- All questions regarding expectations, documentation, and deadlines are addressed.

6.1.2 Placement Search and Allocation

Each student must secure an approved internship placement within the timeframe established by the department. Placement is achieved in one of the following two ways:

a) Assigned Placements

If ASEM has formal partnerships or reserved quotas with specific companies or institutions, the Internship Coordinator assigns students to these hosts. Student preferences and CVs are collected to support appropriate matching. If required by the host, students must attend an interview before final confirmation.

b) Student-Sought Placements

Students may identify their own host organizations, provided these are approved by the department. In such cases:

- Students must submit full details of the host, including contact information for the proposed Host Supervisor, by the specified deadline.
- The host must operate in a field relevant to the study programme.
- Approval from the Internship Coordinator is mandatory before proceeding.

In both scenarios, the placement decision must be finalized and recorded by the department no later than the official placement deadline.

6.1.3 Internship Agreement

Before the internship begins, a formal Internship Agreement must be signed by all three parties:

- The Host Organization's authorized representative (e.g., HR Manager, Department Head).
- The Student.
- The ASEM representative (Dean, Department Head, or delegated Internship Coordinator).

The agreement specifies:

- Internship period (start and end dates).
- Roles and responsibilities of each party.
- Provisions for supervision, evaluation, insurance, confidentiality, and intellectual property.

If the host requires its own agreement or additional documents such as nondisclosure agreements, these must be signed and filed before the internship starts.

6.1.4 Issuance of the Internship Order

An official Internship Order is issued by ASEM and signed by the Dean. The order states:

- Student's full name and ID number.
- Study programme.
- Name of the host organization and Host Supervisor.
- Internship dates.
- Name of the Academic Supervisor.

The order serves as the formal authorization for the student's participation in the internship.

6.1.5 Preparation of the Internship Plan

The student, in consultation with the Academic Supervisor and, if necessary, the Host Supervisor, must prepare a preliminary Internship Plan. This document outlines:

- The departments or projects in which the student will participate.
- The scope of work and expected tasks.
- Any specific objectives linked to the student's academic learning outcomes.

For research internships, the plan must align with the thesis research requirements. This plan is later included in the student's final Internship Report as an annex or introductory section.

6.1.6 Safety and Professional Conduct Briefing

Before departure to the host organization, the department must provide mandatory briefings on:

- Professional behavior, including punctuality, communication, and workplace etiquette.
- Dress code and representation of ASEM.
- Confidentiality and ethical obligations.

6.1.7 Logistical Arrangements

Students are responsible for arranging all logistical matters necessary for attendance, including:

- Housing, if the internship takes place outside their city of residence.
- Transportation to and from the host organization.

6.1.8 Final Verification

Immediately before the start date, the student must verify possession of all required materials:

- Signed Internship Agreement.
- Internship Order.
- Internship Diary template.
- Contact details for both the Academic Supervisor and Host Supervisor.
- Clear instructions on where, when, and to whom to report on the first day.

6.2 INTERNSHIP IMPLEMENTATION

The implementation phase covers the entire period during which the student is actively working at the host organization, following the approved Internship Plan and fulfilling all assigned responsibilities. This stage demands full professional engagement, punctuality, respect for organizational rules, and constant communication with both the Host Supervisor and the Academic Supervisor.

6.2.1 Commencement and Orientation

On the first day of the internship, the student reports directly to the designated Host Supervisor. The Host Supervisor must provide a structured induction programme, which includes a guided tour of the facilities, formal introductions to all relevant team members, and a clear explanation of the organization's policies and procedures. These policies must cover working hours, dress code, IT and communication access, confidentiality rules, safety protocols, and any other internal regulations. During this induction, the student is required to clarify all expectations, confirm daily start and end times, agree on lunch or rest breaks, and understand all assigned responsibilities from the outset.

6.2.2 Execution of the Internship Plan

The student performs all tasks exactly as stated in the approved Internship Plan. Initiative is expected: the student must approach work actively, complete assignments on time, and seek constructive feedback. In the event that a planned activity becomes unavailable, the Host Supervisor must immediately assign an alternative task that achieves equivalent learning outcomes. Any changes must be communicated to the Academic Supervisor for approval. In the case of research-based internships, the student must strictly follow the agreed allocation of time between on-site duties and independent research work.

6.2.3 Monitoring and Mentorship

The Host Supervisor is responsible for monitoring the student's attendance, performance, and workload on a daily basis. Regular guidance must be provided, with questions answered promptly and errors corrected in a constructive manner. The Academic Supervisor remains in active contact with the student throughout the internship. Weekly updates are mandatory, and at least two formal meetings (in person or online) must take place to review progress and ensure that learning objectives are being achieved. Whenever

logistically possible, a mid-term site visit by the Academic Supervisor or Internship Coordinator is required, allowing for direct discussion with both the Host Supervisor and the student.

6.2.4 Adjustments to the Plan

Any change to the scope of work during the internship must be approved in advance by the Academic Supervisor and formally documented. Significant changes—such as the replacement of the Host Supervisor, reassignment to another department, or modification of core responsibilities—must be reported immediately to the Academic Supervisor or Internship Coordinator.

6.2.5 Time and Attendance Requirements

The student must follow the work schedule agreed at the start of the internship, such as 40 hours per week for full-time internships or the equivalent for part-time arrangements. Punctuality and reliability are non-negotiable. Any absence, regardless of reason, requires prior approval from the Host Supervisor and notification to the Academic Supervisor. All missed hours must be compensated to ensure that the total required internship hours are met. For example, a 6 ECTS internship requires approximately 180 hours of work. The Internship Diary and the official Attendance Sheet must accurately reflect the total number of completed hours.

6.2.6 Internship Diary

The Internship Diary must be maintained continuously throughout the internship, with entries made daily or weekly. These entries should include descriptions of tasks completed, skills developed, and challenges faced. The Host Supervisor must verify the accuracy of the diary by signing it regularly, at least once a week or every two weeks. Maintaining the diary in real time is compulsory, as it supports the student's ongoing reflection, aids in the preparation of the final report, and prevents administrative delays at the end of the internship.

6.2.7 Communication and Problem Resolution

The student must report any issues immediately to the Academic Supervisor or Internship Coordinator. Such issues include insufficient workload, overly complex assignments without proper guidance, interpersonal conflicts within the host organization, gaps in achieving the planned learning objectives, or significant disruptions such as the closure of the host organization

or the departure of the Host Supervisor. Prompt reporting enables the Academic Supervisor or Coordinator to take corrective measures, which may include task reassignment or, in extreme cases, arranging an alternative placement.

6.2.8 Interim Evaluation

Where required by the programme, the Host Supervisor must complete a mid-term evaluation form to provide formal feedback on the student's progress. The Academic Supervisor may also require the student to submit a written mid-term reflection or progress report. These evaluations serve as checkpoints to confirm that the student remains on track to meet the learning objectives and to make any necessary adjustments before the internship concludes.

6.2.9 Completion of Internship Duties

As the internship period comes to an end, the student must complete all assigned tasks and projects. Any work in progress must be documented in detail and handed over to the Host Supervisor to ensure continuity. The student must collect all necessary documents for the final report while respecting the host organization's confidentiality policies.

6.2.10 Exit from the Host Organization

In the final week, the student must formally thank the Host Supervisor and team members, either in person or in writing. All organizational property, including identification badges, keys, and equipment, must be returned. The Host Supervisor must complete and sign the official Internship Evaluation Form provided by ASEM. The student must also secure final signatures and stamps on the Internship Diary and any additional documentation, such as the Internship Completion Certificate. If appropriate, the student may request a separate reference letter from the host organization to support future professional opportunities.

6.2.11 Professional Standards

Throughout the implementation phase, the student must uphold the highest standards of professional conduct, maintain confidentiality, comply with all host organization regulations, and represent the university with integrity. A successful implementation phase is demonstrated by the full achievement of the Internship Plan objectives, adherence to attendance and reporting requirements, and positive evaluations from both the Host Supervisor and the Academic Supervisor.

6.3 POST-INTERNSHIP PHASE

Once the internship period at the host organization has concluded, the process enters the Post-Internship Phase. This stage is dedicated to the finalization of all documentation, submission of deliverables, evaluation, and structured reflection. All activities in this phase must be completed in strict accordance with the department's requirements and within the prescribed deadlines.

6.3.1 Internship Report Preparation

Immediately after completing the internship, the student must prepare the Internship Report without delay. This report must be based on the Internship Diary, the approved Internship Plan, and the actual activities completed. The report must contain a detailed analysis of the learning outcomes, an evaluation of the experience, and all required sections as defined in the Internship Guidelines. Students engaged in research internships must integrate any research conducted into the report. All parts of the report must be written in a clear, professional, and academically correct manner, following the prescribed format.

6.3.2 Consultation with the Academic Supervisor

The student must submit the draft report to the Academic Supervisor for review within the timeframe specified by the department. The Academic Supervisor will assess the quality, completeness, and compliance of the report with academic and internship standards, and will provide mandatory feedback. The student must revise the report accordingly and resubmit the final version for approval. The Academic Supervisor's approval must be documented, either by signature on the title page (for printed reports) or written confirmation for electronic submissions.

6.3.3 Submission of Deliverables

By the official deadline set by the department, the student must submit all required documents, which include:

- The finalized Internship Report in the required format and number of copies.
- The original Internship Diary, fully completed and signed by the Host Supervisor.
- The Host Evaluation Form, either in sealed envelope or sent directly to the department.

- Copies of the signed Internship Agreement and the official Internship Order, if not already on file.
- Any additional mandatory forms such as the Student Self-Assessment Form or Internship Feedback Form.

Failure to submit all required documentation by the set deadline results in penalties as per ASEM regulations, including the possible obligation to repeat the internship.

6.3.4 Evaluation and Defense

Internship evaluation is conducted by the Department Evaluation Committee, typically comprising 2–3 faculty members, including the Academic Supervisor. The evaluation process consists of:

- **Document Review.** The committee reviews the Internship Report, Internship Diary, and Host Evaluation Form.
- **Oral Presentation.** The student delivers a structured 10–15 minute presentation summarizing the internship activities, learning achievements, and outcomes, followed by a question-and-answer session. Research internship presentations must also cover research findings.
- **Assessment.** The final evaluation considers the Host Supervisor’s assessment, the quality of the report, the quality of the oral defense, and the Academic Supervisor’s evaluation of the student’s overall conduct and compliance during the internship.

The committee determines the final grade according to the Evaluation Criteria outlined in Section 8, records the result on the official grading sheet, and ensures it is signed by all committee members and the head of the department.

6.3.5 Feedback and Reflection

After grading, the student must review the feedback provided by the committee and the Academic Supervisor. The student must also complete the official Internship Feedback Form evaluating the host organization, the relevance of tasks, and the quality of supervision. This feedback is used for quality assurance and program improvement. The student is strongly encouraged to reflect on how the internship experience aligns with career goals and academic development.

6.3.6 Award of Credits and Archiving

Upon successful completion and evaluation, the department records the final grade in the university's academic system, awards the corresponding ECTS credits, and archives the Internship Report and Diary according to institutional policy. For research internships, the output is integrated directly into the thesis work, ensuring continuity into the final semester.

6.3.7 Non-Completion or Failure

If the student fails the internship due to non-completion, poor performance, or late/non-submission of required documents, the procedure outlined in Section 8 applies. This may include remedial work, repetition of the internship, or postponement of graduation.

SECTION 7. EVALUATION CRITERIA AND RECOGNITION

Internship evaluation is a formal academic assessment process designed to determine whether the student has met the learning objectives and acquired the expected competencies defined in the curriculum. The evaluation integrates qualitative and quantitative measures and results in the formal awarding of ECTS credits for each internship module (12 ECTS for Internship I, 6 ECTS for Internship II).

7.1 COMPONENTS OF EVALUATION

Evaluation is based on five principal components that reflect both the practical engagement and academic reflection involved in the internship:

Attendance and Punctuality (20%)

- Compliance with the internship schedule (daily/weekly attendance).
- Respect for institutional working hours and internal policies.
- Regular logging of activities in the internship journal.
- Adherence to the internship timeline without unjustified absences.

Relevance and Quality of Tasks (25%)

- Alignment between assigned tasks and the objectives of the IBL master's program.
- Level of responsibility, complexity, and autonomy involved in tasks.
- Application of academic knowledge (legal/economic) in professional situations.
- Evidence of concrete results or deliverables (e.g., drafted documents, reports, policy memos).

Analytical and Reflective Skills in Report (25%)

- Quality, structure, and clarity of the final internship report.
- Critical analysis of experiences, problems encountered, and competencies developed.
- Depth of reflection on the connection between academic studies and workplace activities.
- For Internship II: Integration of findings into the Master's Thesis design or topic development.

Feedback from Host Institution (20%)

- Evaluation by the internship supervisor using the standardized ASEM template.
- Assessment of the intern's professional behavior, communication, initiative, and learning attitude.

- Host’s overall judgment of the intern’s contribution and readiness for the job market.

Presentation and Oral Defense (10%)

- Coherence, structure, and content of the oral presentation.
- Articulation of internship experience, competencies gained, and self-assessment.
- Response to feedback and questions from the evaluation committee.
- For Internship II: Link to thesis methodology, findings, or hypothesis formulation.

7.2 GRADE CALCULATION

- Final grades are calculated based on the aggregate weighted scores from all evaluation components.

Component	Weight (%)
Attendance and Punctuality	20%
Relevance and Quality of Tasks	25%
Analytical and Reflective Report	25%
Supervisor’s Evaluation	20%
Oral Presentation/Defense	10%
Total	100%

7.3 FAILING OR REPEATING THE INTERNSHIP

Internships may be failed or deferred in the following cases:

- Incomplete participation or unjustified absences.
- Failure to submit key documentation (report, evaluation, journal).
- Report does not meet minimum academic or reflective standards.
- Host institution provides negative feedback due to misconduct or poor performance.
- Presentation is absent, incoherent, or insufficient in quality.

In case of failure, the student:

- Will not receive ECTS credits for the internship.
- Must repeat the internship in the following academic session or during a designated extension period.
- May be required to attend counseling and complete a corrective action plan.

Academic supervisors and the Internship Coordinator will provide guidance to improve outcomes for the repeated internship.

7.4 SPECIAL CASES

The IBL program supports flexibility and international mobility through acceptance of diverse internship formats, under the following conditions:

a) Remote Internships

- Must be with a legally registered organization offering virtual projects/tasks.
- Daily activity logs and periodic check-ins with both supervisors are mandatory.
- The student must ensure documentation of hours worked and tasks completed.

b) International Internships

- Must be approved in advance by director of Master's School of Excellence in Economics and Business, the academic supervisor and Internship Coordinator.
- The internship must comply with the same standards of learning outcomes, hours, and documentation as local placements.

c) Unpaid Internships

- Internships may be unpaid, as long as they provide educational value and fulfill the academic requirements.
- The student must be informed in writing about the unpaid nature of the placement before acceptance.
- ASEM strongly encourages host institutions to offer mentorship, resources, and networking opportunities in lieu of financial compensation.

d) Recognition of Prior Professional Experience (Internship I Only)

Students with at least 12 consecutive months of recent full-time professional experience in a relevant field may apply to have Internship I recognized as fulfilled.

Conditions:

- Work must have been carried out in areas aligned with Internship I objectives (e.g., international legal practice, trade facilitation, public economic governance, or foreign investment advisory).
- Experience must have been completed within the last five (5) years.

Application Procedure:

The student must submit a recognition dossier to the Master School of Excellence in Economics and Business, including:

- A formal written request specifying the exemption sought;
- Verified employment documentation (contract or HR certificate);
- A job description outlining relevant responsibilities;
- A reflective activity report (8–10 pages) linking experience to internship outcomes;
- An employer reference letter (if available).

The Council will evaluate the request and issue one of these outcomes:

- **Approved** – Internship I is credited (12 ECTS awarded);
- **Rejected** – standard Internship I must be completed.

Internship II (Research Orientation) is mandatory for all students and cannot be waived, as it is directly integrated with the Master's Thesis preparation and academic research training.

SECTION 8. QUALITY ASSURANCE AND MONITORING

Maintaining the high quality, relevance, and impact of the internship programme is a continuous and structured process. ASEM, through the faculty responsible for the IBL programme, implements a systematic quality assurance and monitoring framework to ensure that internships consistently deliver meaningful practical training, remain aligned with programme learning outcomes, and adapt to changing academic and industry requirements. All activities in this chapter are mandatory for the continuous improvement of the programme.

8.1 FEEDBACK FROM STUDENTS AND HOST ORGANIZATIONS

At the end of each internship cycle, feedback from both students and host organizations is collected, analysed, and used to inform improvements.

a) Student Feedback

1. All students must complete the official Post-Internship Feedback Form within the deadline set by the Internship Coordinator.
2. The feedback process includes:
 1. A standardised survey evaluating the usefulness of assigned tasks, quality of guidance from the host, support provided by the Academic Supervisor, and the connection between academic learning and practical experience.
 2. Assessment of workplace conditions, including safety, inclusivity, and overall satisfaction.
 3. Open-ended questions allowing students to propose improvements.
3. The Academic Supervisor or Internship Coordinator may also organise structured reflection activities, such as:
 1. A short written reflection appended to the Internship Report.
 2. Participation in a focus group or debriefing session, where students share experiences and highlight strengths and challenges of the programme.

b) Host Organization Feedback

1. Host Supervisors must complete the Host Feedback Form in addition to the student evaluation form. This form collects information on:
 - a. The student's preparation and professional skills.
 - b. The relevance of academic knowledge to the internship tasks.

- c. Administrative aspects of the placement process.
 - d. Recommendations for skill or knowledge improvements.
1. The Internship Coordinator may follow up with a thank-you letter or meeting, inviting hosts to share additional comments.
 2. Where applicable, host feedback is also collected through participation in industry advisory boards, ensuring direct involvement in shaping the programme.

b) Use of Feedback

All feedback is compiled and analysed by the Internship Coordinator or Quality Assurance Committee. Findings are used to:

- Identify recurring challenges or gaps in student preparation.
- Recognise high-performing host organizations and share best practices.
- Address negative patterns, such as repeated poor evaluations of a host.
- Develop targeted improvement actions for future cohorts.

8.2 PERIODIC REVIEW OF INTERNSHIP QUALITY

Beyond immediate feedback, the internship programme undergoes structured, periodic evaluation to ensure ongoing relevance and compliance with academic and industry standards.

1. **Annual Review** – At the end of each academic year, the Internship Coordinator prepares a comprehensive Internship Programme Report. This includes:
 - a. Placement statistics and host organization list.
 - b. Grade distribution and analysis of evaluation results.
 - c. Summary of student and host feedback.
 - d. Identified strengths, weaknesses, and recommendations.
2. **Programme Committee Review** – The IBL Programme Committee reviews internship performance against learning outcomes and may adjust internship requirements accordingly.
3. **External Evaluation** – During institutional accreditation or external quality assurance processes, the internship component is reviewed for alignment with national and European standards.
4. **Key Performance Indicators (KPIs)** – The programme monitors indicators such as:
 - a. Percentage of students completing internships on time.
 - b. Host satisfaction rates.
 - c. Number of new partnerships created annually.

- d. Student satisfaction scores.
 - e. Contribution of internships to thesis quality or employment outcomes.
5. **Continuous Improvement** – Based on review results, the department develops and implements action plans, such as:
 - a. Additional preparatory workshops (e.g., report writing, advanced technical skills).
 - b. Curriculum adjustments to address identified skill gaps.
 - c. Streamlining administrative procedures.
 6. **Documentation and Communication** – Outcomes of reviews and implemented changes are documented for quality assurance purposes and may be communicated to students and hosts to demonstrate responsiveness to feedback.

8.3 PARTNERSHIP DEVELOPMENT WITH HOST ORGANIZATIONS

A strong network of reliable, high-quality host organizations is critical to the success of the internship programme.

1. **Expansion of Host Network** – The Internship Coordinator actively develops relationships with organisations in relevant fields, ensuring diversity in placement opportunities (e.g., business, law, NGOs, international institutions).

2. **Formal Agreements** – Memoranda of Understanding (MoUs) or partnership agreements are signed with key hosts to secure recurring placements.

3. **Relationship Maintenance** – The department maintains regular contact with hosts through courtesy visits, event invitations, and public recognition for outstanding partnership contributions.

4. **Feedback-Driven Improvements** – Host recommendations are incorporated into curriculum adjustments or internship preparation activities.

5. **Alumni Engagement** – Alumni working in relevant organisations are encouraged to host interns, reinforcing the cycle of programme support and reputation building.

6. **Quality Control of Hosts** – Hosts that consistently fail to provide adequate learning experiences are removed from the approved list, while exemplary hosts may be prioritised for future placements.

8.4 ALIGNMENT WITH LABOR MARKET TRENDS

To ensure internships remain relevant and graduates are competitive, the programme continuously aligns internship objectives with current and emerging labour market needs.

1. **Curriculum Adaptation** – Market trends and employer feedback guide updates to the academic curriculum, which directly influence internship learning objectives.

2. **Emerging Sectors** – The Internship Coordinator actively seeks placements in growth areas (e.g., legal tech, compliance, digital business, sustainability).

3. **Skills Focus** – The internship programme emphasises both technical competencies and transversal skills such as communication, adaptability, and digital literacy.

4. **Labour Market Research** – The department periodically reviews employment data and consults with industry partners to anticipate future skill requirements.

5. **International Outlook** – Internships are aligned with global business and legal developments, incorporating opportunities to work in multilingual or cross-border environments.

6. **Outcome Tracking** – Post-graduation employment patterns are monitored to identify sectors where graduates succeed, and internship placements are adapted to strengthen pathways into these fields.

7. **Sustainability of Relevance** – The programme prioritises high-quality, relevant placements over volume, ensuring that each internship contributes meaningfully to student employability and professional growth.

În redacția autorilor

Bun de tipar 05.01.2026
Coli editoriale 3,55.Coli de autor 3.25. Coli de tipar 10,0.
Comanda nr. 8.

Serviciul Editorial-Poligrafic
al Academiei de Studii Economice din Moldova
Chișinău, MD-2005, str.Bănulescu-Bodoni 59.
Tel.: 022-402-910