



School of Economics and Management

## **FEKH04, Business Administration: Traineeship, 30 credits**

*Företagsekonomi: Verksamhetsförlagd utbildning, 30 högskolepoäng*

**First Cycle / Grundnivå**

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### **Details of approval**

The syllabus was approved by Academic Director of Studies at Department of Business Administration on 2023-10-11 and was last revised on 2024-12-18. The revised syllabus comes into effect 2024-12-18 and is valid from the autumn semester 2025.

### **General information**

This course is an alternative course in Business Administration on undergraduate level, 61-90 ECTS. The course can only be studied within the Bachelor Programme in Business Administration and Economics (Ekonomie kandidatprogrammet).

*Language of instruction:* Swedish and English

*Main field of study*    *Specialisation*

Business Administration    G2F, First cycle, has at least 60 credits in first-cycle course/s as entry requirements

### **Learning outcomes**

A passing grade on the course will be awarded to students who:

#### **Knowledge and understanding**

- Have knowledge and understanding within relevant fields included at the placement/company, including the scientific basis of the fields and applicable methods
- Have perspective and a deeper understanding of earlier completed education

#### **Competence and skills**

- Have ability to apply theories and models within the fields the placement includes
- Show an understanding of which theories and methods are relevant and applicable for the internship
- Have ability to independently and together with others identify, formulate and solve problems and to complete tasks within given time frames.
- Demonstrate ability to conduct analysis and investigations of relevant problems and

issues, including carrying out the full process from identification of an issue and gathering of information to analysis and conclusions.

- Demonstrate ability to both orally and in written form present and discuss issues and situations in dialogue with different groups
- Show ability to independently work with tasks within the field of business administration

### **Judgement and approach**

- Within the scope of the course show ability to make assessments considering scientific, social and ethical aspects
- Show ability to understand the knowledge role in society and the responsibility for how it is used

### **Course content**

With the support of mentoring in the workplace, the student should work full time with qualified tasks and participate continuously in the daily work. The tasks must be linked to overhaul education in business administration.

The specific content of the course regarding the field of business administration vary depending on the student's choice of placement and belonging to tasks.

### **Course design**

Only supervision by the external supervisor at the placement occurs. The student is expected to put down an effort that in all corresponds to full-time workload.

### **Assessment**

Examination is managed by the placement supervisor where the placement is carried out. The student is given a certificate (Evaluation of placement supervisor form are available on the course page) with the student's personal data, the name of the placement/company, the time period of the traineeship and the main tasks of the student. It should also appear in which extent the student in question has been present.

In order to get a grade of the course the student must send in his/her evaluation (student evaluation form will be available on the course page). In addition, the student will submit a written report in accordance with specific instructions.

To receive a grade on the course all examination parts (evaluation of placement supervisor, student evaluation and reflection report) should receive a passed grade. If the evaluation of the supervisor and the student evaluation have received a failing grade this can not be completed for a pass grade. If the written report has received a fail grade it can (after completion) be upgraded to a pass grade.

It is the student's responsibility that the requested examination reaches the examiner no later than four weeks after the completed traineeship.

Any work to complete the examination in order to get a pass grade must be made not later than the semester after the finished traineeship. Note that after this you can get a certificate only regarding completed examination parts.

The examiner, in consultation with Disability Support Services, may deviate from the regular form of examination in order to provide a permanently disabled student with a form of examination equivalent to that of a student without a disability.

### **Grades**

Grading scale includes the grades: Fail, Pass

The course can only be graded with the grades Fail or Pass.

Plagiarism is considered to be a very serious academic offence. The University will take disciplinary actions against any kind of attempted malpractice in examinations and assessments. The penalty that may be imposed for this, and other improper practices in examinations or assessments, includes suspension from the University for a specific period of time.

### **Entry requirements**

To be eligible for the course a minimum of 90 completed credits in Business and Economics program is required, including 45 credits in Business Administration and at least 30 credits in Economics. Of these, the basic courses in Business Administration and the basic course in Economics should be completed in full and applicants must be registered on FEK 31-60 ECTS courses and in those courses actively pursue teaching and examination.

### **Further information**

Limitation of validity: The course may only be followed before the student has taken a Bachelor of Science in Business Administration and Economics (ekonomie kandidatexamen).

Limitations: The student is responsible of acquiring the appropriate trainee placement and to finance travel, insurance, settlement, etc. The offer of placement should be in writing.

Before admission of the course is made and the traineeship starts the placement, the supervisor and the main tasks must be accepted by the course responsible.

Admission to the course: The course is offered once per semester. Application for the course FEKH04 takes place on a special form, Agreement (praktikavtal), which is available via the course page in Canvas.

Re-registration on the course is not allowed.

Interim regulations: The course FEKH04 and the courses FEKH01, FEKH02 and FEKH03 overlap. Only one of these courses may be included in the same degree.

The student can only be admitted and registered on one of these courses.