



School of Economics and Management

## **BUSV01, Business Administration: Traineeship, 15 credits**

*Företagsekonomi: Verksamhetsförlagd utbildning, 15 högskolepoäng*

**Second Cycle / Avancerad nivå**

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### **Details of approval**

The syllabus was approved by The Board of the Department of Business Administration on 2018-05-21 and was last revised on 2024-09-01 by Academic Director of Studies at Department of Business Administration. The revised syllabus comes into effect 2024-09-01 and is valid from the autumn semester 2024.

### **General information**

This course is a single subject advanced course in Business Administration. The course is optional within the master's programmes Managing People Knowledge and Change, Accounting & Finance, International Marketing and Brand Management or International Strategic Management.

*Language of instruction:* English

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*Main field of study*      *Specialisation*

Business Administration      A1F, Second cycle, has second-cycle course/s as entry requirements

### **Learning outcomes**

A passing grade 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 a perspective on and a deeper understanding of earlier completed education.

## Competence and skills

- Have ability to apply theories and models within the fields the placement includes.
- Have ability to independently and together with others identify, formulate and solve problems and to complete tasks within given time frames.
- Orally and in written form present and discuss issues and situations in dialogue with different groups.
- Show ability to work independently in the fields the course relates to.

## 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 the overall 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 the tasks assigned to the student.

## Course design

Only supervision by the external supervisor at the placement occurs.

The student is expected to exert an effort that corresponds to a full-time job.

## 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 display 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 (a student evaluation form is available at the course web page). In addition, the student will submit a written report in accordance with specific instructions.

To receive a grade of 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 no 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 is graded 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 bachelor degree must be completed. Also, at least 45 credits need to be completed within the attended program.

## **Further information**

Limitation of validity: The course may only be taken before the student has received a degree in the master's program the student follows when applying to the course.

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.

Student who are registered on one of the courses BUSV01 or BUSV03 and apply for an additional internship course must, in order to be qualified for the course, have another internship place and different work tasks than in the previous registered internship course.

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 director.

Admission to the course: The course is offered twice per semester, as well as summer course. Application for the course BUSV01 takes place on a special form, Agreement (praktikavtal), which is available via the course page in Canvas.

Previous internship courses must be fully completed for the student to be qualified for the course.

The course BUSV01 cannot be combined with the course BUSV03.