



**LUND**  
UNIVERSITY

School of Economics and Management

## **BUSV03, Business Administration: International Traineeship, 30 credits**

*Företagsekonomi: Internationellt verksamhetsförlagd utbildning, 30  
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 2022-10-01 by Academic Director of Studies at Department of Business Administration. The revised syllabus applies from 2022-10-01, spring semester 2023.

### **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

*Main field of studies*

Business Administration

*Depth of study relative to the degree requirements*

A1F, Second cycle, has second-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.
- 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.
- 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 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 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 is available at 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.

*Subcourses that are part of this course can be found in an appendix at the end of this document.*

## Grades

Marking scale: 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 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.

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

Before admission to the course and before 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 once per semester. Application for the course BUSV03 takes place on a special form, Agreement (praktikavtal), which is available via the course page in Canvas.

The course BUSV03 cannot be combined with the course BUSV01.

## Subcourses in BUSV03, Business Administration: International Traineeship

Applies from H19

1901 Individual assignment, 30,0 hp  
Grading scale: Fail, Pass