PROFESSIONAL INTERNSHIP PLACEMENTS AND ACTIVITIES - SUMMARY FOR STUDENTS OF FINANCE AND ACCOUNTING

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For the Bachelor's degree programme in Finance and Accounting, professional internship activities may be accepted if they are closely related to finance, accounting, taxation, or controlling and make a meaningful contribution to the development of students' professional competences and to the practical application of theoretical knowledge.

The following positions and related responsibilities are particularly relevant in terms of acceptability:

Accounting and Bookkeeping:
- Accounting Intern; Junior Accountant; Finance and Accounting Administrator; Payroll Assistant.
- Typical activities: recording accounting documents; supporting general ledger accounting; maintaining analytical records; preparing financial statements and related processes.

Controlling and Corporate Finances:
- Controlling Intern; Financial Analyst Intern.
- Typical activities: cost analysis; budget-to-actual comparisons; preparing management reports; supporting cash-flow planning, etc.

Taxation and Advisory Services:
- Tax Advisor Intern; Tax Administrator; Tax Administration Assistant.
- Typical activities: preparing tax returns; maintaining tax records and analyses; processing client data, etc.

Banking and Financial Services:
- Banking Intern; Credit Administration Assistant; Credit Assessment Assistant; Investment Services Intern.
- Typical activities: supporting customer service; preparing credit transactions; administering financial products.

Audit and Internal Control:
- Audit Intern; Internal Audit Assistant.
- Typical activities: preparing audit documentation; supporting audit processes, etc.

Other Relevant and Professionally Acceptable Areas
- administrator working with financial modules of ERP systems;
- intern participating in business planning or investment appraisal activities;
- grant and project finance administrator;
- etc.

A fundamental requirement for accepting an internship is that the student actually participates in professionally relevant tasks and applies the financial and accounting knowledge acquired during the programme.
Activities limited exclusively to general, non-professional administrative tasks and which do not contribute to the development of programme-related competences are not considered acceptable.