

APEL REPORT FOR INTERNSHIP I (6 ECTS)

The aim of the report is to provide a structured and analytical written overview of the organisation's operating environment, structure, core processes, management principles, organisational culture, and key challenges.

Upon completion of the report the student:

1. Understands the functioning, structure and daily work processes of the organisation;
2. Analyses the organisation's management principles and organisational culture;
3. Analyses their own strengths and development needs and relates them to potential career choices;
4. Develops and applies transferable skills gained at work, including communication, time management and self-management skills;
5. Develops the academic writing skills necessary for university studies.

Structure of the report:

1. Introduction
2. Organisation's operating environment
3. Organisation's structure and core processes
4. Organisation's management principles and organisational culture
5. Organisation's key strengths and main challenges
6. Self-reflection
7. Conclusion

The length of the report is 10–15 pages (excluding appendices).

NB! To achieve a positive result, the student must score at least 51 points based on the assessment criteria.

Assessment Criteria

1. Assessment of the introduction (10 points)

Criterion	Passed 10-5 points	Failed 4-0 points
Overview of why the APEL report is written	Clear overview provided.	Overview is insufficient or missing.
Brief introduction of previous work experience	Clear overview provided.	Overview is insufficient or missing.

2. Assessment of the organisation's operating environment (10 points)

Criterion	Passed 10-5 points	Failed 4-0 points
Operating environment	The most important facts characterizing the organisation and its operating environment are described (name, field of activity, number of employees, key financial indicators, mission, vision). In-text references to original sources are included where used.	The description of the organisation or its operating environment is insufficient; key facts are omitted or insufficiently addressed. In-text references to original sources are not included where needed.

3. Assessment of the organisation's structure and core processes (20 points)

Criterion	Passed 20-10 points	Failed 9-0 points
Structure	The organisational structure is presented visually (diagram/image) together with explanations of how the structure functions; roles, areas of responsibility, and reporting relationships are described. In-text references to original sources have been included.	The organisational structure diagram or explanations of how the structure functions are missing. In-text references to the original sources used are missing.
Core processes	The organisation's core processes are described clearly and concisely. The processes that are of central importance to the organisation's operations are described in detail. Where necessary, in-text references to original sources are included.	The explanation of the organisation's core processes is insufficient. In-text references to the original sources used are missing.

4. Assessment of the organisation's management principles and organisational culture (20 points)

Criterion	Passed 20-10 points	Failed 9-0 points
Management principles	The concept of management principles and their role in the organisation are defined based on original sources. The organisation's main management principles and their application in the organisation's daily activities are explained and analysed.	Management principles and their application are explained superficially; analysis is missing. In-text references to the original sources used are missing.

Organisational culture	The concept of organisational culture and its role in the organisation are explained based on original sources. An overview of the key elements of the organisation's culture is provided.	The overview is insufficient. In-text references to the original sources used are missing.
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5. Assessment of organisation's key strengths and main challenges (10 points)

Criterion	Passed 10-5 points	Failed 4-0 points
Organisation's strengths and challenges	The organisation's strengths and challenges are described and analysed clearly and concisely.	The analysis is insufficient or missing.

6. Assessment of self-reflection (10 points)

Criterion	Passed 10-5 points	Failed 4-0 points
Self-reflection on work experience (achievements, goals, challenges)	A reflective analysis of work experience, achievements, learning outcomes, goals, and challenges is presented.	The reflective analysis is insufficient or missing.
Mapping self-development opportunities to support professional growth	The student clearly identifies self-development needs and opportunities that support further professional and career development.	Identification of self-development needs and opportunities is insufficient or missing.

7. Assessment of conclusion (10 points)

Criterion	Passed 10-5 points	Failed 4-0 points
Summary of the report	A concise overview of the main content of the report is provided.	The overview is insufficient or missing.

8. Assessment of formatting and referencing (10 points)

Criterion	Passed 10-5 points	Failed 4-0 points
Formatting and referencing	The APEL report is formatted according to the EBS Style Guide, and both in-text references and the reference list are provided.	Formatting and referencing requirements are not met.

PS! You can find the [EBS formatting requirements here.](#)