INTERNSHIP GUIDELINES

Master Degree Course “ECONOMICS AND FINANCE” (EF)

starting from a.y. 2022/2023

Last update:
Nov. 16th, 2022 (DT)

INFORMATION

An internship is a formative short-term work experience that offers a meaningful and practical involvement linked to a student’s field of study.

This professional learning experience is offered to university students by companies, institutions or other organizations outside the University, in Italy or abroad.

Internship types:

EF students can choose between two types of internships: curricular and extra-curricular.

1. Curricular internship: it is addressed to EF students who:
   a) have entered an internship activity in their study plan and have earned at least 24 university credits (cfu)
   b) intend to carry out an internship linked to their degree thesis project.

   features & length
   • the curricular internship lasts 150 hours;
     o only internships linked to the degree thesis can last more than 150 hours: the maximum duration is 6 months (including extensions);
   • students acquire 6 credits for a 150-hour internship;
   • it takes place at a host institution, according to a training project;
   • it is not necessarily linked to the academic calendar.

2. Extra-curricular internships: it is addressed to:
   a) EF students who cannot link the internship to university credits due to their study plan.
b) **EF graduates**, within 12 months from the graduation.

**features & length**
- the extra-curricular internship lasts **2 to 20 months** (including extensions);
- it is not linked to the study plan and it does **not** provide any university **credit**;
- it requires a state of **unemployment** (Article 19 of Legislative Decree 150/2015).

### Involved figures

<table>
<thead>
<tr>
<th><strong>Student</strong></th>
<th><strong>Promoter</strong></th>
<th><strong>HO - Host Organization</strong></th>
<th><strong>CT - Company Tutor</strong></th>
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<tbody>
<tr>
<td>Who is interested in the internship experience</td>
<td>The University of Bergamo (UniBG) through the Internship and Placement Office</td>
<td>Company/organization at which the internship takes place. The HO must have an active internship agreement with UniBG</td>
<td>It is assigned by the HO to guide, support and assist the intern in achieving the internship goals. The CT is responsible for the definition and for the implementation of the Individual Training Project (<strong>ITP</strong>)</td>
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<tr>
<th><strong>SV - Supervisor</strong></th>
<th><strong>Internship Office</strong></th>
<th><strong>UT - University Tutor</strong></th>
<th><strong>TS - Thesis Supervisor</strong></th>
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<tr>
<td>UniBG professor responsible for the prior approval of the ITP and for the validation of the final internship book and report: currently, <strong>Daniele Toninelli</strong></td>
<td>The office provides the final approval of the ITP within one week from the SV prior approval</td>
<td>UniBG teacher/tutor, selected by the student, eventually following a suggestion by the SV. The UT corresponds to the thesis supervisor, if the internship is linked to the degree thesis</td>
<td>It coincides with the UT when the internship is linked to the degree thesis</td>
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</table>

The UT/TS supports the student in defining the ITP and during the internship. He/she checks the fulfilment of the intern’s obligations and he/she ascertains the activity carried out and the skills acquired. He/she also supports the students in writing the final report.


**STEPS**

1) **Preliminary phase**

   a) Interested students are invited to read carefully these document and the UniBG internship **guidelines** (“Regolamento di Ateneo per tirocini curriculari, extracurriculari e professionalizzanti”).

      More **news/information** are available at the following **link**: [https://en.unibg.it/study/attendance/internships](https://en.unibg.it/study/attendance/internships).

   b) The student looks for internship **opportunities**.

      a. Internship opportunities reserved to EF students are available on the **EF Moodle page**: companies that expressed their willingness to welcome EF students are listed (with their UniBG reference persons).

      b. The students can contact an UniBG professor/tutor who has personal connections with companies/institutions.

      c. Students can rely on personal contacts. In such a case, if the hosting firm/institution does not have an active agreement with UniBG, the institution must register through the **ESSE3 students' help desk**.

      d. Host institutions that have activated ad internship agreement with UniBG can propose projects through the **ESSE3 help desk**.

      e. Other opportunities could be found contacting the contact persons listed in the last page of this document.

2) **Activating**

   a) The student **gets in touch** with the company/institution.

   b) The student defines the **Individual Training Project** (ITP). This can be based on:

      - an internship proposal published by the host institution on the **ESSE3** help desk and considered suitable by the UT;

      - the result of the interaction among the student, the CT, and the UT.

   c) The HO **enters** all the details concerning the ITP on the **ESSE3** help desk, providing also the student ID (matricola).

   d) By means of accessing the **ESSE3** help desk, the student:

      - checks the information and the content of the ITP;

      - enters the name of the SV;

      - **confirms** the ITP.
e) The SV receives an automatic request of approval. The student waits for the official approval by the SV and for the subsequent activation by the Internship office (usually obtained within one week from the SV’s approval).

f) The student, before starting the internship (or on its very first phases), has to carry out general security training activities (lasting 4 hours) made available by UniBG and specific training activities proposed by the HO (they are of variable duration, depending upon the degree of risk of the job carried out)\(^1\).

**Note:** It is not necessary anymore to provide the paper version of the project.

3) **Carrying out**

The student periodically meets the CT to evaluate the progress of the internship and he/she fills out the internship book. At the same time, the student updates his/her UT.

4) **Closing**

a) The student meets the CT and the UT for a final comment on the internship and for filling (and signing) the internship book with the final reports.

b) The student writes a report (5 pages max) aimed at presenting the results of his/her internship experience. Such a report should clearly describe the personal contribution of the student as well as the personal and professional enrichment achieved. The report must be approved by the UT.

c) The student sends to the SV the final documentation (internship book and report), in order to get the final validation.

d) The student delivers the final documentation to the Internship Office within two months from the end of the internship.

**Important notes:**

- Notes for students with an internship linked to the master degree thesis:
  - The thesis must not merely be the description of the activities carried out, but it needs to be enriched with theoretical/descriptive aspects of the field in which the internship experience took place.
  - The TS can ask for additions necessary to give to the student’s thesis the right form and substance.
  - The personal contribution of the student should be highlighted.

\(^1\) If the general training course had already been carried out by the student in relation to a previous experience, the intern is simply required to communicate (and demonstrate) the completion of this activity to the Internship Office.
- The UT (who is also the TS) evaluates the originality and the scientific validity of the thesis.

CONTACTS & LINKS

Reference persons

For any issue, students can get in touch with the internship responsible: he could redirect students’ requests/doubts to an alternative area reference contact.

- Internship Responsible (SV) and Statistical area reference: Daniele Toninelli (daniele.toninelli@unibg.it).
- Economics area reference: Elena Manzoni (elena.manzoni@unibg.it).
- Mathematics area reference: Sebastiano Vitali (sebastiano.vitali@unibg.it).
- Internship University tutor tirocini (Department of Economics): Rosa Pirozzi (rosa.pirozzi@guest.unibg.it).
- UniBG Internship Office: tirocini@unibg.it. (Tel: 035.205.2265).

Useful Links

- Internships UniBG web page: http://www.unibg.it/tirocini.
- Web page "University internship guidelines" (https://www.unibg.it/studiare/frequentare/tirocinio/tirocinio-extracurriculare).
- UniBG Internships Regulation (“Tirocini curriculari, extracurriculari e professionalizzanti“): https://www.unibg.it/sites/default/files/normativa/regolamento_per_tirocini_curriculari_0.pdf.