



INTERNSHIP GUIDELINES

Master Degree Course “ECONOMICS AND FINANCE” (EF)

effective from a.y. 2023/2024

*Last update:
Feb. 1st, 2024 (DT,RP,SF)*

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:

EDA students can choose between **two** internship **types**: 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 & duration

- the curricular internship lasts **150 hours**.
 - *only internships linked to the degree thesis can last more than 150 hours: the maximum duration is 600 hours (extensions included);*
- 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 & duration

- the extra-curricular internship lasts **2 to 12 months** (extensions included);
- 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

Student	Company Tutor	Academic Tutor	Supervisor	Internship office
<i>The intern</i>	<i>Intern contact person in the company where the internship takes place. There should be an active internship agreement with UniBG</i>	<i>For information and logistic support to the intern</i>	<i>UniBG professor (or thesis supervisor) responsible for the prior approval of the ITP and for the validation of the final internship report</i>	<i>For technical information and University regulations</i>

STEPS

1) Preliminary phase

- a) Interested students are invited to carefully read this 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>.

- b) The student is required to coordinate with the host company/organisation in advance about the timing and modalities of the internship.



2) Choice and activation

- a) The student looks for internship **opportunities**:
 - evaluating available positions here [ESSE3](#) (Menu/ Internships and Opportunities);
 - through personal contacts (to be assessed, beforehand, with the academic tutor or the supervisor);
 - 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);
 - contacting the academic tutor (rosa.pirozzi@guest.unibg.it) or the supervisor (daniele.toninelli@unibg.it).
- b) The student **gets in touch** with the company/organization and defines timing and implementation of the internship.
- c) If the company/organization does not have an **agreement** with the university, it must register through the [ESSE3](#) Internet desk, filling in the agreement form on the basis of the instructions published on the "Internship" web page.
 - Supporting video tutorials are available in <https://www.unibg.it/terza-missione/collaborazioni-enti-e-impresetirocinio>.
- d) The student defines the internship **project** in detail with the company tutor and discusses it with the supervisor (or with the thesis supervisor, in the case of a curricular internship aimed at writing a thesis and without CFUs).
 - If the internship is linked to a thesis, the student should list writing the thesis among the project objectives.
- e) The company/organization **enters** all the details concerning the Internship project on the [ESSE3](#) help desk, also providing the student ID (matricola).
 - Guide to fill the form:
https://dse.unibg.it/sites/dip8/files/tirocini_istruzioniinserimentoprogetto_dse.pdf.
- f) By accessing the [ESSE3](#) help desk, the student:
 - checks the information and the content of the internship project;
 - enters the name of the supervisor;
 - **confirms** the internship project.
- g) The supervisor receives an automatic request of approval. The student waits for the official **approval** by the supervisor and for the subsequent activation by the Internship office (usually obtained within one week from the supervisor's approval).
- h) Before starting the internship (or on its very first phases), the student has to carry out general security **training activities** (lasting 4 hours) made available



by UniBG and specific training activities proposed by the company/organization (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 is responsible for periodically updating the internship book, detailing the activities carried out and the respective dates/timetables.

The student meets periodically with the company tutor and the academic tutor (during office hours) or with the supervisor (in the case of a curricular work placement without CFUs linked to the writing of a thesis) for a periodic evaluation of the experience, as defined in the project.

4) Closing

- a) The student meets the company tutor and the university tutor for a final comment on the internship and for filling (and signing) the **internship book** with the **final reports**.
- b) The student sends to the supervisor the final documentation (internship book and report), in order to get the **final validation**.
- c) The student, through the student helpdesk, **delivers** the final documentation to the Internship Office within two months from the end of the internship.

Important notes:

- **Previous activities or work experiences** cannot be considered valid and/or recognized as internship activities nor they can provide university credits.
- 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 thesis supervisor 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 thesis supervisor, who is also the internship Supervisor, evaluates the originality and the scientific validity of the thesis.*

CONTACTS & LINKS

Reference persons

For any doubt, please contact the following persons in the Department of Economics, according to their specific competences:

- **Academic tutor: Rosa Pirozzi**
 - For general information on internship activities, for support in finding a host company/organization, for regular reports on internship activities, ...;
 - Weekly **reception** timetable: <https://tinyurl.com/tutor-tirocini-DSE>;
 - email: rosa.pirozzi@guest.unibg.it.
- **Supervisor: Daniele Toninelli**
 - For approval of internship project (or advice on it), for reporting special problems, for final approval of the internship book...;
 - Weekly **office hour** timetable: <https://didattica-rubrica.unibg.it/ugov/person/1582>;
 - email: daniele.toninelli@unibg.it.
- **Internship Office UniBG:**
 - For technical support (also for company agreement with UniBG) and for any information related to University or regional internship rules;
 - email (for companies): tirocini@unibg.it;
 - *help desk* (for students): <https://helpdesk.unibg.it/helpdesksegrestud/>;
 - contact person for the Department of Economics: **Sofia Frigato** (email: sofia.frigato@unibg.it).



Useful Links

- **EF Moodle page** [EF Moodle page](#)
- Weekly **office hour** timetable:
 - Academic tutor (Rosa Pirozzi): <https://tinyurl.com/tutor-tirocini-DSE>;
 - Supervisor (Daniele Toninelli): <https://didattica-rubrica.unibg.it/ugov/person/1582>.
- **For students:**
 - Help desk: <https://helpdesk.unibg.it/helpdesksegrestud/>.
- **For companies / organizations:** how to activate an agreement with UniBG
 - Video tutorial for activating an agreement: “for companies” section <https://www.unibg.it/terza-missione/collaborazioni-enti-e-imprese/tirocinio>.
 - Step-by-step guide for project entry: https://dse.unibg.it/sites/dip8/files/tirocini_istruzioniinserimentoprogetto_dse.pdf.
- UniBG internship **regulations** “Tirocini curriculari, extracurriculari e professionalizzanti”:
https://www.unibg.it/sites/default/files/normativa/regolamento_per_tirocini_curriculari_0.pdf.
- Web page “University curricular and extra-curricular **internship guidelines**”:
<https://en.unibg.it/study/attendance/internships>
- Students **help desk ESSE3**: <http://sportello.unibg.it/esse3/Home.do>.