



Handbook of Curricular and Extra-curricular Internships

Master's Degree Course in ECONOMICS AND DATA ANALYSIS (EDA)

All interested students are invited to read carefully (i) the internship guidelines (*Regolamento di Ateneo per tirocini curriculari, extracurriculari e professionalizzanti*) and (ii) this handbook before taking any action with regard to internship activities. Please refer to the dedicated pages on the University website at the following address:

- <https://en.unibg.it/study/attendance/internships>
- https://www.unibg.it/sites/default/files/normativa/regolamento_per_tirocini_curriculari_0.pdf

Information

An internship is a formative short-term work experience that offers meaningful, practical work related to a student's field of study. This professional learning experience is usually offered to university students by companies or other organizations outside the University, in Italy and abroad.

There are two types of internships:

- Curricular internships:
 - addressed to (i) students enrolled in the EDA program, who have entered an internship activity in their study plan and have earned at least 24 credits (cfu) or (ii) students who intend to carry out an internship linked to their degree thesis project;
 - allow students to acquire 6 credits for a 150-hour internship (only internships linked to the degree thesis can be longer than 150 hours);
 - take place normally at the host institutions according to the training project;
 - can be done outside the academic calendar;
 - have a maximum duration of 6 months, including extensions.
- Extra-curricular internships:
 - addressed to (i) students enrolled in the EDA program, who cannot link this experience to credits for problems related to their study plan or (ii) graduates within 12 months after graduating from the program;
 - disconnected from the study plan and do not provide for any credits;
 - require a state of unemployment (Article 19 of Legislative Decree 150/2015);
 - have a duration between two and twelve months (including extensions).

Figures involved

- **Promoter:** University of Bergamo (UniBg) through the Internship and/or Placement Offices.



- **Host Organization (HO):** company/organization at which the internship takes place. The HO must have entered into an internship agreement¹ with UniBg.
- **Supervisor (SV):** UniBg professor who is responsible of (i) the prior approval of the Individual Training Project (ITP) on ESSE3 and (ii) the validation of the internship through the approval of its final documentation (i.e., internship book and report).
- **University Tutor (UT):** UniBg teacher/tutor selected by the student, eventually on the indication by the SV. UT coincides with the thesis supervisor when the internship is linked to the degree thesis. The UT's tasks are as follows:
 - support the students with the definition of their ITP
 - support the students during the course of their internship
 - check the fulfillment of the intern's obligations and ascertain the activity carried out and the skills acquired;
 - supports the students in the writing of the final report.
- **Company tutor (CT):** person assigned by the HO to guide, support and assist the intern with achieving the internship goals. The CT is responsible for the definition and implementation of the ITP and keeps updated the internship records.
- **Thesis Supervisor (TS):** coincides with the university tutor when the internship is linked to the degree thesis.

Activating, carrying out, and closing the internship activity

Phase 1 - Definition and activation of the internship

In order to activate an internship, the steps are as follows:

- 1) The student **searches** for internship opportunities through:
 - a) ESSE3 (<http://sportello.unibg.it/esse3/Home.do>) where the host institutions that have entered into the internship agreement with UNIBG can internship proposals;
 - b) personal contacts. In this case, if the institution has no agreement with UNIBG, the institution must first register through the ESSE3 application and define the agreement;
 - c) contact with an UNIBG professor/tutor who has personal connections at companies.
- 2) The student **defines** the Individual Training Project (ITP). The ITP can be based on:
 - a) an internship proposal published by the host institution on ESSE3 and considered suitable by the UT;
 - b) the result of the interaction among the student, the CT, and the UT.
- 3) The HO enters (if not yet done) the internship on ESSE3 (<http://sportello.unibg.it/esse3/Home.do>), providing the Student ID number and all the details concerning the ITP.
- 4) The student **accesses** ESSE3, **checks** the information and content of the ITP entered by the HO, **enters** the name of the SV, and **confirms** the ITP.
- 5) The student **awaits** the official prior approval from the SV and subsequent activation by the Internship office (this usually happen within one week of the SV's approval).

¹ It is an act stipulated between UniBg and the HO that allows the latter to host students as interns. If it has not been activated previously, it must be stipulated before the start of an internship through the portal <http://sportello.unibg.it/esse3/Home.do>.



6) **Carries out**, before starting the internship (or on its very first phases), general training activities (lasting 4 hours) by UNIBG and specific training activities (of variable duration depending on the degree of risk of the job carried out) by the HO.²

Phase 2 - During the internship

- 1) The student periodically meets the CT to evaluate the progress of the internship and fill out the internship book. At the same time, the student updates his/her UT.

Phase 3 - End of the internship

- 1) The student meets the CT and the UT for a final comment on the internship and for the formalization of the final documentation (internship book and final report).
- 2) The student writes a report (maximum 5 pages) aimed at presenting the results of his internship experience. It is important that such report clearly describes the personal contribution given by the student as well as the personal and professional enrichment achieved. The report must be approved by the UT.
- 3) The student meets the SV to get the final validation of both the internship book and the report.
- 4) The student delivers the documentation to the Internship Office within two months of closing the internship.

Note for students whose internship is linked to their master degree thesis

Student thesis must not merely be the description of the activities carried out, but need to be enriched with theoretical/descriptive aspects of the field in which the internship experience took place. At this stage, the TS can ask for those additions that may be necessary to give to the thesis work the right form and substance. It is also important that it is clear what was the personal contribution of the student. Finally, it is essential the evaluation of the UT (who is also the TS) about the originality and the scientific validity of the thesis.

Specific internship opportunities for EDA students

On the Moodle page of the EDA Master's Degree Course, students can find a list of companies (with the relative UniBg contact) that have given a general willingness to welcome EDA students for internship activities. Further opportunities may be found by contacting Prof. Scotti (see the contact details below).

Contacts

Professor Davide Scotti	DSE contact person for internship and placement activities (supervisor)	davide.scotti@unibg.it
Professor Annamaria Bianchi	DSE contact person for the EMOS curriculum	annamaria.bianchi@unibg.it

² In the event that 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.



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N.B. for students: Prof. D. Scotti is the SV to be entered on ESSE3 for generic EDA students, while Prof. A. Bianchi is the SV to be entered for students of the EMOS curriculum.

Useful references

- **University internship guidelines**
https://www.unibg.it/sites/default/files/normativa/regolamento_per_tirocini_curricolari_0.pdf
- **Internships at the University of Bergamo**
<https://en.unibg.it/study/attendance/internships>
- **Internships: Master's degree program EDA**
<https://is-eda.unibg.it/en/opportunities/internships>