



## Handbook of Curricular Internships

### Master's Degree Course in ECONOMICS AND DATA ANALYSIS, curriculum EMOS

EMOS 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.

#### General Information

For EMOS students, the internship is a compulsory formative short-term work experience that offers meaningful, practical work related to a student's field on official statistics. This professional learning experience is usually offered to EMOS students by a national statistical institute (NSI) or a statistical department of a national central bank, other national statistical authority or international organization. In formally justified cases the internship could be substituted by a research project (report) on a topic relevant to official statistics. In such a case the NSI has to certify the research project as a relevant topic for official statistics.

The internship is part of the **thesis package**, that comprises a series of activities aimed at the training of students to the purposes of writing the thesis. As such, the internship is strictly related to the final dissertation and it is viewed as part of its preparation.

Main characteristics of the internship for the EMOS curriculum:

- framed as a curricular internship;
- compulsory;
- related to the final dissertation;
- corresponds to 6 credits with a duration of 400 hours;
- takes place normally at the host institution according to the training project;
- can be done outside the academic calendar;
- has a maximum duration of 6 months, including extensions.

Extra-curricular internships are also allowed within the EMOS curriculum. For these the general rules apply (see [Handbook of Curricular and Extra-curricular Internships. Master's Degree Course in Economics and Data Analysis](#)).

#### Figures involved

- **Promoter:** University of Bergamo (UniBg) through the Internship and/or Placement Offices.
- **Host Organization (HO):** organization at which the internship takes place. The HO must have entered into an internship agreement<sup>1</sup> with UniBg. Currently, UniBg has activated an internship agreement for EMOS students with Istat.

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<sup>1</sup> It is an act stipulated between UniBg and the HO that allows the latter to host students as interns.



- **Supervisor (SV)** UniBg professor who provides support to the student with the selection of the internship and the University Tutor / Thesis Supervisor.
- **University Tutor (UT) / Thesis Supervisor (TS):** These two figures do coincide and should be qualified / have experience on the topic of the internship. This is the UniBg professor/tutor selected by the student, eventually on the indication by the SV. The UT's tasks are as follows:
  - prior approval of the Individual Training Project (ITP) on ESSE3;
  - validation of the internship through the approval of its final documentation (i.e., internship book);
  - support the student during the course of the internship;
  - check the fulfillment of the internship's obligations and ascertain the activity carried out and the skills acquired;
  - supports the student in the writing of the final report.
- **Company tutor (CT):** person assigned by the HO to guide, support and assist the internship with achieving the internship goals. The CT is responsible for the definition and implementation of the ITP and keeps updated the internship records.

### 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 **selects** the internship through:
  - a) Istat website (<https://www.istat.it/it/amministrazione-trasparente/bandi-di-concorso/tirocini-formativi-curricolari>), where Istat publishes the internships' proposals towards the month of September every year. The SV is responsible for the coordination with Istat's Area Tirocini to inform students when the call comes out, discuss the possible choices with students, and provide support in the selection process.
  - b) Some possibilities for cross-border internships are being set up and will be advertised as soon as ready. Following the launch of the internship offers, specific indications will be provided to students by the SV.
- 2) Once the selected internship has been assigned to the student by Istat's Area Tirocini, the student, with the CT, **defines** the Individual Training Project (ITP) based on the internship proposal assigned.
- 3) The HO enters 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 UT, and **confirms** the ITP.
- 5) The student **awaits** the official prior approval from the UT and subsequent activation by the Internship office (this usually happens within one week of the UT's approval).

#### **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). The UT is responsible for the final validation of the internship book.



- 2) The student delivers the documentation to the Internship Office within two months of closing the internship.

For EMOS students, the internship is linked to their master degree thesis. In this respect, student thesis must not merely be the description of the activities carried out during the internship, but needs to be enriched with theoretical/descriptive aspects of the field in which the internship experience took place. At this stage, the UT 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 the personal contribution of the student is. Finally, it is essential the evaluation of the UT about the originality and the scientific validity of the thesis.

### Contacts

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N.B. for 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](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>