



## INTERNSHIP GUIDELINES

### Master Degree Course “ECONOMICS AND FINANCE” (EF)

starting from a.y. 2022/2023

*Last update:  
Nov. 16<sup>th</sup>, 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**;
    - *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

<p><b>Student</b></p> <p><i>Who is interested in the internship experience</i></p>	<p><b>Promoter</b></p> <p><i>The University of Bergamo (UniBG) through the Internship and Placement Office</i></p>	<p><b>HO - Host Organization</b></p> <p><i>Company/ organization at which the internship takes place. The HO must have an active internship agreement with UniBG</i></p>	<p><b>CT - Company Tutor</b></p> <p><i>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 (ITP)</i></p>
<p><b>SV - Supervisor</b></p> <p><i>UniBG professor responsible for the prior approval of the ITP and for the validation of the final internship book and report: currently, <b>Daniele Toninelli</b></i></p>	<p><b>Internship Office</b></p> <p><i>The office provides the final approval of the ITP within one week from the SV prior approval</i></p>	<p><b>UT - University Tutor</b></p> <p><i>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</i></p> <p><i>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.</i></p>	<p><b>TS - Thesis Supervisor</b></p> <p><i>It coincides with the UT when the internship is linked to the degree thesis</i></p>



## 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>.

- b) The student looks for internship **opportunities**.
- 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).
  - The students can contact an UniBG professor/tutor who has personal connections with companies/institutions.
  - 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](#).
  - Host institutions that have activated an internship agreement with UniBG can propose projects through the [ESSE3](#) help desk.
  - 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)<sup>1</sup>.

**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.*

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<sup>1</sup> 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 re-direct students' requests/doubts to an alternative area reference contact.

- Internship **Responsible (SV)** and **Statistical** area reference: [Daniele Toninelli \(daniele.toninelli@unibg.it\)](mailto:daniele.toninelli@unibg.it).
- **Economics** area reference: [Elena Manzoni \(elena.manzoni@unibg.it\)](mailto:elena.manzoni@unibg.it).
- **Mathematics** area reference: [Sebastiano Vitali \(sebastiano.vitali@unibg.it\)](mailto:sebastiano.vitali@unibg.it).
- Internship **University tutor** tirocini (Department of Economics): Rosa Pirozzi ([rosa.pirozzi@guest.unibg.it](mailto:rosa.pirozzi@guest.unibg.it)).
- UniBG **Internship Office**: [tirocini@unibg.it](mailto: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>).
- Web students' help desk "**ESSE3**" (<http://sportello.unibg.it/esse3/Home.do>).
- Web page "**Internship: EF Master degree program**": <https://ls-ef.unibg.it/en/opportunities/internships>.
- **EF Moodle** page: <https://elearning15.unibg.it/course/view.php?id=3177>.
- UniBG Internships **Regulation** ("Tirocini curriculari, extracurriculari e professionalizzanti"): [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).