

GUIDE TO COMPLETING THE DOCUMENTATION FOR ACTIVATING CURRICULAR INTERNSHIPS

From the academic year 2022-2023 , internships must be carried out **in person**.

Having filled in the application on the online platform, the documents necessary to activate the internship are:

- a) **declaration in lieu of affidavit** signed by the student
- b) **agreement** [N.B. always verify with the Economics Faculty Teaching Support Office - Internships whether or not the agreement exists. If it has already been stipulated and still valid, it is not necessary to proceed with the following instructions]. The agreement consists of 7 pages and must be **completed by the company, saved in PDF/A format, digitally signed by the legal representative in PAdES format⁽¹⁾ and sent by e-mail to the relevant Internship Office ⁽²⁾**;
- c) **receipt of the stamp duty refund**. The tax is due, except in the cases provided for by law, as per the agreement and the duty will be paid, **in an equal measure**, by the university and the host (the company) (**€16 each as per Presidential Decree 642/72**). It will be paid virtually ⁽³⁾ by the university as provided for by current legislation. The host (the company) shall be required to reimburse the amount due in the following ways:
 - if the host is a **public entity**, payment shall be made to the Università Politecnica delle Marche through bank GIRO transfer to the Single Treasury account No 0037301 at the Banca d'Italia as indicated in Article 11 of the agreement;
 - If the host is a **private company**, payment shall be made using the PagoPA system, by accessing the "[payment Portal](#)" in the footer of the University website www.univpm.it , and using the [voluntary payment](#) function⁽⁴⁾;
- d) **training project plan** to be downloaded, saved in PDF/A format ⁽¹⁾ and then sent to the host (the company) who will have it digitally signed by the legal representative in PAdES format and send it to the relevant Internship Office ⁽²⁾ .

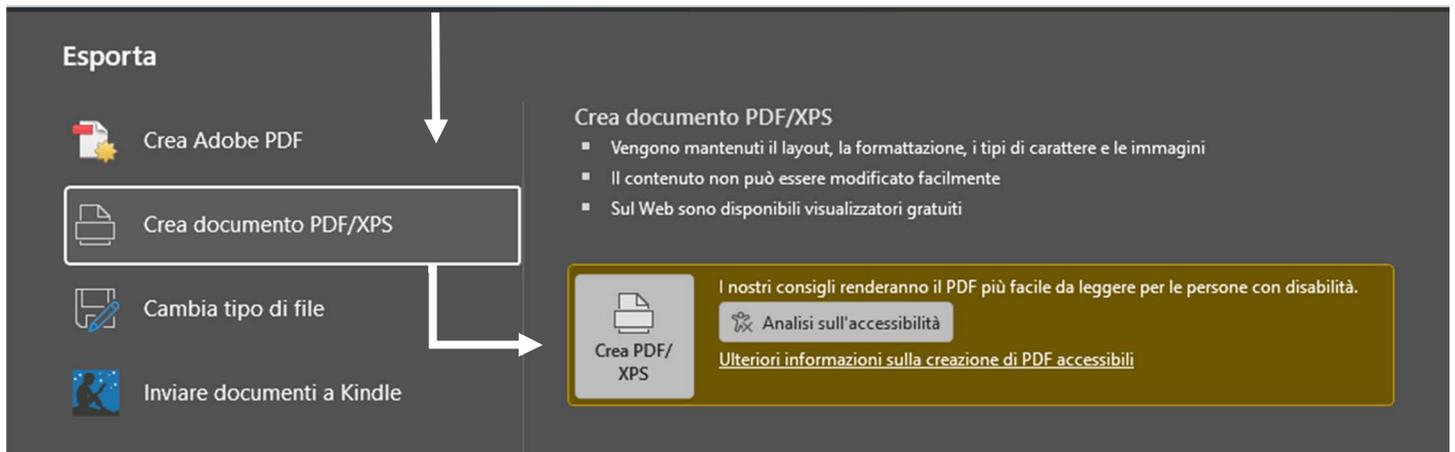
The documentation should be sent by e-mail, with a copy of the signatories' identity documents in a single e-mail at least 15 days before the start of the internship.

NOTES:

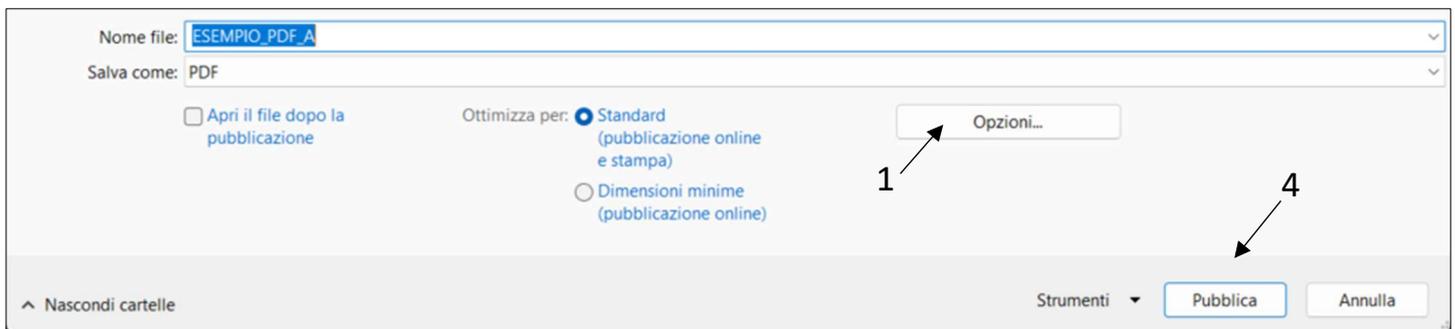
- (1) See the next page to create a PDF/A file from Word. **N.B. Unless otherwise notified and with prior approval from the Internship Office, paper agreements or files in formats other than PDF/A, or not digitally signed in PAdES format, will not be accepted. Finally, please note that the digitally signed PDF/A file MUST NOT BE MODIFIED AFTER SIGNING, otherwise the file will be invalidated.**
- (2) For traineeships for students enrolled in Degree courses in Ancona: tirocini.economia.an@univpm.it
For traineeships for students enrolled in Degree courses in San Benedetto del Tronto: tirocini.economia.sbt@univpm.it
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- (3) "Electronic stamps" (the current printed stamps) must not be purchased or submitted, nor should such stamps be applied to paper copies of the agreement. If paper copies were to be allowed, the stamp duty would also be paid virtually, as specified in the specific note in the text. The amount of stamp duty to be paid in such a case would double because the agreement would have to be produced, completed and signed in two identical paper copies of seven pages each (for each copy, the amount of the stamp duty due is €16 for every 4 pages as governed as per Presidential Decree 642/72).
- (4) Enter the details of the host (the company) responsible for providing the reimbursement (regardless of who actually makes the payment);
In the "reason for payment" drop-down menu , select "contract stamp duty reimbursement";
As "reference" insert "Internship agreement between company (give name) and UNIVPM – Faculty of Economics".
To print the payment receipt on PagoPA, go back to the "payment Portal" after making the payment and use the "Download receipt" function

Create a PDF/A from a Word document

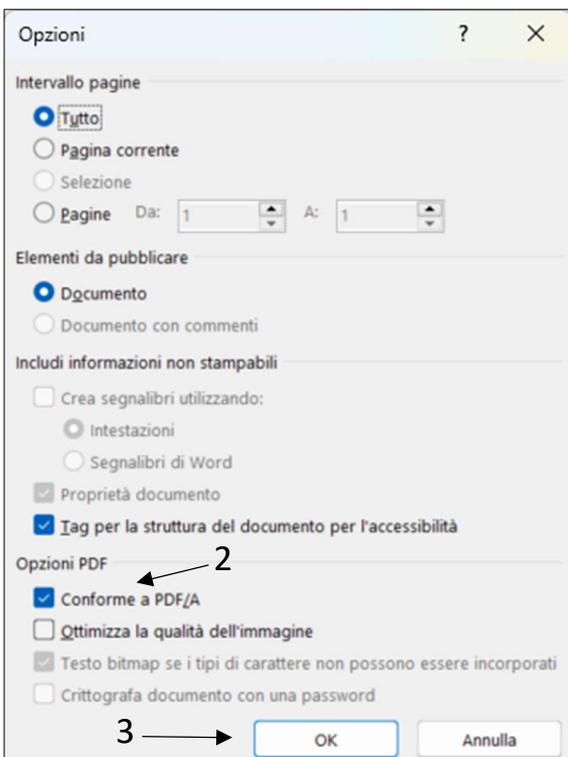
- A. GO TO THE "FILE" MENU AND SELECT "EXPORT"
- B. SELECT "CREATE PDF/XPS DOCUMENT" AND CLICK ON THE "CREATE PDF/XPS" BUTTON



- C. IN THE DIALOG BOX NAME THE FILE AND CLICK ON "OPTIONS" (1)



- D. IN THE NEW WINDOW, TICK "PDF/A COMPLIANT" (2). THEN CLICK "OK" (3) WHEN YOU RETURN TO THE PREVIOUS WINDOW, CLICK ON "PUBLISH" (4)



- E. A PDF/A FILE IS THEN CREATED, RECOGNISABLE BY THE BLUE RIBBON AT THE TOP OF THE DOCUMENT

