

# Training placements and orientation regulations for the Faculty of Economics "Giorgio Fuà"

(approved by the Faculty Board on 23/1/2020 and subsequent modifications and additions; last amendment approved by the Faculty Board on 19/7/2023)

## Art. 1 - Definition of training placements and orientation

Placements, hereinafter referred to as traineeships, are regulated by Law No 196/97 (art. 18) and the subsequent implementing decree of the Ministry of Labour and Social Security in agreement with the Ministry of Education and MURST (Ministry of University and Scientific and Technological Research) No 142 dated 25/03/1998. This legislation defines all the aspects related to the activation of a traineeship, highlighting that its aim is to create a moment of alternation between study and work. Its purpose is also to promote a more direct knowledge of the world of work by acquiring more professional and practical skills.

## Art. 2 – Purpose of traineeships

The traineeship is a first approach for the student to a company and is a useful complement to the students' curricular training. The objective is to prepare students to understand the logic of the world of work and apply the knowledge, methodologies, skills acquired in university learning activities. For this purpose, the activity of each student will be guided and verified by a company manager at the host facility and an academic tutor appointed from among the faculty's teaching staff.

The traineeship will be awarded the credits provided in the course details.

The traineeship requires three subjects to meet: *The University (promoting entity), the company/organisation (host) and the student (trainee).*

*The traineeship can be carried out either in external private or public structures (companies, organisations, etc.) affiliated with the Faculty as well as in structures within the University. The internship cannot be activated at a facility where there are familial ties within the 4th degree between the intern and the owners of the host facility or the company supervisor who evaluates the intern's performance.*

## Art. 3 - Standards common to all courses

To gain the relative credits, the internship must be in the student's Study Plan.

Every student may include only one internship (one in the three-year period and one in the master course) in their study plan regardless of the number of credits attributed to the internship. If the course's academic system foresees a compulsory internship, the student will not be able to include an additional period of internship among their elective activities.

The internship of the Master's degree/Specialisation, as a rule, must be carried out in a company other than the one where a possible internship of the Bachelor's course was carried out.

The **working student** can do their internship in the company where they are working, provided that it is outside working hours. The training project should not

concern the work routine but should include different activities aimed at enhancing some topics or increasing the student's knowledge.

#### Art. 4 - Necessary requirements

The following requirements must be met when applying for an internship.

To apply for an internship, the student must:

##### ***Bachelor's degree courses***

- be enrolled in the 3rd year of the course;
- have acquired at least 80 credits of the 180 required credits;
- have the internship in their study plan;

##### ***Master's degree courses (D.M. 270/2004)***

- be enrolled in the course year the internship is planned for;
- have acquired at least 30 credits of the 120 required in the Master's degree course, if the internship is in the 2nd year of the course;

##### ***Specialised degree courses DM 509/99)***

- be enrolled in the 2nd year of the course;
- have acquired at least 40 credits of the 120 required in the Master's degree course (excluding the 180 credits of the Bachelor's degree).

#### Art. 5 - Attendance and duration

Attendance is compulsory and must be attested by the final certificate, available online, issued by the host company which certifies both the actual internship period (total hours) and that the activity carried out corresponds to the project approved by the Faculty.

The duration of a 10-credit internship is 250 hours (25 hours for each University Credit), the 9-credit internship is 225 hours, the 6-credit internship is 150 hours and the 5-credit internship is 125 hours.

Hours may never be less than expected but may be more - up to a maximum of 10% of the total hours - only if the training project has not been completed.

*The period spent at companies/organisations may involve only the internship, only the preparation of the final exam, or include both the internship and the preparation of the final exam. In the latter case, the amount of time is calculated on the basis of the university credits provided for in the Course Regulations, respectively for the internship and the final test.*

#### Art. 6 – Submitting an application for internships

Students wishing to do the internship must apply using the computerised procedure available on the Faculty website at one of the following times each year:

10th October -10th November

10th January- 28th February

10th June - 10th July

To apply, applicants must fill in a form indicating personal details and examinations taken. On the application form, the student must declare their position regarding the

internship and the company where they will be doing it, taking responsibility for their declarations.

This Article shall also apply to an application for an internship submitted by those wishing to propose a company/organisation for their internship.

#### Art. 7- Internship Procedure

Taking into account the applications submitted (order of arrival and number of credits acquired by the student at the time of application) and after checking any proposals made by the student, the Economics Faculty Teaching Support Office – Internships will search for availability from companies/institutions until all internship applications received have been covered.

When the student accepts, the Economics Faculty Teaching Support Office - Internships will definitively assign them to the company/organisation. If the student does not accept, they must personally find the company/organisation to carry out their internship.

Once the company for the internship has been identified, the following steps are to be taken:

#### ***entering into agreement***

to activate the internship it is necessary to make an agreement with the company, if one is not already in place. Before proceeding with the activation of a new agreement, it is good practice to consult the Economics Faculty Teaching Support Office – Internships, in charge of managing internships, to verify whether an internship agreement already exists or whether one needs to be set up. If there is no agreement, the agreement form on the Faculty web page ([Didactics – Internships](#)) must be downloaded and sent to the company/public organisation which will then complete the relevant parts, save it as PDF/A and then digitally sign it according to the PAdES standard. The agreement, drawn up in a single copy, and the receipt of the payment of the stamp duty (paid virtually, according to the instructions published on the same page) must be sent to the Economics Faculty Teaching Support Office - Internships ([tirocini.economia.an@univpm.it](mailto:tirocini.economia.an@univpm.it); [tirocini.economia.sbt@univpm.it](mailto:tirocini.economia.sbt@univpm.it)).

#### ***training project***

The training project, agreed upon with the company/organisation that will host the student, containing all the required information (personal information of the student, name of the host company, location of the internship, access times to the premises, etc.), must first be approved by the academic tutor, then saved in PDF/A format and finally digitally signed in PAdES format by the host company.

Once the Economics Faculty Teaching Support Office – Internships has received all the documentation, it will activate the administrative procedure related to the start of the internship.

The internship must be carried out in the period stated in the training project plan. Any variation of this period must be justified and the Office must be notified by letter or fax at least ten days prior to the period modification date.

### ***Internship notifications***

Before the internship starts, a copy of the agreement and of the training project plan for every internship shall be sent by certified email to the host and to the following offices: Ministry of Labour and Social Policy (the reference office depends on the territorial competence of where the company/organisation is located), Training Office of the Region, Company Union representatives.

### **Art. 8- Start of Internship**

The internship may not begin before the administrative procedure referred to in art. 7 has been completed and it must comply with the following rules of the Course the student is enrolled in:

#### ***Bachelor's degree course***

The internship must not start earlier than the beginning of the second semester of lessons in the third year of the course.

#### ***Master's degree (D.M. 270/2004) and Specialisation course (D.M. 509/99)***

The internship planned for the first year of the course must not start before the beginning of the second semester of the first year's lessons.

The internship planned for the second year of the course must not start before the beginning of the second semester of the second year's lessons.

### **Art. 9 - Academic Tutor**

The Academic Tutor is a tenured, contract or substitute professor of the relevant course of the student assigned to the internship.

They approve the training project and provide ongoing support to the student during the course of the internship, evaluating the outcome in relation to the planned training objectives at the end of the internship. The support activity of the academic tutor is also carried out through an online questionnaire which the trainee must complete halfway through the internship period. The system shall send a report to the relevant Office and to the academic tutor if the assessment of the internship period is negative.

### **Art. 10 - Company supervisor**

The company supervisor will be indicated by the host organisation and has the task of following the student on site, verifying their presence and activity at the host organisation, based on the training project approved by the Academic Tutor/Chairperson of the Internship Commission.

### **Art. 11 - Conclusion of the internship, didactic evaluation of the activity carried out and university credits**

At the end of the internship the student will have to:

- go back into the online procedure and have the document [End of Internship CERTIFICATE] completed with the final evaluation by the host

company/organisation, save it in PDF/A and have it digitally signed in PAdES format. The copy must be sent to the Economics Faculty Teaching and Support Office - Internships. After viewing it, this office will send the document to the student and in copy to the academic tutor.

- prepare a final internship report, signed by the student, explaining the activity carried out on the internship. The trainee and the host company will evaluate the activity through questionnaires provided in the online internship procedure.

On the exam/internship dates provided, the student will register their internship by sending the Chairperson of the Internship Committee of the relevant Course the CERTIFICATE- form reviewed at the end of the internship by the Economics Faculty Teaching Support Office - Internships and their report on the internship.