

Procedure for obtaining credits for internship activities from A.Y. 2022-2023

(approved by the Faculty Board on 18/03/2010 and 09/12/2010 and all subsequent amendments and modifications)

1. The online application can be completed exclusively in the following periods:

- **Period I: from 10th October to 10th November**
- **Period II: from 10th January to 28th February**
- **Period III: from 10th June to 10th July**

After these deadlines the procedure is closed and **an internship can not be activated.**

To access the procedure, log into the Personal Area (username and password).

2. In this phase, the student must only complete the Application and the Declaration in lieu of affidavit. The training project plan can only be filled in once the window for applications has closed. The system will automatically complete the first part of the *Training Project plan*. *The remaining part of the project plan will be completed in agreement with the company identified.*

At the end of the period, the applications will be considered by the Internship Office.

3. If the student:

- **indicates the company** – they should go to the Internship Office after the deadline to check if the indicated company has an agreement in place and ask for the reference details of this agreement. 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 in PAdES format. The agreement and the stamp duty receipt, paid virtually, according to the instructions published on the same page, must be sent to the relative Internship Office (tirocini.economia.an@univpm.it; tirocini.economia.sbt@univpm.it).

- **does not indicate the company** – after the deadline, the student should contact the Internship Office for help in choosing the company and to agree on the project and timing.

- **for any clarification or any urgent requirement, the student can go to/contact the Internship Office.**

4. After having chosen the company and obtained all the necessary documentation, the student must fill in the online **training project plan, taking into account that the internship will start no earlier than 30 days from the date of first access to the “training project” platform. Once completed, the training project plan must be approved by the Academic Tutor. The student will be able to verify the teacher’s approval through the procedure.**

HOURS MUST BE COUNTED CAREFULLY: they must never be fewer than the required number but may be in excess- up to a maximum of 10% of the total hours - only if the training project goals have not been completed.

•After the project has been approved, the student must email the Internship Office the signatories’ identity documents along with a signed declaration in lieu of affidavit, the training project plan and any agreement, if not active, saved in PDF/A format and digitally signed by the host company/organisation in PAdES format, so they can be signed by the promoting entity (Dean of the Faculty of Economics “Giorgio Fuà”).

The student will start their internship as per the training project unless otherwise advised.

- **PLEASE NOTE: All documents must be sent at least 15 days prior to the scheduled start of the internship.**

- **IT IS VERY IMPORTANT TO ADHERE TO THE HOURS DECLARED IN THE TRAINING PROJECT DURING THE INTERNSHIP. Any extensions, suspensions or changes to timetable must be notified in good time to the relevant office by means of a digitally signed letter from the host company/organisation, stating the original date of the project and the change requested, stating the motivation for the changes.. In the absence of such notifications, the internship period indicated in the training project plan will be deemed authorised.**

5. Halfway through the internship, the student will receive an invitation (by e-mail) to complete a questionnaire in which they will have to express an opinion on the activity carried out up to that point. Failure to complete the questionnaire precludes further completion of subsequent forms.

6. At the end of the internship the student will have the final certificate digitally signed by the host company/organisation.

7. The student will send the certificate by e-mail to the Internship Office **at least 15 days before the date of the examination.**

Once the certificate has been checked, the Office will inform the students by email with the teacher(s) chairperson of the examination board in cc.

8. Finally, in order to proceed with the marks registration, the student should prepare a short report on their internship-(1 page), sign it and send it to the Chairperson of the Commission on the day of the examination.