TRAINING AND ORIENTATION INTERNSHIP REGULATION

Approved by the Department Council on 19 February 2014 and modified by a resolution of the Department Council on 18 November 2020
Art. 1 - Definition and purpose

1. Internships are professionalizing learning experiences relevant to the curriculum studied by students enrolled in the bachelor and master degree courses of the Department of Economics and Management.

2. By giving students the opportunity to participate actively in the world of work and careers, internships aim to offer direct experience of and enrich concepts acquired during university studies whilst also orientating graduates towards their future career choices.

3. The activation of an internship is based on an agreement between the University and the host organization and on an individual internship project.

4. The carrying out an “internal” internship is also possible. This type of internship is a training activity relevant to the course of study, which can take place at the university’s laboratories or academic and administrative facilities.

5. Internships are time defined and are carried out at companies, institutions, administrative departments, organizations or, in case of an internal internship, at the University of Trento.

Art. 2 – Criteria and limits to the recognition of activities regarded as equivalent

1. The internship can be undertaken at companies or professional offices managed or owned by relatives within the third degree, prior to authorization from the Department’s Delegate and provided that the student will prepare a thesis on a subject related to the internship and that the company tutor is not a relative within the third degree.

2. Other professional activities can be acknowledged as equivalent to the internship by the Department Delegate, for example:
   a) activities undertaken within youth entrepreneurship projects suggested by the university tutor;
   b) internships abroad within Community programmes;
c) activities as working students, which can be accepted as equivalent to the internship by the Department Delegate, only if consistent with the course of study and eventually in respect of the Delegate’s terms and conditions;
d) social voluntary Service activities at the approved National Social Service institutions; such activities can be accepted as equivalent to the internship by the Department Delegate, only if consistent with the course of study.

3. As regards the Bachelor and Master degree, participation in teaching innovation or research projects carried out at the University of Trento’s Departments and Laboratories can be accepted as equivalent to the internship, on the condition that they are supervised by the professor who is in charge of the project.

Art. 3 - Duration and possible interruption

1. The Bachelor and Master degrees’ respective regulations set out the conditions of compulsory internships and the recognition of credits.

2. The duration of the internship ranges from a minimum of 8 weeks to a maximum of 6 months, and include the period for the drafting the final report. If a Bachelor degree student chooses the internship report as the subject for his thesis, the internship must last at least 4 months. If a Master degree assigns less than 3 credits (CFU) for the internship, the minimum duration is reduced to 4 weeks.

3. The start and finish dates, possible interruptions and the internship time schedules are set out and mutually agreed by the student and the host organization. In any case, the hours of attendance must not be less than 20 hours per week and absences must not exceed 20% of the scheduled number of hours.

4. If the host organization fails to respect the agreements and/or the internship project, the University of Trento retains the right to prematurely bring the internship to an end. In this situation, the host organization will be notified of the reason for the interruption of the internship.

5. If the intern does not meet attendance requirements and does not commit to reach the goals that are established in the project of internship, the Department
Delegate for internships, after consulting the host organization, can cancel the internship. The student can still appeal to the Department Council.

Art. 4 – Requirements and beginning of the internship activity

1. As far as Bachelor degree courses are concerned, students must have obtained at least 84 credits (CFU) to begin the internship. Students enrolled in Master degree courses can start the internship on the terms laid down by the didactic regulations. Requests for justified exceptions to this requirement must be addressed to the Department’s Delegate for internships. Exceptions will not be allowed for more than 12 credits.

2. Students must follow the procedure set down by the Job Guidance Office of the University of Trento in order to start the internship. Legal provisions and the curricular internship regulation must be observed.

3. Students must follow the procedure indicated by the web page “Internships” of their own course of study website in order to start the internal internships.

Art. 5 – Selection of the host organizations

1. Italian and foreign host organizations must explicitly express their willingness to host the intern. The organization’s intention to host the intern is put into practice by joining the internship’s programme, in line with what is stated by the Job Guidance Office’s procedure.

2. By filling in a specific form, the student can choose a host organization among those that have submitted their internship offer to the Job Guidance Office.

3. If the student independently identifies a host organization, which has not already signed the agreement with the University, the Department’s Delegate must assess the project of internship favourably, following the approval of the university tutor.
Art. 6 – Relationship between intern and host organization

1. The training and orientation internship does not imply any type of employment relationship with the host organization.
2. The intern must comply with what has been agreed in the individual project of internship, he/she must respect disciplinary regulations, organizational, safety and hygiene rules.
3. During and after the internship, the intern must guarantee the confidentiality of data, information and findings regarding production processes and products which might have been acquired during the internship. The intern is also required to ask the host organization for permission to write reports for third parties.
4. If the host organization has its own code of conduct or internal regulation, the intern must comply with it.

Art. 7 – Tutorship

1. The Department of Economy and Management ensures the presence of a university tutor as an educational supervisor of the activities of each internship. His duty is to approve the internship programme of activities that the student has agreed with the host organization (he can get in touch with the company tutor if necessary), to set the training and orientation targets, to monitor the development of the ongoing internship, to make sure the project content and purpose are respected both towards the host organization and the Department, and to check the effectiveness of the experience, also by countersigning the final report.
2. The university tutor can be identified by the student if the tutor has declared his/her availability. The Department’s Delegate can offer guidance on how to identify a university tutor should the student fail to do so independently.
3. The following individuals can be university tutors:
a) professors and researchers of the Department of Economics and Management or, in case of special internship projects, of other University Departments;

b) teaching assistants and contract lecturers of the Department of Economics and Management;

c) third-year PhD students and postgraduates, provided that their research activity mainly takes place at the University of Trento’s academic facilities.

4. The University tutor’s tasks are part of the Department Directorate’s annual overall assessment of workloads.

5. The host organization identifies a company tutor, who acts as contact person for the University inside the company for all aspects of the internship. The company tutor is in charge of the student’s integration in the company, he/she makes sure the student undertakes the activities laid down in the programme and he/she participates in the assessment of the intern. The company tutor interacts with the University tutor, even remotely, and he must complete an assessment form when the internships ends.

Art. 8 – Final report and evaluation of the internship

1. At the end of the internship, the student must draft a report, which has to include the following topics:

   a) presentation of the host organisation: carried out activities, field of operation, offered products and services;

   b) review of the working experience both from an organisational and practical point of view; in the case of a Master degree internship, the student should especially focus on the points of critical analysis;

   c) reference to the goals laid down in the project of internship and assessment of their degree of achievement;

   d) final thoughts on the experience: assessment of training and relational achievements; assessment of the student’s own university competences in
comparison with the required professional skills; satisfaction in terms of expectations and outcomes.

2. If the student’s final exam (degree thesis) focuses on the internship experience, it will be assessed as established by the degree courses regulations.

3. The student must follow the procedures laid out by the Job Guidance Office to have his/her curricular internship recognized. In case of an internal internship, the student must follow the procedure indicated by the web page “Internships” of his/her own course of study website.

4. On the basis of the paperwork submitted to the Job Guidance Office and after the university tutor’s approval of the internship, the Department’s Delegate registers the educational credits (CFU) related to the internship. If the internship is negatively assessed or if it is prematurely interrupted, the Department’s Delegate can choose to request to the student to complete a new training experience.

**Art. 9 – Department’s Delegate for internships**

1. The Department of Economics and Management Council appoints one or more Delegates for internships, these appointments last three years.