INTERNSHIP GUIDELINES

Master Degree Course "ECONOMICS AND DATA ANALYSIS" (EDA)

effective from a.y. 2023/2024

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:

EDA students can choose between **two** internship **types**: curricular and extra-curricular.

1. **Curricular** internship. It is addressed to EDA 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 & duration
   - the curricular internship lasts **150 hours**.
     - *only internships linked to the degree thesis can last more than 150 hours: the maximum duration is 600 hours (extensions included);*
   - 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) EDA students who cannot link the internship to university credits due to their study plan.

b) EDA **graduates**, within 12 months from the graduation.

Features & duration

- the extra-curricular internship lasts **2 to 12 months** (extensions included);

- 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

Student	Company Tutor	Academic Tutor	Supervisor	Internship office
The intern	*Intern contact person in the company where the internship takes place. There should be an active internship agreement with UniBG*	*For information and logistic support to the intern*	*UniBG professor (or thesis supervisor) responsible for the prior approval of the ITP and for the validation of the final internship report*	*For technical information and University regulations*

STEPS

1) Preliminary phase

a) Interested students are invited to carefully read this 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 is required to coordinate with the host company/organisation in advance about the timing and modalities of the internship.

2) Choice and activation

a) The student looks for internship **opportunities**:

- evaluating available positions here [ESSE3](#)(Menu/ Internships and Opportunities);

- through personal contacts (to be assessed, beforehand, with the academic tutor or the supervisor);

- internship opportunities reserved to EDA students are available on the [EDA Moodle page](#): companies that expressed their willingness to welcome EDA students are listed (with their UniBG reference persons);

- contacting the academic tutor ([rosa.pirozzi@guest.unibg.it](#)) or the supervisor ([daniele.toninelli@unibg.it](#)).

b) The student **gets in touch** with the company/organization and defines timing and implementation of the internship.

c) If the company/organization does not have an **agreement** with the university, it must register through the [ESSE3](#) Internet desk, filling in the agreement form on the basis of the instructions published on the "Internship" web page.

- Supporting video tutorials are available in https://www.unibg.it/terza-missione/collaborazioni-enti-e-imprese/tirocinio.

d) The student defines the internship **project** in detail with the company tutor and discusses it with the supervisor (or with the thesis supervisor, in the case of a curricular internship aimed at writing a thesis and without CFUs).

- If the internship is linked to a thesis, the student should list writing the thesis among the project objectives.

e) The company/organization **enters** all the details concerning the Internship project on the [ESSE3](#) help desk, also providing the student ID (matricola).

- Guide to fill the form: https://dse.unibg.it/sites/dip8/files/tirocini_istruzioniinserimentoprogetto_dse.pdf.

f) By accessing the [ESSE3](#) help desk, the student:

- checks the information and the content of the internship project;

- enters the name of the supervisor;

- **confirms** the internship project.

g) The supervisor receives an automatic request of approval. The student waits for the official **approval** by the supervisor and for the subsequent activation by the Internship office (usually obtained within one week from the supervisor's approval).

h) Before starting the internship (or on its very first phases), the student has to carry out general security **training activities** (lasting 4 hours) made available

by UniBG and specific training activities proposed by the company/organization (they are of variable duration, depending upon the degree of risk of the job carried out)[1].

Note: *It is not necessary anymore to provide the paper version of the project.*

3) Carrying out

The student is responsible for periodically updating the internship book, detailing the activities carried out and the respective dates/timetables.

The student meets periodically with the company tutor and the academic tutor (during office hours) or with the supervisor (in the case of a curricular work placement without CFUs linked to the writing of a thesis) for a periodic evaluation of the experience, as defined in the project.

4) Closing

a) The student meets the company tutor and the university tutor for a final comment on the internship and for filling (and signing) the **internship book** with the **final reports**.

b) The student sends to the supervisor the final documentation (internship book and report), in order to get the **final validation**.

c) The student, through the student helpdesk, **delivers** the final documentation to the Internship Office within two months from the end of the internship.

Important notes:

- **Previous activities or work experiences** cannot be considered valid and/or recognized as internship activities nor they can provide university credits.

- 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 thesis supervisor 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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[1] 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.

o *The thesis supervisor, who is also the internship Supervisor, evaluates the originality and the scientific validity of the thesis.*

CONTACTS & LINKS

Reference persons

For any doubt, please contact the following persons in the Department of Economics, according to their specific competences:

- **Academic tutor**: **Rosa Pirozzi**
    - o For general information on internship activities, for support in finding a host company/organization, for regular reports on internship activities, …;
    - o Weekly **reception** timetable: https://tinyurl.com/tutor-tirocini-DSE;
    - o email: rosa.pirozzi@guest.unibg.it.

- **Supervisor**: **Daniele Toninelli**
    - o For approval of internship project (or advice on it), for reporting special problems, for final approval of the internship book…;
    - o Weekly **office hour** timetable: https://didattica-rubrica.unibg.it/ugov/person/1582;
    - o email: daniele.toninelli@unibg.it.

- **Internship Office** UniBG:
    - o For technical support (also for company agreement with UniBG) and for any information related to University or regional internship rules;
    - o email (for companies): tirocini@unibg.it;
    - o *help desk* (for students): https://helpdesk.unibg.it/helpdesksegrestud/;
    - o contact person for the Department of Economics: **Sofia Frigato** (email: sofia.frigato@unibg.it).

Useful Links

- **EDA Moodle page** EDA Moodle page
- Weekly **office hour** timetable:
    - Academic tutor (Rosa Pirozzi): https://tinyurl.com/tutor-tirocini-DSE;
    - Supervisor (Daniele Toninelli): https://didattica-rubrica.unibg.it/ugov/person/1582.
- **For students**:
    - Help desk: https://helpdesk.unibg.it/helpdesksegrestud/.
- **For companies / organizations**: how to activate an agreement with UniBG
    - Video tutorial for activating an agreement: "for companies" section https://www.unibg.it/terza-missione/collaborazioni-enti-e-imprese/tirocinio.
    - Step-by-step guide for project entry: https://dse.unibg.it/sites/dip8/files/tirocini_istruzioniinserimentoprogetto_dse.pdf.
- UniBG internship **regulations** "Tirocini curriculari, extracurriculari e professionalizzanti": https://www.unibg.it/sites/default/files/normativa/regolamento_per_tirocini_curriculari_0.pdf.
- Web page "University curricular and extra-curricular **internship guidelines**": https://en.unibg.it/study/attendance/internships
- Students **help desk ESSE3**: http://sportello.unibg.it/esse3/Home.do.