

Curriculum Internship Handbook

The Curriculum Internship is disciplined by the University Regulations for the Internship and Placements (issued by DR No. 1655/2014 of 12.11.2014 - published in BU No. 218 of 17.11.2014).

It is aimed at students who have to complete a period of professional training in order to acquire the credits (ECTS) provided in the study plan of the course.

Please note: The internship cannot be carried out in a facility where the owner, the partner or the manager in charge is a member of the family or have relative affiliations within the 2nd degree with the applicant student.

The regulations described below are valid for internships held in a company or inside Unibo, both in Italian and foreign locations.

1. Duration of curricular internships
2. What to do in order to carry out the internship
3. Application submission schedule and internships activation
4. What to do during the internship period
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1. Duration of curricular internships

The length of the internship depends on the number of CFUs (ECTS) assigned to the training activity in the degree course curriculum. As per regulations, the duration is 25 hours * n. CFU.

The real duration may vary by 20% more than the nominal duration if specifically requested by the trainee and the host organization.

The length of the internship depends on the degree in which the student is enrolled:

<http://www.engineeringarchitecture.unibo.it/en/programmes/degree-programmes/study-plan/2017/8769>

<http://www.engineeringarchitecture.unibo.it/en/programmes/degree-programmes/study-plan/2017/9234>

<http://www.engineeringarchitecture.unibo.it/en/programmes/degree-programmes/study-plan/2017/0949>

<http://www.engineeringarchitecture.unibo.it/en/programmes/degree-programmes/study-plan/2017/8771>

For degree running under previous regulations, please contact the Teaching Secretariat.

2. What to do in order to carry out the internship

- a) To regularly enroll in the course year in which the internship is provided in the teaching plan;
- b) To complete the e-learning training on health and safety in workplaces dedicated to students of the University of Bologna (see point 8);
- c) To agree with a professor of the degree an internal internship in one of the university labs (case 1) or in a company (case 2) or choose a company autonomously (Case 3) or dissertation-related internship (Case 3).

Case 1

Internal internship.

The student identifies the academic tutor (a professor).

The academic tutor, after agreeing with the student on the internship activities and place (e.g. Hangar or Tecnopolo), creates the internship offer 'ad personam' by completing the "Internal internship offer" form in editable .pdf format (it can be found in the annexes on the curriculum page of the School website). This form must be sent:

- by the professor as the academic tutor, or, in agreement with the professor

- by the student, putting in Cc, the academic tutor

only by e-mail to the Internship and Placement Office (accf.forli.tirociniplacement@unibo.it) and not delivered in paper form.

The Internship and Placement Office approves the offer and thus it becomes visible to the student.

The student must access the **online placement service** using his/her institutional credentials and apply for it (see points g - h). When submitting the application, the student must enter the credits related to the internship and the hours planned in the 'notes' field.

Case 2

Internship in a company

Once the company has been agreed with the academic tutor, the student can contact it, verify the availability to accept him/her as a trainee, and, once the internship program has been agreed, he/she will have to ask the company to publish an internship offer "ad personam" inside [the online placement service](#), addressed to the student himself (by entering his tax code).

Afterwards, the student must access [the online placement service](#) using his/her institutional credentials and apply following the appropriate procedure by entering the name of the professor (academic tutor) with whom he/she has agreed on the internship (see points from d to h). When submitting your application, enter the credits related to the internship and the hours you have planned in the 'note' field.

Case 3

Internship or dissertation-related internship in a company chosen autonomously



In your home page of the online platform you will be able to see:

- list of companies/institutions holding an agreement with Unibo;
- the list of curriculum internships offered by the institutions holding an agreement with Unibo; once the offer is identified, the student can apply following the online service instructions;
- If the student wants to carry out the internship in a facility that does not hold an agreement with Unibo, please see point 6.


Once the company/facility is identified, the student can contact it, verify the availability to accept him/her as a trainee, and, once the internship program has been agreed, he/she will have to ask the company to publish an internship offer "ad personam" inside [the online placement service](#), addressed to the student himself (by entering his tax code).

Afterwards, the student must access [the online placement service](#) using his/her institutional credentials and apply by following the appropriate procedure and entering the name of the academic tutor (see points from point d to h). When submitting your application, enter the credits related to the internship and the hours you have planned in the 'note' field.


d) Verify acceptance by the company/facility

The company tutor receives applications from the students, and can accept or not the internship application [on the online platform](#) (semaphore ) by completing the internship program. The Office, once checked the program correctness, will declare the request has been verified (semaphore ).

e) Select the academic tutor

On the online application the student must indicate the name of the academic tutor whom he/she agreed the internship with. After the acceptance by the company, the academic tutor will receive an email from the online platform and will approve/modify the training objectives of the internship and the activities to be carried out in the company (semaphore ).

f) Verify the approval of the internship

Every first Monday of the month, the Internship Committee will approve the internship requests already accepted by the academic tutors, thus authorizing the start of the activities at the agreed facility (semaphore ). In case of non-approval, the Internship Committee will contact the student.

g) Upload the internship program

After the approval, the student will have to download the internship program autonomously, get the signature of the host company's contact person before the beginning of the internship and upload the program and the identity document of the business contact person. The internship program can be downloaded directly from the home page or by entering the details of your request.

In the case of internal internships you are not required to upload the contact person's identity card.

h) Print the attendance book

Only after the Internship Committee has validated the uploaded documents, the student will be able to download and print the attendance book and then start the internship.

N.B. : You cannot start the internship without printing the "Attendance Book"

3. Timing of application submission and activation of internships

Students can apply for internships, using the online platform, throughout the year. The internships will be activated after the request is approved by the competent committee that meets on a monthly basis.

Even though agreements have already been made with the host institution, the internship may not start before the Internship Committee approval and the printing of the attendance book. Without this latter document, the student is not covered by the university insurance.

It is essential to submit your internship application well in advance of the Internship Committee to ensure that your internship is activated in your expected times.

The Internship Committee gathers generally on a monthly basis (except in August), usually on the first Monday of the month.

Please Note! In the event that the company does not already hold an agreement with Unibo, the agreement timing and the internship approval may take up to 60 days.

4. What to do during the internship period

The student begins his/her internship at the host company or internally at Unibo and has the academic tutor as a contact person for any difficulties.

Obligations of the trainee:

- every day the student carries out activities, he/she must report the number of hours spent and the tasks performed in the attendance book and have the box signed by the company's contact person;
- he/she has to monitor the hours spent in order to carry out the hours allowed (max 8 hours a day);
- **the internship must be continuous**: in the case of a prolonged absence, the student must notify the Internship and Placement Office that will inform the Internship Committee in charge of evaluating the possibility of internship interruption;
- if the student has to leave his/her office for reasons related to the internship, it is necessary that at least a day before his company contact person sends an email to the Internship and Placement Office specifying the date, time, reason for the trip and accompanying person (normally, **in fact, the trainee cannot leave because it is not covered by the insurance**).

5. What to do at the end of the internship

At the end of the internship the student must:

- **Upload the Attendance book on the online platform after checking all the required signatures and stamp in the form;**
- **Write and upload the final report (see instructions for drafting);**
- **Complete the final online questionnaire**

Please draft the report on the activity carried out according to these instructions:

- *Create the front page without any logos of the University of Bologna;*
- *Insert the index*

- *Start with a description of the company or structure of the University where you carried out the internship and the type of activities run;*
- *Subsequently, briefly describe the purpose of the internship and the activities in which the trainee has been involved: These can be briefly described in several paragraphs by adding, where necessary, formulas, photos or drawings;*
- *In the conclusions illustrate how much you learned during the internship and what was important for the trainee.*
- *The report must not be particularly long, typically between 10 and 15 pages, and should not be bound, but simply stapled.*

The Internship and Placement Office, after checking the documents uploaded into the online platform and validated by the academic tutor, sends the Internship Committee the documents for its registration.

6. Agreement

The student or the company requests the activation of the agreement procedure. The Internship and Placement Office send the registration instructions to the company via email. The company completes the registration on the online platform. The Internship Committee examines the requests once a month. In case of approval, the office sends the agreement to the company by mail, which must be returned signed, stamped in double copy.

Please note: The timing for the agreement conclusion depends on the company response time companies and on the scheduled dates of the Internship Commission.

7. Recognition in lieu of an internship

Work activities may be compared to the activities of an internship, if considered to be congruent with the training objectives of the undergraduate study course and are certified according to current legislation and meet the requirements of the Councils of the first and second cycle Degree Programs in Forlì.

For the purpose of comparing the work experience to the internship, the student will have to submit to the Internship and Placement Office of Piazzale Solieri 1, Forlì the appropriate form (*), attaching:

-Copy of the employment contract or statement attesting the activity carried out signed by the head of the institution or company.

-Certification of past or current work by specifying the duration of the contract (demonstrating that the hours worked were equal to or higher than those provided by the internship) and the employment qualification.

- Work experience report.

The suitability of the activity carried out and the regularity of the certification will be verified by the Internships Committee.

For First-cycle and Second-cycle degree programmes in Mechanical Engineering, such work must conform to the following rules, as approved during the meeting on 4th July 2012.

Rules for recognition of work experience in lieu of an internship, Mechanical Engineering Degree and Second-cycle degree

Features of the work done:

- the work experience **must not have been completed more than 2 years prior** to the date of the application;
- the typical profile of the **professional mechanical engineer** counts as acceptable. An example of inappropriate training would be the typical worker duties or roles alike;
- to have taken part in training courses is not deemed equivalent to an internship.

For Degree and Second-cycle degree programmes in Aeronautical-Space Engineering the work experience must conform to the following rules drawn up at the meeting on 20th February 2013.

Rules for recognition of work experience in lieu of an internship, Aerospace Engineering Degree and Second-cycle degree

Features of the work done:

- the work experience **must not have been completed more than 2 years prior** to the date of the application;
- the role of the **professional aerospace engineer** is the only profile that counts as acceptable.
- To have taken part in training courses is not deemed equivalent to internship training, nor is any form of teaching support role in schools or training institutes of any kind.

(*) the form and excerpts from the minutes can be found in the annexes on the School website in the page dedicated to the internships.

Requests for recognition are evaluated, approved and verified monthly by the Internship Committee.

8. Training and Safety at Workplaces

The University of Bologna provides adequate basic training on environmental and accident prevention, according to the provisions of the Legislative Decree of April 9, 2008, n. 81, to students who take internships promoted by the University of Bologna.

Students can access the Health and Safety in the Workplace - General Training course that is delivered in E-Learning. Once you have completed the activities, you need to complete the online quiz to verify your achievements. After passing the test, students can download the Certificate from their Studenti Online account Students. This certificate does not expire and can be exhibited to the Head of the Company / Entity at which a curriculum internship, a placement or a work experience will take place. You can access the course at the link: <http://elearning-sicurezza.unibo.it>.

For more information <https://elearning-sicurezza.unibo.it/mod/page/view.php?id=28>

HEALTH AND SECURITY TRAINING IN WORK PLACES

The Text on Health and Safety at Work (Legislative Decree 81/08) stipulates in Article 37 that all workers in Italy must attend a specific training course, regulated by a specific Agreement State-Regions (agreement, issued on 21 December 2011 by the Permanent Conference on Relations between the State, the Regions and the Autonomous Provinces of Trento and Bolzano).

Since university students are equated to workers when they use equipment, instruments, plants or chemicals (art.2, d.lgs 81/08) during their teaching activities (teaching laboratories, internships and/or theses) they are required to follow the "Workers Training". Please note that the same PC is also considered as "work equipment" and therefore the compulsory training is also true if the students only attend Computer Laboratories.

The State-Regions Agreement stipulated on 21.12.2011 requires that the training is divided into two parts, one for General Training (4 hours) and one for Specific Training, that is, on the specific risks of the work carried out and the work done. Specific Training requires a minimum of 4, 8 or 12 hours depending on whether the type of work is assigned a level of risk, respectively "low", "medium" or "high" according to the classification of work activities according to the ATECO scheme.

For University students, in cases where they are treated as equal to workers, the Minimum Specification Training must include 8 hours, since the University is classified as a type of activity in the ATECO "Education" category, to which an "average" risk level is associated.

In case the specific activities carried out in theses, internships or teaching laboratories exclusively involve access to Computer Laboratories, the Specific Training, subject to authorization, may be reduced to only 4 hours, as expressly provided for in the State-Regions Agreement (Chapter 4 // Part: "Special Conditions").

At the end of these two parts of the Training, the State-Regions Agreement requires for a certificate to be issued. The certification for the General Training part constitutes a permanent training, also recognized outside the University of Bologna. The Specific Training should instead be updated every 5 years, or in any case, depending on the activity or on the role.

Health and safety education organized by the University of Bologna

In compliance with art. 37 of Legislative Decree 81/08 and in accordance with the State-Regions Agreement of 21.12.2011, the University has organized a three-module training course for students, the first two available in e-learning, the last delivered in Schools and / or Departments, so that you can deepen your own risk typologies of the planned teaching activities.

Module 1 corresponds to the General Training part, while Module 2 is Part One of the Specific Training, in which the risks and problems of health and safety are analyzed for the various teaching activities carried out in the University Laboratories (e.g. fire risk, electrical hazard, emergency and safety signs, emergency management, etc.).

To complete these two modules, you need to access, using your institutional credentials, the <https://elearning-sicurezza.unibo.it/> e-learning platform and choose the title of your chosen course.

Courses can be held from the date of enrolment. At the end of each online training module, a final test will be offered directly on the platform and, upon passing the test, you will be able to download the course attendance certificate from your Studenti Online homepage.

Courses are available to all students at the University, although not required by their respective educational programs.

Module 3 corresponds to the 2nd part of the Specific Training and it is offered in a teaching room, with 4 hour courses where different contents for different study courses are dealt with.

Course schedules and access methods, in this case, are provided by the Schools.

Module 3 is not required for students who have to attend only Computer Laboratories.

If a student has already completed the training in question, he/she can provide digital copies of the certificate received.

Notes on the "University Regulations on Internships"

The Regulation specifically specifies that the part of General Training is always under the responsibility of the University, while the Part of Specific Training must be provided by the company, in the case of internships or theses carried out externally, or by the University, if the internship or thesis involves activities in laboratories or other areas of relevance of the University of Bologna.

However, in the case of internships/theses carried out in companies or external bodies, it will be possible to evaluate together with the Head of the Prevention and Protection Service of such companies or bodies if, on the basis of the proposed content, it can be recognized, all or at least the first part, the Specific Training provided by the University, in order to facilitate the student's educational activities, in compliance with the regulatory obligations.

Specific reference: Eng. Veronica Rossi - *Mechanical and aeronautical laboratories - Department of Industrial Engineering, headquarters of Forlì via Seganti 103 - 47121 Forlì Ph: 0543/374406 fax: 0543/374403 e-mail: veronica.rossi5@unibo.it*

9. Erasmus + Internship

The rules for conducting internships within the Erasmus + Internship program can be found in the [AlmaRM application](#) or at the [Campus International Relations Office](#).

(Contact: Rosita Gabelli at the Internship and Placement Office of Forlì Campus, P.le Solieri 1, 47121 Forlì – Ph. 0543.374135 e.mail rosita.gabelli@unibo.it - office e-mail: accf.forli.tirociniplacement@unibo.it link to the curricular internship page: <http://www.ingegneriarchitettura.unibo.it/it/tirocini/tirocinio-curriculare-sede-di-forli>)