

GUIDELINES FOR CURRICULAR INTERNSHIPS

Second cycle degree in Archaeology and Cultures of the Ancient World

General principles

In accordance with the [General University Internship Regulations](#), the University of Bologna promotes curricular internships as experiences that enable the acquisition of professional skills to complement theoretical training through direct knowledge of the world of work.

The placement, as a training activity, does not constitute an employment relationship and may not be used to replace employees, professional services or absent staff who have the right to remain in employment.

It is not possible to take part in an internship for which no university credits will be awarded.

Curricular internship: planning

The internship offered by the Second cycle degree programme in Archaeology and Cultures of the Ancient World consists of training and professionalisation activities, preferably carried out in organisations outside the Department of History and Culture, and related to the research and study topics covered by the degree programme.

In line with the principle that an internship has a strong educational role and is a first approach to the world of work outside the university, it is hoped that the institutions will be: Museums, Superintendencies of Archaeology, Fine Arts and Landscape, museum centres, local and regional institutions responsible for the protection and enhancement of cultural heritage, organisations that organise events related to archaeological tourism, including specialised travel agencies and publishers specialising in archaeology.

The internship may also be carried out within the University's facilities, with the exception of the Department of History and Culture, as long as it is related to valorisation and management in the museum sector, in recognised laboratories or in conjunction with external research institutions. The internship may not be carried out on a research project for which a teacher from the Department of History and Culture is responsible.

The host institution tutor and the academic tutor cannot be the same person.

At the beginning of each academic year, an information session on internships is organised for students on the degree programme to explain the learning objectives of the internship and the correct administrative procedure to follow.

Selection, activation and validation:

It is important to remember that to activate a curricular internship, it is necessary to have attended the [courses on occupational health and safety](#) (modules 1 and 2) pursuant to Art. 37 c. 2 of Legislative Decree 81/2008 and obtained the corresponding certification.

You can choose from the internship opportunities available on [SOL-Internships](#), that are relevant to your course and submit an application; or you can apply directly to one of the already affiliated organisations.

In any case, it is always a good idea to get in touch with the chosen organisation, in consultation with one of the academic tutors listed on the "[Internships](#)" page of the degree programme, and to agree a clear programme of activities in advance.

If the chosen organisation does not already have an internship agreement with the University, it will have to enter into one using the procedure indicated on [this page](#) of the degree programme website. Once an agreement has been reached, the organisation will publish an internship offer, which will be evaluated by the academic tutor.

In order to activate and manage the internship until the CFUs (University educational credits) are validated, you should follow the procedure on the "[Internships](#)" page of the Degree Programme.

Recognition of activities in place of an internship

If you have carried out a non-academic activity that is related to your studies, you can apply for it to be recognised in lieu of an internship.

The application for recognition is assessed by the Degree Programme Board based on the documentation submitted, in consultation with the Internship Committee. The type of organisation in which the activity was carried out, its duration and the tasks performed will be assessed in relation to the learning objectives of the degree programme. The final decision on the assessment and recognition or not of the activity carried out, even if it has not been previously approved, therefore lies with the Internship Committee of the degree programme.

Activities that have already been approved for credits within undergraduate programmes cannot be approved again for credits within Second cycle degree programmes.

The activity carried out can be:

- employed work (fixed-term or open-ended) or project work or training etc.;
- universal Civil Service activities;
- voluntary activities with approved voluntary organisations ([Legislative Decree No.112 of 03/07/2017](#))

To be eligible to apply for recognition, the internship must be included in the study plan. A maximum of 12 CFUs (University educational credits) can be recognised for curricular internships.

The procedure for applying for recognition and the relevant forms can be found [on the dedicated page](#).