

University internship regulations

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PART ONE - GENERAL PRINCIPLES

Art. 1 – Governing law and objectives

1. These regulations contain general provisions on the organisation and conduct of the curricular internships promoted by the Alma Mater Studiorum - University of Bologna (hereinafter University), in compliance with the University bylaws and with national and regional laws governing employment and social policies, as well as with the ministerial provisions concerning the specific professions.

2. The University promotes internships understood as an experience that, upon completion of the theoretical training, enables students to gain professional skills through direct experience of the world of work. According to the provisions of national law, internships consist in a period of training that does not constitute an employment contract. Interns are not there to replace the company personnel, to provide professional services or to fill in for absent workers that are entitled to keep their job.

3. It is not possible to undertake internships to which no university credits are allocated.

Art. 2 – Definitions

For the purposes of these regulations, the following definitions are given for the terms below:

- a) **intern**: a student enrolled on an undergraduate or master's degree who is undertaking an internship;
- b) **host institution**: public or private entity, within or external to the university, where the internship takes place. If the legal representative, shareholder or executive director of the host institution is related, up to the 2nd degree, to the student applying, it will not be possible for the latter to undertake the internship;
- c) **academic tutor**: teacher or researcher of the University of Bologna in charge of a learning activity and tasked with following the progress of the student undertaking the internship;
- d) **host institution tutor**: staff member at the host institution tasked with offering guidance and support to the intern;
- e) **curricular internship**: training placement envisaged in the curriculum, entailing practical activities carried out within and outside of the University, both in Italy and abroad, that enable the acquisition of skills consistent with the degree programme;
- f) **internship in preparation for the final dissertation/thesis**: curricular internship aimed at preparing the final dissertation/thesis based on a project agreed with the supervisor;
- g) **professional internship**: curricular internship provided for by specific legislation to enable students to gain professional qualifications, undertaken during the period of study, with the duration and objectives envisaged by the specific professional profile;
- h) **indirect internship**: curricular internships also provide for information sessions, guidance, and reflection on aspects related to the internship;

i) **duration of the internship:** the number of hours calculated by multiplying the number of credits by 25;

j) **internship period:** period of time during which the internship must be completed.

Art. 3 – Scope of application

1. These regulations concern internships provided by the University in the context of its institutional activities, in its capacity as the promoter.

2. These regulations apply also to internships undertaken abroad, provided they are compatible with the applicable regulations in force in the host country or defined in the context of specific international programmes.

3. These regulations do not apply to:

a) internships governed by specific legislation or regulations (e.g. mandatory curricular internships for the single-cycle Degree in Medicine, degrees of the medical professions, professional postgraduate internships), except for those parts that are compatible therewith;

b) activities carried out in order to complete the second-cycle degree thesis or the degree dissertation which entails the student's occasional and non-continuous presence for less than 50 hours at entities other than the University.

4. The degree programmes governed by specific legislation or regulations may adopt their own guidelines in compliance with the general provisions of these regulations.

PART TWO – CURRICULAR INTERNSHIP

Art. 4 – Planning

1. Curricular internships are promoted in compliance with the provisions and teaching regulations of the degree programme on which the student is enrolled. The degree programme teaching regulations determine at what stage of the curriculum the internship will take place, the number of university credits assigned thereto, the specific learning outcome and the learning assessment method.

2. The curricular internship is promoted based on a programme that sets out the learning and organisational content, defined in agreement with the academic tutor and the host institution tutor.
3. The period of time within which the internship must be completed, which is established in the degree programme teaching regulations, may not exceed 12 months and must be consistent with the expected learning outcomes. The indirect internship activities may be considered as an integral part of the internship. Extensions are not permitted except in cases of justified and documented suspension.
4. The duration of the internship as referred to in art. 2, letter i) may be extended by 20% of its nominal duration if deemed necessary in order that the learning outcomes are fully achieved by the intern and the host institution in agreement with the academic tutor.

Art. 5 – Application to undertake an internship

1. The curricular internship application procedure is managed through the University's internship applications.
2. Students applying must be enrolled on degree programmes whose curricula provide for an internship.
3. The internship may not start until the internship programme has been approved by the Internship Committee and may be undertaken only during the period indicated in the internship programme.
4. The attendance register is a document that records the intern's presence and is signed by the host institution tutor (or someone delegated by the same).
5. The internship may be suspended or interrupted in cases of justified and documented impediment. In the event of interruption, the Internship Committee will consider giving recognition for the hours already performed.
6. At the end of the internship period, the intern will need to complete the final report if it is a requirement of the degree programme.

Art. 6. – Assessment and monitoring

1. The Internship Committee will assess the internship undertaken in order to allocate the credits established by the degree programme regulations.
2. For periodic monitoring purposes, the intern and the host institution are required to complete an assessment questionnaire on their experience of the internship provided at the University level. This assessment will supplement that envisaged for the individual degree programme.

Art. 7 - Role of the academic tutor

1. The role of the academic tutor, as defined art. 2 letter c), is to:
 - a) collaborate in preparing the internship programme and keep in touch with the relative persons responsible in the host institutions;
 - b) ensure the tutoring activities are carried out, either in person or remotely, in order to support the learning and ensure that there is a strong connection between the academic learning and the practical experience of the internship;
 - c) give an assessment of the internship upon completion of the same, if envisaged by the degree programme.
2. Where the internship is undertaken in preparation for the final dissertation/thesis, the academic tutor is the thesis supervisor.

Art. 8 - Role of the host institution tutor

1. The host institution tutor, as defined in art. 2, letter d), provides support to the intern during the initial phase and throughout the internship. The role is assigned based on the skills possessed and necessary to support the intern in their learning throughout the internship.
2. In order to guarantee the quality of the internship experience, the number of interns followed by the host institution tutor at the same time will be monitored by the offices.

Art. 9 – Internship Committee

1. The Degree Programme Board appoints the Internship Committee, which is a collegial and monocratic body. The Internship Committee remains in office for the entire duration of the mandate of the Degree Programme Coordinator, and its mandate is renewable.

2. The Internship Committee is tasked with the following:

a) approve the internship programme;

b) assign the academic tutor for the internship;

c) assess the internship undertaken for the purposes of allocating the credits established by the degree programme regulations;

d) encourage and propose initiatives to ensure the support necessary for each student so that they can get the most out of their internship experience;

e) propose suitable new structures for taking on interns or assess any agreement requests received;

f) express an opinion on the early termination of the agreement if, during the contractual relationship, it comes to light that the situation in the host institution is unsuitable or incompatible with that envisaged in the agreement or the internship projects.

3. The Chairman of the Committee, who is appointed from among its members, periodically calls a meeting at appropriate times to ensure the proper and timely performance of the internship activities. The Committee may meet either in person or remotely.

4. In urgent cases, the Committee Chairman (or his/her deputy) may perform duties over which the Committee has responsibility, informing the latter of the details at the first possible meeting.

5. The duties of the Committee may be performed by the Degree Programme Board. In this case, the Committee Chairman is the Degree Programme Coordinator.

PART THREE - ADMINISTRATIVE MANAGEMENT

Art. 10 – Agreements

1. Relationships with external host institutions are regulated through agreements. The agreement to institute the curricular internships promoted by the University must conform to the standard template attached to these regulations.
2. The agreements are signed by the Director/Head of Department responsible for the internship (or a delegate of the same).
3. The Director/Head, following a reasoned request from the host institution, may sign agreements that are different to the standard template, provided said differences are in compliance with the laws in force and do not entail new or greater obligations for the University.
4. Relationships with host institutions based abroad are subject to the national laws of the country in which the internship is undertaken or to specific international programmes and are regulated by specific agreements that conform to the standard template attached to these regulations. In order to comply with the specific legislation of the country in which the internship will be undertaken, agreements that differ from the standard template may be entered into.
5. The offices will perform the investigative activities necessary to assess curricular internship agreements that do not conform to the standard template.
6. The University reserves the right to terminate agreements entered into with host institutions if acts or facts come to light that compromise the integrity or propriety of their conduct or compliance with the laws in force or these regulations.
7. If the host institution is not a university, the agreement will be replaced by authorisation from the Director/Head of the host structure (or a delegate of the same).

Art. 11 – Occupational health & safety and training

1. It is the host institution's responsibility to inform the intern of the risks related to performing the internship activities in its structures, in accordance with Legislative Decree no. 81 of 9 April 2008.
2. Where internships take place at universities, these universities must ensure specific training in accordance with the provisions on occupational health and safety referred to in the preceding paragraph.

Art. 12 - Annexes

1. The standard agreement template attached hereto is an integral part of these regulations.
2. Some insubstantial changes may be made to the standard template agreement by the Head of the Education and PhD Programme Division, subject to approval by the Vice Rector for Teaching. Any changes will be periodically communicated to the Board of Governors.

Art. 13 – Entry into force and revocation

1. These regulations shall take effect 15 days following the date of their publication in the Official Journal of the University and shall apply also to internships that are already in place.
2. The entry into force of these regulations entails the immediate revocation of the University regulations governing internships pursuant to RD 1655 of 12/11/2014 published in the University's Official Journal no. 218 of 17/11/2014 and of all the subsequent resolutions not corresponding to these regulations, including the guidelines for drafting degree programme regulations not compatible with these regulations.