

Curricular internship LM SID

Curricular internship is a training activity allowing students to gain the total number of credits provided for by the study plan of their Course, but it is also an opportunity to acquire practical skills and facilitate the approach to the job market.

Our curricular internships are activated **on the basis of an agreement between the University of Bologna and a host (a company/public body/NGOs/firm both in Italy and abroad)** and of a trainee programme signed by both parties (company tutor, student and academic tutor/Traineeship Committee)

N.B.: Curricular internships cannot be carried out with a company/organization whose legal representative, associate or director has family relationships or similar relations (up to second degree relatives) with the applying student.

The Internship on your Course

The internship envisaged by your course is an optional, non-compulsory educational activity, which can be included in the " Group of Elective courses" (TAF D) from the 1st year*; additional internships can be included, which cannot be evaluated for the purpose of obtaining the degree and are therefore supernumerary. **The duration of each internship is 200 hours, equal to 8 CFUs** (with possible extension of 20% in agreement between company tutor, academic tutor and intern, 240 hours can be reached).

*Students enrolled in the "Global World Politics and Governance" Curriculum can also advance the internship to the 1st year --- see point 2. section "Prerequisites"

Prerequisites

1. Regularly enroll in the year of the course in which you intend to do the internship;
2. Enter the internship in online study plans available on SOL within the timeframe defined each year in the Degree Programme; outside these timeframes download "Internship application form" attached, fill it out and send it in pdf format to the [Student Administration Office](#) (deliver it in original with 16 euro revenue stamp only if you are enrolled in the "Global World Politics and Governance" Curriculum and want to anticipate the internship in the 1st year).

!!! In the form you will be asked to indicate the teaching - already included in the study plan in type D - to be taken in case the internship is not successful; this additional teaching, or the internship if not taken, will be eliminated ex officio by the Student Secretariat close to the achievement of the degree.

3. **Follow the online course on [Health and Safety Training for Study and Research Areas](#)** – Module 1 and 2 as required by the D. Lgs. Number 81 of the 9 th of April 2008. The assessment of the safety certifications is up to the host firm/company/association. The safety training is compulsory also in case you decide to carry out your internship at one of the Alma Mater facilities.

N.B.: Before submitting the internship application form, please ensure that you have found a company or firm interested in hosting you for your internship.

Find the Internship of your Choice

- A) Internships may be carried out at one of the Alma Mater facilities or externally, at a firm/company/association – in Italy or abroad – which is regularly registered with Unibo.

Unibo provides the [Online Traineeship Service](#) – the platform dedicated to Internships. Logging with your University credentials you can submit your application to one or more internship offers between those on the list, or submit a request (“autocandidatura”) to a specific firm/company/association.

Always verify the progress of your application:

- **Upload your CV and motivational letter** as a single PDF and **choose an academic tutor** between those in the list ‘Elenco tutor’ (see Annex). To make your application even more effective you can take advantage of [counselling service](#)
- **Wait for the acceptance (or rejection) from the host.** Upon acceptance of your application, the company referent draws an **Internship Programme** (stating the training objectives, methods of implementation, activities to perform, times of access to the facilities, name of the internal tutor and internship headquarter) that you have to accept in turn. The Programme is then **verified firstly by the internship office and then by the academic tutor.**
- **Internship approval** Upon validation by the academic tutors, the applications are submitted to the Internship Committee for the final authorization.
- **Online signature** Once the Internships are authorized by the Committee, students and host companies sign the Internship Programme through the online platform.
- **Download and print the Attendance Register** Here you’ll find the definitive period agreed and authorized – **in the absence of this document you won’t have any insurance coverage**

B) In case you find a firm/company/association which is available to host your Internship but has **not registered yet with us**, once the Coordinator has authorized your new study plan you should provide the [Internships Office](#) with the company details (name of the company, name of the responsible, email, and phone number) in order for us to start the agreement procedure.

N.B.: **The timing of the agreements depends on the turnaround time of the firm/company/association;** in case of companies/firms/associations not registered with us yet, the timeline from the registration procedure to the actual beginning of your internship **may take approximately 60 days.**

C) If you wish to apply for an internship within the University you shall send your request (“self- candidate”) through [Online Traineeship Service](#): agree with both tutors (in this case they could be the same person) the objectives and the activities, follow the online course on [Health and Safety Training for Study and Research Areas](#) (compulsory for internal internships), indicate which facilities is going to host you (e.g. Department, Laboratory, Campus) and wait for the acceptance and validation of your request.

During your Internship: Attendance Register and Travels

You are required to carry out your Internship within the period between the start and the end dates as stated on the attendance register and ensure as much continuity as possible. On the attendance register you shall report for each day: date, number of hours and activities, all signed by the internal tutor.

Remember to monitor the number of hours you have completed in order to get to the total amount; this can be increased by 20% so to achieve the internship objectives as agreed between company representative, student and academic tutor.

Your representatives are the company's representative and the academic tutor.

In case of **travel** to sites which are not indicated in the internship programme, the **company tutor** must notify in advance the **academic tutor** the following: date, time, place, reason of the travel and who is going to accompany the student. Thus, the travel is possible only upon authorization by the academic tutor. By no means the student is entitled to travel by himself (**in this case there is no insurance coverage**).

Withdrawal, interruption, suspension

You can choose not to start, to withdraw or to interrupt your internship for reasons that do not allow further continuation: in this case you must notify your academic tutor stating your reasons and inform the [Internship Office](#) about your decision.

Insurance cover

To all students attending an internship programme within the framework of this University, an appropriate **insurance coverage** against accidents at work and third-party liability claims is provided.

Remember that in case of travel to places or facilities not included and stated in the Internship Programme it is necessary to be authorized by the academic tutor in order to have the **insurance coverage** granted (see Attendance Register and Travels)

What to do at the end of the internship period

- Upload the Attendance Register online via the Online Traineeship Service (pages 1 and 2 and all the pages where you have reported the daily activities; page 2 must be signed and stamped by the host company).
- Complete and upload the final report (see "Indicazioni Stesura Relazione IT - EN" Annex) in order to have it validated by your tutor.
- Fill in the online final questionnaire.

Monthly, the [Internships Office](#) checks all the documents uploaded online and reports the list of completed internships to the **Internship Committee** in charge of the internship verbalization.

Undergraduates: consider the deadline for graduation requirement! Contact the [Internships Office](#) to make sure the Internship is registered within this deadline

Request for recognition of work experience

The Course regulation do not contemplate the recognition of work experience as an Internship.

Internship/training after graduation

If you wish to undertake an Internship after graduation you have the possibility to go through the list on [Online Traineeship Service](#) and apply for an offer. From here on, however, the procedure will be managed by the Promoting Institutions authorized by the Region where the Internship is actually carried out. It is not possible to apply for Internship after graduation abroad.