

DISSERTATION INTERNSHIPS

Dissertation internships are learning activities that allow students to obtain part of the credits associated with their Final examination, while also acquiring practical skills and making initial contact with employment.

Internships are carried out on the basis of an agreement between the University of Bologna and a hosting Structure, (company, public body, professional firm based or **abroad**), who agree to sign an internship programme.

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

Who is eligible

The dissertation internship is an opportunity for students regularly enrolled at the University of Bologna and who during the final examination, in agreement with the academic supervisor, are authorised to prepare the dissertation abroad.

Duration

Internships normally have a duration of 25 hours for every University educational credit assigned to them in the course structure [diagram for the degree programme](#).

The diagram degree programme is divided as follows:

- 12 CFU for the final dissertation and
- 12 CFU (300 hours) for the dissertation internship abroad

The effective duration may be **increased by a 20%** with respect to the nominal duration in case of a duly justified request by the trainee and the host company/organization.

How to apply for a curricular internship

1. **Verify if you are regularly enrolled;**
2. Once you have found a **Host Structure** and have agreed with the supervisor the title and timing of the dissertation, download “Modulo 1” (see attachment), fill it in, sign it and send it by e- mail to the [Internship office](#) (and the academic supervisor in cc) for the partition of the CFU of the final dissertation
3. **Follow the online course** on [health and safety measures for work environments](#).
4. **Choose your firm or company.**
 - A. To choose where to carry out the internship, log in to the [Online Traineeship Service](#) where you can find **our partners** (that have already signed an agreement with the University) and the list of available **internship offers**.

- B. If you have found a company ready to host you, and that has not registered with us, send the company details (name of the company, name of the responsible, email, and phone number) to the internship office which will provide to initiate an agreement procedure.

N.B.: The timing of the conclusion of the agreements depends on the response times of the companies/bodies and the dates of the meetings of the Internship Committee.

5. Activate the internship on the [Online Traineeship Service](#)

- **Apply for an internship offer or send your request** (“autocandidatura”): upload your CV, a cover letter and choose an academic tutor from the list “Elenco tutor” attached). At each step you will receive constant updates about your application by mail.
- **Acceptance by the “company” and validation of the academic supervisor**
The company accepts your internship application or request, through the [Online Traineeship Service](#) and complete the Internship Programme (goals, activities, working time, tutor); the programme will be checked by the [internship office](#) and then the academic supervisor has to validate/reject/modify it.
- **Approval of the internship**
Applications validated by the academic tutor will be submitted **once a month** to the competent Internship Committee, which must authorise their activation.
- **Upload of the Internship Programme.**
After the approval of your Internship, you **must download the Internship Programme, sign it, obtain the “company” representative's signature**, and finally **upload the programme** together with a **copy of an identity document** of the company's representative (in a single PDF file).
- **Download the attendance register**
After the Internship office has verified your programme, you have to download and **print the attendance register** and then start your internship.

During the internship

After the approval, you may start your Internship that has to be carried out in the period in between the start and end dates shown on the attendance register. On the attendance register you have to record daily: date, the daily hours of activity, the type of tasks and acquire the Host Contact Person's signature in the relevant box.

Please monitor the Internship hours that must not exceed 8 hours daily/40 hours per week. Your representatives are the company’s representative and the academic supervisor.

The internship's activity must be continuous. **In case of interruptions** lasting more than ten days, you must alert the [internship office](#) which must subsequently inform the Internship Committee.

In case of travel to sites not indicated in the internship programme, the company tutor must notify the [internship office](#) in advance (24h earlier) by email communicating the date, place of travel, the reason and people accompanying the trainee. Please note that the insurance coverage does not cover liabilities outside the workplace and therefore students are not allowed to leave the workplace during the recorded working hours.

[Withdrawal, interruption, suspension of the internship](#)

If you intend to withdraw or interrupt your internship for reasons that do not allow further continuation, you must notify the office below, stating your reasons to the [internship office](#).

The internship must be as ongoing as possible: in case of more than 10 days of continuous absence you have to contact the [internship office which will inform the Committee to value a possible internship interruption](#).

[Insurance cover](#)

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

Students can access the eLearning compulsory programme on general health and security for working environments at: "[Sicurezza e Salute sul Lavoro – Formazione generale](#)". This online training, if completed, will issue a valid Certificate on Health and security that may be presented to the hosting company or firm. Please note that, once the certificate is issued, it does not expire.

[What to do at the end of the internship](#)

- Upload the Attendance Register online via the [Online Traineeship Service](#).
- Complete and upload the final report (see "Indicazioni Stesura Relazione IT - EN" attached) and obtain the tutor's validation.
- Fill in the online final questionnaire.

Monthly, the [internship office](#) checks all the documents uploaded online and reports the list of completed internships to the professor in charge.