



GUIDELINES FOR THE ACTIVATION OF A CURRICULAR INTERNSHIP

A) PRELIMINARY INFORMATION

1) WHO CAN CARRY OUT AN INTERNSHIP

The internship can be carried out by:

- students of Ordinary Courses;
- students of Doctoral Courses;
- students of Master's degree Courses in agreement with the University of Pavia;

under the following conditions:

- the student must be regularly enrolled in the course year;
- there must be no constraints foreseen by the regulations of the individual study course to access the internship;
- the internship must end before attaining the qualification;
- the student must not have been subjected to disciplinary measures;

2) HOW TO SUBMIT AN ACTIVATION REQUEST

The internship can be activated:

- following a **request from the student**: the latter may propose to carry out the internship in an organization/body/company with which he/she has made contact independently or through the intermediation of a teacher;
- following a **request from a hosting body**: organizations may contact the *Orientation, Student Services and Placement O.U.*, indicating the professional profiles they need. The office will then forward the report to the students whose characteristics reflect those sought.

The host can be a public or private employer; a freelancer; a research institute or foundation; a non-profit organization, association or NGO.

3) EVALUATION OF THE REQUEST

The request to activate the internship will be preliminarily evaluated by the offices, which will ensure compliance with the conditions indicated in the previous paragraph.

In the event of a positive verification, the tutor of the concerned student (i.e. **the IUSS contact person**, for the purposes of these guidelines) will contact the person responsible for managing the intern at the hosting body (i.e. **the company tutor**). These two figures have the task of defining the practical-operational aspects of the internship, and in particular:

- what the activities to be carried out and the skills to be acquired will be;
- the duration of the internship;
- the concrete methods of carrying out the internship (location, time structure, possible concession of remote working...).



B) STARTING THE INTERNSHIP - NECESSARY REQUIREMENTS

1) THE STIPULATING OF THE INTERNSHIP AGREEMENT

Once the training objectives and characteristics of the internship have been defined, the School will have to proceed with the signing of the **Internship Agreement**, if not already existing.

The **Internship Agreement** is a document required by law which regulates the relationship between the School (promoter) and the organization/company/freelancer/association that will welcome the student (host). It regulates the mutual relationships between the two institutions, defining their respective rights and obligations, as well as the rights and duties of future interns. The drafting and signing of the Internship Agreement does not imply any activity on the part of the student: the latter, however, will receive a copy for his/her dutiful knowledge before the start of the internship.

Signing the Agreement requires a favorable resolution of the Academic Senate. Any interested parties are advised to contact the *Orientation, Student Services and Placement O.U.* with adequate notice (60 days) of the hypothesized start date of the internship, so as to allow each office to carry out the activities within their competence in compliance with the prescribed deadlines.

After signing the Internship Agreement, the **Individual Internship Training Project** must be completed.

2) THE INDIVIDUAL INTERNSHIP TRAINING PROJECT

The **Individual Internship Training Project** contains the descriptive elements of the training experience (the activities, objectives and methods of implementation, the duration, the intern's obligations, the insurance guarantees) and represents the basis for tracking the progress of the internship experience, even in progress. Given the importance of this document, it is required to be undersigned not only by the IUSS contact person and the company tutor, but also by the student directly involved. The training project will finally be signed by the Dean of the relevant class, to certify the consistency of the internship with the student's educational-training path.

3) TRAINING ON SAFETY IN THE WORKPLACE

Finally, the intern will have to follow the **general training on safety in the workplace**, provided by the School, with the production of the final certificate.

Once these requirements have been fulfilled, the student and his/her tutor will receive formal communication of the activation of the internship from the *Orientation, Student Services and Placement O.U.*. Only after receiving this communication is the student authorized to take part in the internship activities.

C) CONDUCT OF THE INTERNSHIP ACTIVITY

1) COMPILING THE ATTENDANCE SHEET

For each day of internship, the student and his/her tutor will be asked to fill in the attendance sheet, which must indicate the admission and leaving times, to and from the place where the internship is carried out. A brief description of the tasks carried out must also be provided. The attendance sheet must be **signed** by both the intern and the company tutors.



The attendance sheet must be sent to the *Orientation, Student Services and Placement O.U.* (to placement@iusspavia.it) on a **monthly** basis.

2) CASES OF SUSPENSION OR INTERRUPTION OF THE INTERNSHIP

The internship can be **suspended**:

- in case the intern needs to enjoy **compulsory maternity and paternity leave**;
- in the event of **injury or long-term illness** (i.e. events that last for a duration equal to or greater than 30 calendar days for a single event);
- in the event of a **company holiday period lasting at least 15 consecutive calendar days**.

If, during the internship, events which could lead to suspension may occur, the intern is required to **promptly** notify the *Orientation, Student Services and Placement O.U.* to allow necessary measures to be taken. To this end, the intern must send an email to placement@iusspavia.it, which must include an indication of the event that led to the suspension of the internship and its duration.

The suspension period does not contribute to the calculation of the overall duration of the internship. Therefore, it is possible for the intern to make up for the days of absence at the end of the suspension period.

Interruption is, however, a definitive act which establishes the early end of the training experience. Furthermore, the internship can be interrupted:

- by the intern, due to curricular needs. The intern is required to give **reasoned written communication** to the company tutor and to the contact person of the promoter; after informing these people, the intern is required to promptly notify the *Orientation, Student Services and Placement O.U.* **no later than 5 days** of the occurrence of the event that led to the interruption, to allow necessary measures to be taken;
- by the host or the promoter in the event of **serious non-compliance** by one of the entities involved or in the event of impossibility to achieve the training objectives of the individual training project; the reasons supporting the interruption must appear in a **specific report**, to be sent to the *Orientation, Student Services and Placement O.U.*, **no later than 5 days** of the occurrence of the event that caused the interruption.

In the event of interruption of the internship, if the latter has in any case been carried out for a duration equal to 2/3 of its duration, the student will be granted a certificate proving the skills achieved.

D) CONCLUSION OF THE INTERNSHIP

At the end of the internship, the student will be granted a **certificate** proving the full completion of the internship and the skills achieved.

Within **two weeks of the conclusion of the internship**, both the intern and the company tutor will have to complete the **experience evaluation questionnaire**.

The questionnaire, completed in its entirety, must be sent to the *Orientation, Student Services and Placement O.U.* (to placement@iusspavia.it), in order to allow the monitoring of the quality of the experience carried out.