



FACULTY OF ECONOMICS
Undergraduate degree programmes
REGULATIONS FOR CURRICULAR INTERNSHIP WITH ECTS

(April 2023 revision)

SUBJECTS INVOLVED

There are three subjects involved in the activation of the curricular internship with ECTS:

1. the promoting body, Università Cattolica del Sacro Cuore
2. the host Company or Organisation;
3. the intern.

Internships are carried out on the basis of special agreements between Università Cattolica (the promoting body), employers (public or private) and the interns. A training and orientation project for each internship must be attached to the agreement.

1. THE UNIVERSITY

FACULTY COUNCIL

Pursuant to Article 26 of the Statute and Article 3 of the Didactic Regulations of Università Cattolica del Sacro Cuore, the planning and organisation of teaching activities fall within the remit of the Faculty Council.

The Faculty Council may organise students' stay in companies, organisations or other bodies for training internships, regulating the criteria, the admission and carrying out of the activities and the recognition of training credits.

INTERNSHIP & TRAINEESHIP COMMISSION

The Internship & Traineeship Commission, appointed by the Faculty Council on the Dean's proposal, consists of at least three members, from among whom the coordinator is appointed. It holds office for a three-year academic term.

The Commission is responsible for guiding, planning and evaluating internship activities; it proposes to the Faculty Council any appointment of internship tutors.

The Commission also handles relations with students, host companies/bodies and administrative structures of Università Cattolica in order to

1. identify suitable host organisations for the conduct of curricular internships and maintain constant contact with them;
2. ensure compliance with the training purposes of the curricular internships offered;
3. collect applications and internship applications;
4. select and orientate interns;
5. liaise with Company tutors and university interlocutors;
6. prepare the administrative paperwork for the formalisation of internships, using the Internship and Placement office;
7. supervise the activity of tutors.

UNIVERSITY INTERNSHIP TUTOR

The university internship tutor is the figure who supports and accompanies the training process of students engaged in curricular internship activities.

In accordance with the Commission's instructions, the tutor is responsible for

1. defining the operational aspects, and in particular the identification of the period and timetable for the internship;
2. defining the content of individual internships with the Company tutor;
3. verifying the congruence of the training and orientation project with the characteristics of the training pathway;
4. periodically monitoring the compliance of the results progressively achieved by the intern with the planned objectives;
5. collecting and transmitting the final reports drawn up by the students and the evaluations expressed by the host institutions. These concluding documents are aimed at the recognition of university credits in accordance with the criteria and procedures laid down by the Faculty Council.

INTERNSHIP AND PLACEMENT OFFICE

It is the service, supporting all Faculties, which manages - within the scope of its competences - all the administrative paperwork required by the regulations governing curricular internships.

2. HOST COMPANIES/BODIES

The host Company/organization concludes the internship agreement and agrees with the Commission on the objectives and modalities of the internship, which are to be included in the training and orientation project.

The companies must guarantee qualified competence of the Company tutors, willingness to build projects agreed with the Commission, appropriate contexts of experience for the achievement of the identified training objectives, sharing of evaluation criteria and methods.

Any reports of problems encountered by the students in the Company will be forwarded by the Commission to the Internship & Placement Office for verification of compliance with the accreditation criteria.

INTERNSHIP COMPANY TUTOR

The Company tutor, who is usually a contact person in the sector or department where the internship takes place, is the intern's direct contact person and the one who, responsible for operationally assisting the person, identifies his/her potential and facilitates his/her training path.

Company tutor Activities:

1. share the drafting of the 'training and orientation project' with the internship tutor;
2. ensure that the intern is mentored to become part of the organisation;
3. provide the necessary information for carrying out the internship;
4. offer support and assistance at the intern's request;
5. liaise with the Faculty tutor for ongoing monitoring;
6. subscribe the hours of activity of the intern for the Company;
7. draw up the 'Internship Evaluation Form'.

3. INTERN

A student enrolled on an undergraduate degree programme who opts to undertake a curricular internship for which the Faculty awards credits.

The student is required to be willing to adapt to the constraints (duration, location etc.) inherent in the internship project.

The student is proactive in seeking an internship through the channels offered by the university or freely and independently through other channels. In any case, the internship must be approved in the manner set out in the following points.

IMPLEMENTATION MODALITIES FOR CURRICULAR INTERNSHIPS

The implementation of curricular internships consists of the following steps:

1. Application for internship

Students enrolled in undergraduate degree programmes in the Faculty of Economics may submit an application for an internship by filling in the appropriate form that can be downloaded from the website of their degree programme. The application must be sent by e-mail to the undergraduate internship tutor.

2. Requirements for submitting the application and undertaking the internship

Students who have acquired **at least 120 ECTS** may apply for and carry out a curricular internship. These must necessarily include those relating to **ALL** examinations of the **first two years of the** programme.

3. University credits awarded and duration of the internship

The internship is awarded **8 ECTS (6 ECTS** for the degree programme in Economics and Management of Art, Culture and Entertainment)

The minimum duration of the internship is **three months involving all weekdays**, and in any case in line with the specific needs of the host Company.

4. Deadlines for submitting internship applications

Once the minimum requirements set out in point 2 have been met, the student may submit an application for an internship. For each academic year, applications may be submitted from **1 September** for internship to be carried out in the coming academic year.

This deadline is brought forward to **July** for students participating in international internship programmes.

In any case, the application must be submitted at least 15 days before the start date of the internship.

5. Allocation of internship

The Commission approves the internship proposed by the students on the basis of the students' university curriculum and considering the training project drawn up by the host Company. The Commission has full discretion in approving internship to students who have applied. The Commission delegates to the university tutor the notification of the approval of internship in cooperation with the Internship & Placement office.

Once the curricular internship is approved, the procedure cannot be interrupted and the process continues on the basis of the approval received, nor can the procedure be activated for another internship with ECTS.

6. Monitoring and updating

The student is required to update the university tutor on the progress of the internship experience to enable verification of correspondence with the training programme. The university tutor may contact the Company tutor in order to coordinate any adjustment in the project. In addition, the student is required to keep a diary of the hours of attendance.

7. Conclusion of internship

At the end of the internship, the student is required to email the university tutor:

- a written report on the internship activity
- a diary of the hours of presence in the Company
- an evaluation sheet by the Company tutor

Incomplete documentation does not permit recognition of the curricular internship.

8. Recognition of internship

The University tutor, having heard, where necessary, the Company tutor, provides the Commission with the documents referred to in point 7 for the final assessment of the internship experience. The Commission assesses the coherence and positivity of the internship experience within the student's overall training process and awards the ECTS and 'Approved'. The student is required to register for the roll call of the internship: he/she will be awarded the ECTS and the 'Approved' telematically.

The final report constitutes a separate document and does not substitute the Final Examination paper.

For matters not expressly provided for in these Regulations on curricular internship with ECTS, please refer to the University's general provisions.