FACULTY OF ECONOMICS
GRADUATE DEGREE PROGRAMMES
PROJECT INTERNSHIP REGULATIONS
Approved by the Faculty Council of 24 January 2023

SUBJECTS INVOLVED

There are three actors involved in the activation of the project internship:

- the promoter body, Università Cattolica del Sacro Cuore
- the host company or organisation;
- the trainee.

Project internships are carried out on the basis of special agreements between Università Cattolica (the promoter body), employers (public or private) and the trainees. A training and guidance project for each project internship must be attached to the agreement.

1. THE UNIVERSITY

FACULTY COUNCIL

Pursuant to Article 26 of the Articles of Association and Article 3 of the Teaching Regulations of Università Cattolica, the planning and organisation of teaching activities fall within the remit of the Faculty Council.

The Faculty Council may organise students' stays in companies, organisations or other bodies for project internships, regulating the criteria and procedures for admission and performance of the activities and the recognition of ECTS.

PROJECT INTERNSHIP COMMISSION

The Project Internship 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 remains in office for three academic years.

The Commission is responsible for guiding, planning and evaluating project internship activities; it proposes to the Faculty Council the appointment of project internship tutors if necessary; it collaborates with the area referees in order to link the offer of internship experiences with the Faculty curricula.

The Commission also handles relations with students, host companies/institutions and administrative structures of Università Cattolica in order to:
1. identify suitable host organisations for project internships and maintain constant contact with them;
2. ensure compliance with the educational aims of the project internships offered;
3. collect applications for project internships;
4. select and orientate trainees;
5. liaise with tutors and university interlocutors;
6. prepare the administrative paperwork for the formalisation of project internships using the Stage and Placement Service;
7. supervise the activity of tutors.

AREA CONTACT PERSON

The area contact person is the interface figure between the student's curricular path and the field experience to be realised through the project internship.

The area contact person is responsible for:
1. prefiguring contents and thematic focuses inherent to their area of reference and connect them to the fields of experience prefigured in the organisational and business realities identified;
2. contributing to the prefiguration of the training paths related to the project internship, liaising with the company tutor and the university tutor;
3. mediating and facilitating the connection between students, faculty members and companies in order to better focus the training experience, through ad hoc meetings and moments, in integration with the work of the university tutor;
4. contributing to the enlargement, consolidation and vitality of the activated business network;
5. evaluating and proposing to the Commission the mark out of 30 to be given to the final report of the project internship.

The identification of the area contact person follows a thematic criterion and therefore depends on the content of the project internship undertaken and not on the degree programme of enrolment.

In any case, students on the 'Data Analytics for Business' and 'Economics' degree programmes refer to the area contact person responsible for the 'Data Analytics' and 'Economics' areas for approval of the content of the internship, whatever the specific subject of the internship undertaken is.

UNIVERSITY PROJECT INTERNSHIP TUTOR

The University project internship tutor is the figure who supports and accompanies the training process of students engaged in project 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 project internship;
2. defining the content of individual internship projects with the company tutor;
3. verifying the compatibility of the training and guidance project with the characteristics of the training pathway;
4. periodically monitoring the compliance of the results progressively achieved by the trainee with the planned objectives;
   collecting and transmitting the final reports of the project internship activities drawn up by the students and the evaluations expressed by the host organisations. These final reports are aimed at the recognition of ECTS in accordance with the criteria and procedures laid down by the Faculty Council.

STAGE AND PLACEMENT SERVICE

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

2. HOST COMPANIES/INSTITUTIONS

The host company/institution concludes the project internship agreement and agrees with the Commission on the objectives and modalities of the project internship to be included in the training and guidance project.

The Project Internship Commission, in collaboration with the Stage and Placement Service, identifies a network of accredited companies to offer qualified, significant project internship experiences consistent with the need to enrich and integrate the student's curricular pathway. The companies must guarantee the qualified competence of the company tutors, the willingness to construct project internship projects agreed with the Commission, appropriate contexts of experience for the achievement of the identified training objectives, the sharing of the criteria and methods for evaluating the project internship.

Any reports of problems encountered by the students in the company/institution will be forwarded by the Commission to the Stage and Placement Service for verification of compliance with the accreditation criteria.

Internships abroad, at EU/extra-EU companies/bodies, are also envisaged and must be accredited by the International Relations Service.

PROJECT INTERNSHIP COMPANY TUTOR

The company tutor, who usually is a contact person of the sector or department where the internship takes place, represents the direct interlocutor of the trainee and the one who, responsible for operationally assisting the person, identifies his/her potential and facilitates his/her training path.

Tutor activities:

1. he/she shares the drafting of the "Training and Guidance Project" with the Area Contact Person and the Faculty Tutor;
2. he/she provides support to the intern for his or her integration into the organisation;

3. he/she provides the necessary information for the development of the project;
4. he/she offers support and assistance at the intern's request;
5. he/she liaises with the Faculty Tutor for in itinere monitoring; in the end, he/she draws up the 'Project Stage Evaluation Form' (Annex 3).

3. PROJECT INTERNSHIP

This is the student enrolled in a Graduate Degree Programme who opts to undertake a project internship for which the Faculty awards ECTS.
The student is asked to be willing to adapt to the constraints (duration, location etc.) inherent in the internship project.

PROJECT INTERNSHIP SEARCH MODALITY

The choice of project internship is made by the student indicating at least one subject area of interest against which the training and guidance project with the company/institution (host organisation) will be constructed.
The student is proactive in searching for the project internship through the channels offered by the university or freely and independently through other channels.
In any case, the internship must be approved according to the modality set out in the following points.

ARRANGEMENTS FOR PROJECT INTERNSHIPS

The implementation of the project internships is divided into the following phases:

1. Project internship application

Students must apply for the project internship in the modality communicated by the university tutors via the ICatt portal. Meetings are planned from May onwards to inform students about the project internship possibility.

2. Requirements for submitting the application and carrying out the project internship

Students who have acquired **at least 48 or 72 ECTS,** depending on the application deadline for project internships (see point 4 below), are eligible to apply and carry out a project internship.

3. ECTS awarded

The project internship is awarded **8 ECTS (6 ECTS for students in the Matam - Methods and Topics in Arts Management profile)**. It may not last less than **three full-time months (or 2 full-time months for the 6 ECTS internship).**

Each area contact person may define <u>a minimum duration of more than three months</u> in line with the specific needs of the internship projects in each area.
The student is required to check in advance the minimum duration required by each area.

4 Deadlines for submitting project internship applications

Once the minimum requirements set out in point 2 have been met, the student may submit an application for a project internship. For each academic year, the deadline for submitting project internship applications is set:
> **by 30 September for those who have acquired at least 48 ECTS**
> **by 31 March for those who have acquired at least 72 ECTS**

5. Evaluation of applications

In October and April of each academic year, the Internship Commission, with the cooperation of the Offices, draws up a list of candidates meeting the requirements for the project internship. Applications are approved with reservations. If, upon verification by the Offices, the student does not meet the requirements set out in point 2 above, the internship may continue but will be recognised 0 (zero) ECTS.

6. Activation of project internships

The Commission assesses and approves project internships proposed by students on the basis of the students' academic record and considering the offers available. The Commission has full discretion in approving project internships to students who have applied. The Commission delegates to the University Tutor the management of the activation of the internship in collaboration with the Stage and Placement Service.
The Commission approves project internships after the publication of the list of applicants meeting the requirements for project internship activation. Prior to publication, internships with a start date between 1 September and 1 March will be <u>activated with reservations</u>.

Once the curricular internship with ECTS is approved by the professor/lecturer, 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.

7. Monitoring and Updating

The student is required to update the University Tutor on the progress of the project internship experience to allow verification of correspondence with the activity programme. The university Tutor may contact the company Tutor in order to coordinate any "in progress" adjustments. In addition, the student is required to keep a diary of the hours spent at the company.

8. Conclusion of the project internship

At the end of the project internship, the student is required to email the university tutor and the professor/lecturer of reference:

1. the "Project Internship Evaluation Form" (<u>in pdf format</u>) by the Company Tutor (Annex 1);
2. the 'Final Report' (Annex 2) on the project internship activity (following the instructions on Blackboard in the 'Project Internship' section, activated for each academic year);
3. the 'Monthly Attendance Report' showing the hours of attendance at the company (Annex 3).

Incomplete documentation does not permit recognition of the project internship.

9. Recognition of the project internship

The Area Contact Person, having seen and considered all the documents referred to in point 8, and having consulted, where necessary, the Company Tutor and the University Tutor, proposes to the Project Internship Commission an evaluation out of 30 of the internship experience, based on the "Final Report" submitted by the intern, according to objective criteria referring to coherence with the project.
The Internship Commission then awards the student a final grade out of 30.
The final report constitutes a separate product that does not overlap with the thesis.
The student is however encouraged to link the thesis to the project internship experience, with a view to continuity and integration of learning.

Failure to recognise the project internship means that the student must take the correspondent 8 ECTS course (or 6 ECTS for students in the Matam - Methods and Topics in Arts Management profile) in their study plan.