

CURRICULAR INTERNSHIP REGULATIONS

Graduate Degree in Service Management

Rome Campus

INTERNSHIP (8 ECTS)

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1. THE CURRICULAR INTERNSHIP

A curricular internship is a valuable opportunity for students to experience the workplace and to develop professional, interpersonal and organisational skills as a means to complete their programme.

2. TYPES OF CURRICULAR INTERNSHIP

There are two types of curricular internships:

a) Credit-bearing internships

This type of internship is for students who have earned a number of credits equivalent to the first year credits (i.e., 64 ECTS for HEMA students) with an average grade of at least 26/30 and can be used as an alternative to an elective Year Two exam. All prerequisites for credit bearing internship must be fulfilled before the internship starts. The internship is valued 8 ECTS and it is graded as an exam. A credit-bearing internship lasts a minimum of 220 hours, equivalent to two months' full-time work or three to four months' part-time work. The focus of the internship may not be used as a degree thesis topic.

b) Non-credit-bearing internships

This type of internship is for students who

- a) have not met the prerequisites for credit-bearing internships (i.e., they have not earned a number of credits equivalent to the first year of the programme and/or they do not have an average grade of at least 26/30) or
- b) have already taken Year Two elective exams or
- c) wish to use the focus of the internship for their degree thesis.

3. ACADEMIC INTERNSHIP TUTOR

The university internship tutor advises students on the selection of host companies and job offers and is involved in the process of assessment of internships activities undertaken and the issuance of credits. Refer to the Stage and Placement Office and the UCSC International Office for detailed administrative information.

4. HOW TO APPLY

For either type of internship, students must inform their academic internship tutor no later than two months before the intended start of the internship.

In order to do this, they must submit an internship application using the module available on the Unicatt web site presenting also the related documentation, including their CV and exam and grade certification.

Students are then responsible for finding a suitable host company, with the support of their internship tutor, as described in point 5 below.

5. SELECTING THE HOST COMPANY

Undertaking an internship and finding/selecting a host company requires students' active participation.

Internships are either publicised by the university or found and arranged directly by the participating student through personal contacts with the host company.

- (i) If **publicised by the University**, the relevant information will either be available online at <http://step.unicatt.it> or via internship tutors' announcements on Blackboard or via email.

Students are responsible for their own internship applications and must follow instructions in the internship postings. A host company may have an internship available for a student with specific qualifications and skills set, or may have an immediate need to fill the internship position. In this case the tutor may select a suitable candidate and forward that student's CV to the company.

Any communication regarding internships will be sent to students' university email addresses. Students should therefore be sure to check their iCatt email accounts regularly.

Internships placements are finalised after a successful interview with the prospective host company. It is therefore each student's responsibility to adequately prepare for their own interview.

- (ii) If arranged directly by the participating student through personal contacts with the company, the internship tutor will contact the company and make sure that the internship opportunity is appropriate and valid. For a credit-bearing internship the tutor will check that requirements are met for the assignment of credits.

A valid internship agreement must exist, or be established, between the host company and the university. If no agreement is in place it is the student's responsibility to inform the company of the procedure which is available online at <http://step.unicatt.it>. An internship cannot begin until there is an agreement in place.

If there are any uncertainties about the recognition of credits towards their degree, it is the students' responsibility to get clarification from the internship tutor before the internship commences.

Credits will NOT be given for the following activities:

- duties carried out in close contact with persons related to the candidate in any way;
- internship activities that have already been used for credits towards an undergraduate and/or specialising master programme;
- internship activities already underway or completed.

6. SETTING UP A CURRICULAR INTERNSHIP

Curricular internships, whether credit-bearing or not, must always be set up online at <http://step.unicatt.it>

The host organisation normally starts the process by filling in an online form (Training Project or *Progetto Formativo*). The host company, the student and the University (via the internship tutor) must then all three accept the terms and the content of the project via an online procedure.

Details of the procedure can be found on the Degree Programme webpage.

7. FULFILMENT OF TERMS AND REGISTRATION OF HOURS

Whilst undertaking an internship, students must fulfil the terms and conditions agreed upon during the selection process and as set out in the Training Project document.

Students must keep their tutor updated on progress during the internship and are responsible for contacting their tutor should any changes be made to the content of the Training Project.

Students are also responsible for keeping a register of hours spent at the host company. Registers are available online.

If a tutor becomes aware that an internship student is not fulfilling the terms and conditions of the internship, the tutor may request that the internship be suspended and the issuance of credits be withheld.

8. INTERNSHIP ASSESSMENT BY HOST COMPANIES

The host company will be expected to submit a final assessment at the end of the internship (via an online form available at <http://step.unicatt.it>). Issue of credits and grades for a credit-bearing internship is dependent on a satisfactory assessment of the student's performance.

9. ISSUANCE OF CREDITS (for credit-bearing internships)

It is each internship student's responsibility to inform the internship tutor when the training activity has been concluded.

At the end of the internship, student will produce an "Internship Report" and the final grade (based on the standard 30-point scale) will be assigned both on the evaluation of

the host company tutor and on the evaluation of their final report by the academic internship tutor.

The following documentation must be submitted to the internship tutor (preferably at the same time) in order for credits to be issued:

- the original copy of the attendance register showing attendance of a minimum of 220 hours at the host company: the register must be signed and stamped by the host company;
- a final report on the curricular internship with details of duties carried out and learning outcomes achieved (the final report cannot be used as part or whole of the final degree thesis);
- the statement of internship completion, which is obtained by registering for a relevant exam call and which is then formally certified by the tutor with assignment of the approved credits.

Incomplete documentation may prevent the approval of curricular internships and the issuance of credits.

After assessing and approving the documentation, submitted within the specified deadlines, and after receiving the host company's evaluation (as set out in the previous point), the tutor will record relevant credits and grades as required.

The internship tutor's assessment of credits and grades, if applicable, is final. Students who do not accept the assigned grade will have to obtain credits in an alternative way (via a different internship or an elective course). Similarly, students who do not fulfil the terms of their internship or who fail to complete their internship must select an alternative way to obtain credits.

Records are normally received by Student Services at the end of the exam session in question and in time for registration for the final degree exam session. Should urgent registration of credits be necessary, students should contact their internship tutor in good time.

10. TERMINATING A CURRICULAR INTERNSHIP

Students needing to terminate their internship in advance with respect to the agreed terms must inform the host company and the internship tutor immediately setting out their reasons for doing so.

The host company is then required to register this online via <http://step.unicatt.it>.

If an internship is terminated before attendance of the minimum number of hours is reached, credits will not be issued. Termination in advance may also affect grades for the internship.

An internship can also be terminated if students do not fulfil the terms of the training activities, in which case the relevant credits will not be issued by the internship tutor.

If an internship is terminated, or if the terms of an internship are not fulfilled or if the credits are not issued, students will have to make up for the missing credits by selecting an alternative course of the same duration to put into their study plan.

11. EXTENSION OF A CURRICULAR INTERNSHIP

A curricular internship can be extended provided that the overall duration of the internship does not exceed six months and that it does not continue beyond the completion date of the degree programme.

If a host company wishes to extend a student's work experience beyond the stipulated six months, it must set up a traineeship of a different nature, which cannot be credit bearing. However, this extended internship can be used for a final degree thesis.

12. INTERNSHIPS ABROAD

The University encourages students to undertake their internship or work experience abroad.

There are three types of internships abroad:

(A) **internships offered by companies abroad** (posted on <http://step.unicatt.it>);

(B) **internships instigated by students;**

(C) **internships offered** within the framework of agreements established by the **Global Engagement and International Education Office** :

<https://goabroad.unicatt.it/goabroad-programmi-ucsc-network-internships-abroad>

Procedures for setting up a curricular internship are as set out above in this document. For type C internships (above), students will receive an email confirming acceptance of applications from the Global the Engagement and International Education Office.