

Internship recognition

Information for II year students

PLEASE NOTE: The info in these slides is related to **the internship worth 6 or 12 credits** (in alternative to 1 or 2 elective courses) in the study plan, **NOT to the internship within the Laurea Plus Programme**, which has its own procedures.

General rules for internship recognition

- **6 CREDITS internship**

It must be:

lasting at least **3 months**, no less than **400 hours**

- **12 CREDITS internship**

It must be:

lasting at least **5 months**, no less than **700 hours**

Both options must be taken in the II semester of the II year

PLEASE NOTE: It is possible to submit the proposal of an internship earlier than the II semester, but **taking into consideration that only FEW exceptions may be approved, in case of strong reasons why**



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First steps: how to find your internship



- EXPLOIT the opportunities which may be offered by taking part to **MIBE special events**
- CHECK frequently your academic e-mail address (@universitadipavia.it) where you will be notified about available opportunities
- Send an e-mail to **MIBE placement office** (mibe.placement@unipv.it) or get in contact with C.O.R. (placement@unipv.it) to check opportunities
- Find an internship opportunity yourself

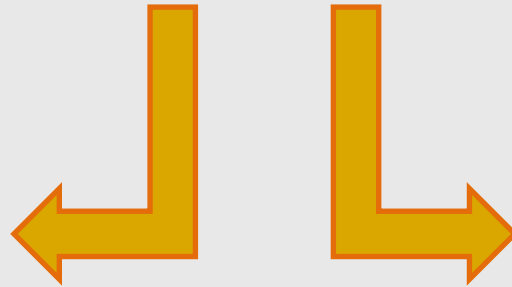
REMEMBER to select the internship in your **study plan**. If, for any reason, you can't do the internship, you will still be able to change the study plan and insert the 1 or 2 elective courses, even beyond the expiration date, without paying any penalty.

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Internship approval

Two possible options

If you get an internship by a **company already in the list of MIBE partners** (see [MIBE website for full list](#)), the internship will be automatically approved (but, of course, it must be always aligned to MIBE contents)



If you get an internship within a **company out of the MIBE partners' list**, you will have to submit the proposal to MIBE Placement Office (mibe.placement@unipv.it) **for an evaluation**

Next steps: approval of an internship out of the network

1. The company tutor should provide a letter describing your duties during the internship time, the number of hours and total duration of the internship



2. Submit your request and the tutor's letter to Mibe Placement Office.



3. Wait for approval confirmation from MIBE Placement Office



5. Once the internship is approved, the company should contact our university in order to sign an agreement ("**Convenzione**"). Procedure is explained in detail at the following link:

<http://www.unipv.eu/site/home/articolo13179.html>.

As a result, the student can start his/her internship experience.

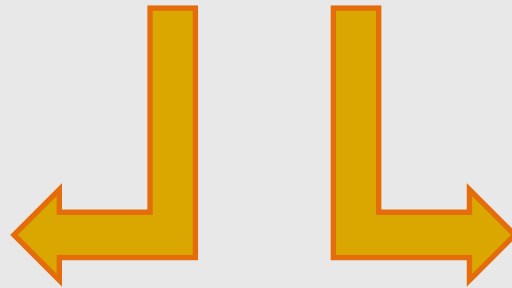


Internship abroad

It is possible to have a tailored “convenzione” also for an internship **abroad**

Two possible ways:

Companies can follow the same rules specified in the previous slides for Italian companies, referring to the the same link. Keep in mind that all forms are in **Italian!**



Otherwise, companies may contact Milena Negri by email milena.negri@unipv.it in order to get documentation in English

If you want to find an internship abroad, you can also consider the **Erasmus+ Traineeship Program**, according to its rules and deadlines; however, bear in mind that the internship must meet the all the requirements previously mentioned.

End of the internship and recognition

6. At the end of the experience, the company tutor should write a final report confirming the end of the internship and a brief evaluation of the student's performance/commitment, as per instructions provided in the initial agreement with the university

7. The internship will be registered in your study career, worth 6 or 12 credits, depending on duration and workload (see slide 2)

PLEASE NOTE

To have the internship recognized, remember **in the Study Plan to choose "internship" instead of one or two elective courses (6 or 12 CFU). In case you don't do the internship, you can switch back to the elective course/s without penalty in the study plan change**

PLEASE NOTE II

If you are doing an internship within the Erasmus Traineeship programme, follow instructions provided from the Erasmus office on internship recognition



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Contacts

- In case of questions regarding **approval of the internship or how to find an internship** please contact: mibe.placement@unipv.it
- In case of issues or doubts regarding the formal procedure to sign **the agreement («convenzione») between the companies/firms and the university**, please contact COR: stage@unipv.it
- In case of doubts regarding the internship activation write to milena.negri@unipv.it