Information for II year students

**PLEASE NOTE:** The info in these slides is related to the internship worth 6 credits (in alternative to 1 elective course) 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**
• 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

**PLEASE ALSO NOTE:** there is the possibility to have both elective courses replaced by a longer internship (12 credits recognized) but from ACADEMIC YEAR 2018-2019 ONWARDS ONLY FOR STUDENTS:

• **TAKING PART TO THE DEGREE PLUS PROGRAMME**
• **TAKING PART TO THE DOUBLE DEGREE PROGRAMME** and having in their study plan a 12-credits internship down to agreements between the partner universities
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 go back to the the two elective courses, even beyond the expiration date, **without paying any penalty**.

**PLEASE NOTE:** The info in these slides is related to **the internship worth 6** in the study plan, **NOT** to the internship within the **Laurea Plus Programme**, which has its own procedures.
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](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 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 all the requirements previously mentioned.
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 as being worth 6 credits (see slide 2).

**PLEASE NOTE**
To have the internship recognized, remember **in the Study Plan to choose “internship” instead of one elective course (6 CFU).** In case you don’t do the internship, you can switch back to the elective course 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.
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