



GUIDELINES FOR INTERNSHIPS

Master in Management, Marketing and Finance (MMF) (A.A. 2021/2022)

The new Internship Guidelines ([Regolamento di Ateneo per tirocini curriculari, extracurriculari e professionalizzanti](#)) have been adopted since October. Students are invited to read this document before starting internship procedures.

For non-Italian speaking students, please contact the [Internship Office](#) (or Professor responsible for internship).

On the basis of the new Guidelines, it is NOT possible to carry out an internship as supernumerary credits except for internship abroad.

Professor responsible for internship in IMEF:

Prof.sa Maria Rosa Giovanna Scarlata (mariarosa.scarlata@unibg.it)

Professor supervisor and company supervisor for internship in IMEF:

The professor supervisor for the internship is the same professor supervising the master level thesis of the student, even when the thesis has no relation with the internship. If the student, for any reason, has not a professor supervising the thesis yet, the professor responsible for the internship (Prof. Maria Rosa Giovanna Scarlata) will be his/her professor supervising the internship.

The company supervisor will be nominated by the hosting company; he/she will follow the student during the internship

Requirements:

The professor supervisor for the internship makes sure that students have acquired a sufficient number of credits with regards to the subjects involved in the internship.



Duration of the internship and credits

The programme allows students to choose whether to undertake the internship or not and thus its 6 credits.

Based on the new regional regulations:

- a) It is NOT possible to gain any credit for internship beyond what spelled out in curriculum/programme (curricular credit hours). The only exception is for internship abroad or within a double degree programme.
- b) The internship spelled out in the curriculum is given a number of credit hours based on the duration of the task requested, according to the following rule: 1 credit for each 25 hours of internship. In order to get 6 credits, the maximum internship workload is 150 hours.
- c) With regard to the professional internship allowing to access the chartered accountants register (section A), within the total amount of 300 hours foreseen for the internship, 6 credit hours (corresponding to 150 hours) can be assigned as curricular internship. On the regulations of the professional internship, we refer to the agreement of the [*Association of Chartered Accountants*](#).

Students willing to activate an internship of 400 hours' workload, have to link the intership to the thesis; their workload will be divided as follows:

- 150 hours (=6 CFU) for the internship;
- 250 hours for the thesis.

1) Starting Internship:

- a) Students have to read the Guidelines for internship ([Regolamento di Ateneo per tirocini](#)). It is uploaded on unibg website: *Unibg => Studiare => Tirocinio => Regolamento d'Ateneo per tirocini curricolari, extracurricolari e professionalizzanti*.
- b) Students can look for internship opportunities by themselves, or through the university website (*Sportello internet => Tirocini => Opportunità*) or at following link: <http://sportello.unibg.it/esse3/Home.do>.
- c) Once the company or the institution has been selected, the company or the institution should sign in the help desk if it is not yet in place. The procedure for the registration is available at the following footage: <https://drive.google.com/file/d/180VliLzLzhG80C0rZLBR6wsDqOduOfLf/view>
- d) The company or the institution has also to formalize its relationship with the university through an agreement, in case such a relation is not yet in place, The procedure that must be followed by the Italian companies or institutions for signing the agreement is available at the

following footage:
https://drive.google.com/file/d/1YwZc3950vhyIU_GvOKQ8MY3JCKg9VNca/view. On the



contrary, foreign companies or institutions should sign [this form](#) and send it to the traineeship office ("Ufficio tirocini").

- e) Students define an internship project, according to the directions provided by the company tutor and the professor responsible for the internship.
- f) Company must fill in the overall project details at following link: <http://sportello.unibg.it/esse3/Home.do> confirm the internship project.
- g) Students confirm online the project, indicating the professor supervisor.
- h) The professor supervisor evaluates and accepts or refuse the project online (in this case he has to motivate the choice).
- i) Internship Office activates the internship in a week, after formal verifications.

The internship project is printable, **but students have not to hand it out;** now the starting procedure for the internships is entirely online.

2) How to conclude the internship:

- a) At the end of the internship the company tutor and the professor supervisor will be asked to write a final evaluation of the internship.
- b) Students are required to hand in all documents to the office within two months from the end of the internship, and in any case, in time to meet the final thesis deadlines.