

Informative meeting on internships - EDA students

Internship Team - Department of Economics (DSE)

- DSE Instructor for internships: Davide Scotti
- DSE Academic tutors: Rosa Pirozzi and Niccolò Rovetta



Requirements, duration and players

- **Requirements**

- A sufficient number of credits related to the subjects involved in the internship → [with a minimum threshold of 18 total credits (registered!)]

- **Duration and credits of curricular internship**

- 1 credit for each 25 hours of internship => to get 6 credits the internship workload is 150 hours.

- **Players involved**

- DSE instructor for internship (**II**)
- DSE Academic tutors (**AT**)
- Company tutor (**CT**)
- Unibg Internship Office (**IO**)



Selecting an opportunity

• Steps

- Read the Internship Guidelines (Regolamento di Ateneo per tirocini) uploaded on the website → www.unibg.it/tirocini
- Read the EDA vademecum for internship
https://ls-eda.unibg.it/sites/cl26/files/bozza_vademecum_tirocini_eda_final_0.pdf
- Find an opportunity
 - on ESSE3
 - through the DSE academic tutors and internship instructor
 - contacting a professor according to the “Internship list” on the EDA Moodle page
https://elearning15.unibg.it/pluginfile.php/203395/mod_resource/content/1/EDA_Tirocini_Stage.pdf
 - looking on the website or contacting companies by yourself
 - **Important!** The relationship between the company and Unibg must be formalized
- Define the internship project together with **CT** and **AT** (or II)
- The company has to insert the project on ESSE3 and link it to your student ID
- Confirm it and indicate as supervisor II for receiving his prior approval (accept/reject) on ESSE3



Doing and completing your internship

• Steps

- **IO** activates the internship within a week after the II approval (after having checked the administrative aspects).
- Do the 4-hours Unibg e-learning General Training Course (before starting or in the first part of the internship)
- **CT** and **AT** will supervise you during the project
- End of the internship
 - an internship book has to be filled and signed by (i) you, (ii) **CT**, (iii) **AT** and (iv) **II**
 - a final report (5 pages maximum) has to be written and signed by (i) you and by (ii) **AT** and (iii) **II**
- Some exceptions (to be discussed on a case by case basis)
 - Internships linked to the thesis → the academic tutor is the thesis supervisor
 - Extra-curricular internships





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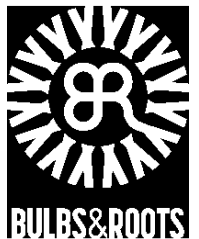
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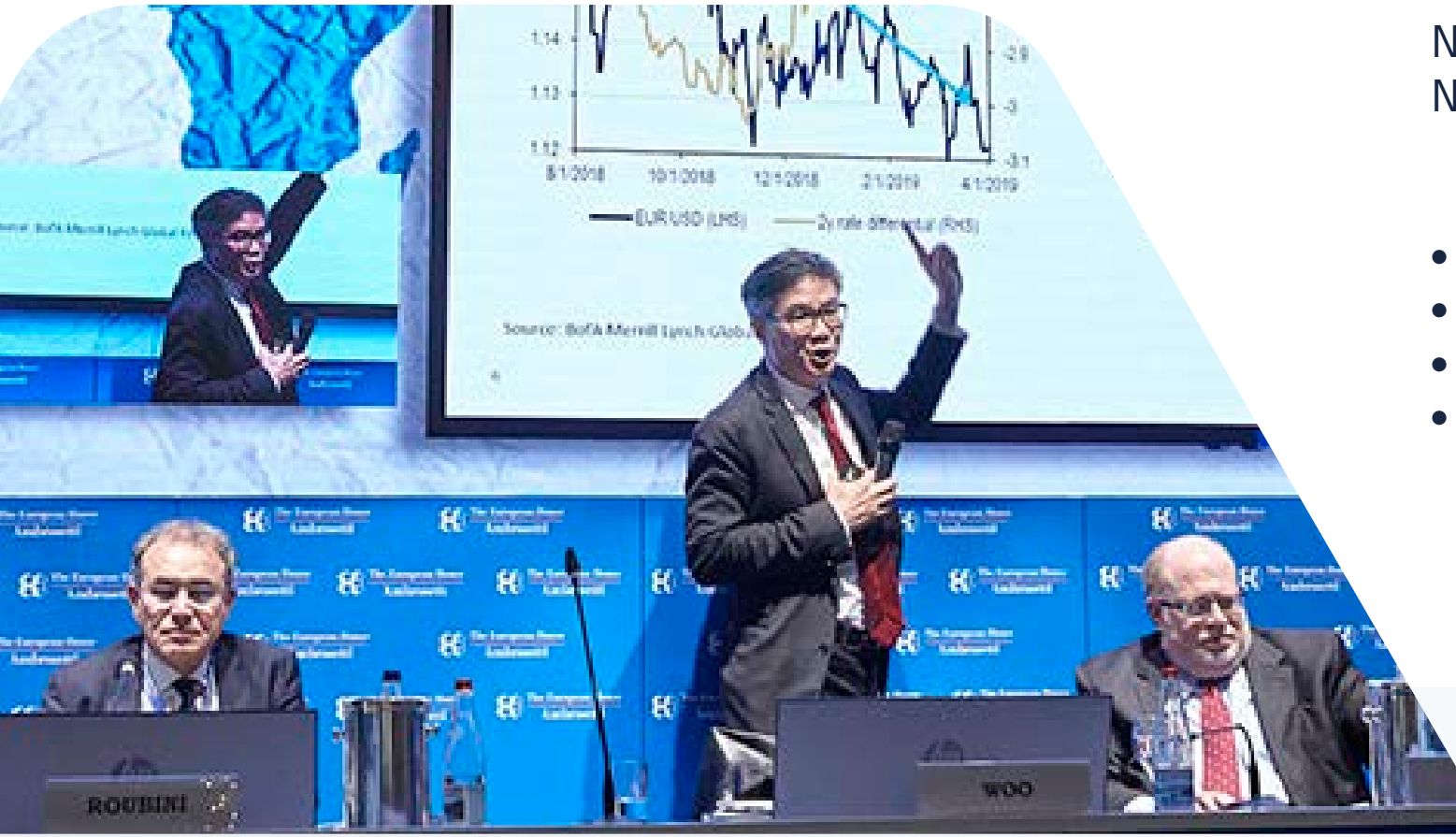


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