



GUIDELINES FOR INTERNSHIPS

Master in Economics and Data Analysis (EDA)
(a.y. 2019/2020)
[update May 2020]

The new Internship Guidelines (*Regolamento di Ateneo per tirocini curricolari, extracurricolari e professionalizzanti*) have been adopted since October 2019. Students are invited to read this document before starting internship procedures.

If students have any problems with the language, please contact the [Internship Office](#) or Academic Tutor.

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

Contacts:

Prof. Maria Rosa Battaggion (maria-rosa.battaggion@unibg.it)

Prof. Stefano Lucarelli (stefano.lucarelli@unibg.it) – Academic tutor

Requirements to start internship

Academic Tutor 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 program 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/program (curricular credit hours). The only exception is for internship abroad or within a double degree program.
- 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 credits 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 internship to the thesis; their workload will be divided as follows:

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

Parties involved

Student + Company Tutor + Academic Tutor (or thesis supervisor if the internship is linked to the Master thesis) + Internship Office

1) Starting Internship

- a) Students have to read the Internship Guidelines ([Regolamento di Ateneo per tirocini](#)) uploaded on the website: www.unibg.it/tirocini;
- b) Students can look for internship opportunities by themselves, or through the following university website: <http://sportello.unibg.it/esse3/Home.do>. or, for internship specific to EDA, through the EDA-EGM Moodle page.
- c) Once the company or the institution has been selected, the student should require the former to formalize its relationship with the university, in case such a relation is not yet in place, by following the instructions given at: www.unibg.it/tirocini (box "Documenti") => *Guida azienda* and at the following link: <http://sportello.unibg.it/esse3/Home.do>
- d) Students write an internship project, according to the indications agreed with the Academic Tutor and Company Tutor.
- e) The company or the institution shall complete the documents at the following link: <http://sportello.unibg.it/esse3/Home.do> and confirm the project.
- f) Students will be supervised by a Company Tutor and by an Academic Tutor. The Academic Tutor can be the thesis supervisor if the internship is linked to the Master thesis.
- g) Students confirm the project online by means of Esse3 system, and select the Academic Tutor who shall check the project.
- h) The Academic Tutor can accept or refuse the project (in this case she or he has to motivate the rejection).
- i) Internship Office activates the internship within a week of the approval by the Academic Tutor, after verification that the relationship with University is formally valid.



The internship project is printable, but it **doesn't have to be hand delivered or signed**, because the procedure is online only.

2) During Internship

Students should meet regularly (or regularly communicate by e-mail) with the Company Tutor and the Academic Tutor, who will assess the progress of the project.

3) End of the Internship

- a) The Company Tutor and the Academic Tutor will be asked to write a final assessment.
- b) Students are required to hand in all documents within two months of the closing date of the internship, and in any case in due time for the final thesis, as long as the project results are going to be used in the Master thesis.