



## **REGULATION ON CURRICULAR INTERNSHIP BACHELOR'S DEGREE IN ECONOMICS (D.M. 270/04) MASTER'S DEGREE IN ECONOMICS (D.M. 270/04)**

The curricular internship consists in a period of practical activity aimed exclusively at the attainment of the CFU needed for the successful completion of the formative path of the degree courses. The internship shall be carried out at public or private structures affiliated to the University, with the supervision of a didactic tutor and of a company tutor who shall guide the students during their internship period.

The Study Plan for the Bachelor's Degree in Economics (Class L-33) includes a compulsory curricular internship, for the purpose of completing the student's career. The curricular internship is optional in the Master's Degree Course in Economics (Class LM-56).

The internship may take place either at facilities - public or private - affiliated with the University, at the eCampus University, or at other Italian or international Departments and Institutes of Economics. The internship will be implemented under the supervision of a University tutor - responsible for the didactic-organisational area of the internship (a Member of the Internship Commission of the Faculty of Economics of eCampus University) - and of a company tutor who will directly guide the student during the internship period.

### **Art. 1 - PURPOSES AND ACTIVITIES OF THE INTERNSHIP**

The curricular internship, aimed at the attainment of the academic title, is intended to promote the attainment of the following formative objectives:

- a) comprehension of the links between theory and professional practice; and integration between theoretical knowledge, acquired in the Degree Courses in Economics, and their practical application;
- b) comprehension of procedures and methodologies typical of professions related to the economic and corporate sphere (such as private practice as accountant, activities in the economic field, economic journalism);
- c) The progressive acquisition, under the close supervision of a tutor, of competencies related to the professional role, in relation to the different working contexts in which graduates in Economics operate.

For the purpose of allowing a variety of experiences, students will be able to realise their internship:

- a) in various structures (public or private) where the following services are provided:
  - analysis of the phenomena related to national and local economy; and to the relation between supply markets and companies;
  - planning, management and control activities in private and public companies;

- economic, financial, production and management consultancy at private businesses;
- financial intermediation.

b) at accounting firms (see art. 8).

c) Within the eCampus University degree course, as well as at other universities. In this case, the internship activities, of a theoretical and technical-methodological nature, will be mainly oriented towards the involvement of interns in study and research activities, under the direct supervision of a professor of the Faculty of Economics.

The internship is configured as a planned activity and follows an individualised project, built on the basis of a "training project" between trainee and tutor in which mutual responsibilities and respective tasks in the implementation of the project itself must be specified. This individualised project will be previously examined and approved by the Commission of Internships of the Faculty of Economics of eCampus University.

The activity of curricular internship for the students of the Bachelor's Degree Course in Economics (L – 33) and the Master's Degree in Economics (LM-56) amounts to 25 hours per course credit, according to the provisions of the educational offer.

For the purpose of the recognition of the internship activity, only the hours during which the practical and didactic exercises are actually carried out must be taken into account, and not the hours during which they are present within the facility (e.g. hours spent in the accommodation or in the community, intermediate hours or hours spent within the facility before and after the practical activity are excluded).

A curricular internship does not constitute an employment relationship.

The maximum and total duration of the traineeship period is 6 months. Periods of abstention or suspension of the traineeship are not taken into account when calculating the above limit. The maximum duration of 6 months is understood to include extensions.

## **Art. 2 - ACCESS TO THE INTERNSHIP PERIOD**

In order to start the internship activity, the student must:

- contact the Internship Office in advance, writing an e-mail to [tirocinio.economia@uniecampus.it](mailto:tirocinio.economia@uniecampus.it);
- have attained at least 100 CFU out of 180 for Bachelor's Degree students.
- have attained at least 50 CFU out of 120 for Master's Degree students.
- In case the host company/institution where the student wishes to carry out the internship period does not have an agreement with the university; the host company/institution must stipulate said agreement with the university; the Internship Commission reserves the right to assess the suitability of the companies/institutions proposed by the student. It is the duty of the Faculty Internship Office to contact the host facility directly with the purpose of entering into the necessary agreement.
- In case the students wish to carry out the curricular internship at the University or at other universities, they shall identify a lecturer in the Bachelor's Degree Course in Economics or Master's Degree Course in Economics at eCampus University or at the Departments/Institute of Economics of other universities and verify whether the professor is available to tutor them.

### **Art. 3 – LOCATION OF THE INTERNSHIP**

The following may be chosen host institution/company:

- Public and private institutions, private companies in agreement with eCampus University.
- For the purpose of the stipulation of an agreement with the University, said institutions must submit to the Internship Office:
  - 1) Indications related to the purposes of the organizational structure of the Institution (in case of a private Institution, the statute of said institution).
  - 2) Detailed indications on the research activity carried out at the host institution/company and specific indications on the educational activity carried out by the interns.
  - 3) Curriculum of the intern.
- eCampus University and other Italian/international Departments/Institutes of Economics.

### **Art. 4 - TUTORS: FUNCTIONS AND CHARACTERISTICS**

The tutor supervises the student during the internship period, agreeing on the practical arrangements related to its implementation, ensuring that the internship is carried out appropriately and participating in its evaluation.

- In public and private institutions the function of the tutor must be carried out by personnel belonging to the professional activities provided for in Art. 1, with appropriate professional experience and able to guarantee a stable relationship with the host company/institution for the duration of the internship.

Within the University, lecturers of the Bachelor's and Master's degrees of the Faculty/Department of Economics may act as tutors.

Each tutor may supervise a maximum of two interns.

### **Art. 5- RULES OF CONDUCT FOR THE INTERN**

The intern shall comply with the provisions of the agreement between the University and the hosting entity, shall respect the disciplinary regulations, as well as the organization, safety and hygiene rules. During and after the internship, the candidate shall maintain the strictest confidentiality with regard to the data and information acquired during the internship period. Where a code of conduct, or internal rules, are in place at the host company, the intern shall be required to sign and comply with them.

### **Art. 6 – INSURANCE**

The civil liability and INAIL insurances required for the implementation of the internship, are borne by eCampus University.

## **Art. 7 - TRAINING PROJECT**

The Training Project is a real contract between the intern and the host company/institution. The Training Project contains the personal data of the intern, the data of the host institution/company, the location and period of implementation of the internship, the insurance details, and the names of the tutors.

The Training Project indicates the objectives of the internship and the modalities required to meet the predetermined objectives (for example what skills the candidates wants to achieve with the internship and how to acquire them).

The duration of the internship and the modality of access to the premises of the host institution/company shall be included in the Training Project, which shall be drawn up before the beginning of the internship.

The Training Project is considered active only upon stipulation of an agreement between the University and the host company/institution.

Once the training project form has been completed, the Internship Office will return the countersigned Training Project, along with the necessary forms for the internship:

- **Attendance register;**
- **End of the internship form** (which must be drawn up by the intern at the end of the internship experience);
- **Evaluation form** (which must be drawn up by the company tutor at the end of the internship experience);

Once the internship is concluded, all forms certifying its completion must be sent in advance by e-mail to the Internship Office. The original forms must be handed in to the Student Administration Office, along with the request to graduate.

## **Art. 8 - IMPLEMENTATION OF THE INTERNSHIP IN CONJUNCTION WITH THE TRAINING COURSE AND FOR THE EXEMPTION FROM THE WRITTEN TEST OF THE STATE EXAMINATION TO PRACTICE THE PROFESSION OF CHARTERED ACCOUNTANT AND ACCOUNTING EXPERT.**

The curricular internship consists in a period of practical activity through which students complete their university education. On the one hand, the activity carried out a better knowledge of the world of work, on the other hand it enables the students to acquire the CFUs related to internship activities.

It is useful to clarify that a curricular internship is not valid as a professional internship for the purpose of the State Exams for the certification of Chartered Accountants. In particular, the professional internship, to which the students of the Faculty of Economics can access on the basis of an express agreement with the Order of Chartered Accountants, allows them to carry out the internship period - required to take the qualification examination (for the profession of chartered accountant) - concurrently with their studies at the e-Campus University, by passing specific examinations to be included in their Study Plan (for details see the document "Accordo ODCEC Como - Università Telematica E-Campus", at the following link:

[www.commercialisti.it/Portal/Documenti/Dettaglio.aspx?id=d173183d-64af-461b-96ad-87e33eb62380](http://www.commercialisti.it/Portal/Documenti/Dettaglio.aspx?id=d173183d-64af-461b-96ad-87e33eb62380).