



Guidelines for Internship Training and Orientation (TIR-LM) – Master's Degree

- To be admitted to the TIR-LM the student must have obtained 54 ECTS and can submit the application only during the **two periods** defined every year in the Educational Calendar.
- The student, in order to start the Internship, must contact the **Orientation Coordinator to the TIR-LM of his/her Master's Degree**, shown in the website of the University.
- The Orientation Coordinator to the TIR-LM, considering the student's interests, will help him/her to find **the Host Organization** among the accredited partners and will direct him/her to an Academic Tutor.
- The student interested in carrying out the internship abroad can benefit from the opportunities offered by the International Office of the University, that can be found on the page **<http://www.univpm.it/Entra/Studio>**.
- The student, after selecting the Host Organization, in order to apply for admission to the Internship (TIR-LM), will define with the Academic Tutor his/her objectives and rules, reporting them on two **forms in original of the Educational Project**, as provided by the Vademecum of the Internship (TIR-LM).
- The student, after filling out the application form for the admission to the Internship (TIR-LM) and the Educational Project, through the Responsible of the Host Organization, should ask for the related stamp and signatures for the acceptance from the Host Organization.
- The student must download the Transcript-Diary and fill out the section within its remit on the front page of the transcript, reporting the objectives and the rules of the Internship already written on the Educational Project form.
- The student needs to deliver the following documents to the Student Affairs Front Office the following documents:
 - Application Form for the TIR-LM**
 - Two forms in original of the Educational and Orientation Project**
 - Transcript-Diary**
- The application form can be sent by mail (not by FAX) to the Student Affairs Front Office attaching a copy of a valid ID (date as post-marked).
- After the application deadline, the Front Office will send the TIR-LM application forms to the Department.
- The competent administration body evaluates the forms submitted and communicates the outcomes to the Student Affairs Front Office that completes the transcript-diary of the approved projects. The student will collect the transcript-diary at the Student Affairs Front Office during office hours (NB without the transcript-diary the student can't start the TIR-LM).

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- The TIR-LM should be carried out as provided for in article 4 of the Vademecum. Within 80 days from the end of the TIR-LM (date of the last attendance validated by the Host Structure on the transcript-diary) the student will hand the written report to the Tutor who will correct it.
- The application form for the discussion of the TIR-LM final exam must be handed over to the Student Affairs Front Office within 120 days by the end of TIR-LM (date of the last attendance validated by the Host Structure on the transcript-diary).

The Intern must

- a) hand over the evaluation form (available online) to the Business Tutor;**
- b) make sure that the Host Structure did correctly fill the Transcript-Diary;**
- c) use and compile the Title Page** available online for the final report;
- d) follow the indications of the "Fac-simile Relazione"** to write the final report;
- e) hand two paper forms with perfect bound of the final report, countersigned in original by the Academic Tutor and the Student;**
- f) urge the Academic Tutor to send (by mail as well) his/her assessment** on the work carried out by the student to the Chair of the TIR-LM Evaluation Committee before the date of the discussion/exam. The evaluation form for the Academic Tutor is available (only for professors) on the website D3A in "area riservata" sec. Amministrazione-Modulistica-Area didattica;
- g) fill out the TIR-LM evaluation questionnaire for the students.**

N.B. – According to the Art. 5 of the Vademecum:

The Student Affairs Front Office will collect the application form for the Discussion, the Transcript-Diary in original compiled by the company and the two final written reports within a maximum of 15 days from the dates (set out by the Committee) of the examination.

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