

GUIDELINES for the conduct of the curricular internship

(Department Council of July 16, 2024)

These Guidelines apply to undergraduate Bachelor's students enrolled from the academic year 2016/17 onwards and to Master's undergraduate students.

The student interested in undertaking an internship abroad can take advantage of the opportunities managed by the University's Internationalization Office, which can be viewed on the page <https://www.univpm.it/Entra/Studio/L/1>.

CURRICULAR INTERNSHIPS IN ITALY

ADMISSION REQUIREMENTS

To be admitted to the curricular internship, the student must have obtained:

54 CFU (credits) in Bachelor's degree courses

12 CFU (credits) in Master's degree courses

DEFINITION OF INTERNSHIP ACTIVITY

The application can be submitted during the three periods defined for each academic year by the [Academic Calendar](#).

- The student must consult the [list of companies](#) and Organizations with agreements published on the D3A website and choose the Host Structure from those with agreements. Additionally, the student can propose a new agreement with a Company/Organization not present in the list to the Didactic Unit.
- The student must contact the chosen Host Structure to verify availability and formulate a draft [Educational Project.pdf](#).
- Once the draft Internship Project is formulated, the student must contact the [Curricular Internship Coordinator of their Bachelor's/Master's Degree Course](#), who will identify the Academic Tutor.
- The student must then contact the Academic Tutor for the approval of the Training Project.

HOW TO APPLY FOR AN INTERNSHIP

The student may submit an [Application for Internship](#) to the [Agriculture Registrar's Office](#) in one of the following alternative ways:

- a) **By hand delivery** to the Agriculture Registrar's Office of the filled Application for Internship, accompanied by the filled Educational Project and the [Transcript Diary Booklet](#) completed in the introductory part. All documents must be undersigned with handwritten signatures in original.
- b) **By sending** from the student UNIVPM e-mail address to segreteria.agraria-scienze@univpm.it the filled Application for Internship, the [Transcript Diary Booklet](#) completed in the introductory part and the filled Educational Project, digitally signed by the Host Structure's Responsible Person or, if scanned, completed with a copy of an identity document of the Business Tutor.

The student secretary's office will notify students of the approval of their internship application and send them the diary booklet.

NB.

In view of the technical time required for the administrative process, the internship cannot start until 30 days after the end of the application period.

CONDUCT OF INTERNSHIP ACTIVITIES

After receiving notification from the student secretariat that the application has been approved and, at the same time, a copy of the Diary Booklet, the student may start the attendance of the internship subject to notification of the Academic Tutor.

The activities carried out must be recorded in the Diary Booklet.

For completion of the placement, an actual presence at the Host Structure of 135 hours is required, to be carried out on between 20 and 34 days.

The weekly hours of the placement must be less than 36 hours (public sector) or 40 hours (private sector).

The minimum daily duration of the activities is 4 hours.

CONCLUSION OF THE INTERNSHIP

At the end of the placement period, the student must:

- hand over the duly completed Diary Booklet to the Business Tutor, for checking and signing, and for subsequent forwarding to the academic tutor.
- hand over to the Business Tutor the assessment form ([form for degree courses](#), [form for Master's degree courses](#)), for completion and subsequent forwarding to the academic tutor;
- notify the Academic Tutor by e-mail of the end date of the placement.
- within 80 days from the end of the work placement (the last date of attendance endorsed by the Host Organisation on the Diary Booklet shall be taken as proof), draw up a report on the activities carried out, in accordance with the [Indications for the drafting of the thesis](#), and send it by institutional email to the Academic Tutor for revision (word format).
- draw up the final version of the report (according to the Academic Tutor's instructions) at least 15 days before the date on which the exam is to be taken and forward it to the Academic Tutor.
- send the student [questionnaire on internship evaluation](#) (PQA) form to the Academic Tutor
- register for the Internship Examination on ESSE3Web

The Business tutor must:

- check that the student completes the Diary Booklet completely and correctly,
- certify by signature the achievement of the necessary hours,
- email the signed Diary Booklet to the Academic Tutor,
- complete the student's assessment form and forward it to the Academic Tutor.

The Academic tutor must:

- revise the Report within 30 days of delivery.
- upload to the repository, within 10 days of correction of the Report:
 - the final version of the report signed by him/her and the student;
 - the [signed assessment sheet](#) containing the evaluation of the activity carried out;
 - the assessment sheet signed by the Business tutor,
 - the diary booklet signed by the Business Tutor,
 - the student [questionnaire on internship evaluation](#) (PQA).

CONDUCT OF THE EXAMINATION

By agreement with the academic tutor, the student may register for the Internship Examination on ESSE3Web.

Forms can be found on the appropriate [web page](#) of the Agriculture Registrar's Office.