

INTERNSHIP GUIDE FOR TRAINING AND ORIENTATION OF STUDY COURSES (D.M. 270/04) RELATED TO THE DEPARTMENT OF AGRICULTURAL, FOOD AND ENVIRONMENTAL SCIENCES

(Department Council of July 16, 2024)

This guide applies to students enrolled starting from the academic year 2016/17 and to master students.

The guide regulates the curricular internships of the Bachelor's and Master's Degree Courses activated by the Department of Agricultural, Food and Environmental Sciences (hereinafter referred to as D3A) according to DM 270/04.

ARTICLE 1

Definition of Theoretical-Practical Teaching Activities for Internships

The theoretical-practical teaching activities of the Training and Orientation Internship for students of Study Courses activated according to DM 270/04 are provided by the Department's Teaching Regulations and are an integral part of the activities aimed at achieving the educational objectives of each Study Course. These activities are carried out at an Host Structure external from the Marche Polytechnic University affiliated with the D3A. For internships at foreign Host Structure, students must contact the International Relations Office.

Carrying out the internship involves the participation of students in the activities of the Host Structure, in accordance with the Training Project and within the limits set by current regulations.

In the Bachelor's and Master's degree courses, the internship (TIR-L and TIR-LM) is awarded 6 ECTS credits, equivalent to 150 hours, divided into 135 hours of actual presence at the host facility (assisted teaching activities to be performed with a number of attendance days between a minimum of 20 and a maximum of 34) and 15 hours of individual activities (organization of activities and drafting of the final written report).

ARTICLE 2

Curricular Requirements

In the Bachelor's degree courses, to be admitted to TIR-L, the student must have acquired **54 ECTS** credits.

In the Master's degree courses, to be admitted to TIR-LM, the student must have acquired **12 ECTS** credits.

ARTICLE 3

Procedural Steps

1. The procedural steps are outlined in the Guidelines published on the D3A cultural area website.
2. The minimum daily duration of the activities planned by the Training Project is 4 hours. The weekly internship hours must be less than the hours stipulated by the applicable national collective labour agreement of the host organization (maximum 36 hours per week for the public sector, maximum 40 hours per week for the private sector).
3. During the internship, students are required to:
 - Carry out the activities outlined in the Training Project.
 - Comply with hygiene, safety, and health regulations in the workplace.
 - Maintain confidentiality regarding data, information, or knowledge about production processes and products acquired during the internship.
 - Fill out the diary booklet.

ARTICLE 4

Affiliated Host Structures for Internships

The Director of D3A, upon written and justified proposal from at least one Department teaching member, signs the agreement on a text prepared by the central University authorities.

The Didactic Unit takes care of the necessary formalities, including the digital preservation and cataloging of the agreements.

ARTICLE 5

Curricular Internship Coordinator

For each Study Course, a Curricular Internship Coordinator is appointed by the Unified Study Course Council for a three-year term, renewable once.

The Coordinator identifies and assigns an "Academic Tutor" to the student intending to start the internship based on the activity to be performed.

The Coordinator acts as the Chair of the examination committee for the internship evaluation, with the possibility of delegation in case of impediment.

ARTICLE 6

Academic Tutor

The role of Academic Tutor can be held by D3A teaching members.

The Academic Tutor defines with the student and the Business Tutor the objectives and methods of the internship, described in the Training Project, and follows the student during the internship activities.

ARTICLE 7

Host Structure's Responsible Person and Business Tutor

The "Responsible Person of the Host Structure" is the legal representative of the Host Structure and must review and sign the Training Project.

The Responsible Person identifies the Business Tutor who will oversee the student's internship activities.

The Business Tutor agrees with the Academic Tutor and the student on the objectives and methods of the internship, as outlined in the training project.

The Business Tutor certifies attendance and activities carried out by the student and, upon completion of the internship, checks the number of hours performed, stamps and signs the Diary Booklet, and delivers it to the Academic Tutor.

ARTICLE 8

Internship Examination

Once the internship is completed, the student must take the exam, after registering for the call on the ESSE3Web platform.

The Internship Evaluation Committee gives an overall grade out of thirty, taking into account the evaluations expressed by the Business Tutor and the Academic Tutor, the alignment with the objectives set in the Training Project, the quality of the written report, and the student's presentation skills.

ARTICLE 9

Recognition of Work Activities

A student who has performed at least 135 hours of work in one of the sectors relevant to the Study Course can request recognition of this activity for the curricular internship. For this purpose, they must attach to the request a stamped and signed service certificate provided by the company (or a self-certification in the case of service performed at public entities, or a document proving registration in the Companies Register or the Lists of Direct Farmers) and copies of pay slips (and/or model 101) that certify actual remuneration for a sufficient number of working hours to recognize the work activity for the internship (at least 135 hours).

The Competent Authority [CUCS/CDS] evaluates the documentation, the relevance of the activity performed to the educational objectives, and, if accepted, assigns an Academic Tutor to whom the student must present the final written report on the activities performed as a replacement for the curricular internship.

The student then follows the procedural steps indicated in Article 8 Internship Examination.

ARTICLE 10

Entry into Force

This guide comes into force on the date of approval by the Competent Body.

Transitional Provisions

For previous study programs, the old regulations apply.