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REGULATION of CURRICULAR INTERNSHIPS of the BACHELOR and MASTER'S DEGREE COURSES of the SCHOOL of MANAGEMENT and ECONOMICS

1. Definition and purpose of curricular internships

A curricular internship is defined as an internship included in the study plan of a degree course to which a certain number of CFU (University Learning Credits) is attributed.

The curricular internship is aimed at acquiring practical experience through the student's temporary participation in the life of a company or organization, whether private or public.

For the purposes of this regulation, the following subjects are considered *involved parties*:

- *Promoter*: the University, namely the subject that promotes the internship, controls its content and progression and takes responsibility for its quality and lawfulness;
- *Host*: the employer, whether private or public, where the internship takes place;
- *Tutor within the promoter (academic Tutor)*: the President of the degree course or the delegated teacher, who assumes the function of teaching supervisor of the trainee's activities and who monitors the progress of the internship;
- *Tutor within the host (in-house Tutor)*: person responsible for the placement and practical training of the trainee within the Host entity;
- *Trainee*: student regularly enrolled in a bachelor or master's degree course, who is carrying out a internship.

2. Legal nature of curricular internships

The relationship between the University of Turin (through the Career, Tutoring and Placement Office (OTP) of the School of Management and Economics) and the host company/entity does not constitute an employment relationship, but rather a training opportunity for students. The host entity has no obligation to employ the trainee at the end of the internship period.

Although there is no obligation to pay the trainee, the host entity may consider offering him/her facilities such as financial contributions, free meal vouchers, canteen service, reimbursement of expenses. Any commitments and agreements made must be declared in the training project.

3. Insurance

The University insures trainees against accidents at work with the National Institute for Insurance against Accidents at Work (INAIL), as well as with an appropriate insurance company for third-party liability and accidents at work.

The University's insurance against accidents covers students only for the performance of institutional activities (learning and research) carried out for UniTo. The accident insurance policy provides cover for medical expenses, within the contractual limits, attributable solely to the "Accident" event and is not a health/medical policy.





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Trainees who intend to carry out their internship abroad must therefore personally take steps to subscribe a suitable medical/health policy.

In the event of an accident of the trainee, the Host is obliged to notify the Promoter immediately, within 24 hours of the occurrence of the accident, by writing to the email address infortuni@unito.it and jobplacement.economiamanagement@unito.it, enclosing:

- a medical certificate of work accident issued by the First Aid Station or the doctor who ascertained the accident;
- a brief report on the dynamics of the accident.

4. Relevance of the internship to the degree course

The educational objectives of the curricular internship must be relevant to the degree course. The *parties involved* will take care to identify all those elements that guarantee the relevance of the internship to the university degree course (understanding of the concrete application possibilities of the theoretical tools acquired during university courses, knowledge of the real functioning of the organization/entity, etc.).

5. Educational connection between the curricular internship and the academic year of reference

In order to undertake a curricular internship, it is necessary to be enrolled in a Bachelor or Master's degree course and to have included the internship in the career plan.

The internship may be carried out from the study year indicated in the Educational Regulations of each degree course.

The student enrolled in one or more single courses cannot undertake a curricular internship.

The curricular internship can be started in any month of the academic year.

6. Incompatibility

- It is not possible to undertake a curricular internship within a family business or professional firm (up to the 3rd degree of kinship).
- There must be no kinship ties between the trainee and the in-house Tutor.

7. Performance of the curricular internship

The ordinary mode of carrying out the internship is in presence, unless any specially regulated contingencies or emergencies, such as the Covid-19 outbreak, make it necessary to carry out the activity fully online, even for a limited period.

Blended modes (partially in presence and partially remotely) may be envisaged for particular professional activities, for which it is still possible to achieve the educational objectives of the internship also through a mixed mode.

8. Duration of the curricular internship



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The internship period is established based on the effort required to achieve the CFUs laid down in each study plan. One CFU is equal to 25 hours of internship activity.

Students are invited to read the Educational Regulations and the study plan of their degree course, according to the group to which they belong (academic year of enrolment).

A time extension (prolongation) of the curricular internship beyond the time required for the acquisition of the credits is not permitted.

8.1. Definition of the internship hours

The weekly work schedule must be between 20 and 40 hours.

The maximum weekly working hours must, in any case, correspond to those provided for by the CCNL of reference, applied to the employees of the host company/entity.

The period of each internship will be calculated by the OTP Office in such a way as to authorize a full-time or part-time internship (in compliance with the minimum and maximum weekly hours indicated above and as agreed between the parties when the internship starts), that enables the trainee to acquire the needed CFUs.

9. Curricular internship for Free Learning Credits

It is necessary to refer to the Educational Regulations of the relevant degree course.

10. Starting procedure of the curricular internship

The internship is carried out in companies, organizations or entities which, after registering on the www.unito.it portal, have entered into a special agreement with the University of Turin (promoter).

For each internship, a document called “Training Project” is drawn up. It contains the details of the trainee, of the academic tutor and of the in-house tutor, the location, the period and time schedule of the internship and its educational objectives.

Any activity carried out without the appropriate documentation (Training Project) signed by all three parties involved (Host – Promoter – Trainee) is not covered by insurance nor legal recognition and does not entitle the trainee to obtain any University Formative Credits.

Information and details are available on the SME website (www.sme.unito.it), in the Job Placement section, in the drop-down menus dedicated to Students and Entities and Companies.

11. Activities recognized for the CFU related to the curricular internship

The students enrolled in a degree course that provides for a Compulsory Internship in the study plan, that:

- regularly work, with tasks related to the subjects of the degree course, or
- are carrying out the legal internship, or



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- are carrying out an extra-curricular internship obtained through a promoting entity different from UniTo (for example, the Employment Centre), whose educational objectives are related to the degree course

may apply for the recognition of one of the abovementioned activities, following the recognition procedures listed on the SME website (www.sme.unito.it) in the Job Placement section, under the Student drop-down menu.

In order to acquire the CFUs relating to the curricular internship, it is therefore not necessary to activate a curricular internship. For this purpose, the host company/professional firm does not need to enter into an agreement with UniTo or to get accredited on the portal www.unito.it.

It is possible to consider only the requests for recognition relating to activities in progress at the time of submission of the request.

As is the case of standard curricular internships, in order to submit a request for recognition, it is necessary to be enrolled in a Bachelor or Master's degree course that has a compulsory internship as part of the study plan and to have included the internship in the career plan. The request for recognition may be submitted from the study year indicated in the Educational Regulations of each degree course, if the work experience/legal internship/extra-curricular internship is in progress.

In exceptional cases, it is possible to take into account requests for recognition of work experience/legal internship/extra-curricular internship activated through a promoter organization other than UniTo, whose activities are nearing completion.

The approval of the request for recognition is not automatic, but subject to the assessment of the Students' Procedures Commission of the degree course /OTP Office.

The duration of the period of recognition is determined by the effort required to achieve the CFUs, envisaged by each degree course, in relation to the Internship.

Information, procedures and forms are available on the dedicated page on the SME website (www.sme.unito.it), in the Job Placement section, under the Student drop-down menu.

Students who do NOT have a compulsory internship in their study plan, but who choose to include the internship in their Free Learning Credits should read the Educational Regulations of their degree course to check which recognition modes are/are not envisaged.

Work activity CANNOT be recognized as valid for the acquisition of CFUs in the case of internship included among the free credits.

12. Evaluation and registration

The internship is assessed as "qualified".



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Please note that the completion of the scheduled time is a necessary condition for the internship to be considered valid for the final assessment.

It is the responsibility of the trainee and the in-house Tutor to check that the time requirement has been met before the end of the internship.

Nine registration appointments are scheduled throughout the calendar year (every month, except August, November and December), to which students must sign up in order to register the internship.

Detailed information is available on the SME website (www.sme.unito.it), in the Job Placement section, under the Student drop-down menu.

13. Reports and/or problems during the internship

Without prejudice to the powers of the University bodies in charge of enhancing the well-being of students and workers and against discrimination, should trainees encounter any problems during their internship, they can send their reports to the OTP Office Operator and to the academic Tutor, whose details will be indicated in each Training Project.

For your information, please refer to the “Codes of Conduct” page on the UniTo portal - <https://www.unito.it/ateneo/statuto-e-regolamenti/codici-di-comportamento>.

14. Final provisions

The present Regulation was approved on 8/11/2023 by the School Council of the SME and enters into force the following day.