



Internships Extraordinary Procedures due to Coronavirus emergency

In compliance with the Dean's urgent Decree rep. 1064/2020, Prot. No. 140879 of 17/03/2020 and exclusively while national containment measures to contrast and contain the COVID-19 virus emergency are in place, students will have to follow **extraordinary procedures** for the management of curricular and extracurricular internships. These measures apply to students belonging to the Degree Courses of the Departments of Management and of Economic-Social and Mathematical-Statistics (ESOMAS).

BACHELOR'S AND MASTER'S DEGREE COURSES OF THE DEPARTMENT OF MANAGEMENT

A) ONGOING CURRICULAR INTERNSHIPS

1. **Onsite curricular internships** (activated or hosted by the University of Turin, both in Italy and abroad) **are currently suspended**.
2. In order to allow students to complete their ongoing curricular internships, the Degree courses of the Department of Management have decided that the internship can be recognized if students have **completed at least 60% of the hours** specified on their Learning agreements (Progetti formativi).

Specifically:

- For 9 ECTS internships → can be considered fulfilled if the student has completed 135 hours
- For 12 ECTS internships → can be considered fulfilled if the student has completed 180 hours
- For 18 ECTS internships → can be considered fulfilled if the student has completed 270 hours

2.1. Students who, on the date of the Rectoral Decree publication, have already completed the above mentioned internship hours, starting from April 1st 2020 can proceed with the submission of the final documentation and enroll for the Internship registration session, following the instructions on the dedicated page of the Degree course website.

2. 2. Students who, on the date of publication of the Rectoral Decree, have not yet completed the above mentioned internship hours, should follow these operational procedures:

- If the training activities can continue **remotely**:

If the Company Tutors believe the internship can continue in smart working (remotely) they must inform of this possibility the Job Placement office via e-mail – with the trainees in cc – integrating and updating the learning objectives of the internship. The Job placement office will submit the request to



the Degree course, which will evaluate the proposal and provide a timely response to the Company Tutors and trainees.

- If internship **activities cannot be performed remotely**, the Company tutors should inform the Job Placement office via email – with the trainee in cc – about the total hours performed by the intern.
The Job Placement office will submit each case to the President of the Degree course so as to decide on a specific integrative activity.

Upon reaching the number of hours indicated above, students will be able to submit the final documentation and to register for the registration session by following the instructions on the reference sites.

B) RECOGNITION OF WORK ACTIVITY/INTERNSHIP ACTIVATED BY OTHER ENTITIES (ONGOING)

For the performance of the aforementioned activities, please refer to the decisions made by each body / company with which the student has signed an agreement / contract, etc.

Also in these cases, the activity can be recognized when 60% of the hours initially foreseen in the Recognition form have been completed.

Specifically:

- For 9 ECTS internships → can be considered fulfilled if the student has completed 135 hours
- For 12 ECTS internships → can be considered fulfilled if the student has completed 180 hours
- For 18 ECTS internships → can be considered fulfilled if the student has completed 270 hours

C) NEW ACTIVATIONS OF CURRICULAR INTERNSHIPS

The activation of new curricular internships is suspended until April 3rd 2020 or a following date, in the event that new national provisions further postpone the resumption of in-person training activities.

Students who plan to graduate in July 2020 can request the activation of the curricular internship if they meet the following conditions:

- have obtained from 140 to 145 ECTS on the R.D. date;
- have submitted the request to activate the internship to the Job placement office by 17/03/2020;
- the existence of the conditions for the Training Project to be carried out remotely is verified and approved by each Degree Course.

When beginning the internship remotely is not possible, the Presidents of the Degree Programmes will evaluate alternative activities or tests that allow the completion of the internship credits.



D) EXTRA CURRICULAR INTERNSHIPS

All extracurricular internships activated or hosted by the University, carried out in the Piedmont Region, in other Italian regions or abroad, **are suspended and cannot be carried out remotely.**

Activations of new extracurricular traineeships are also suspended until April 3rd 2020 or a later date, in the event that new national provisions further postpone the resumption of in-person training activities.