



Università degli Studi di Torino
Dipartimento di Management



INTERNSHIP RULES MASTER COURSE IN BUSINESS ADMINISTRATION 2022/2023

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CONTACTS

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FOR RECOGNITIONS: mdmba.management@unito.it

APPOINTMENT ON REQUEST (also online)

OFFICE: Corridor B in front of Classroom 13.

You can also write to JOBPLACEMENT.SAA@UNITO.IT but please insert in the e-mail subject “BA:...”.

Internship characteristics

- N.450 hours (**not less!**)
 - 18 cfu
 - About **3 months** (12 weeks)
 - Full/part time
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- Found **on your own** or through **Internship proposals** given by the Job Placement Office
 - Internship Area where internship offers are published:
<https://elearning.unito.it/sme/course/view.php?id=3785>

Data Internships Academic Year 2021/2022

- N. 72 students
- N. 4 students asked the recognition of activities
- N. 14 students went abroad (26%)
- N. 39 Internships in Italy
- N. 15 students did not answer or are waiting
- Areas: 2/3 marketing, 1/3 finance and accounting, 1-2 management

Companies Academic Year 2022/23

- Ernst & Young
- KPMG
- Deloitte
- PriceWaterhouseCoopers (PWC)
- Accenture
- Arwin & Partners
- Praxi
- FCA-IVECO-CNHIND
- Bosch
- Roche
- Ferrari Financial Services
- Reale Mutua
- Michelin Italia
- Protiviti
- Banca Sella
- Intesa San Paolo
- Banca di Cherasco
- Global Mindset Development
- Sargomma
- Labioelite
- Talent Acquisition Partners
- Martin Mulligan
- Global Mindset Development
- Legacy partner
- And others....

PAY ATTENTION!!

- **BEFORE starting and internship you have to be authorized by the job placement office.**
- If you start an internship without proper documents have been signed, **the internship won't be recognize.**
- It is possible, in case **you are working** and your work is coherent with your course of study in Business Administration, to ask **to recognize it as for the traineeship** (in this case write to the Secretariat mdmba.management@unito.it).

INTERNSHIP PROPOSALS

- The job placement office will upload internship proposals (to students who still need it) in the e-learning platform of the master course: [1107M21 - BUSINESS ADMINISTRATION](#) Section INTERSHIPS

<https://elearning.unito.it/sme/course/view.php?id=3785>

- Each student **can directly write to the company to candidate him/herself**, BUT YOU HAVE TO INFORM ME ABOUT WHICH COMPANY YOU APPLIED FOR.
- The company will **directly contact** the candidates to arrange the interviews.
- We have some preferral lines with some companies: KPMG, ERNST&YOUNG, ARWIN&PARTNERS, ACCENTURE.

AUTONOMOUS SEARCH

- The student can search by himself **autonomously a company/body/association where activating the internship**. In this case he/she has to send to the Job placement Office via mail:
 - the exact name of the company
 - the town/country of the company
 - an internal reference in the company to be contacted for the internship (First Name, Surname, e-mail, telephone number)

INTERNSHIP: steps and time for activation 1/2

- Steps to be done to activate an internship:
- **ACCREDITATION AND AGREEMENT**
 - The hosting institution must **accreditate** itself on the UNITO portal
 - The hosting institution must ask, from the UNITO portal, the **agreement for curricular internships** to the School of Management
 - The hosting institution must **sign the agreement** and send it back to the JOB PLACEMENT office.
 - The JOB PLACEMENT office sign the agreement and **formalize it**

INTERNSHIP: steps and time for activation 2/2

- **INTERNSHIP EDUCATIONAL PROJECT**
 - **Fill data form** (tutor, address, period/time, weekly timetable, internship goals, facilitations)
 - **The hosting institution, the student and prof. Isaia** sign the document
 - **The Job Placement confirm the activation** of the internship to all parties.

TIME FOR ACTIVATION: from 3 days to 3 weeks!

LECTURE about curriculum and job overview

- The job placement office proposes a lecture about “**How to write a good curriculum and managing a job interview**”.
- A session for questions and answers is foreseen at the end of the lecture.

FOR NEXT COMMUNICATIONS

- **IMPORTANT:** if you write to the **job placement office mail** (**JOBPLACEMENT.SAA@UNITO.IT**, to fasten the answering procedure, please write at the beginning of the subject of the e-mail

“BA: ...”

- QUESTIONS???
- **Thanks for the attention!**