

INTERNSHIP RULES

IMPORTANT: The following procedures must be completely carried out otherwise the internship cannot be considered valid.

Find the Host Institution:

- by means of the Firm-Desk service (<http://www.deskimprese.it/>)
- on your own. In that case the internship must be approved by the Coordinator of the Master of Science in Business Administration

Once you have found the Host Institution, you must pick up the documents to start the internship in the MSc Programme Office.

Documents needed to start an internship:

- **THE TRAINING AGREEMENT.** An agreement between the Master of Science and the Host Institution. Both original versions (one for the MSc Programme Office and the other one for the Host Institution) have to be filled in by the Host Institution without signing it, have to be signed first by the Coordinator, then by the Host Institution.
- **THE TRAINING PROJECT.** The three original versions (one for the MSc Programme Office, one for the Host Institution and one for the student) have to be filled in without signing it, have to be signed first by the Coordinator, then by the Host Institution and by the student.

In order to obtain the 6 credits the internship must last at least three months and must be full-time. Changes in the above-mentioned conditions must be approved by the Coordinator of the Master of Science beforehand. To start the internship, the Host Institution must have at least one permanent employee.

Fifteen days before the end of the internship the MSc Programme Office will send to the student two monitoring forms by mail: one has to be filled in by the Company Supervisor, the other one by the student. The MSc Programme Office must also receive a **Final Report** filled in by the Company Supervisor regarding the activity the student has carried out, the skills achieved and a general feedback on the internship carried out by the student, and the **Attendance Sheets** signed by the Company Supervisor and by the student.

Other forms to be completed when necessary:

- Internship Extension/Interruption
- Student transfer

Both forms can be obtained from the MSc Programme Office.