



Internship guidelines

Approved by the Academic Senate on the 3rd of July, 2019.

The recent templates connected to the Agreement and the Training Project in English and Italian were approved by the Academic Senate on the 18th of September 2020 and resolved by the Board of Governors on the 25th of September 2020.

GENERAL REQUIREMENTS

Sources

Ca' Foscari University of Venice promotes and supports internships for students enrolled in Bachelor's and Master's Degree programmes, Professional Master's programmes, PhDs, and for students who acquired a Bachelor's or Master's Degree, a PhD or a Professional Master's Degree not more than twelve months before the application, in accordance with Art. 18 of Italian Law 196/97 and the subsequent Italian Ministerial Decree 142/98 and in view of the provisions introduced by Article 11 of Italian Decree Law 138/2011 converted into Italian Law 148/2011 and regional regulations, in compliance with the commitment made at the State-Regions and Autonomous Provinces Conference by entering the "Internship Guidelines" agreement on 25th of May, 2017.

Goals

Ca' Foscari University promotes internships to create an interplay between learning and working environments. Internships are aimed at training and orientation, to encourage professional choices through direct knowledge of the world of work.

An internship implies a hands-on experience in a working environment, but it does not constitute employment. It aims to familiarise participants with working environments through professional training and tutoring in the workplace, supporting the individual's job placement and employability.

Scope

The guidelines apply to internships carried out by Ca' Foscari University of Venice, the promoting body, as part of its institutional activities.

More specifically, the guidelines apply to:

- curricular internships, i.e. internships that are part of a formal education or training programme. Beneficiaries are university students, including those enrolled in the University's Professional Master's Programmes and PhD Programmes, whether or not they are gaining CFU/ECTS from it;
- extracurricular training and orientation internships, i.e. internships for University graduates, Master's Degree graduates, PhDs and Professional Master's graduates, within twelve months of their graduation.

The guidelines also apply to internships completed abroad when consistent with the relevant regulations in the host country.

Ca' Foscari University of Venice may also be a hosting partner for curricular and extracurricular internships and/or training and orientation for Ca' Foscari students, recent graduates, or third parties, including international ones, consistently with the needs and availability of the institutions involved, availability of the required funding (if any), and in compliance with the regulations in force for the various kinds of internship.

For the purposes of these guidelines, the terms 'Stage' and 'Internship' are synonyms. 'Stage' is the French term corresponding to the Italian 'Tirocinio'. In English-speaking countries, 'Tirocinio' is called 'Internship' or 'Traineeship'. The term 'Tirocinio', as defined in current Italian regulations, is used in the Italian version of these guidelines.

DEFINITIONS

Curricular internship

Curricular internship, with or without credit validation, is promoted in favour of university students, within the period of attendance of an academic or training programme.

The activities carried out as part of a curricular internship, with or without the acquisition of training credits, should be consistent with the learning objectives of the Academic programme attended and its expected learning outcomes.

The curricular internship should have a minimum duration proportioned to the number of credits provided in the curriculum and, in any case, not exceeding twelve months.

Within an academic programme, students can carry out several curricular internships, with or without acquiring university training credits, in Italy and/or abroad, for a maximum total of twelve months for each career.

A university training credit corresponds to 25 hours, hence the minimum duration of a curricular internship shall correspond to 25 hours for each university training credit allocated to such activity in the student's curriculum.

It is recommended to carry out the curricular internship after having developed the necessary knowledge and skills to undergo a first experience in the world of work; the Teaching Committees, however, are free to set any additional criteria. Furthermore, the curricular internship may be connected to the final thesis and/or final examination.

The University, as a promoter, fosters and starts curricular internships by signing the required documentation (agreement and training project) according to the procedures and the required forms attached to these guidelines.

The curricular internship is carried out on the basis of a specific agreement that establishes the relation among the different subjects involved in the internship activities (promoter – University and hosting partner); the agreement has general features and, once signed, remains active and in force for the students enrolled at the University, in compliance with the timelines and procedures indicated in the document.

Once the agreement has been signed, the curricular internship starts according to the training project, established in agreement between University tutor (tutor of the promoting body) and

company tutor (tutor of the hosting partner), in which the training and organisation contents should be explained.

In its role as internship promoter, the University shall provide the intern with an insurance against accidents at work with INAIL (the National Institute for Insurance against Accidents at Work), as well as a third-party liability with a proper insurance company.

Curricular internships can be carried out with external entities (e.g.: firms and public or private organisations, associations, etc.) as well as with facilities internal to the University.

Each Teaching Committee has the power to deliberate a specific Internship Regulation in which the duration, the period of internship, the requirements, and the university tutors, to whom the training project is to be presented, may be indicated. The Regulation shall be drafted in accordance with these guidelines and current regulation.

Training and orientation Internship (extracurricular)

"Training and orientation internships" refer to internships initiated no later than 12 months after obtaining a degree or a vocational qualification, aimed at facilitating career options and employability in the transition from university to the world of work, providing training in a productive environment and obtaining direct knowledge of the world of work. Training and orientation internships are activated by the university for recent graduates (including Professional Master's graduates) and recent PhDs.

Internships shall be for a minimum of two months and a maximum of six months (including extensions).

Only Ca' Foscari University of Venice can initiate and administrate training and orientation internships, in its capacity as an entity authorised *ope legis* to carry out intermediation activities between labour supply and demand, pursuant to art. 6 of Italian Legislative Decree no. 276/2003, and subsequent amendments, and as an entity accredited to the labour services both at the national and regional level, through its Career Service.

The university, as the promoter, promotes and initiates the training and orientation internships by stipulating the required documentation (agreement and training project) according to the procedures and forms that differ depending on whether the internship is initiated inside or outside the Veneto region, based on the regulations in force at the regional level.

The training and orientation internship is promoted based on a training project, defined in agreement between university tutor (tutor of the promoting body) and company tutor (tutor of the hosting partner) in which all the elements inherent to the experience are specified, including insurance coverage, inclusion allowance and, above all, training objectives and contents.

In its role as an internship promoter, the University shall provide the intern with insurance against accidents at work with INAIL (the National Institute for Insurance against Accidents at Work) and third-party liability with a suitable insurance company.

The training and orientation internship can be carried out with external parties (e.g., companies, public or private entities, associations, etc.) and with facilities within the University.

The training and orientation internship is subject to the payment of a participation fee in favour of the intern by the hosting partner; such payment varies depending on the Region where the internship is held.

Internships Abroad

Ca' Foscari University Venice promotes curricular, educational, and orientation (extracurricular) internships abroad in accordance with its statutory objectives of internationalisation and with the educational objectives of its curricula.

The internship abroad is a period of "on-the-job" training in an international context. It allows students to understand the logic and systems of the productive world of other countries, get to know and interact with other cultures, and improve their linguistic and intercultural skills to successfully compete in the Italian and international job markets.

Internships abroad are intended for students of all academic programmes, recent graduates, recent PhDs and recent Professional Master's graduates of the university.

The internship is subject to the territorial principle; that is, its activation and implementation are governed by the national legislation of the country in which it takes place.

Although internships abroad do not normally include financial contributions or other benefits (in this regard, discretion is left to the hosting partner), Ca' Foscari University of Venice promotes and supports several projects by offering a subsidy from the University to partially cover the mobility period.

The internship projects are usually announced through two public calls each year. The public calls list entry requirements and describe the application and selection processes, as well as the timeframe, project goals, etc.

Some projects may be linked to a dedicated portfolio of institutions to achieve specific project goals, while others may require the candidate to apply only after confirming a host partner to facilitate targeted matching.

Successful applicants for financed internships must follow the staff guidelines accurately to receive their mobility grant.

The duration of financed internships is regulated by the individual calls, while the duration of internships that are not financed depends on the status of the recipient: for students, it is proportionate to the credits (CFU/ECTS) indicated in the curriculum at the moment of the validation of the internship; for recent graduates, recent PhDs and recent Master's graduates, the internship shall have a minimum duration of 2 months and a maximum duration of 6 months (including extensions), and shall begin no later than 12 months after graduation.

Promoting body

Ca' Foscari University of Venice promotes internships by designing their content and development and being responsible for their quality and consistency. This happens through the stipulation of the required documentation (agreement and training project) according to the procedures and forms required for the various forms of internship.

The university's obligations, in its function as a promoting body, are set out: for curricular internships in Art. 2 of the internship agreement (see annexe) and for training and extracurricular internships in the agreement provided by the relevant regional regulations.

Hosting partner

All public and private employers, freelancers and small enterprises, including those without employees, with whom the internship is held, both in Italy and abroad, can be recognised as host partners.

The hosting party's obligations are set out: for curricular internships, in Art. 1 of the internship agreement (see annexe) and for training (extracurricular) internships, in the agreement stemming from the relevant regional regulations.

The hosting partner may host one or more interns depending on the relevant regulations.

TUTORS

University tutor (from the promoting body)

The university tutor is a member of the faculty who will take charge of the educational training contents of the internship, with the following duties:

- to collaborate on drafting the training project and overseeing its goals before the start of the internship;
- to monitor the internship's progress and ensure compliance with the training project's provisions;
- to acquire information and feedback from the intern about their experience and its results;
- to sign the attendance register at the end of the internship and validate the university CFU/ECTS, if requested by the intern and provided by the curriculum.

The university tutor may be chosen among any tenured teachers in the University and/or holders of curricular subjects who are in a position to ensure attendance for the entire duration of the internship.

The university tutor for curricular internships must be a member of faculty from the student's academic programme or can be nominated directly by the programme's or Department's Academic Board. The university tutor may also be a member of faculty from another academic programme, provided that he or she teaches a course which is consistent with the content of the internship.

Company tutor (from the hosting partner)

The company tutor is selected from the employees of the hosting partner. The tutor is responsible for placing and tutoring the intern throughout the established training project period and has the following duties:

- to collaborate on drafting the training project and suggest contents and activities for the internship; ensure his/her presence during the internship hours;
- to help the intern fit in the work environment and checks that the intern carries out the agreed activities;
- to facilitate the acquisition of skills in accordance with the training project;

- to sign the attendance register and completes the required documentation (including the final evaluation) depending on the type of internship;
- to fill out the internship final evaluation form and any other documents required by the internship;
- to report any improper behaviour by the intern.

EDUCATIONAL ACTIVITIES CARRIED OUT IN LIEU OF AN INTERNSHIP

Skills gained through work, professional activities, or relevant training may be considered as equivalent to the required internship. However, the Teaching Commission or university authorities must first assess the relevance and consistency of these activities with the educational goals of the academic programme and the expected learning outcomes. Activities that can be carried out in lieu of an internship include:

- work/professional activities;
- student collaborations and tutoring activities, only if consistent with the educational objectives of the academic programme and its expected learning outcomes;
- civil service;
- innovative teaching/workshops;
- travels and excavation activities;
- leadership or management roles in student or youth organisations
- Participation as student representatives in the University's main institutional bodies, pursuant the Resolution No. 36/2017 of the Academic Senate dated April 12, 2017
- apprenticeship.

Activities "in lieu of an internship" for university credits (CFU/ECTS) are those that provide a chance to enhance the practical or applied knowledge and skills gained by students during their training. These activities should align with the educational goals of the academic program and the anticipated learning outcomes. Here are some examples:

- workshops, seminars, conferences, and symposia organised by the Degree programme, the Department, the University or its faculty and approved by the Teaching Committees;
- simulations or national and international competitions on major International Organisations or the world of finance;
- bibliographic research courses;
- training on how to perform academic field activities outside of the University, including those carried out within projects developed as part of partnership agreements. Such activities must be approved by the Teaching Committees that will assess their consistency with the educational objectives of the academic programme and its expected learning outcomes;
- internship periods at International Institutions and/or Organisations that cannot stipulate the standard documentation required for starting an internships;
- Internship and study periods abroad framed in the Erasmus+ project or inscribed within various types of university international collaboration or exchange (EU and non-EU) as long as they provide actual internship activities and experience;
- national or international voluntary work agreed upon with the University, as long as it entails activities that are consistent with the educational objectives of the academic programme and its expected learning outcomes.

If the university bodies have not already evaluated all activities, the Teaching Committee of the student's degree programme shall assess them in advance.

The duration of the activities should align with the number of validated CFU/ECTS. Students must submit a brief report detailing the activity they carried out to the faculty member of reference. This allows the faculty member to assess the specific educational value of the activity, its alignment with the educational objectives of the academic programme, and the expected learning outcomes.

These guidelines include a model template for validating the internship activities. For work or professional activities, please follow the validation procedures for each academic discipline.

The following cannot be validated as CFU/ECTS-granting activities in lieu of an internship:

- language certificates or Language Ability Tests (LATs), language courses and workshops provided by our university, by other Italian or foreign universities, or by recognised cultural institutions.

ADMINISTRATIVE MANAGEMENT OF INTERNSHIPS AND ACTIVITIES CARRIED OUT IN LIEU OF AN INTERNSHIP

The Career Service, together with the Campus Services of the University, is responsible for the administrative management and initiation of curricular traineeships, as set out in Article 37(6) of the University's Teaching Regulations - general part. This article also indicates that the Career Service is responsible for job brokerage, including initiating extracurricular internships in Italy and abroad.

The Career Service researches and advertises internship opportunities with companies and institutions in Italy and abroad, and facilitates communication between applicants and internship providers.

At Ca' Foscari, internship management stipulates that:

- Agreements and relations with potential hosts are centrally managed by the Career Service for Italy and abroad, following University procedures and using supporting IT applications;
- The university campus services oversee the organisation and implementation of training projects for academic internships in Italy and alternative activities in lieu of an internship, based on the intern's field of study, using the procedures established by the University and supported by IT applications;
- Curricular internships abroad are organised centrally by the Career Service Office's Internships Abroad Unit;
- The Career Service manages the planning and implementation of extracurricular training projects for internships in Italy and abroad. This is done through established university procedures and IT applications, in compliance with current regulations and relevant forms.