

FACULTY OF ECONOMICS
MASTER'S DEGREES
REGULATIONS FOR PROJECT INTERNSHIPS
Approved by CdF - 23.06.2010
(Revised 26.04.2020)

Agencies and individuals concerned

There are three agencies/individuals involved in the activation of a project internship:

1. the promoter, Università Cattolica del Sacro Cuore (UCSC);
2. the company or host organisation;
3. the project intern.

Project internships are carried out according to specific agreements entered into by the promoter and public and private work providers. The agreement must include a training and orientation project for each stage of the project internship.

1. The University

FACULTY BOARD

In accordance with art. 26 of UCSC Statute and with art. 3 of the Didactic Regulation, the organisation and planning of didactic activities are under the responsibility of the Faculty Board.

The Faculty Board may organise the placement of students within companies, organisations and other bodies for educational project internships and decide upon the criteria and mode of admission, as well as the development of activities and the recognition of credits (ECTS).

PROJECT INTERNSHIP COMMISSION

The project internship commission, appointed by the Faculty Board on the recommendation of the Dean, is composed of at least three members, one of whom is appointed coordinator. The commission sits for three academic years.

The Commission is responsible for the orientation, planning and evaluation of all project internship activities; it recommends to the Faculty Board any appointments for the roles of coordinator and/or tutor of project internship, and it works in partnership with the subject facilitators to match internship offers to the courses of study offered by the Faculty.

The Commission also manages relations with students, host organisations and UCSC administrative offices in order to:

1. identify the ideal number of host organisations for the successful running of the project internships and maintain constant contact with them;
2. guarantee the integrity of the training objectives of the project internships offered;
3. receive applications for project internships;
4. select and guide the interns;
5. maintain good relations with the tutors and university representatives;

6. prepare the administrative files required for the formalization of the project internships via the Stage and Placement Service;
7. supervise the activities of the tutors.

SUBJECT FACILITATOR

The subject facilitator represents the interface between a student's course of study and the field experience deriving from the project internship.

It is the subject facilitator's responsibility to:

1. identify contents and thematic threads inherent in the particular subject area and relate them to the experiences envisaged in the reality of the companies and organizations selected;
2. contribute to the planning of the training contained in the project internship, in collaboration with the company tutor and university tutor;
3. mediate and facilitate relations between the students, the Faculty and companies, in partnership with the university tutor, in order to maximize the training experience, via general meetings organized ad hoc;
4. contribute to the expansion, consolidation and vitality of company network;
5. supervise the evaluation process of the final summary of the project internship.

All the students enrolled in «Data Analytics for Management» and «Economics» profiles should refer respectively to «Data Analytics» and «Economics» areas, regardless of the contents of the internship.

UNIVERSITY TUTOR OF THE PROJECT INTERNSHIP

The university tutor provides educational support to the students involved in the project internship. In accordance with the indications of the Commission, the tutor is responsible for:

1. defining the operational aspects of the project internship, in particular duration and schedule;
2. defining the contents of each project internship with the company tutor;
3. monitoring the consistency of the training and orientation project with the characteristics of the course of study;
4. periodically monitoring the results obtained by the project intern in relation to the pre-defined objectives;
5. collecting and transmitting the final summaries of the project internships produced by the students and the assessments of the host organizations. Official recognition of these final documents is in the form of credits (ECTS) awarded according to criteria and procedures established by the Faculty Board.

STAGE AND PLACEMENT SERVICE

This is a service which provides support to all Faculties and manages all administrative files necessary for regulating project internships.

2. Host Companies/Organizations

The host organization enters into the project internship agreement and agrees with the Commission on the objectives and procedures of the project internship. These are included in the training and orientation project.

The Project Internship Commission, in partnership with the Stage and Placement Service, identifies a network of accredited companies offering high quality project internships which are designed to integrate with and enrich the course of study of the student. The firms must be able to guarantee the level of qualification and competence of company tutors, as well as a willingness and availability to construct project internships in agreement with the Commission, appropriate experiential contexts for the attainment of the identified training objectives and agreement on the criteria and evaluation procedures of the project internship.

Any company proposed by students will be carefully evaluated by the commission, with particular emphasis on compliance with established accreditation criteria.

Internships may also be completed abroad, both within and beyond the EU, in companies or organizations accredited by the International Relations Services (UCSC International).

COMPANY TUTOR OF THE PROJECT INTERNSHIP

The company tutor, who usually represents the sector or division where the student is placed, is the direct contact of the project intern and is responsible for assisting the intern on an operational basis, identifying his or her potential and generally facilitating the training course.

Activities of the Tutor. The company tutor:

1. draws up, in collaboration with the subject facilitator and the Faculty tutor, the "Training and Orientation Project" (Att. 1);
2. guarantees the initial training required for the intern's placement into the organization;
3. supplies the information necessary for the successful completion of the project;
4. offers help and support when requested by the intern;
5. relates with the Faculty tutor to provide ongoing supervision;
6. draws up the "Evaluation Report for the Project Internship" (Att. 3).

3. Project Intern

The project intern is a student enrolled on a Master's Degree who chooses to complete a project internship for which the Faculty awards credits (ECTS).

The student chooses a particular project internship by identifying at least one subject area of interest which will form part of the training and orientation project.

The student will be required to adhere to all practical requirements (length of time, location etc..) of the project internship.

Students are asked to proactively search for project internships through the channels offered by the University and independently through the channels offered by the companies.

Procedure for the conduction of project internships

The procedure for activating and evaluating a project internship is composed of the following stages:

1. Application for project internship

Students enrolled on Master's Degrees in the Faculty of Economics may participate in the selection process for a project internship according to the instructions provided by the university tutors through ICatt website. Starting from May, students will be invited to general meetings about the possibility of a project internship.

2. Requirements for application and participation in a project internship

Application for and participation in a project internship is open to all students who have acquired at least 40 credits and a G.P.A. of **at least 26/30**.

3. Assigned credits (ECTS)

The project internship assigns 8 credits (6 credits are assigned only to “Data Analytics for Management” students until the Academic Year 2020/2021). The internship must not have a duration of less than 3 months (part-time or full-time).

Each subject facilitator can identify a minimum duration of more than 3 months in order to build a work and learning experience more consistent with the specific needs of the area.

4. Application deadlines for the project internship

Once the minimum requirements have been fulfilled (see point 2), the student may apply for the project internship. The final deadline for project internship applications has been set **at the end of September (30/09)** of any academic year.

5. Evaluation Procedure

During the month of October of each academic year, the Faculty Office, in collaboration with the Statistics Office, will draw up a list of the students eligible for project internships.

6. Assignment of project internships

The Commission evaluates and approves the project internships proposed by the students on the basis of each student's profile and according to the offers available. The Commission has total discretion in approving project internships. The Commission delegates to the university tutor the supervision of the internship activation in collaboration with the Stage & Placement office.

The Commission approves project internships after the publication of the list of eligible students. Before the publication, projects internships with a start date from mid-September can be activated <with reserve>. Before the beginning of the internship, students are required to attend the Project Management course in the ways and timing communicated by the university Tutor.

Once an internship is approved by the subject facilitator, it cannot be interrupted. Only one internship per student will be approved. Any other internship will not be a project internship.

7. Supervision and Updating

The student is required to keep the university tutor informed about the progress of the internship so that compliance with the plan of activities may be monitored. The university tutor will contact the company tutor periodically in order to coordinate any necessary adjustments to the plan. In addition, the student is required to record all the hours spent in the company.

8. Completion of the project internship

On completing the project internship, the student is required to submit to the university tutor:

- the “Evaluation form for the project internship” filled out by the company tutor (Att. 3);
- the “Executive Summary” of the activities carried out on the project internship (according to the instructions contained in Att. 4);
- the “Monthly Attendance Report”, indicating the number of hours present at the company (Att. 5).

Any missing or incomplete documentation may invalidate recognition of the project internship.

9. Recognition of the project internship

The Project Internship Commission, considered the evaluation of the Subject Facilitator, the company tutor and the university tutor, will award a mark out of 30 at the end of the project internship.

The executive summary represents a separate task and does not overlap or replace the thesis.

Moreover, students may also relate their thesis to the internship experience, in order to encourage continuity and integration of learning experiences.

In the case of the internship not being recognized, the student will need to choose another course which assigns an equivalent amount of credits.