

INTERNSHIP REGULATION: INTERNSHIP CURRICULAR/INTERNSHIP EXTRA-CURRICULAR

1. DEFINITION OF INTERNSHIP

An internship (also referred to as “*stage*”) is a training period at or in collaboration with a company, public or private body, NPO, or professional firm. The aim is to offer students and new graduates a professional experience to acquire knowledge and skills and help them in their professional choices.

Istituto Marangoni promotes internships in compliance with the provisions of Italian Law 92/2012, Ministerial Decree 142/1998, the Agreement between the Italian State and its Regions of 24 January 2013 – *Guidelines on internships* and further came into effect “*Indirizzi regionali in materia di tirocini*” (DGR 7763/2018).

An internship does not constitute an employment relationship. It is just a training and job orientation period at or in collaboration with private or public organizations.

2. EXTRA-CURRICULAR INTERNSHIP

Extracurricular internships aim at facilitating professional choices through direct working experiences at the end of the course of study.

Extracurricular internships include the following:

- **Training and guidance internships** for new university graduates (AFAM courses) promoted within twelve months from the graduation date. Training and guidance internships are optional and are activated upon request for **Istituto Marangoni** students or new graduated who have completed their course of study. This type of internship lasts up to 6 months, including extensions (if any).
- **Job placement and re-employment internships** for graduates from recognized and non-recognized **Istituto Marangoni** courses. Based on the applicable standards, these internships can be activated even more than 12 months after graduating. However, **Istituto Marangoni** Career Service will help its graduates search for an internship for up to 12 months after graduation.

To access this type of internship, you must be unemployed or non-employed, as established by Job Centres.

Extracurricular internships comply with regional standards concerning internships. Regional standards establish a mandatory minimum reimbursement for these internships, which must be carried out in Italy.

Istituto Marangoni can also activate job placement or re-employment internships for the period established by the applicable standards in force. For non-EU is possible activate an Internship only with a valid Permit to Stay.

3. CAREER SERVICE OF ISTITUTO MARANGONI

3.1. CAREER SERVICE ACTIVITIES

Istituto Marangoni Career Service coordinates the activities and services required for activating curricular and extracurricular internships.

This service is provided to all students or new graduates who are regularly enrolled or have completed their course of study no more than 12 months earlier and who are willing to participate in an internship in the sector related to the attended course.

Istituto Marangoni can activate only one Internship to each student or new graduate.

The Career Service supports students or new graduates in the following activities:

- Collecting applications from graduates and students about to graduate who want to search for an extracurricular internship.
- Identifying enterprises and organisations potentially available to host candidates, even included on network **Istituto Marangoni**.
- Evaluating the CVs of the applicants (also through interviews) and the consistency between the hosting company activities and the educational purposes of the internship.
- Suggesting the best suited candidates to the requesting enterprises/organisations through Symplicity Platform (see point 4.1.4)
- Managing the documents required to activate the extracurricular internships confirmed by hosts through the promoting bodies in charge.

3.2. REQUIRED DOCUMENTS

The **documents** required for the internship are the following:

- **INTERNSHIP AGREEMENT:** agreement between Istituto Marangoni (for curricular internships) or the certified promoting body (for extracurricular internships) and the host (public or private) in which the parties undertake to ensure the training provided for in the **training project**, which constitutes an integral part of the agreement.
- **TRAINING PROJECT:** agreement between **Istituto Marangoni**, host, and intern - in the event of curricular internships – or Certified promoter, host, and intern - in the event of extracurricular internships.

The training project contains information on the hosting facility and sector, the names of the educational and company tutors, educational goals in relation to the industry of the hosting facility, and organisational aspects including duration, and details of the insurance policies stipulated in favour of the intern in relation to the activities provided for in the project.

These documents ensure the smooth running of the internship, provide insurance coverage, and fulfil all legal obligations for this type of professional relationship. The documents must be signed to guarantee the smooth running of the internship, even in the event that it is promoted by a promoter other than Istituto Marangoni.

To apply for an internship, EU and non-EU students or new graduates must submit additional documents required by the standards in force.

4. ACTIVATING AN INTERNSHIP THROUGH THE ISTITUTO MARANGONI CAREER SERVICE

4.1. STAGE 1 – SEARCH AND SELECTION

4.1.1. Presentation of the Career Service to the students

The Istituto Marangoni Career Service department meets the students about to graduate to present the service. The meeting is scheduled through Symplicity Platform.

Career Service office provides internship regulation and provides information on research procedures, general features of the internship, and on how to draw up a CV. Moreover, they will provide indications

on the additional documents required based on the courses attended (e.g. online and/or hardcopy portfolio, motivational letter), deadlines, and delivery methods.

4.1.2. Mandatory individual interview

The Career Service organises meetings with candidates to learn about their expectations, inclinations, and motivation. During these meetings, the Career Service will analyse the candidate's CV, provide indications on how to improve it, and answer any question on the internship regulation.

The meeting must be scheduled by Symplicity Platform and the student or new graduate must be on time: any problem (absences, personal problems or familiar...) or employment status must be promptly communicated to Career Service office. Failure to do so may compromise the entire search and selection procedure.

4.1.3. Receiving documents via Symplicity

Students or new graduates interested in participating to Career Service activities must send the documents via Symplicity within the specified time frame. Each school can require additional documents and materials.

Any changes to personal information (contacts, CV, domicile, etc.), availability (temporary absence, travels, personal or family problems, etc.) and employment status must be promptly communicated to the Career Service. Failure to do so may compromise the entire search and selection procedure.

4.1.3.1 Communication via Symplicity

The main tool to follow the student or new graduate path is the Symplicity Platform: communication, appointments' requests, internship offers or other collaborations must go through Symplicity Platform. The student or new graduate must check constantly emails because it is the primary instrument of contact with Career Service.

4.1.4. Search for vacancies and selection of candidates

The Career Service will start looking for vacancies through direct contacts with company networks, bodies, professional firms, Istituto Marangoni teachers and collaborators.; it will shortlist the candidates for every vacancy based on the host's requirements.

The internship hosts will evaluate the CVs and decide which candidates to contact for the interview. Once contacted, the student or new graduate undertakes to do the interview. If they decide not to, they must explain this to the Career Service in writing (by email). Failure to do so will make it impossible to send the student's or new graduate's CV and will result in the suspension of their internship application. After the interview, the candidate must email their feedback to the Career Service. This information is crucial for verifying and guiding any further developments. Failure to provide feedback on the interview will result in the suspension of the application.

Should the candidate receive more than one proposal at the same time, the Career Service will provide all the support they need in making their choice. The search ends when the candidate confirms the internship.

For the search and the inclusion of foreign students or new graduates in companies/bodies across Italy, candidates will need to speak Italian at least at an intermediate level (B2 CEFR). The lack of knowledge of Italian language could seriously compromise the confirmation of an Internship.

4.2. STAGE 2 – ACTIVATING THE INTERNSHIP

4.2.1. Inclusion of the candidates

Candidates are considered included in the internship and Istituto Marangoni's search, completed when the hosts confirm the choice and inclusion of the candidate to the Career Service.

An internship does not constitute an employment relationship. It is just a training and job orientation period. It is always the company that decides, at its sole discretion, whether to convert an internship into an employment relationship.

Once all the applications have been confirmed, the Career Service will coordinate the players involved in drawing up the required documentation.

In addition to interns supported by the Career Service, the following candidates will also be considered included in an internship:

- Students or new graduates who suggest a company to Istituto Marangoni and rely on the Career Service to formalise and activate the internship.
- Students or new graduates who activate an internship with an Istituto Marangoni teacher or partner firm.
- Students or new graduates who activate an internship suggested by the Career Service through an agreement other than that offered by Istituto Marangoni.
- Students or new graduates who activate a collaboration agreed directly with a company or host to whom Istituto Marangoni had suggested the candidate.

4.2.2. Activation of Extra-curricular Internship

Before the internship starts, the Career Service will send the required documents (internship agreement and training project) to the host to formalise the activation.

The Career Service will forward the documentation to the Promoting Body, which will contact the student or new graduate to start the activation procedure and hand them the original documents signed by the parties involved. The Promoting Body appoints a tutor to monitor the internship.

Upon receiving all the documents signed by the parties involved, the host will communicate the start of the internship to its job centre. INAIL and civil liability coverage is charged to Istituto Marangoni or the host, never to the student or new graduate.

The interview and inclusion in the internship depend solely on the opportunities identified based on the candidates' profiles and hosts' availability.

Therefore, Istituto Marangoni cannot guarantee inclusion in internships for all candidates, nor can it foresee how long it will take to activate the internship.

Any disrespectful attitude or behaviour towards the hosts and/or Istituto Marangoni will result in the termination of the internship and Career Service.

4.3. FASE 3 – COMPLETING THE INTERNSHIP

4.3.1. Extra-curricular Internship

The Promoting Body manages the end of the extracurricular internships, requesting a final report and the internship monitoring documentation (logbook and sign-in sheet) from the host.

The student or new graduate will then provide the Career Service with a brief written report on the completion of the internship.

5. TERMINATING THE EXTRA-CURRICULAR INTERNSHIP

Extracurricular internships can be terminated only for serious and justified reasons. The student or new graduate must communicate the intention to terminate the internship to the Career Service, which will evaluate the problem and identify any possible solution.

Upon agreeing on the termination of the internship, the student or new student must inform the Promoting Body by email. The student or new student can have a second opportunity only in the event that the internship was terminated for a just cause (e.g. absence of the tutor or tasks not corresponding to those agreed with the company).

Place _____

Date _____

Student or new student Signature
