



## GUIDELINES FOR THE CONDUCT OF “TRAINING AND ORIENTATION INTERNSHIP” ACTIVITIES AND METHODS OF RESULT VERIFICATION.

*(in accordance with Article 11 of the Didactic Regulations of Bachelor's and Master's Degree Courses)*

### ➤ **What is a TRAINING AND ORIENTATION INTERNSHIP?**

Curricular activities of training and orientation internships are aimed at putting the student in contact with work realities that are most suitable for their preparation and professional enrichment.

### ➤ **Where do the activities take place?**

Curricular activities of training and orientation internship can be carried out both within the University and externally. Within the University, they can take place in facilities (research laboratories) within the Department to which the student's degree program is attached or at other Departments and Centers of the University.

Externally, activities can be carried out at:

- Public administrations;
- Italian and foreign research institutions;
- Private entities and companies, both Italian and foreign;
- Professional studios

### **With which the University has entered into a specific agreement.**

- **The list of active agreements can be consulted on the Department's website.**
- **Before starting the activity, it is necessary to submit the appropriate request (different for internships to be carried out outside the University and for those to be carried out internally), which can be found on the Didactic Forms page, and commit to attending the safety course.**

The application, duly completed in all its parts and accompanied by the signature of the academic tutor (Professor of the degree program) and the company tutor, must be authorized by the Coordinator of the Degree Course or by one of his/her Delegates and submitted (it can also be sent by email) to **Mrs. Rosaria Greco or Mr. Massimo Allegra** (Didactic Secretariat of the Department), who can also provide all the necessary information for completion.

### ➤ **Conduct, Conclusion, and Monitoring of Results:**

During the activities, daily entries must be recorded in the appropriate date, time, activity, according to the forms, and all of this must be sent by email to **Mrs. Rosaria Greco or Mr. Massimo Allegra according to specific Degree Course.**