



GUIDELINES FOR CARRYING OUT ACTIVITIES OF “INTERNSHIP AND TRAINING IN BUSINESS, PUBLIC OR PRIVATE ENTITIES, PROFESSIONAL ORDERS” AND METHODS OF VERIFYING RESULTS.

(In accordance with Article 11 of the Teaching Regulations of Bachelor's and Master's Degree Courses)

➤ **What is internship and training in business, public or private entities, professional orders:**

Curricular activities of internship and training in business, public or private entities, and professional orders are aimed at facilitating professional choices through direct knowledge of the work sector to which the academic degree can provide access.

➤ **Where activities take place:**

Curricular activities of “internship and training in businesses, public or private entities, professional orders” **must necessarily take place outside the university**. Hosting entities can include:

- Public administrations;
- Italian and foreign private research institutions;
- Italian and foreign private entities and companies;
- Professional studios.

with which the University had 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, available on the [Didactic Forms](#) page of the Department, and commit to attending the safety course.**

The request, properly filled out in all its parts and accompanied by the signature of the academic tutor (course instructor) and the company tutor, **must be authorized** by the Coordinator of the Degree Course or one of his Delegates and **submitted** (it is also possible to send it by email) to **Mrs. Rosaria Greco** ([Didactic Secretariat](#) of the Department), who can also provide all the necessary instructions for completion.

➤ **Conclusion:**

During the activities, daily entries must be recorded in the appropriate date, time of activity, according to the forms, and certificate of completion with evaluation and attendance sheet must be sent **to Students Secretariat by email to protocollo@unime.it**