



Student Guide for Filling Out the Final Curricular Internship Attendance sheet at External Companies/Organizations

Starting the internship

Internships at external companies/organizations must be done at a company, organization, or professional firm that has an active agreement with the University of Messina.

Before planning the internship, the student must check whether the organization already has an active agreement with the University (if not, one must be requested) and must complete the University's workplace safety course.

The student cannot start the internship before the approval process is finished. The authorization request must be prepared by the student, with help from the company tutor chosen at the external organization and an internal academic tutor chosen from the Study Program's teaching staff. The request includes the student's and organization's details, plus a short description of the planned activities and any support the organization provides. Once complete, the request goes to the Coordinator, who reviews it and adds a digital signature. It then goes to the Department's internship administrative officer to be officially logged.

The internship can only start after the student receives an email confirming approval from the relevant offices. Any activity carried out before that approval email cannot count toward the curricular internship.

The dates in the authorization request set the time window in which the internship can take place. Finishing early is fine (as long as the rules above are respected). If more time is needed beyond the planned end date, the student must submit a request to extend the deadline, to keep the student's insurance coverage valid.

Finishing the internship

The student must fill in the internship **Attendance sheet** Excel file, entering only the required data in the designated fields.

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For each day of the internship, the student must record:

- **the date (format: dd/mm/yyyy)**
- **start time of the morning session**
- **end time of the morning session**
- **start time of the afternoon session (if any)**
- **end time of the afternoon session (if any)**

The student is responsible for the accuracy of the information entered.

The Excel file automatically calculates the day of the week and the total hours worked. Cells containing formulas must not be edited.

As a rule, internship activity cannot exceed 8 hours per day, unless stated otherwise in the internship authorization request. The student must also make sure internship activities are not carried out on public holidays, Saturdays, or Sundays, unless this is explicitly required by the nature of the host organization's work or properly justified in the authorization request.

At the end of the internship, the student must check that the total hours completed match what is required by their study plan and what was stated in the internship start form.

Once the internship is finished and the Attendance sheet is complete, the student must generate a PDF of the document, print it, and sign it by hand.

The student sends the signed PDF Attendance sheet to the company tutor, who adds their digital signature. (If the company tutor doesn't have a digital signature, they can sign by hand on the original, stamp it with the organization's seal, and attach a copy of their ID.)

The student then emails the document, already signed by the student and the company tutor, to the university tutor, who adds their digital signature.

The completed Attendance sheet (student's handwritten signature plus digital signatures from both tutors) must be submitted together with the *Certificate of completion and evaluation of the training and orientation internship / traineeship*

The certificate must be digitally signed by the company tutor and, for acknowledgment, by the Coordinator of the student's Study Program (or a delegate), also with a digital signature.

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This full set of documents proves the curricular internship was completed and is required to close the process and get credit (CFU) for it in the study plan.

Only after checking that all the steps above are done correctly and all required signatures are in place should the student submit the final documents to request the CFU credit.

Specifically, the student must send:

- the internship Attendance sheet, fully filled in and signed;
- the Certificate of Internship Completion and Evaluation, with all required signatures.

The complete documentation must be emailed by the student to the Students Secretariat at protocollo@unime.it.

Before sending, the student must check that all documents are complete, correctly filled in, and signed, so the curricular internship process can be properly closed.