



UNIVERSITÀ
DI PAVIA



MEDI
Master in Economics,
Development and Innovation



Department of
Economics &
Management

Internship recognition

Information for II year students

PLEASE NOTE: The info in these slides are related to **the internship worth 6 credits** (in alternative to 1 elective course) in the study plan, **NOT to the internship within the DD programme /Erasmus traineeship programme**, which have their own procedures.

General rules for internship recognition

A 6 CREDITS internship should be:

- lasting at least **3 months**, at least **400 hours** of work
- be in line with MEDI contents (tasks must be related to what you are studying at MEDI)
- taken in the second semester of the second year

PLEASE NOTE: As from **1st May 2024**, in line with the standard internship & registration of UNIPV internships, 150 hours of work will appear in your transcript (elective activity) as associated to the 6 credits internship registration; the remaining number of working hours will appear as extranumerary in the transcript

PLEASE ALSO NOTE: there is the possibility to have both elective courses replaced by a longer internship (**12 credits** recognized) but **ONLY FOR STUDENTS taking part to the DOUBLE DEGREE PROGRAMME**



How to find your internship



- EXPLOIT the opportunities which may be offered by taking part to **MEDI special events**
- CHECK frequently your academic e-mail address (@universitadipavia.it) where you will be notified about available opportunities
- Check [Almalaurea website](#) and [JOBTEASER](#)
- Get in contact with C.O.R. (placement@unipv.it) to check opportunities
- Find an internship opportunity yourself

REMEMBER to select the internship in your **study plan**. If, for any reason, you can't do the internship, you will still be able to change the study plan and go back to the two elective courses, by the end of April deadline, without paying any penalty.

Internship in Italy – how to activate it

COMPANIES BASED IN ITALY

PLEASE NOTE:

**THIS PROCESS
MUST BE
ACTIVATED
BEFORE THE
START OF THE
INTERNSHIP.**

**MEDI DIRECTOR
MUST APPROVE
THE INTERNSHIP
BEFORE ITS
START.**

IF NOT registered yet, companies based in Italy should register on Almalaurea website [here](#)



Also the student should make sure he is registered on [Almalaurea database](#)



The company should activate the agreement with the university on Almalaurea website [here](#)



They should submit the internship details for approval on Almalaurea



MEDI Director will check the internship and approve it on Almalaurea



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End of the internship in Italy - Recognition

At the end of the experience, the company's tutor should provide the information required to confirm the termination of the internship on Almalaurea platform



The internship will be registered in your study career as being worth 6 credits (see slide 2)



PLEASE NOTE

If you are doing an internship within the Erasmus Traineeship programme, follow instructions provided by the Erasmus office on internship recognition



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Internship abroad – how to activate it

The company's tutor should provide a letter describing the job linked to the internship, the number of hours and total duration of the internship



Submit the tutor's letter to MEDI medi@unipv.it who will forward it to MEDI Director

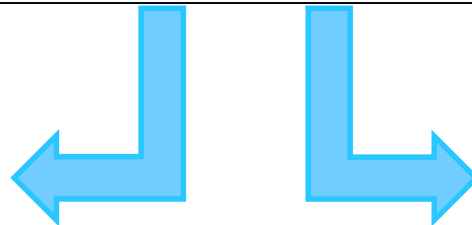


Wait for approval confirmation from MEDI Director



Internship activation

Companies can follow the same rules specified in the previous slide for Italian companies, referring to the same link. Keep in mind that all forms are in **Italian!**



Otherwise, companies may contact tirocinicurricolari@unipv.it in order to get documentation in English

PLEASE NOTE: If you want to find an internship abroad, you can also consider the **Erasmus+ Traineeship Program**, according to its rules and deadlines; however, bear in mind that the internship must meet all the requirements previously mentioned.

End of the internship abroad- Recognition

At the end of the experience, the company's tutor should write a letter (on company's letterhead paper) confirming the end of the internship, its duration and a brief assessment of the student's job



The letter should be sent to medi@unipv.it for MEDI Director to approve the recognition



The internship will be registered in your study career as being worth 6 credits (see slide 2)



PLEASE NOTE

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Contacts

- In case of questions regarding **approval of the internship** please contact: medi@unipv.it
- In case of issues or doubts regarding the formal procedure on Almalaurea, please contact COR: tirocinicurricolari@unipv.it
- In case of doubts regarding the activation of an internship abroad, please write to tirocinicurricolari@unipv.it

