

REGULATIONS ON INTERNSHIPS / TRAINEESHIPS

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Article 1 - Definition and purpose

Italian law defines internships and traineeships as an opportunity for students to learn more about how their job industry works, to gain study/work experience based through which they can make more informed decisions about the professional career they wish to pursue (see article 1 of Ministerial Decree 142/1998).

Internships or traineeships, in fact, consist of a period of training that serves the purpose of completing a student's educational career, by alternating classroom and laboratory study with hands-on workplace experience, in order to further their knowledge of the subjects they have learnt or specialised in and help them make more conscious career decisions through a hands-on approach to the world of work. Internships may be either mandatory, as part of the school curriculum, contributing to the required credits for graduation, or voluntary, in which case they allow students to accrue extra credits.

Internships do not create an employment relationship, they are simply a further opportunity offered by RUFA to its undergraduate, postgraduate and post-master's students. Internship programs, in fact, provide credits and, on completion, interns are granted a certificate of participation by the host organization highlighting the skills they have acquired.

Article 2 - Duties of the Internship Office

The first contact between a host organization and the Academy may take place:

1. on the initiative of a student interested in a specific field of work;
2. on the initiative of the host company or organisation itself, interested in implementing an in-ternship program;
3. on the initiative of the RUFA Internship Office, which is proactively committed to searching for new organizations offering quality internship programs.

Internship/Traineeship programs may be offered by public or private organizations, companies, pro-fessional firms or even by RUFA itself (in-house internships).

Our Internship Office offers guidance and advice to RUFA students, and provides information on the availability of internship positions and on the range fields and activities offered by the host organiza-tions. It also handles the entire internship process, from start to finish.

The Office receives internship offers from the host organizations and provides the profiles of appli-cants. The host organization then selects the ideal applicant, from among those proposed by the Internship Office, at its sole discretion.

Article 3 - Internship application procedure

Students desiring to attend an internship program are required to submit an application to the Intern-ship Office using the specific form, which may either be collected from the Office or downloaded from RUFA website (Internship Application Form).

When compiling the application form, students must select a host organization and an academic tu-tor. Host organization means the organization or company where the internship shall take place. If a student does not have an academic tutor RUFA will assign one.

After receiving the internship applications, RUFA will contact the host organizations requesting an interview with the applicants.

If the student's first choice of host organization falls through, RUFA will propose a second organiza-tion for an interview.

If a student has already contacted a company or organization for an internship, he/she must never-theless compile the application form and hand it in to the Internship Office. RUFA will then make the necessary arrangements to verify and accredit the specified company or organization and, possibly, enter into an internship agreement.

The internship application must be accompanied by an educational and guidance project. The project, drafted with the student's academic tutor, who shall sign it, sets out the timeframe,

location and general conditions for conducting the internship program at the host organization. The student is also required to name a professional tutor, at the host organization, whose task it is to guide and assist the intern in all practical matters relating to the internship, to check attendance and to sign the internship booklet, guaranteeing compliance with the internship program and conditions. The Internship Office at RUFA transmits the applications, with the relevant training and guidance projects, to the Internship Committee, whose task it is to verify and approve them.

Please note that the time spent attending an internship program is considered, for all intents and purposes, an absence from attendance at the academic course. Therefore, students must consider their study plan when deciding on taking an internship/traineeship. An internship/traineeship program must be started within 12 months from the approval of the relevant training and guidance project.

Article 4 - Internship Agreements

An internship agreement (the Agreement) is the document whereby RUFA and the host organization agree on establishing an internship program. An Agreement has the duration of 1 calendar year from the date of signing and is then automatically renewed each year, unless terminated, by either party, by giving at least 3 months' notice before expiry. An Agreement does not specify the precise number of interns involved, although the applicable provisions (see article 2.3 of DM 142/98) laying down the maximum number of interns per host organization, in relation to the staffing complement, must be complied with.

Article 5 - Internship Committee

The Internship Committee (the Committee), appointed by the Director of RUFA, is made up of three members of the teaching staff, for a 3 academic year term. As a rule, the Committee meets once a month and passes its resolutions with a simple majority.

The Committee's tasks are to:

1. assess and approve the training and guidance projects submitted by the students, proposing any changes or additions;
2. provide for the internship supervision activities and, generally speaking, put into place all the necessary measures and procedures for ensuring the success of the internship program;
3. examine and approve the final internship reports, based on the tutor's assessments, for awarding the relevant credits, in accordance with the applicable regulations.

Article 6 - Academic Tutor

The academic tutor is the member of the RUFA teaching staff responsible for guiding a student on an internship program, making sure that the internship project is consistent with his/her educational career.

The academic tutor shall:

1. assist students in selecting a host organization and preparing the program of activities to be carried out during the internship;
2. contact the host organizations to agree on the activities the interns will be required to carry out;
3. assist the students during the internship;
4. check and sign the internship booklet and the final report on completion of the internship.

Article 7 - Internship booklet and final report

Following the approval of the training and guidance project, the student shall collect the relevant booklet at the Internship Office.

The booklet is used by the intern to record the dates and hours of the activities carried out in relation to the internship program.

The booklet is signed by the professional tutor, to attest the intern's attendance and the regularity of the activities carried out in accordance with the training and guidance project.

On completion of the internship program, the intern shall submit to the Internship Office a written re-port by the professional tutor containing: the intern's full name, matriculation number, academic de-gree program, duration of the internship, with the start and end date, total hours of internship activi-ties and nature of the activities carried out. The report must be written on the host organizations let-terheaded paper and duly stamped and signed by the professional tutor.

The booklet and final report must be handed in to the Internship Office at completion of the intern-ship program.

Article 8 - Duration of the Internship program

The regulations of RUFA's degree programs include internships among the additional training activi-ties, and participation in an internship program carries respectively 4 or 6 credits in the case of a bachelor of Arts or a master of Arts program.

The length of a traineeship program may vary, from a minimum of 50 hours (carrying 2 credits) to a maximum of 100 hours (4 credits, bachelor of Arts) (6 credits, Master of Arts), over a period of no less than 30 days, consecutive or otherwise, within 12 months from the date of approval, as notified to the student, of the relevant training and guidance programme by the Internship Committee.

Before its completion, the length of an internship program may be extended, subject to an extension notice in writing signed by the intern and the academic and professional tutors.

On completion of an internship program, RUFA may decide to launch new training and guidance projects at the same host organization, but with different students.

If a student decides to replace any optional subjects with further internship programs, in contrast with an approved degree study plan, the relevant credits shall not be acknowledged.

Article 9 - Insurance

Students involved in internship programs shall be insured by RUFA, against any accidents, with INAIL (the Italian public agency for insuring against occupational diseases and accidents), as well as third-party liability, for protection against any claims for personal injuries and/or damage to property by other parties, in connection with the internship activities. The insurance shall also cover any activities carried out by the intern outside the internship premises, if included among the activities set out in the relevant training and guidance project. RUFA shall insure students only in relation to the in-ternship programs included among the additional training activities carrying 4 credits for 100 hours. Students therefore are required to take out their own accident insurance cover for all other training activities.

Article 10 - Effective date

These Regulations, and related attachments, approved by the Academic Council on 10/07/2012, shall enter into effect from the 2012/2013 academic year.