

## **INTERNSHIP REGULATIONS**

***Issued with Italian D.R. n. 5146 of 2000, subsequently modified with Italian***

***D.R. n. 9 of 16 January 2007, with Italian D.R. n. 198 of 29 November 2011, with D.R. n. 93 of 2 August 2016 and with D.R. n. 49 of 14 July 2020, subsequently revised by Italian D.R. n. 72 of 11 October 2022.***

## **ART. 1 Area of application**

- 1.1 These regulations govern educational activities defined as internships or apprenticeships (hereinafter “internships”), promoted during a study program or educational program at Bocconi University for its students, graduates, Master and PhD holders.
- 1.2 In Italy, internships are regulated by current legislation at the national and regional levels and, regarding curricular internships, by these University Regulations. For anything not regulated by these Regulations, refer to current legislation. For internships carried out abroad, the applicable law according to the principles of international law shall apply.
- 1.3 To this end, these regulations identify and describe the following:
  - definitions and purpose of the educational activity
  - relevance
  - conditions and structure
  - documentation and procedure for activation and validation
  - obligations of the intern
  - authorized services at Bocconi University.

## **ART. 2 Definitions and purpose – Curricular and Non-Curricular Internships**

- 2.1 Without prejudice to the training purpose, internships may be curricular or non-curricular.
- 2.2 Curricular internships take place during the study program. They consist in an educational and orientation experience aimed at achieving specific learning objectives in the study program. They are divided into:
  - Curricular internship for educational credit: they are provided for in the program structure, they can be quantified in educational credits, they have specific requirements (in terms of duration, timeframe and content defined by academic planning), they must be authorized in advance and they must be validated when completed. Internships with educational credit may be registered even where in excess, if provided for in the teaching regulations of the intern’s study program.
  - Curricular internship without educational credit: they are not recorded on the study plan either because requirements have not been met (e.g. minimum term) or because they are completed in addition to a curricular internship for credit if the regulations governing the student do not provide for excess credit internships.
- 2.3 Non-curricular internships are targeted at anyone who has obtained a degree and can be activated within 12 months after the completion of the study program. They aim to facilitate professional choices and employability through training and direct contact with the job market. In Italy, they are regulated by regional laws. The University may rely on third party promoters in individual and specific regional entities, in which case specific agreements will be entered into.
  - 2.3.1 If the intern obtains their degree during a curricular internship:
    - the internship does not change character if it is completed within and no later than a reasonable period after obtaining the degree.
    - the internship changes character (from curricular to non-curricular) if it ends

significantly after obtaining a degree. In that case, the Host Organization undertakes, also in coordination with the University's departments or at their request, to complete all requirements required by current legislation regarding non-curricular internships.

Internships consist of the placement of the student, or a person who has concluded an educational program (hereinafter "intern") at a public or private institution in Italy or abroad, to carry out practical activities in line with the educational objectives of the study program, based a specific program agreed upon between the intern, the Host Organization, the director of the study program (where required) and the authorized services.

- 2.4 Internships do not represent, or imply, any employment relationship with the Host Organization. The internship relationship therefore may not present itself as an employment relationship in any way.
- 2.5 The trilateral relationship (intern - University or other promoting agent – Host Organization) may be formalized through a procedure, even electronically, which is specifically identified in the organizational planning of the administrative services.

### **ART. 3 Relevance of Internship**

According to the rules defined during academic planning:

- a. internships may be included in the program structure for Bocconi University programs as an educational activity that is helpful for placement in the job market, possibly as an activity chosen by the intern, and possibly with specific allocation of university educational credits or other value;
- b. internships may be carried out through the University after completion of the study program or educational program, subject to article 2.3 above.

### **ART. 4 Conditions and Structure**

#### **4.1 Location of internship**

Internships are eligible when carried out in Italy or abroad at private or public structures, such as: industrial, commercial and service companies, banks, financial institutions, auditing and consultancy companies, professional firms, public administrations, public organizations, institutions and associations classified as permanent operators in the services sector, non-profit organizations, educational and research organizations, cultural and artistic institutions, companies and organizations working in tourism, communication and media, international organisms, chambers of commerce, diplomatic representations and other institutions/organizations (hereinafter "Host Organization" or "Host").

In addition to physical attendance at the Host Organization's facilities ("physical presence"), the internship may be carried out, after evaluation and authorization by the University and the Host Organization, using a "blended" design (physical and remote presence) or "remotely".

A maximum of two curricular internships may be completed at the same internship location. This restriction does not apply to non-curricular internships, where current legislation on the matter shall apply.

The University reserves the right to express itself on the eligibility of the internship location by gathering information from various sources.

In addition, for internships abroad, the University cannot guarantee the security

and solvency of the Host Institution, let alone the countries hosting the internship; therefore, the intern assumes all responsibilities with regard to the activities in which they participate.

#### **4.2 Duration of internship**

The duration of an internship varies, in general lasting between two and six months. In consideration of the quality of the educational experience, curricular internships lasting less than two months may be activated without educational credit. For the internships referred to in the previous article 3, paragraph a), the minimum duration is defined during academic planning.

Internships that have not yet been completed but which have met the foreseen minimum duration may be valid for those internships described in the previous article 3, paragraph a).

Longer durations or extensions to the internship may be planned, as long as they are in compliance with current legislation.

In all cases of extraordinary necessity and unforeseeable urgency (e.g. health emergency), decisions on the duration may be taken by the Deans of the Schools.

#### **4.3 Internship extensions**

All internship extensions must be agreed upon in advance between the Host Organization and the authorized services of the University, who will, where necessary, formalize it. Extensions are regulated by the same terms set out in the Internship Agreement.

#### **4.4 Interrupting, withdrawing from and postponing and internship**

Interrupting or withdrawing from an internship will result in suspension from access to a new internship for the time defined by each authorized service at the University.

If the interruption or withdrawal occurs for serious and justified reasons, access to a new internship will not be subject to any limitation, as long as the obligations set out in article 6 herein have not been breached. Where an internship has been interrupted, the Host Organization must promptly notify the University and provide reasons for the interruption. Likewise, withdrawal from an internship that has already been confirmed, with related reasons, must be communicated in a timely manner to the University by the intern.

A temporary postponement of the internship experience may be permitted, to be made up at the end if it affects the minimum duration of a curricular internship.

Compulsory university commitments are not considered postponements.

The entire postponement period must not be longer than one month and must in any case be communicated in advance to the University by the Host Organization.

#### **4.5 Host organization supervisor and university supervisor**

The intern's educational activities during the period of time at the Host Organization is supported and monitored by a supervisor from the same organization, who the intern can contact for anything they need and who the student responds to, without hierarchy restraints, for the organizational and educational part of the internship. Pursuant to current legislation in the Region of Lombardy and as the University's normal procedure, each supervisor may support a maximum of five curricular interns and three non-curricular interns at the same time.

The university supervisor is the person who, within the University, oversees the organizational aspects of the internship and existing relations between the University and the Host Organization, monitoring its progress and verifying that skills have been acquired by the intern if required.

The university supervisor can be chosen from among the faculty or staff working in the authorized services of the University.

#### 4.6 **Insurance coverage**

The University provides insurance coverage for the entire duration of the internship (INAIL insurance for workplace accidents, as well as civil liability towards third parties at an eligible insurance company), carried out in Italy or abroad, on the condition that the relationship is regulated as stated in article 5.1 herein or from other eligible agreements.

Insurance coverage also pertains to any activities carried out by the intern outside the Host Organization which are part of the educational program.

#### 4.7 **Compensation**

In Italy, the law requires that interns receive a compensation for non-curricular internships, as established by current legislation. For curricular internships, the Host Organization may allocate an appropriate compensation (it may be a lump-sum).

### **ART. 5 Documentation and Procedures for the Activation and Validation of an Internship**

#### 5.1 **Internship Agreement and other related agreements**

To start an internship in Italy, the University provides the Host Organization with an "Internship Agreement" (*Convenzione singola di tirocinio*) valid only for the duration of the internship. The "Internship Agreement" is an agreement signed by the legal representatives of the University, the Host Organization and the intern, in accordance with article 2.5 above.

The agreement contains the rights and duties of the parties and the individual educational program, which is an integral part of it. At the University's discretion, a "Framework Agreement" (*Convenzione-quadro*) be prepared as an alternative to the internship agreement. In those cases, individual internships are activated through the execution of a document defined "Internship document" (*accordo attuativo*) and containing the internship program.

In addition to the intern's information, the internship program included in the "Internship Agreement" or the "Internship document" includes the following essential elements:

- a) rights and obligations of the University, the Host Organization and the intern;
- b) objectives and conditions for the internship, ensuring students that it is related to the study path carried out at the University;
- c) the names of the university supervisor and the Host Organization supervisor;
- d) the duration, the period in which the internship will be carried out and any changes in duration;
- e) the reasons for discontinuing an individual internship;
- f) details regarding the insurance referred to in article 4 herein;
- g) obligations regarding sanitation, health and safety at the workplace;
- h) the professional person of reference.

To start an internship outside the country, the University uses an "Internship Agreement" complying with what is indicated in letter a) through f) of article 5.1 herein, which may be written in a language other than Italian.

On condition that it is made aware in advance, the University may recognize the validity of internship experiences governed by agreements created directly by the Host Organization, as long as they comply with the abovementioned requirements.

For all internships completed outside Italy, if necessary, the intern must personally verify the most suitable methods for obtaining the most appropriate entrance visa and any other necessary documents so that the internship or work experience can be completed while fully complying with the legislation of the host country.

## 5.2 **Finding an internship**

When looking for an internship, interns may use institutional channels or independent channels.

- Institutional channel: interns view internship opportunities through communication tool made available by authorized services, or through opportunities announced by the Director of the Degree Program or educational program. Interns can apply to internships by providing the authorized service with requested documentation for each offer, by the deadlines which are indicated by the services.
- Independent channels: interns apply independently to places they know or are interested in, which are subsequently placed in contact with the University's authorized services before the start of the internship.

## 5.3 **Mid-term evaluation form, final evaluation form, final report, end of internship certificate**

Half-way and at the completion of the internship, the Host Organization supervisor and the intern shall complete an evaluation form (or similar evaluation document adopted by the Host Organization) in which they assess the quality of the experience completed in light of the educational objectives.

After the internship has concluded, when required, the intern shall complete the final report.

When provided for, at the completion of the internship, the Host Organization shall issue a final certificate to the intern on the company's letterhead paper, confirming that the internship has been completed.

Likewise, the University may issue to the intern - upon request - a certificate that confirms the internship has been completed.

## 5.4 **Recognition of the Internship**

In the event referred to in article 3.1 letter a) herein, assessment of a positive outcome for the internship and any resulting credits or other value obtained is subject to:

- advance authorization of the internship on behalf of the Director of the study program or educational program (or the Director's delegate);
- evaluation-form completed by the intern;
- final report completed by the intern (when required);
- final evaluation form completed by the supervisor at the Host Organization;
- final validation from the Director of the Degree Program or educational program (or the Director's delegate) within the time indicated by the authorized services at Bocconi University.

During academic planning, different procedures for validating internships may be provided for, for internships carried out in particular situations (including internships carried out before enrollment in programs or with promoting agents other than Bocconi University, if allowed by current legislation).

With reference to the possibility of starting an internship with family restrictions between the intern and owners of the Host Organization, the University shall exclude recognition for these cases. In addition, curricular internships at institutions which are not highly qualified and selected through individual channels shall not be recognized.

## 5.5 **Activities similar to an internship**

Activities defined as “similar activities” as an alternative to an internship, include:

- qualified work governed by a contract different from an internship, such as for example a fixed-term or open-ended subordinate work relationship.
- a field project consisting of an analysis, study and drafting of a final paper/project, concerning a business case, a case study or a scientific research activity

The rules already established for internships regarding duration and timeframe shall be applied. In addition, for possible earning of credits or other value, what has been established by article 5.4 above shall be applied.

In cases of extraordinary necessity and/or unforeseeable urgency (e.g. health emergencies), the Deans of the Schools may take decisions regarding further educational activities to be carried out as an alternative to the internship, formalized during the planning stage.

## 5.6 **Recording the internship**

In order to record the internship in the student’s academic career, the performance referred to in articles 5.3 and 5.4 herein must be completed by the date for completing the study plan established for entrance to the final exam.

## **ART. 6 Obligations of the Intern**

Starting with the initial contact with the Host Organization, interns must act according to good faith. Inappropriate behavior may be subject to a report to the Disciplinary Board.

The educational program referred to in article 5.1 herein reports that the following obligations are the responsibility of the intern:

- carry out the activities set out in the educational program and follow the instructions of the supervisor and company managers;
- guarantee continuous presence and continuity to activities, complying with the agreed upon total duration: this precludes the possibility of completing activities remotely;
- comply with regulations regarding sanitation, safety and health at the workplace;
- maintain the necessary discretion concerning data, information and knowledge relating to production processes and products acquired during and after the internship;
- write the report (when required) and final internship evaluation regarding activities completed;
- request verification and authorization for any papers or reports for third parties.

The University reserves the right to complete checks during the internship, in order to verify that the intern’s activities are effectively being carried out. Control methods shall be defined on a case-by-case basis by the authorized services, while also considering the location of the internship.

In cases of the intern being repeatedly unavailable, the internship will not be considered valid for curricular purposes and such communication will be forwarded to the intern, the Host Organization, the University Disciplinary Board and the relevant Program Director, according to the timelines defined by the authorized services

## **ART. 7 Authorized Services at the University**

The Market & Partners Division, the Master Program Offices and SDA Bocconi are the offices dedicated to management of internships, according to the areas of related authority. The indicated services assist the hosting organizations in selecting applicants and completing procedures to activate and recognize internships.