



## REGULATIONS FOR INTERNSHIPS

### ART. 1 – AREA OF APPLICATION

1.1 - These regulations govern the training activity called stage/internship (hereinafter referred to as "internship") promoted in the context of Degree Programs, Masters and educational programs of the University of Gastronomic Sciences (hereinafter referred to as "UNISG") in favor of its students and graduates.

1.2 - In Italy, internships are regulated by current legislation at a national and regional level and in the case of a curricular internship, by these University Regulations. For anything not governed by these Regulations, reference is made to current legislation. For internships carried out abroad, the regulations are referred to the national legislation of the country where the internship takes place, according to the principles of international law.

1.3 - To this end, these regulations identify and describe, among other things:

- definitions and purposes of the internship and similar activities
- conditions and methods of conduct
- documentation and procedures for activation and validation
- obligations of the intern
- relevant UNISG services

### ART. 2 - DEFINITIONS AND PURPOSE - CURRICULAR, EXTRACURRICULAR INTERNSHIPS AND SIMILAR ACTIVITIES

2.1 - Internships can be curricular or extracurricular, by which we mean the programs for the insertion of a student or of those who have completed the training course in public and private companies in Italy or abroad, intending to carry out practical activities in line with the academic objectives of the course of study attended. The activities are regulated by a specific training program agreed upon by the intern, the Course Coordinator or his/her delegate (where applicable), the host institution and the relevant university services.

2.2 - The internship does not constitute an employment relationship and the host organization has no obligation to hire the intern at the end of the internship period.

2.3 - The **curricular internship** is carried out by the student only within the duration of the university training course to which he is regularly enrolled and up to the termination of the degree. It presents itself as a learning and orientation experience that aims to acquire the learning objectives of the course of study. There are two types of curricular internships:

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<sup>1</sup> For curricular internships: art. 18, paragraph 1 of Law no. 196 of 24 June 1997 and subsequent amendments - State Regions Guidelines of 25 May 2017

For extracurricular internships: State Regions Guidelines of 25 May 2017 - - Piedmont Region Regional Council Resolution 22 December 2017, n.85 / 6277



- **Curricular internships with training credits (CFU):** this refers to internships which are required by the study program and involve the acquisition of training credits; they have specific requirements that vary depending on the course of studies, such as minimum duration, implementation period during the academic year, and contents derived from the didactic program; the need for prior authorization as well as validation at its conclusion.
- **Curricular internships without training credits (CFU):** this refers to non-mandatory internships for students whose course he/she is attending does not specifically require an internship as part of the study plan. These non-mandatory internships do not lead to the acquisition of training credits.

2.4 - The activities defined as "**similar activities**", which guarantee training credits as an alternative to curricular internships, include:

- work experience in line with the academic program and characterized by an employment contract related to the course of study (e.g., apprenticeship contract, etc.);
- research project which is promoted, coordinated and supervised by a professor from the University; and which requires direct involvement of the student in research activities that can be carried out within a University Department or in external companies.

As for curricular internships, the "similar activities" have specific requirements of duration and period and are subject to validation and recognition for the acquisition of the relative academic training credits (see Article 4.4).

2.5 - The **extracurricular internships** are targeted at both regularly enrolled students as well as graduates who have completed their studies. It is designed to facilitate professional choices and entrance into the world of work through training in direct contact with a company, organization, and public or private institution.

2.5.1 –If during the curricular internship the student graduates, the internship naturally becomes extra-curricular, resulting in the host company having to fulfill the obligations required by current legislation on the subject.

UNISG applies the current reference legislation of the Piedmont Region to extra-curricular internships and interregional internships. Paragraph 9 of Annex B of the "Guidelines on training and orientation internships", an integral part of the State-Regions Conference of 24 January 2013, as amended by the agreement of 25 May 2017, establishes that in the case of a subject with offices in several regions (so-called multi-localized subject), the host subject has the right to apply the legislation of the region on the subject in which it has established its registered office in all the production units located throughout the national territory, as an alternative to the different region or autonomous province in whose territory the internship is carried out. The protocol that the host organization intends to apply must be indicated in the agreement in order to allow the inspection staff a certain legal reference to carry out verification activities.



## **ART. 3 - CONDITIONS AND METHOD OF CONDUCT**

### **3.1 – Place of Internship**

The internship can be carried out in Italy or a foreign country at public and private entities such as, including but not limited to: industrial, craft, agricultural, commercial, service companies, consulting firms, professional firms, public administrations, public bodies, institutions and associations qualified as permanent operators in the third sector, non-profit organizations, training and research institutions, cultural and artistic institutions, organizations and companies operating in the tourism, catering and hospitality, communication and media sectors, international organizations, chambers of commerce and other organizations/institutions (for the sake of brevity from now on "Host Body" or "Body"), with which the University stipulates an agreement.

The University reserves the right to evaluate the suitability of the host body of the intern by collecting information from various sources.

### **3.2 - Duration of the internship**

The duration of the curricular internship is established from a minimum of two weeks to a maximum of twelve months, notwithstanding the parameter of minimum duration for curricular internships with training credits defined in the didactic planning.

For the purposes of the acquisition of training credits, a non-completed curricular internship can be considered valid if it meets the minimum expected duration.

In compliance with current legislation, it is possible to program longer durations or extend the duration of the internship.

Following the provisions of the relevant regional legislation, the maximum duration, including extensions and renewals, of extracurricular internships:<sup>1</sup>

- a) may not exceed six months for those referred to in paragraph 2, letters a), b), c), d), e);

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#### <sup>1</sup> ART. 2 RECIPIENTS

1. The subject of this discipline are extracurricular internships (training and orientation or job placement/reintegration) aimed at

- a) subjects in a state of unemployment according to Article 19 of Legislative Decree 150/2015
- b) subjects who have completed the qualification, professional diploma, and regional specialization and upper secondary and tertiary education courses within 12 months of graduation.
- c) workers benefitting from financial support who is in constant employment relationship as defined in paragraph 1 of art. 22 of Legislative Decree 150/2015, as well as beneficiaries of Bilateral Solidarity Funds, or those confronted with agreements between the social partners that define active policies.
- d) workers at risk of unemployment as defined in paragraph 4 of art. 19 of Legislative Decree 150/2015, as well as in corporate crisis situations confronted with agreements between the social partners that define active policies.
- e) employed persons who are looking for other employment, in compliance with the time limits referred to in the following art. 8.
- f) disabled and disadvantaged people (disabled as referred to in Article 1, paragraph 1, of Law No. 68/99, disadvantaged people according to Law No. 381/1991; applicants for international protection and holders of refugee and subsidiary protection status according to Presidential Decree no. 21/2015 and holders of humanitarian protection according to Legislative Decree 286/98; victims of violence and serious exploitation by criminal organizations and subjects holding a



residence permit issued for humanitarian reasons, according to Legislative Decree no. 286/1998; victims of trafficking according to Legislative Decree no. 24/2014.

b) may not exceed twelve months for those referred to in paragraph 2 (f). For people with disabilities referred to in article 1, paragraph 1, of law no. 68/99, the overall duration can be up to twenty-four months.

The minimum duration of the internship cannot be less than two months.

### **3.3 - Extension of the internship**

In compliance with current legislation, each internship can be extended upon agreement between the host institution and the University. The extension requires formalization through specific forms provided by the competent services of the University.

### **3.4 – Suspension, interruption and renunciation of the internship**

**Curricular internships** can be temporarily suspended for a maximum of thirty days. The days of suspension can be made up at the end of the internship itself. University commitments cannot be considered as a suspension period. The suspension period must be communicated in advance to the competent University services.

The interruption or renunciation of the internship can take place through mutual agreement between the host organization and the intern or for serious and/or justified reasons. If the internship has already been confirmed, its renunciation requires communication by the intern to the University with related reasons.

The interruption and renunciation of the internship without justified reason may result in the suspension of access to the services and contacts that the University usually provide to support the internship research (see Article 4.1).

The **extracurricular intern** has the right to suspend the internship due to maternity and paternity leave according to the current legislation. This is also valid in the event of a long-term accident or illness that lasts for a duration equal to or greater than 30 calendar days per single event. The internship can also be suspended for periods of company closure lasting at least 15 consecutive calendar days. The suspension period does not contribute to the calculation of the overall duration of the internship according to the maximum limits indicated above.

In case of interruption of the internship, the intern must give logical written communication to the tutor of the host organization and the University tutor.

The internship can be interrupted by the host organization or by the University in case of serious non-fulfillment by one of the parties involved or in case of impossibility to achieve the training objectives of the project; the reasons supporting the interruption must be demonstrated in a specific report.

### **3.5 - University tutor and tutor of the host institution**

The university tutor is, as a rule, the Coordinator of the Degree Program or didactic program or another teacher designated by the same. In carrying out his function, the university tutor utilizes the administrative support of the staff of the competent services of the University.



The university tutor has the responsibility of evaluating in advance the adequacy of the proposed internship activities and their coherence with the course of study attended. Furthermore, he/she may have to coordinate and plan the course of the internship, monitor its progress, verify, and if needed, must help the intern to successfully acquire skills.

The intern is followed and supported in his/her training activity by a tutor from the Host Organization, who can be contacted directly by the intern for any organizational and training needs.

### **3.6 - Insurance coverage**

Insurance coverage (accidents at work INAIL if in Italy or private health insurance if abroad and civil liability towards third parties) is guaranteed by the University for the entire duration of the curricular internship or similar activities, whether carried out in Italy or abroad.

If the activities in the training project require to be carried out outside the headquarters of the host institution by the intern and in any case under the supervision of the hosting institution tutor, these activities are covered by the same insurance. The host institution or the intern is required to communicate the details of these activities in advance to the competent services of the University.

For extra-curricular internships, insurance coverage (INAIL workplace accidents and third-party liability) is covered by the host.

### **3.7 – Participation Allowance**

Under the regional legislation in force, there is a legal obligation to pay the intern a participation allowance for extracurricular internships carried out in Italy. This is not applicable for curricular internships however, an adequate flat-rate participation allowance is possible but not compulsory for these internships.

Only Graduate Degree Course students can request an economic contribution from the competent services of the University to cover the expenses necessary for the curricular internship of the second year of the course. The methods of access and quantification of the contribution are established by a specific regulation issued by the competent services of the University.

## **ART. 4 - RESEARCH AND PROCEDURES FOR THE ACTIVATION, VALIDATION AND RECOGNITION OF THE INTERNSHIP**

### **4.1 – Choosing the internship**

The internship can be chosen by the student in two ways:

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<sup>1</sup> Agreement of 25 May 2017 between the Government, the Regions and Autonomous Provinces of Trento and Bolzano on the document containing "Guidelines on training and orientation internships" - Piedmont Region Regional Council Resolution of 22 December 2017, n.85 / 6277



- A. through the contacts and services of the University: the student consults the internship opportunities made available by the competent services, in particular the Career Center, or those reported by course Convenor and by the Professors involved in university teaching.
- B. autonomously : the student independently finds opportunities using his/her knowledge or interest. The activation of the internship requires the student to contact the host institution with the relevant services of the University before the internship begins.

## **4.2 - Procedure for the activation, validation and recognition of the curricular internship**

### 4.2.1 Activation

The activation of a curricular internship in Italy requires that an "Internship Agreement" be established between the University and the host institution, signed by the legal representatives of each party, specifying the rights and duties of the parties involved, including the intern. An integral part of this agreement is the "Training Project", signed by the legal representatives of the University, the host organization and the intern.

The "Training Project", an integral part of the "Internship Agreement", must contain the following essential information:

- a) rights and obligations of the University, the host institution and the intern;
- b) objectives, methods and procedures of the internship, consistent with the study program attended by the student;
- c) the names and references of the university tutor and the tutor of the host institution;
- d) the duration, the period of the internship and any variations in duration;
- e) the details of the insurance according to art. 3.6;
- f) the obligations regarding hygiene, health and safety in the workplace.

The curricular internship carried out outside the Italy involves the use of an "Internship Agreement" and a "Training and orientation project" written in English, bearing the same elements as referred to in this article.

Students who intend to carry out an internship outside Italy are required to verify the need to request or produce any other mandatory documentation for the correct and legal performance of the internship experience, in compliance with the legislation of the host country. The documentation required to obtain an entry visa is included in the aforementioned documentation.

### 4.2.2 – Validation of the Internship

At the end of the internship, the host institution's tutor and the intern fill out an evaluation form and, for extracurricular internships, also the final certificate that indicates and documents the activities actually carried out with reference to the areas of activity contained in the classification of the Economic Professional sector, referred to in the inter-ministerial decree of 30 June 2015.

If requested by the intern, the university is obliged to issue an Internship certificate or certificate confirming the completion of the internship.



#### 4.2.3 - Recognition of the internship and registration of training credits

Curricular internships with training credits referred to in art. 2.3 provide that the acquisition of the related CFU (credits) takes place only if the following conditions are met:

- prior authorization of the internship by the Study Program Coordinator (or his/her delegate);
- final evaluation form of the intern and the tutor of the host institution;
- compilation of the internship booklet;
- final validation by the Coordinator of the Study program or academic program (or delegate) within the time limits indicated by the competent services of the University of Gastronomic Sciences.

Curricular internships selected autonomously at host organizations that are not highly qualified or assessed suitable by the University will not be recognized.

The registration of training credits takes place only if the aforementioned conditions have occurred by the date of completion of the study plan which is required for admission to the final exam.**4.3 - Procedure for the activation, validation and recognition of activities similar to curricular internships**

#### 4.3.1 - Activation

Regarding activities equivalent to the curricular internship referred to in art. 2.4, the field research project or research project is activated through the following procedure:

- detailed definition of the research project and its dates, by the student and the Course Coordinator (or delegate);
- completion and signing of the appropriate forms by the student and the Course Coordinator (or delegate);
- sending the appropriate forms to the relevant University services (by the student).

#### 4.3.2 - Validation

At the end of a field research project, the Course Coordinator (or delegate) and the student will fill in a final evaluation form.

The University agrees to issue the student, upon request, with an internship certificate or certificate of completion that the research project has been carried out.

#### 4.3.3 – Recognition and registration

Activities equivalent to the internship referred to in art. 2.4 establishes that the acquisition of the related credits takes place only if the following conditions are met:



- prior authorization of the activity has been given by the Course Coordinator (or delegate);
- final evaluation form has been filled in by the intern and the Course Coordinator (or delegate);
- final validation by the Course Coordinator (or delegate) has been given within the time limits indicated by the competent services of the University of Gastronomic Sciences.

The registration of training credits takes place only if the aforementioned conditions have occurred by the date of completion of the study plan which is required for admission to the final exam.

#### **ART. 5 - OBLIGATIONS OF THE INTERN**

The intern is required to behave in good faith starting from the first contact with the host institution. Failure to comply may result in possible reporting to the Disciplinary Commission of the University.

The obligations for the intern, indicated in the training project referred to in the previous art. 4.2, are as follows:

- guarantee continuity and presence in carrying out the planned activities: the possibility of carrying out remote activities is excluded;
- respect the agreed duration;
- carry out the activities indicated in the training project following the instructions of the tutors and company managers;
- comply with the rules and requirements on hygiene, safety and health in the workplace;
- maintain the necessary confidentiality about data, information, or knowledge regarding production processes and products acquired during and after the internship;
- request verification and authorization for any projects or relations with third parties.

During the period of the curricular internship, the intern is to all intents and purposes, a student of the University. The trainee student, therefore, is required to attend the scheduled exams, to attend any other academic activities, to attend the meetings with the thesis supervisor or with the Course Coordinator necessary to complete the training.

The university may decide to check that the internship is being carried out properly. This monitoring may be carried out when and how the University sees fit. . If the intern is unavailable, except for serious reasons, the internship is not considered valid for curricular purposes. If such an occasion arises and the internship becomes invalid, the competent services of the University will notify the intern, the host institution, the Disciplinary Commission of the University and the relative Course Coordinator.

#### **ART. 6 - COMPETENT SERVICES OF THE UNIVERSITY**

The Career Center, the External Relations Office, the Administration Office, and the Student Secretariat are the structures dedicated to the management of internships according to their respective areas of competence.