



INTERNSHIP REGULATIONS

ART. 1 – SCOPE OF APPLICATION

1.1 These Regulations govern the educational activity known as a traineeship/internship (hereinafter referred to as an “internship” for the sake of brevity), offered as part of the Degree Programmes, Master’s Programmes and other educational programmes of the University of Gastronomic Sciences (hereinafter referred to as “UNISG”), for the benefit of its students and graduates.

1.2 In Italy, internships are governed by the applicable national and regional legislation¹ and, with regard to curricular internships, by these University Regulations. Any matters not covered by these Regulations shall be governed by the applicable legislation. Internships carried out abroad shall be governed by the national legislation of the country in which the internship takes place, in accordance with the principles of international law.

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

- definitions and purposes of internships and equivalent activities;
- conditions and arrangements for carrying out internships;
- documentation and procedures for activation and validation;
- obligations of the intern;
- the UNISG offices responsible for internship management.

ART. 2 -DEFINITIONS AND PURPOSES – CURRICULAR AND EXTRACURRICULAR INTERNSHIPS AND EQUIVALENT ACTIVITIES

2.1 Internships may be curricular or extracurricular. These are programmes designed to place students or individuals who have completed their educational programmes within public or private organisations in Italy or abroad, with the aim of providing practical experience aligned with the educational objectives of the Programme attended. Activities are governed by a specific Training Project agreed upon by the intern, the Academic Programme Coordinator or their delegate (where applicable), the host organisation, and the relevant University offices.

2.2 An internship does not constitute an employment relationship, and the host organisation is under no obligation to hire the intern at the end of the internship period.

2.3 A **curricular internship** may be undertaken by a student only during the period in which they are enrolled in the relevant University programme and up until the award of the qualification.

¹ For curricular internships: Article 18(1) of Law No. 196 of 24 June 1997, as amended; State-Regions Conference Guidelines of 25 May 2017.

For extracurricular internships: State-Regions Conference Guidelines of 25 May 2017; Piedmont Regional Government, Regional Council Resolution No. 85/6277 of 22 December 2017



A curricular internship is a learning and career-orientation experience aimed at achieving the learning objectives of the relevant Degree Programme.

There are two types of curricular internship:

- **Curricular internship with academic credits (CFU):** this is included in the study plan and leads to the award of academic credits. It is subject to specific requirements that vary according to the Degree Programme, including minimum duration, the period during the academic year in which it may take place, and content based on the programme's academic planning. Prior authorisation is required, and the internship is validated upon completion.
- **Curricular internship without academic credits (CFU):** this is not compulsory for the student, as it is not included in the study plan, and does not lead to the award of academic credits.

2.4 Activities classified as “equivalent activities”, which may be recognised for academic credits in lieu of a curricular internship, include:

- work experience relevant to the Degree Programme and undertaken under an employment contract related to the student's field of study (e.g. an apprenticeship contract);
- extracurricular internships, provided that their content is consistent with the learning objectives of the Degree Programme;
- research project: research activities promoted, coordinated and supervised by a University faculty member, involving the student directly in research that may be carried out within a University Department or at an external organisation.

As with curricular internships, “equivalent activities” are subject to specific duration and scheduling requirements and must be validated and recognised in order for the relevant academic credits to be awarded (see Art. 4.3).

2.5 Extracurricular internships are open both to students who are regularly enrolled in a university programme and to graduates who have already obtained their qualification. Their purpose is to facilitate career choices and entry into the labour market by providing training in direct contact with a company, organisation or public or private institution..

2.5.1 UNISG applies the regulations of the Piedmont Region in force at the relevant time to extracurricular internships, including interregional internships. Paragraph 9 of Annex B to the “Guidelines on Training and Career-Oriented Internships”, which forms an integral part of the State-Regions Conference Agreement of 24 January 2013, as amended by the Agreement of 25 May 2017, establishes that where an organisation has offices in multiple regions (a so-called “multi-localised organisation”), the host organisation may apply the legislation of the region in which its registered office is located to all its operating units throughout Italy, instead of the legislation of the different region or autonomous province in which the internship takes place. The regulatory framework chosen by the host organisation must be expressly indicated in the agreement, so that inspection authorities have a clear legal reference for conducting their checks.



ART. 3 - CONDITIONS AND ARRANGEMENTS FOR CARRYING OUT INTERNSHIPS

3.1 - Internship location

Internships may be carried out in Italy or abroad with public or private organisations, including, by way of example and without limitation: industrial, craft, agricultural, commercial and service companies; consulting firms; professional practices; public administrations and public bodies; institutions and associations recognised as established third-sector operators; non-profit organisations; training and research institutions; cultural and artistic institutions; organisations and companies operating in tourism, catering and hospitality; communication and media organisations; international organisations; chambers of commerce; and other organisations or institutions (hereinafter referred to as the “Host Organisation” or the “Organisation”), with which the University enters into an Agreement.

The University reserves the right to assess the suitability of organisations hosting interns by gathering information from various sources.

3.2 - Internship duration

The duration of a curricular internship shall range from a minimum of 80 hours to a maximum of twelve months, without prejudice to the minimum duration requirements for curricular internships carrying academic credits, as established through the didactic planning process.

For the purpose of awarding academic credits, an unfinished curricular internship may be deemed valid if it meets the required minimum duration.

Longer internship periods may be planned, or the internship may be extended, in compliance with the applicable legislation.

The minimum and maximum duration of extracurricular internships, including extensions and renewals, shall be determined by the regional legislation in force at the location of the host organisation.²

² Eligible participants

1. These provisions apply to extracurricular internships (for training and career orientation or for entry into/re-entry into employment) intended for:

- a) unemployed individuals, as defined in Article 19 of Legislative Decree No. 150/2015;
- b) individuals who have completed vocational qualification, professional diploma, regional specialisation, upper secondary education or tertiary education programmes, within 12 months of obtaining their qualification;
- c) employees receiving income-support benefits while their employment relationship remains in force, as defined in Article 22(1) of Legislative Decree No. 150/2015, as well as beneficiaries of Bilateral Solidarity Funds, pursuant to agreements between the social partners establishing active labour-market policy pathways;
- d) workers at risk of unemployment, as defined in Article 19(4) of Legislative Decree No. 150/2015, including those affected by corporate crises, pursuant to agreements between the social partners establishing active labour-market policy pathways;
- e) employed individuals seeking alternative employment, subject to the working-hour limits set out in Article 8 below;
- f) individuals with disabilities and disadvantaged individuals (persons with disabilities under Article 1(1) of Law No. 68/1999; disadvantaged persons under Law No. 381/1991; applicants for international protection and holders of refugee status or subsidiary protection under Presidential Decree No. 21/2015, as well as holders of special protection permits under Legislative Decree No. 286/1998; victims of violence and severe exploitation by criminal organisations and holders of residence permits issued on humanitarian grounds under Legislative Decree No. 286/1998; and victims of trafficking under Legislative Decree No. 24/2014).



3.3 - Extension of an internship

Subject to compliance with the applicable legislation, any internship may be extended by mutual agreement between the host organisation and the relevant University offices. The extension must be formalised using the appropriate forms provided by the relevant University offices, which shall notify the competent authorities.

3.4 – Suspension, interruption, and/or withdrawal from an internship

A **curricular internship** may be temporarily suspended for a maximum of thirty days. Suspended days may be made up at the end of the internship. University-related commitments cannot be treated as a period of suspension. Any suspension must be communicated in advance to the relevant University offices, which shall notify the competent authorities.

An internship may be terminated or withdrawn from by mutual agreement between the host organisation and the intern, or for serious and/or justified reasons. If the internship has already been confirmed, the intern must notify the University of their withdrawal, providing the reasons.

Termination or withdrawal without just cause may result in the suspension of access to University services and contacts intended to support the search for an internship (see Art. 4.1).

Interns undertaking **extracurricular internships** are entitled to suspend their internship for mandatory maternity and paternity leave in accordance with the applicable legislation. This right also applies in the event of an accident or long-term illness, defined as an event lasting 30 consecutive calendar days or more. Internships may also be suspended during company closures lasting at least 15 consecutive calendar days. Suspension periods shall not count towards the overall internship duration, subject to the maximum limits specified above.

In the event of termination, the intern must provide written notice, stating the reasons, to both the host organisation's tutor and the tutor appointed by the promoting organisation.

The host organisation or the promoting organisation may terminate an internship in the event of serious breaches by any of the parties involved or where it becomes impossible to achieve the training objectives set out in the Training Project. The reasons for termination must be documented in a specific report.



3.5 - University tutor and host organisation tutor

The University tutor may be a member of the University's academic staff or an employee of the relevant University offices. Their role includes organising the internship and managing relations with the host organisation and the intern, monitoring the progress of the internship and, where applicable, verifying whether the intern has acquired the expected skills.

The intern is supervised and supported throughout their training activities by a tutor appointed by the host organisation, whom they may contact directly for any organisational or training-related needs.

3.6 - Insurance coverage

For the entire duration of curricular internships, whether carried out in Italy or abroad, the University guarantees insurance coverage for workplace accidents (INAIL coverage in Italy or private health insurance abroad) and third-party liability. Insurance coverage is not provided for the equivalent activity known as a "research project".

Where the activities specified in the Training Project require the intern to work outside the host organisation's premises, while remaining under the supervision of the host organisation's tutor, the same insurance coverage applies. The host organisation or the intern must notify the relevant University offices in advance of the details of these activities.

For extracurricular internships, insurance coverage for workplace accidents (INAIL) and third-party liability is the responsibility of the host organisation. Where work experience is recognised for the purpose of obtaining academic credits, insurance coverage is the responsibility of the employer, in accordance with the applicable legislation.

3.7 - Participation allowance

Only extracurricular internships carried out in Italy are subject to the statutory obligation³ to provide the intern with a participation allowance, in accordance with the applicable national and regional legislation.

A participation allowance, including a flat-rate allowance, may also be provided for curricular internships, although this is not compulsory.

³ Agreement of 25 May 2017 between the Government, the Regions and the Autonomous Provinces of Trento and Bolzano on the document entitled "Guidelines on Training and Career-Oriented Internships"; Law No. 234 of 30 December 2021 (2022 Budget Law), Article 1, paragraphs 720–726, introducing a minimum participation allowance at national level; Piedmont Regional Government, Regional Council Resolution No. 85/6277 of 22 December 2017.



ART. 4 - INTERNSHIP SEARCH AND PROCEDURES FOR ACTIVATION, VALIDATION AND RECOGNITION

4.1 - Finding an internship

Students may search for an internship:

- A. Through University services and contacts: students consult internship opportunities made available by the relevant University offices, particularly the Career Center, or those reported by the Degree Programme Directorate and academic staff involved in University teaching.
- B. Through independent channels: students autonomously identify opportunities within organisations they know or are interested in. To activate an internship, students must put the host organisation in contact with the relevant University offices before the internship begins.

4.2 - Procedures for the activation, validation and recognition of curricular internships

4.2.1 Activation

To activate a curricular internship in Italy, an “Internship Agreement” must be established between the University and the host organisation. It must be signed by the legal representatives of both parties and set out the rights and obligations of all parties involved, including the intern.

A “Training Project” must also be drawn up and signed by the legal representatives of the University and the host organisation, as well as by the intern.

The “Training Project” and the “Internship Agreement” must contain the following essential information:

- a) the rights and obligations of the University, the host organisation and the intern;
- b) the objectives and arrangements for carrying out the internship, consistent with the study plan of the Degree Programme in which the student is enrolled;
- c) the names and contact details of the University tutor and the host organisation’s tutor;
- d) the duration and dates of the internship;
- e) details of the insurance policies referred to in Art. 3.6;
- f) obligations concerning workplace hygiene, health and safety.

Curricular internships carried out outside Italy require an “Internship Agreement” and a “Training and Orientation Project”, both drafted in English and containing the same elements specified in this article.

Students intending to undertake an internship outside Italy must verify whether any additional documentation is required or must be prepared to ensure that the internship is carried out lawfully and correctly under the legislation of the host country. Such documentation includes any documents required to obtain an entry visa.



4.2.2 Validation

At the end of the internship, the host organisation's tutor and the intern must complete an "Internship Completion Certificate".

For extracurricular internships, they must also prepare a final statement documenting the activities actually carried out, with reference to the activity areas included in the classification of Professional Economic Sectors, pursuant to the Interministerial Decree of 30 June 2015.

Upon request, the University undertakes to issue the intern with a certificate or statement confirming that the internship has been completed.

4.2.3 Recognition of internships and registration of academic credits

For curricular internships carrying academic credits, as referred to in Art. 2.3, the relevant CFU credits shall be awarded only if all the following conditions have been met:

- the internship has received prior authorisation from the Degree Programme Coordinator or the coordinator of the relevant educational programme, or their delegate;
- the relevant University offices have duly received the completed and signed Internship Agreement and Training Project;
- and the Internship Dossier (internship logbook) and the "Internship Completion Certificate" have been completed.

Curricular internships with host organisations independently identified by students shall not be recognised unless the organisations are highly qualified and have been deemed suitable by the University.

Academic credits shall be registered only if all the above conditions have been met by the deadline for completion of the study plan required for admission to the final examination.

4.3 Procedures for the activation, validation and recognition of activities equivalent to a curricular internship

4.3.1 Activation

For equivalent activities as referred to in Art. 2.4, a field research project or research project shall be activated through the following procedure:

- the student and the Academic Programme Coordinator, or their delegate, define the research project in detail and establish its dates;
- the student and the Academic Programme Coordinator, or their delegate, complete and sign the relevant forms;
- the student submits the completed forms to the relevant University offices.



4.3.2 Validation

For a research project, upon completion, the Academic Programme Coordinator or their delegate and the student shall complete the appropriate forms certifying that the activity has been carried out.

Upon request, the University undertakes to issue the student with a certificate or statement confirming that the research project has been completed.

4.3.3 Recognition and registration

For equivalent activities referred to in Art. 2.4, the relevant CFU credits shall be awarded only if the following conditions have been met:

- the activity has received prior authorisation from the Academic Programme Coordinator or their delegate;
- and the declaration certifying that the activity has been carried out, prepared using the appropriate forms, has been signed by the student and the host organisation/employer.

Academic credits shall be registered only if all the above conditions have been met by the deadline for completion of the study plan required for admission to the final examination.

ART. 5 - OBLIGATIONS OF THE INTERN

From the first contact with the host organisation, the intern must act in good faith. Failure to do so may result in a report being submitted to the University Disciplinary Committee.

The obligations incumbent upon the intern, as set out in the Training Project referred to in Art. 4.2 above, are as follows:

- ensure continuity and regular attendance in carrying out the planned activities. Remote curricular internships are permitted only if previously approved by the Academic Programme Coordinator or their delegate and agreed upon with the host organisation;
- comply with the agreed internship duration;
- carry out the activities specified in the Training Project, following the instructions of the tutors and the host organisation's managers;
- comply with workplace hygiene, health and safety regulations;
- maintain the necessary confidentiality regarding any data, information or knowledge relating to production processes and products acquired during and after the internship;
- seek verification and authorisation before sharing any analyses, reports or other materials with third parties.

The University may verify that the internship is actually being carried out through checks conducted in accordance with the procedures and timelines established by the relevant University offices.

If the intern cannot be contacted, except in cases involving serious reasons, the internship shall not be considered valid for curricular purposes. The relevant University offices shall notify the intern, the host organisation, the University Disciplinary Committee and the relevant Academic Programme Coordinator that the internship experience has been deemed invalid.



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ART. 6 - RELEVANT UNIVERSITY OFFICES

The Career Center, External Relations Office, Administration Office and Student Secretary Office are the University structures responsible for internship management, each within its respective area of competence.