

## INTERNSHIP

### § 1 Purpose of the Internship

The purpose of the internship is to train students to successfully apply their knowledge and skills and complement them by practitioners' proceedings in a real working environment, as well as to give them an insight into the job they are aiming for.

### § 2 Insurance Coverage; Disclaimer

The student has to provide himself for insurance coverage during the internship. The universities are not liable for any damage the student might cause or suffer during the internship.

Students who undertake a long internship (see § 5 Company / Institution for the Internship) are covered for the period under the supervision of the university of Trento (from 30 September onwards) by a public-liability insurance provided by UniTrento (accident insurance and Third party liability insurance). An illustrative report about the insurance conditions is available in the Download Box at <http://international.unitn.it/outgoing/services-and-facilities>. Nevertheless, each student is also required to be provided with a private health insurance, based on the conditions of both destination and origin country.

### § 3 Duration and Structure of the Practical Module

(1) Within the master programme a **three-month internship** is obligatory; it has to be completed in a company/institution being relevant for the EMBS. The EMBS coordinators (under the responsibility of the coordinator in León) will evaluate this relevance after the student will send them a short description of the internship project (company, assignment etc.).

(2) The internship falls into the responsibility of the Universidad de León. If correctly completed, the internship will be awarded with 10 credits. The internship can begin the 1<sup>st</sup> of June and no later than the 1<sup>st</sup> of July.

(3) It is necessary to do the internship in a company outside the home country of the student. Exceptional cases (e.g. deployment in the home country by the company) will be evaluated by the coordinators from León.

#### **§ 4 Evaluation of the Internship**

The basis of the evaluation is an internship report and a company evaluation questionnaire.

The report is weighted with 70%, and the company tutor's evaluation with 30%. The company evaluation questionnaire with 30. The mark of the company evaluation questionnaire is given by the EMBS coordinators (under the responsibility of the coordinator in León), on the basis of their perception of the internship context, activities and outcomes, described in the questionnaire.

The report must be sent electronically before the 1<sup>st</sup> of September. A Jury will evaluate the reports at the end of September.

#### **§ 5 Company / Institution for the Internship**

(1) It is up to the student to choose an appropriate company / institution for the internship; the university will not assign places for the internship.

(2) Upon application of the student, the coordinator in León decides on the eligibility of the internship position on the basis of the internship regulations in due time before the start of the internship. The application has to be submitted to the examination board in written form.

(3) The University of León will provide the agreement to be signed by the company, the student, and the University. ALL THE CONTRACTS MUST BE SIGNED DURING THE SEMESTER THE STUDENTS ARE IN LEON (always before the 1<sup>st</sup> of June).

The students with a 3-month internship will sign a contract ULE-Company and the student contract.

The long internship will require two forms, which must be completed by the company at the same time. The second cover the period from 30 September onwards and will be done through the ESSE3 online platform of the University of Trento. The students will contact the reference office at UniTrento ([jobguidance@unitn.it](mailto:jobguidance@unitn.it)) and add the contacts ([carmen.santos@unileon.es](mailto:carmen.santos@unileon.es); [lorenza.zuccatti@unitn.it](mailto:lorenza.zuccatti@unitn.it); [embs.internships@unileon.es](mailto:embs.internships@unileon.es)), indicating that they are EMBS students.

Trento will return all the internship papers properly processed to León by mid-September, so that the students will have official documentation to continue their internship still with the status of students and the insurance coverage that goes with it.

(4) Those students with a long internship (more than 3 months) are requested to send to the University of Trento the following documents at the end of the internship (as a pdf file), duly filled in and signed:

- The internship Certificate (part 1) + Assessment record signed by the Company supervisor + Traineeship self evaluation form .Those documents will be sent to the student along with the internship contract

- A Final Report: this document should be composed of a first page with the student's personal data, Faculty and matriculation number, a short presentation of the Host Institution; a short report on the activity students have carried out, a consideration about the goals achieved and a general comment on the experience.

The aforementioned documents are in addition and not in substitution of the documents asked by the Universidad de León.

#### **§ 6 Times absent**

Any times missed due to sickness or similar reasons have to be caught up.

#### **§ 7 Acceptance and Exemption of the Internship**

Internships which have been completed during another degree programme cannot be taken into account.