

- **In order to activate an internship, is it mandatory to have an active agreement between Unicam and host institution?**

An internship can be activated only after signing an internship agreement between Unicam (sending institution) and a company (host institution).

Tutorials for agreement signing can be found at the web address

<https://www.youtube.com/channel/UC6Nkn0RDgqoTqdtAwcn7dHQ/playlists>

- **If a company with an active agreement changes its registration data, is a new agreement necessary?**

A new agreement has to be signed if Company name or VAT number has changed. In case of minor changes, such as company's location or phone number changes, the company has only to send a written notice to Unicam.

- **When can a student start his/her internship?**

For Bachelor's Degree you need 120 CFU

For Master's Degree you need 120 CFU

- **What is needed before starting an internship?**

Before starting an internship, a student has to successfully attend a Training Course on Safety in the Workplace. To activate the training, send an e-mail to corsosicurezza.studenti@unicam.it

In the subject, write the name of the academic course, and in the text insert: name and surname, date and place of birth, fiscal code and an e-mail address constantly checked, preferably the Unicam institutional one.

- **How can I activate an internship?**

Both student and host organization have to access the "Stage and Placement Portal" at the web address

https://stage-placement.unicam.it/site_home.aspx

and follow the procedure as detailed in the tutorials that can be found at the web address

<https://www.youtube.com/channel/UC6Nkn0RDgqoTqdtAwcn7dHQ/playlists>

- **How long does an internship last?**

The length of an internship depends on the number of CFU assigned in your course. Each CFU corresponds to 25 hours of internship.

- **How many working hours can be carried out during a week?**

The working hours have to be agreed with host institution. However, they cannot exceed 40 hours per week.

- **Is it possible to carry out the internship also during night hours or weekends or public holidays?**

Yes, the intern is always covered by insurance.

- **Can the intern take part in work missions?**

Yes, provided the expected destinations have been previously detailed in the training project.

- **Is it allowed to start the internship before being notified about the internship activation?**

No, it is not possible because the insurance coverage will be active only after the internship activation.

- **Is it mandatory to give notice of the internship activation to Job Center?**

No notice is due for curricular internships.

- **Is an expenses refund to the intern mandatory for the host institution?**

No, in the case of curricular internship no expenses refund or any other financial charge is due by the host institution.

- **Is any pension contribution due by the host institution?**

No, an internship is not a job, so no pension contribution contribution is due by the hosting institution.

- **Who is responsible for insurance coverage?**

Mandatory insurance coverage is given by Unicam. Unicam offices will give in the training project document the details of insurance and INAIL coverage of the intern.

- **What happens in case of an accident of an intern?**

In the event of an accident occurring during the internship and requiring an off-work period longer than 3 days, the Company undertakes to promptly (within 48 hours from when the Company had notice) notify and describe the dynamics of the event to Unicam, INAIL, Insurance company and law enforcement Authorities, in order to allow the fulfillment of the obligations provided for by current legislation.

If the off-work period is shorter than 3 days, the accident has only to be registered in the accidents log.

- **Is it possible to suspend or terminate an internship?**

An internship can be suspended by an agreement between sending and host institution. The suspension time can be subsequently recovered, in order to comply with the overall length of training project. An internship can be suspended because of company organization needs (e.g. holyday time), illness, maternity leave or other serious motivations not depending on intern will.

On the other side, an internship termination determines an early end of the internship. It can be determined because of an unilateral decision of one of the involved parties (intern, Unicam, host institution) when conditions necessary for its continuation are no longer met.

- **What is an internship extension and how does it work?**

The extension allows to extend the length of an internship. It is commonly required by the host institution to Unicam, which will authorize it according to the length limits regulated by law.

The extension should be required before the scheduled end date of the internship.

- **How a previous activity can be acknowledged as a training activity alternative to internship?**

A previous experience can be acknowledged as an internship if it is consistent with the internship learning outcomes (e.g.: job experience; community service; internship with other institutions, etc.)

The acknowledgement is possible within the limit of 12 CFUs that can be acknowledged in the entire study curriculum, according to art. 2, par. 1, L. 240/2010. As a consequence of the internship acknowledgement, the number of acknowledgeable CFUs for other activities will be reduced of the number of CFUs acknowledged as internship.

If your own study curriculum requires, for internship activities, a higher CFU number than the acknowledgeable limit, a supplementary stage is necessary in order to get the missing CFUs.

The acknowledgement request must be submitted to Student Secretariat of Unicam; your School Council will take the final decision.