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STAGE 101: PRATICAL GUIDE FOR YOUR UNDERGRADUATE INTERNSHIP

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2024-2025 Edition

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This guide has no intention of substituting the material published by the University, that has to be considered the only official source of news on this topic.

Questa guida non è concepita in sostituzione al material rilasciato dall'Università, che è da considerarsi l'unica fonte ufficiale di notizie sull'argomento.

INTERNSHIP GUIDE FOR UNIVERSITY STUDENTS

Internship, traineeship or work placement: you will no doubt have heard it mentioned dozens of times by your classmates, both those who are already working and those intent on sending out hundreds of applications starting next summer. Although we can talk extensively about the search for an internship, from CV preparation to the support offered by our university, *hirevue*, interviews, in this guide we would like to focus on a few specific aspects of the internship to help you better manage this wonderful experience.

WHAT IS IT?

The **internship** experience is a practical training experience, different from an employment contract:

- The **curricular internship** refers to a student experience, carried out before graduation. If it meets certain requirements, it may be included in the study plan with the award of credits (**curricular internship with credits**, limited to one internship per course of study). Additional internships or internships that do not meet the criteria for recognition, are defined as **non-credit curricular internships**;
- An internship undertaken after graduation is referred to as an **extracurricular internship**.

Undertaking a curricular work placement during a Bachelor's degree course is not a prerequisite for obtaining the final degree: however, it is highly recommended as it allows participants to refine their learning process by putting into practice what they have studied throughout the course and offers them the possibility of incorporating it into their study plan in place of an optional course. Additionally, it awards a bonus point to the degree grade, provided that the participant has not already obtained a bonus point for taking part in the exchange programme.

In this guide we will examine the curricular internship for three-year degree courses.

REQUIREMENTS

The internship must take place from the end of teaching in the second year and must last at least 6 weeks in the case of a *full-time* internship or 8 weeks in the case of a *part-time* contract, either in Italy or abroad. It is possible to carry out the internship between the first and second year as an exception, provided that it does not overlap with teaching activities. It is not possible to carry out the traineeship in companies owned by family members of the student.

BEWARE: In order for the curricular internship carried out between the end of the first year's teaching and the beginning of the second year's teaching to be recognised, it is necessary to have completed all first-year credits by the end of July, with the exception of a maximum of one examination.



ACTIVATION:

1. Internship found through the University

In Italy, the curricular internship must be activated on the basis of an agreement between the company and the university. This agreement is prepared through the *Jobgate* portal. Below are the necessary steps to take:

- You will have to provide the employer with your matriculation number, with which the company will register the information regarding the internship;
- Access yoU@B → Internship → My internships → Training project. Here you can check the information and content of the internship. Click on "Confirm". It will be the task of the Internship Office to ensure that the experience is in line with the course of study and to proceed with the activation of the internship;
- In the case of a curricular internship with credits, you can request prior authorisation to enable recognition of credits at the end of the course by clicking on the "Request credit recognition" button;
- On the first day of the internship you will sign the internship document and send it in original to the Internship Office.

Deadlines:

Within a week before start: the employer enters the internship on *Jobgate*;
Before start: confirm information entered;

By the day before the start: the internship office activates the internship;

On the first day: you and the employer sign and send the internship document.

2. Internship found independently in Italy

The procedure to follow is identical to that of the internship found through the university. The only difference concerns the employer: if he is not registered on *Jobgate*, he must register at least 3 weeks before the start of the internship.

3. Internship found independently abroad

The procedure is the same as above, depending on whether the employer is already accredited on *Jobgate* or not.

4. Self-employed abroad and the company offers a contract

Here the procedure is different from the previous ones:

- Access yoU@B → Internship → Self-procured internship with foreign contract;
- You will have to fill in the form by entering the required information, attaching your contract and then click on "Confirm";
- You will read and sign the student's declaration of responsibility required for an internship abroad.



- In the case of a curricular internship with credits, click on "Request recognition credits".

Deadlines:

Entro tre settimane dall'inizio dello stage: compila il form e carica il contratto.

5. Field research project with an employer

The procedure is similar to that of the internship in Italy, with the difference that the document to be signed will be the field project document.

6. Field research project at a Bocconi department or research centre

The secretariat of the department or research centre arranges for your research project to be posted on *Jobgate*. In conclusion, the procedure follows the one of the internship procured in Italy.

Deadlines:

Within a week of starting: the secretariat enters the project into *Jobgate*;

Before the start: confirm the information entered;

By the day before the start: the Traineeship Office activates the project;

On the first day: you and the head of the organisational unit sign and send the training project document.

DEVELOPMENT AND CONCLUSION OF INTERNSHIP

A. Absences

It is possible to be absent during the placement, but only for valid reasons, such as: illness, unavoidable personal commitments, etc...

Any suspension must be agreed with the employer, who will enter it on *Jobgate*.

The total duration of suspensions may not exceed one month. If, due to such suspensions, the internship does not reach the minimum required duration, it will be necessary to make up the missing days by means of an extension.

B. Time extension

You can extend your internship up to a maximum duration of 6 months. The employer will notify you of the extension, stating the reasons, and you must confirm the extension in the internship area.

C. Interruption

Interruption of the internship is only possible for serious and justified reasons such as serious personal reasons, absence of the tutor, etc..

In these cases it is necessary to contact the Internship Office, which will try to find a solution to avoid the interruption: if this attempt is unsuccessful, the employer will communicate the interruption and the reasons for it.



BEWARE: The interruption of an internship without any major or justified issues, will not make it possible to begin a new internship earlier than two weeks. Additionally, it may result in the non-recognition of credits, regardless of whether the minimum duration has been reached.

D. Evaluation

By the end of the internship it is scheduled a final evaluation, which is mandatory for the recognition of the experience. The evaluation has to be completed shortly before the end of the internship.

RECOGNITION OF CREDITS

I. How to obtain the credits recognition

After activating the internship and requesting credit, one week before the end of the internship you will have to proceed with the final validation.

Enter the 'My internships' area and check that you have completed your final evaluation. Check that your tutor has also completed his/her final evaluation form. Make sure that the internship document is present in the attachments section. Wait for the course director to definitively acknowledge the internship.

II. How to obtain the credits recognition on the field research project with an employer

The procedure is similar to the one above: after activating the internship and requesting credit recognition at the start of the internship, complete the final evaluation and check that the documentation is complete.

III. How to obtain credit for the research field project

After activating and applying for credit at the beginning of the placement, complete the final evaluation at the end of the experience and check that the documentation is complete.

BEWARE: you will have to write and upload a final report of about two pages in which you will indicate the activities carried out and the skills acquired during the fieldwork project.

IV. Early recognition for admission to a Bocconi Master's degree programme

It is possible to request early recognition of internship credits, provided that the internship lasts a minimum of 8 weeks *part-time* or 6 weeks *full-time* within the timeframe indicated for the evaluation of the application for admission to a Master's degree course. The internship must have been activated and obtained prior authorisation for credit recognition from the Course Director. By the dates indicated on the University website, you must



write to B in Touch from the "Internship" category and request advance recognition of the internship for admission to the Master's degree course. The Internship Office will indicate the day from which you and your tutor can find the final assessment to be completed and uploaded. By doing so, your credits are ready to be recognised and counted for application purposes.

We always suggest you to check the updated dedicated pages to see the updated dates and procedures indicated, as they may vary from year to year and between the first and second selection rounds.

RECOGNITION OF CREDITS

If you carry out an internship abroad free of charge, there are different types of grants awarded:

- Erasmus+;
- Grants for internships at international organisations and Chambers of Commerce;
- Grants for Embassy Programme internships at the offices of the Ministry of Foreign Affairs.

Please consult the dedicated web pages to see the requirements and procedures indicated.

ADDITIONAL ADVICES

Our suggestion, where possible, is to carry out the internship during the summer, although it is still possible to carry out the experience concurrently with teaching, for two reasons:

- You will avoid working and studying during the same period of time;
- if you do your internship during this period and obtain the credits before the dates indicated by the university, these will be counted from the first round of admission to the Master's degree courses, allowing you to obtain a better score.

When making your choice, bear in mind that if you do your internship during one of the semesters you will be considered a "*non-attending student*" for the purposes of the various examinations: this will mean that you will have to make an extra effort to sit examinations other than the so-called "*attending*" ones, with whole additional chapters or textbooks to study.



Start your search for an internship well in advance: the *recruiting* process can be very long, or you may need to send several *applications* or have several interviews before you can find a company ready to start this process for you.

Also consider the period in which some companies allow the application process to take place: investment banks, for instance, accept applications in a period that roughly runs from August to September.

In addition to these purely practical tips, it is worth mentioning the importance of this experience in several areas:

- enables the student to experience the world of work at first hand, making him/her grow as a person;
- orients him/her, especially if still undecided, towards a future professional choice more suited to his/her preferences;
- it is an opportunity to build a network of relationships with colleagues and companies and possible future collaborations in the world of work.

