Department website: https://www.unipa.it/dipartimenti/dems
Head Office: Collegio San Rocco - Via Maqueda, 324/Via Ugo Antonio Amico 4, Palermo

DEMS Internships Office didatticadems@unipa.it

In all your interactions with the Internships Office, with the company tutor and with Professors of the DEMS Department, please always use your institutional e-mail account: (*name.surname@community.unipa.it*)

The Curricular Internship can be:

• compulsory, carried out while attending the study course, which includes the gain of credits (CFU) as it is already included in the study plan;
• optional, also in this case it is carried out while attending the study course. It follows the procedure of the compulsory internship; although it doesn't result in the attribution of credits (CFU), Degree Course Council may recognize it as "Others student-selected educational activities" only where this item is listed in the study plan as an activity within domain F with evaluation G.

Furthermore, the Curricular Internship can be:

• "internal" when the training period is carried out within a structure of the University of Palermo – for example, the DEMS department itself – even in the case where the intern is an employee of the University;
• "external" when the training period is carried out within public or private structures different from those of the University of Palermo, even outside of the territory of the Italian State (internship carried out abroad).

The internship can be carried out exclusively at institutions/organizations affiliated with the University of Palermo (external internship) or at structures of the University itself (internal internship). The organizations willing to estabilish or renew their agreement with the University of Palermo must follow the procedure explained at the following link: https://almalaurea.unipa.it/

Fase 1

Please check that you meet the minimum curricular requirements for accessing the internship.
You must meet the minimum curricular requirements to carry out your internship.

Bachelor's degree:
80 credits (CFU) earned in academic years before the curricular internship year OR 60 credits (CFU) earned in academic years before the curricular internship year and 9 credits (CFU) earned in the same academic year of the internship.

Master's degree:
40 credits (CFU) earned in academic years before the curricular internship year OR 30 credits (CFU) earned in academic years before the curricular internship year and 9 credits (CFU) earned in the same academic year of the curricular internship.

Fase 2

Sign up to the portal *Almalaurea Unipa*

As you probably know, the internship is managed through an online procedure within the platform *ALMALAUREA,* which is accessible from the Student Portal by the menu: "Others" --> "AlmaLaurea – Login" --> "Register/Access"

At this point, click in the section "Manage your internships" in the menu to the right of the page.

In the end, push the button "Internship details" to enter in your internship page and check his progresses.

Fase 3

Contact the Host Company and check their availability to welcome you as an intern.

Curricular internships may be carried out in host companies (in which the internship takes place) throughout the national territory.

If the AlmaLaurea portal's Dashboard "Job offers and Internship" doesn't allow you to find a company where you can do the internship, you can always contact yourself one of the many affiliated companies with the University of Palermo.

Check out the list of the affiliated companies with the University of Palermo at the link: https://almalaurea.unipa.it/it/lau/lau_aziendeconvenzionate/

However, you can also contact a company where you would like to do your internship but which is not yet accredited by the University of Palermo.

To follow up the start of an internship at a similar company, this one will first have to apply for an agreement with UNIPA following the procedure available at the link: https://almalaurea.unipa.it/it/aziende/registrazione/

WARNING!

It takes about three to four weeks to activate an agreement between a new company and UNIPA to start a curricular internship. Keep this in mind when planning your internship!

Fase 4

Please collaborate in the drafting of the Training Project of the Internship (*it*: PFT).

The PFT is the document indicating goals, activities and execution methods of the internship and shall be drawn up in accordance with the form available in the AlmaLaurea's platform.

The PFT compilation and its upload in the AlmaLaurea's portal – the PFT has to be properly stamped and signed by the company tutor and by the student – is under the responsibility of the company tutor, who can access to the portal with his credentials.

Together with the PFT compilation by the company tutor, please contact a Professor in your Department who takes care of the activities you would like to do at the host company and check his availability to follow you as an university tutor.

If you don't have a clear idea of who might be the most suitable university teacher to follow you as a tutor, contact the DEMS delegate for the internships or the Degree

course coordinator and ask to be helped to identify a teacher of the Department who can best perform this important function, in accordance to the disciplinary field he/she deals with.

The university tutor name must be placed in the PFT only after receiving the consent from the university teacher that you contacted.

Formative objectives and internship activities must be placed in the PFT by the company tutor only after the university tutor has verified them and agreed.

The PFT must be defined and loaded on the AlmaLaurea's portal at least 20 days before the beginning of internship activities, to prevent that possible delays in the presentation of the following documentation might create problems with the regular start of the internship.

Is highly suggested to count at least 14 more days for the conclusion of the internship, to avoid asking a renewal and in order to be able to complete all the hours provided by the internship.

Fase 5

Verify the form uploading.

Check along with the properly filled out and uploaded PFT that the study plan and a copy of the identity card has been uploaded.

Fase 6

Please inform the DEMS Internships Office about the PFT's completed compilation on the AlmaLaurea platform by sending an e-mail at: didatticadems@unipa.it.

As soon as the Internships Office sends the request for approval of the internship to the university tutor, the "Status" of your internship results in the mode "To be approved".

Once the university tutor has approved the PFT, you'll receive an e-mail of confirmation. The "Status" of your internship now is in the mode "Approved but not activated".

The company tutor will have to download the properly filled out PFT from the Platform, to print it, stamp it and sign it. The PFT must be signed also by the student. The company tutor will upload the PFT – stamped and signed by the company tutor and by the student – in the AlmaLaurea's portal.

The paper PFT doesn't have to be signed by the university tutor.

Fase 7

The student sends an e-mail (containing: name, surname, registration number and code of the degree course) to didatticadems@unipa.it at least 8 days before the start date of the internship, attaching:

- Application for admission to the internship
- Study plan

Once Department Interships Office has activated your internship, the student and the company tutor will receive a confirmation e-mail of the internship activation. The "Status" of your internship results now in the mode "Activated".

The Internships Office will send the registry to the student.

What to do after the end of the internship

Immediately after the end of the traineeship, please send the following documents to the e-mail: didatticadems@unipa.it

• Credits validation request form

• Final report prepared and signed by the student and co-signed by the company and the university tutors (maximum one page)

• Attendance register co-signed and stamped into a single PDF

Validation of the internship

Please don't forget **to book the first useful exam date** from the Student Portal to validate your curricular internship, and obtain the credits (CFU) of the internship on the study plan.

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