UNIVERSITY OF PALERMO

DEPARTMENT OF AGRICULTURAL, FOOD AND FOREST SCIENCES

MASTER'S DEGREE PROGRAMME IN MEDITERRANEAN FOOD SCIENCE AND TECHNOLOGY (LM-70 R)

Regulations on Orientation and Training Internships

Regulations on Orientation and Training Internships of the Master's Degree Programme in Mediterranean Food Science and Technology (LM-70 R)

- Approved by resolution of the Food Science and Technology (FST) Interclass Council at its meeting of 04/06/2026, for students enrolled in the first year of the Degree Programme from academic year 2026/2027
- Approved by resolution of the Council of the Department of Agricultural, Food and Forest Sciences (SAAF) on __/__/2026

Article 1
Hierarchy of sources

The University Regulations on Internships, issued by Rectoral Decree no. 2999/2021 of 26 July 2021, are fully referred to in these Regulations. Reference shall therefore be made to them for all matters not provided for in this document.

Article 2
Definitions

1. Internship. The Orientation and Training Internship is provided for by Ministerial Decree no. 142 of 25 March 1998, as amended and supplemented, as a complement to the overall educational activity, to enable students to acquire professional skills through practical activities and to guide their career choices through direct knowledge of the world of work. The internship does not constitute an employment relationship, whether paid or professional in nature.

   The internship is classified according to various criteria. In particular:

   a) Curricular internship, compulsory or optional, generally entails the acquisition of CFU. In the case of optional internships, however, CFU may be awarded by the Degree Programme following a specific request submitted by the student.

      The curricular internship may be:

      - internal, when the training period is carried out within a structure of the University of Palermo; this is exceptional in nature and must be adequately justified.
      - external, when the training period is carried out at public or private structures other than those of the University of Palermo, including outside the territory of the Italian State (internship carried out abroad).

      For internal internships, the request, accompanied by the training project, must be submitted by the student to the Food Science and Technology Interclass Council, which may approve it, taking into account the provisions set out in the University Regulations on internships (Art. 2 of Rectoral

Decree no. 2999/2021 of 26/7/2021). In any case, the number of internal internships that may be activated in a calendar year may not exceed the threshold of 5% of the external internships completed and recorded in the previous calendar year. The Department of Agricultural, Food and Forest Sciences (SAAF) submits requests for derogation from the 5% quota to the Committee for internal internships referred to in Art. 4 of these Regulations.

b) Extracurricular internship, as indicated in the agreement between the Government, the Regions and the Autonomous Provinces of Trento and Bolzano on the document entitled "Guidelines on internships", carried out after completion of studies. This type of internship does not lead to the award of any CFU, except as provided for in the Regulations of the Degree Programme Council.

2. Objective. The internship aims to prepare students to understand the logic of the world of work and to apply the knowledge and skills acquired in academic courses to operational contexts. To this end, each student's activity will be guided and assessed by a "Company Tutor" at the host structure and by a "University Tutor" designated by the Degree Programme Council (CCS), who, after assessing the Trainee's application, will act as the educational and organisational supervisor for the activities envisaged in the curricular internship.
3. Trainees.
   a) Students enrolled in the courses included in the University's educational offer, provided that they have acquired the minimum number of CFU required by the teaching regulations of their Degree Programme for access to the internship;
   b) those who have obtained a degree from the University of Palermo.
4. University Tutor. The lecturer designated by the CCS who, after assessing the Trainee's application, will act as the educational and organisational supervisor for the activities envisaged in the curricular internship.
5. Academic Tutor. The lecturer identified by the Trainee and contacted by the competent Sector who, after assessing the Trainee's application, will act as the educational and organisational supervisor for the activities envisaged in the extracurricular internship;
6. Company Tutor. The person appointed by the host organisation who will be responsible for integrating the Trainee within the host structure.
7. Host organisation. The structure (body or company), whether national or foreign, including the University of Palermo (for internal curricular internships only), willing and interested in hosting trainees at its facilities (e.g. public or private bodies, cooperatives, non-profit organisations, associations, research centres, professional firms, etc.).
8. Promoting organisation. The University of Palermo or the structure (body or company), national or foreign, that promotes and manages the process for implementing the internship.

9. Training project. The document indicating the objectives, activities and implementation methods of the internship.
10. Internship application. The web page accessible from the University portal and linked to the internship management portal, where documents and templates relating to the internship are published and through which the procedures falling within the University's competence in internship matters can be carried out electronically.

Article 3
Committee for the assignment of internal internships

1. The Committee for the assignment of internal internships (hereinafter the Committee) is chaired by the Rector's Delegate for internship activities and is composed of the Rector's Delegate for Guidance, the Heads of the relevant Sectors and the Heads of the respective competent Operational Units.
2. After consulting the interested parties, the Committee determines annually the number and type of internal curricular internships that may be activated for the academic year and assigned to the Departments, according to periodically formalised criteria and taking into account the 5% threshold referred to in Art. 1, paragraph 3, letter a). Upon request by the Department, accompanied by the training project and by the resolution approving it adopted by the CCS, the Committee may grant any derogations from the 5% threshold.
3. The allocation of internal curricular internships is communicated to the Departments by 31 January of each calendar year by the competent Sector.

Article 4
Relations with structures suitable for carrying out internships

1. As a rule, the University, as the promoting organisation, is the level that guarantees the regularity and quality of the internship, in particular through the signing of agreements with host structures.
2. Host organisations willing to accept Trainees request accreditation through the University's internship management portal. The compliance of the documentation produced by the host organisation with the requirements set by the Accreditation Committee and the approval procedure are specified in Art. 3, paragraphs 3 and 4, of the University's General Regulations on training and orientation internships.
3. The organisational content indicated in the training project may be modified during its implementation, while respecting the training objectives. The request for modification must be justified and formalised by the Trainee in agreement with the Company Tutor (Art. 3, paragraph 6, of the University Regulations).
4. The Trainee has the right to request suspension of the internship for maternity, accident and in the event of a period of illness lasting for a duration

equal to or greater than one third of the hours envisaged for the internship (Art. 3, paragraph 7, of the University's General Regulations on training and orientation internships).
5. With regard to the regime of incompatibility between the figures involved, reference is made to the aforementioned University Regulations (Art. 3, paragraph 7, and Art. 8, letter a).
6. The maximum number of internships activated overall at each host structure is defined in the aforementioned University's General Regulations on training and orientation internships.

Article 5
Access requirements

1. Students may begin the procedures for starting the internship provided that they are enrolled in the second year of the Degree Programme.
2. With regard to the contents of the Training Project, reference is made to Art. 5 of the University's General Regulations on training and orientation internships.

Article 6
Internship notice board

All forms of communication relating to internship availability will be made public through the notice board provided by the University's internship platform; the Degree Programme publishes the forms and any other useful information on the internship on its website.

Article 7
Application for admission to the internship

Students who intend to undertake a curricular internship shall prepare an application using a form made available on the Degree Programme website, through the appropriate applications. The application must be submitted to the competent Degree Programme office and must be accompanied by:

a. an indication of the training activities of specific interest to the student, agreed with a lecturer of the SAAF Department;
b. the programme and the proposed period of implementation, as defined in Art. 5 of the University's General Regulations on training and orientation internships;
c. an indication of the company/body at which the student intends to carry out the internship;
d. documentation of the exams taken by the student, indicating not only the grades but also the number of CFU. Self-certification is also permitted for this purpose.

Article 8
Assignment of the University Tutor and internship location

1. The internship application is examined by the Degree Programme office which, taking into account the need to implement the overall training programme as effectively as possible, operates according to the following guidelines:
   a. compliance with the conditions for access to the internship established by the Degree Programme;
   b. consideration of the internship offer by the host structures, as identified on the basis of the agreements signed by the University;
   c. verification of the proposed training activities of specific interest to the student;
   d. consideration of the preferences expressed by the student and of any incompatibility conditions;
   e. where necessary, priority given to students who can complete their study programme within the current academic year and, among them, to those who have acquired a higher number of CFU;
   f. priority assigned to compulsory internships over optional internships.
2. The assignment of the Trainee to the host structure is resolved by the Food Science and Technology Interclass Council or by a delegate, who identifies the host company/body consistent with the training activity proposed by (or for) the student (where possible among those proposed by the student), or identifies another partner company/body, and assigns the University Tutor (selected from among the lecturers of the SAAF Department) and the internship place.

Article 9
Methods of implementation and duration

1. The duration of the internship and the number of CFU envisaged must be consistent with the course's educational objectives, the expected learning outcomes, and the objectives and activities identified in the internship programme, taking into account the impact on the time needed to obtain the degree.
2. The internship allows the acquisition of the CFU envisaged in the Manifesto of Studies of the Mediterranean Food Science and Technology Degree Programme.
   The total duration of the internship may not exceed 12 months (including any extensions) pursuant to Art. 7 of Ministerial Decree 142/98 (24 months for persons with disabilities, including any extensions; 6 months for extracurricular internships, including any extensions, pursuant to Art. 11 of Ministerial Decree 138/2011).
3. Unless otherwise provided, the internship normally has a nominal duration of 25 hours for each CFU assigned to this type of activity in the Teaching Regulations of the Degree Programme. The actual duration of the internship

may be 20% longer than its nominal duration, following a justified request by the Trainee and the host organisation addressed to the Coordinator of the FST Interclass Council. The internship extension may be granted by the FST Interclass Council, at the Trainee's request, subject to the favourable opinion of the University Tutor and the Company Tutor.

4. Training credits are awarded according to the number of hours completed, on the basis of the standard assessment criterion whereby 1 credit corresponds to 25 hours (including work at the company, any independent study, drafting of the daily diary, student self-assessment and drafting of the final report). Before starting the training activity, the Trainee must comply with the instructions on recording daily activities set out in Art. 7 of the University's General Regulations on training and orientation internships. The register shall indicate, in particular, the dates and times of entry to and exit from the host structure and the activities carried out; this information shall be signed by the Company Tutor.
5. During the internship period, in carrying out the internship, the student is covered by insurance borne by the University of Palermo against accidents at work and, through a suitable insurance company, for third-party civil liability.

Article 10
Extension, suspension

1. The Trainee has the right to request suspension of the internship for maternity, accident and in the event of a period of illness lasting for a duration equal to or greater than one third of the hours envisaged for the internship (Art. 3, paragraph 7, of the General Regulations on training and orientation internships).
2. In order to change the organisational content indicated in the training project of a curricular internship during its implementation, and while respecting the approved training objectives, the Trainee must submit a request for modification, duly justified and formalised in agreement with the University Tutor and the Company Tutor, to be submitted for approval by the FST Interclass Council.

Article 11
Reports and documentation. Internship accreditation

1. For the purposes of recognition of the internship and any training credits, the student must submit a request for recognition to their Degree Programme, as a rule within 30 days from the date of completion of the internship. The student must attach the following to the request (in hard copy and in PDF format):
   a. the internship register (attendance register), countersigned by the Company Tutor;
   b. a report, signed by the Company Tutor and the University Tutor, on the

training activities carried out overall during the internship;

c. the questionnaire evaluating the internship experience referred to in Art. 7 of the University's General Regulations on training and orientation internships (online).

2. In order to satisfy the student's interest in the timely updating of career data, the Food Science and Technology Interclass Council assigns the CFU and ensures the transmission of the relevant assigned CFU to the Student Offices. The CFU transmission procedure will be replaced by online recording in cases where this is possible. The transmission of the documents to the Student Office and the online recording must in any case clearly indicate whether the internship carried out by each student was "internal" or "external". Online recording must comply with the guidelines issued by the University.
3. If the internship is not successfully completed, the student will be required to carry out another one, repeating the entire procedure.
4. If the student is already employed, with duties consistent with the objectives of the student's Degree Programme, the student may produce a detailed certificate of service for the request for validation of the curricular internship and a report on the activities carried out. The validation request must be examined by the FST Interclass Council or by one of its delegated committees/persons. The certificate of service, submitted during the three-year degree programme and suitably updated, may be resubmitted by the student during the two-year Master's Degree Programme.
5. Civil service carried out by the student within projects consistent with the objectives of their Degree Programme may be validated as a curricular internship. The validation request must be examined by the FST Interclass Council or by one of its delegated committees/persons.

Article 12
Monitoring

1. At the end of the internship, for the purposes of quality control and improvement and of relations with the host organisations, the Company Tutor and the Trainee complete the evaluation forms according to the procedures managed by the internship application.
2. The forms, the contents of which must be used exclusively for the purposes of these Regulations and in compliance with privacy rules, must be forwarded according to the procedures managed by the application in use at the University.
3. The University's Statistics Office sends the CCS the evaluations relating to completed curricular internships on an annual basis.
4. The Degree Programme Councils may obtain from bodies/companies that have hosted trainees opinions on the strengths and areas for improvement of the procedure, for the purpose of improving its quality.