

University of Padua
Department of Economics and Management “Marco Fanno”

INTERNSHIP REGULATION

Master’s degree in “Accounting, Finance and Business Consulting” (MAFiB)

Master’s degree in “Applied Economics” (MAE)

Master’s degree in “Management for Sustainable Firms” (MASFi)

(Department Council of Economics and Management “Marco Fanno” sitting of/meeting of 14 september 2023)

This regulation applies to students enrolled in MAFiB, MAE and MASFi Master’s programmes starting from academic year 2023-2024.

Art. 1 – Mandatory Internship and Optional Internship

1. In order to obtain the degree, students enrolled in the MAFiB Master’s degree programme - curriculum “Consulenza e Direzione Aziendale” are required to complete a mandatory internship (12 credits/CFU), except for the cases indicated in Articles 11 and 12 below.
2. MAFiB students, enrolled in the *curriculum* “Banking and Finance” and *curriculum* “Accounting, Control and Corporate Finance”, as well as MAE and MASFi students, may, as part of elective activities, request to earn **6 CFU/ECTS credits** through the completion of a curricular internship. These requests, accompanied by the “Training and Orientation Project” (hereinafter referred to as the 'Training Project'), must be pre-approved by the Programme Director or a designated Dean.
3. The rules governing the initiation and progress of both “mandatory” and “optional” internships are common (Articles 2 to 10), with the exception of the 'Internship Report’ as indicated in Article 10, paragraph 2 and paragraph 3.
4. For both “mandatory” and “optional” internships, no grade will be assigned but only a judgement of Eligibility (Idoneità). Therefore, the CFU/ECTS credits earned following the successful completion of the educational activity, while contributing to the total CFU/ECTS credits required for obtaining the Master’s degree, do not concur, however, into the calculation of the weighted average (WA) as per Article 1 of the “Regulation on final grade and dissertation”.

Art. 2 – Internship: objectives

1. During the internship, the student is required to implement the “Training Project”, previously agreed upon with the host organisation and consistent with the educational objectives and typical career prospects of the study programme.
2. The Training Project should be designed to enable the Trainee to acquire operational skills, technical and managerial skills, professional expertise, as well as the development of interpersonal abilities.

Art. 3 – Start and duration of mandatory or optional internship

1. The internship can be carried out with companies/organisations identified by the Stage & Placement Service (hereinafter, S&P Service) of the Department of Economics and Management (Department), which periodically provides internship offers and their related Training Projects; alternatively, the internship can be undertaken with a company/organisation independently chosen by the student.
2. The internship cannot commence before the second quarter of the second year, unless authorised by the programme Director or a designated Dean.
3. Under no circumstances may internships be allowed to begin until at least 70 CFU/ECTS have been obtained.
4. The mandatory internship must have a duration of no less than 300 hours, to be carried out continuously at the same host company/organisation. The optional internship must have a duration of no less than 150 hours, to be carried out continuously at the same host company/organisation.
5. The achievement of the minimum required amount of hours must be certified through a specific attendance certificate signed by the Company Tutor.

Art. 4 - Research methods and incompatibility

1. Students, with the administrative support of the S&P Service, can take independent initiatives by contacting potential host companies/organisations on their own and verifying their willingness to develop a Training Project in line with the study programme.
2. Under no circumstances may the mandatory or optional internship be carried out with companies/organisations managed, directed, coordinated, or administered, either independently or through self-employment or employment relationships, by family members or relatives up to the fourth degree, or by the student's spouse.

Art. 6 - Administrative procedure

1. The internship must be carried out based on an “Internship Training and Orientation Agreement” (hereinafter “Agreement”) and a Training Project agreed upon by the student and the host company/organisation.
2. The Agreement is the document that governs the collaboration between the host company/organisation and the University of Padua.
3. The Training Project, which the student is required to submit before the start of the internship, in accordance with the procedures and deadlines specified by the Department, is the document that outlines the objectives, activities and methods for the internship.
4. The Training Project must include:

- trainee information,
 - information about the Tutor as referred to in Art. 8 below,
 - internship duration, days, working hours or any smart-working arrangements,
 - location of the internship,
 - objectives, activities and possible facilities
 - the identification details of the INAIL and civil liability insurances as per Art. 9.
5. In the event of non-compliance with the Agreement or the Training Project by the host company/organisation, the Department reserves the right to terminate the collaboration prematurely, notifying the organisation accordingly.
 6. In the event of non-compliance by the trainee with the Agreement or the Training Project, or with the duties set forth in Article 7 below, the programme Director or a designated Dean, after consulting with the host company/organisation, may cancel the internship.
 7. In the event of the internship being terminated before reaching the minimum required hours, no CFU/ECTS credits will be awarded to the trainee.

Art. 7 – Trainee’s duties

1. The internship, whether “mandatory” or “optional”, does not constitute an employment relationship of subordination or para-subordination.
2. Therefore, the trainee shall not claim any form of salary, social security or insurance rights from the host company/organisation.
3. The trainee must adhere to the obligations stipulated in the Agreement, in particular:
 - a) carry out the activities authorised and described in the Training Project,
 - b) adhere to the regulations regarding hygiene, safety and health in the workplace,
 - c) maintain the necessary confidentiality regarding data, information or knowledge related to processes and products acquired during the internship,
 - d) comply with the instructions provided by the host company/organisation regarding the handling of personal data acquired during the internship, in accordance with the principles of fairness, lawfulness, transparency and the protection of the privacy and rights of the individuals concerned, pursuant to EU Regulation 2016/679,
 - e) adhere to the Code of Ethics of the host organisation.

Art. 8 – University Tutor and Company Tutor

1. The activities outlined in the Training Project are supervised and verified in terms of academic aspects by a University Tutor and for the more strictly professional part by a Company Tutor designated by the host company/organisation.
2. The University Tutor is selected by the programme Director or a designated Dean from among the full professors involved in the programme. The University Tutor is also responsible for evaluating and approving the "Internship Report" as outlined in the following Article 10.
3. The Company Tutor is responsible for the trainee's integration and ensures compliance with the Training Project, which involves the execution of activities exclusively and directly related to the internship.
4. If deemed necessary, the Company Tutor may interact with the S&P Service of the Department, which, if appropriate, will report any issues to the University Tutor.
5. At the end of the internship, the Company Tutor will prepare the attendance certificate and the internship evaluation form.

Art. 9 – Insurance coverage

The University, as the promoting institution, insures the trainee in accordance with the terms specified in the Agreement.

Art. 10 - Procedure for the allocation of University Credits (CFU/ECTS).

1. Upon completion of the total number of hours stipulated in the Training Project, the Trainee, within 40 days from the completion of the internship, must transmit to the S&P Service, in electronic format:
 - a) the attendance certificate and the evaluation form filled out and signed by the Company Tutor,
 - b) the "Internship Report".
2. In the case of "mandatory internship" (MAFiB students - *curriculum* "Consulenza e Direzione Aziendale") the Internship Report (minimum 20, maximum 30 pages) should contain the following sections:
 - a) description of the host institution and organisational context;
 - b) description of the activities carried out;
 - c) the trainee's contribution to the activities of the host company/organisation, including the knowledge and skills that the student employed to complete the activities outlined in the Training Project, through a summary of the relevant literature and the discussion of applied cases;
 - d) the specific skills and knowledge acquired through the internship.

3. In the case of an “optional internship”, the Internship Report (minimum 3, maximum 5 pages) should contain:
 - a) a brief description of the host institution and the organisational context,
 - b) a brief description of the activities carried out and the trainee's contribution to the activities of the host company/organisation;
 - c) the specific skills and knowledge acquired through the internship.

4. CFU/ECTS credits may be awarded only upon approval of the Internship Report by the University Tutor. In case of non-approval, the student, based on the feedback received from the University Tutor, must submit a new Report within 15 days. If the second Report is also not approved by the University Tutor, the entire process will be considered cancelled.

Art. 11 - Replacement of the mandatory internship

1. The MAFiB student - *curriculum* “Consulenza e Direzione Aziendale” who has an existing employment contract or is self-employed, may apply for the replacement of the internship with other educational activities equivalent to 12 CFU/ECTS credits.
2. The request, to be submitted to the S&P Service of the Department, will be evaluated by the programme Director or a designated Dean.
3. The request for replacement must be accompanied by a statement issued by the employer regarding the duration and nature of the existing contract and it should contain a description of the work activity.
4. It is not allowed to submit requests for the recognition of work activities that have already been completed or are currently ongoing at facilities managed, directed, coordinated, or administered by family members, relatives up to the fourth degree or by the worker's spouse.
5. Requests for replacement must be approved in advance by the programme Director or a designated Dean, who will specify the activities substituting the internship.
6. The student must still submit a report/project work similar to that required by Article 10, paragraph 2.

Art. 12 – Framework agreement between UNIPD and ODCEC

1. The University of Padua and the ODCEC - Ordine dei Dottori Commercialisti e degli Esperti Contabili di Padova (Association of Chartered and Certified Accountants of Padua) have entered into a Framework Agreement that allows students to undertake a six-month apprenticeship concurrently with the final year of their study programme.
2. Students enrolled in the second year of the *MAFiB* programme – *curriculum* “Consulenza e Direzione Aziendale” can, therefore, initiate an apprenticeship at the relevant association.

3. Once the apprenticeship is formalised, the student can apply for the replacement of the internship and for the recognition of a Training Project developed within the scope of the apprenticeship itself.
4. The request for substitution, accompanied by documented proof of enrolment in the Register, to be submitted to the S&P Service of the Department, will be subject to indisputable evaluation by the programme Director or a designated Dean.
5. The Training Project, to be developed during the apprenticeship, is associated with a University Tutor designated by the programme Director or a designated Dean.
6. Regarding the acquisition of CFU/ECTS credits, the trainee must prepare a Report on a specific topic indicated by the University Tutor. The Report must have the same characteristics as specified in Article 10, paragraph 2, of this Regulation and must be submitted in accordance with the methods and within the deadlines indicated in Article 10.
7. To earn the 12 CFU/ECTS credits, the achievement of the minimum amount of hours specified in Article 3, paragraph 4, must be documented and the Internship Report must be approved.
8. In no case does the recognition of the apprenticeship as a substitute for the mandatory curricular internship exempt the student from the obligation to write the thesis, which cannot under any circumstances be related to the activities carried out during the apprenticeship.



CONTENTS OF THE FINAL INTERNSHIP REPORT FOR MASTER'S DEGREE INTERNSHIP WITH CREDITS

Master's students can view a form titled "Internship Report" in their reserved area. The report contents include:

1. Description of the Hosting Company or Organization and the competitive context in which the company operates
2. Job Description
3. Skills developed (selection of skills from a predefined list)
4. At the end of the compilation it'll be possible to upload the PDF required in Art. 10 of the Regulation

Specifically, the various topics must be addressed in the following manner:

Description of the Hosting Company or Organization and the competitive context in which the company operates

In this part of the report, you must describe the competitive context in which the company where you have completed the internship, operates. A good description of the competitive context includes:

- Analysis of strengths and weaknesses, threats and opportunities
- Analysis and description of the competition and the main dynamics of the relevant sector

Job Description

- **Job Title:** indicate the name by which the position is defined and recognized within the organization; if you don't know it, ask your internal supervisor or a colleague for advice.
- **Area or Function of Belonging:** Indicate where the position is located within the organization.
- **Hierarchical Dependency:** Indicate to whom you report, who your superior is; specify the role, not the first and last name.
- **Interfunctional Internal and External Relations:** Indicate with which colleagues or external interlocutors the person in this position systematically interacts, specifying the purposes, objectives, and outcomes of the relationship.
- **Purpose:** Describe why the position exists within the organization, that is, the primary purposes it aims to achieve.
- **Description of Activities:** Indicate your daily, periodic, or irregular interval activities; if applicable, group them by macro-areas.
- **Responsibilities:** Indicate the results or outputs for which the position holder is directly responsible, towards internal colleagues or external interlocutors.
- **Basic Knowledge:** Indicate the prerequisite knowledge needed to access this position.

- **Specific Knowledge:** Indicate the specialized knowledge that distinguishes this position.
- **Skills:** Indicate the transversal skills required for the position holder

Skills Acquired

The student must select 10 skills from the list provided and, under "Response," give a brief example of how each indicated skill was acquired. The system does not accept empty fields.

	Write an example in the response field
1 – How public enterprises and non-profit activities work	Space to write
2 – Interpreting and analyzing macroeconomic phenomena	Space to write
3 – How decisions are made in financial markets	Space to write
4 – Legal and commercial aspects of business management	Space to write
5 – Tax and fiscal aspects of business management	Space to write
6 – How auditing and accounting reviews are conducted	Space to write
7 – How to prepare and analyze a financial statement	Space to write
8 – Planning and managing commercial and marketing activities	Space to write
9 – Planning and managing production and logistics activities	Space to write
10 – Using mathematical models for decision-making	Space to write
11 – Using statistical methods and models to analyze business data	Space to write
12 – Relating a concrete case to a legal fact or category	Space to write
13 – Supporting a legal argument	Space to write
14 – Drafting a legal document or opinion	Space to write
15 – Contract law regulations	Space to write
16 – Interpreting and applying new regulations to concrete cases	Space to write
17 – Understanding and applying procedural and trial process rules	Space to write
18 – Developing mathematical models	Space to write
19 – Sourcing and using information from databases and literature	Space to write
20 – Managing and analyzing data	Space to write
21 – Developing or adapting software	Space to write
22 – Designing and running simulations, processing data and information with management software	Space to write
23 – Designing and planning training interventions	Space to write
24 – Conducting experiments and analyzing data	Space to write
25 – Analyzing group dynamics	Space to write
26 – Conducting selection interviews	Space to write
27 – Applying personality investigation techniques	Space to write
28 – Designing and conducting field research	Space to write
29 – Adapting to different socio-cultural contexts and situations	Space to write
30 – Negotiating or mediating in conflict situations	Space to write
31 – Designing and evaluating documents related to organizational strategy	Space to write
32 – Developing new initiatives	Space to write
33 – Ability to manage, lead, and motivate groups	Space to write
34 – Relating a phenomenon to theoretical concepts or tools	Space to write

35 – Using mathematical and numerical methods	Space to write
36 – Learning a method to deepen knowledge in a discipline	Space to write
37 – Career guidance, labor market analysis	Space to write
38 – Analyzing statistical data of an economic, social, or organizational phenomenon	Space to write
39 – Applying statistical indicators and methods to economic, social, and organizational phenomena	Space to write
40 – Understanding cultures and customs of different countries	Space to write
41 – Analyzing economic and social phenomena from an international comparative perspective	Space to write
42 – Designing a sample survey or market research	Space to write
43 – Conducting quality control and certification	Space to write
44 – Measuring and evaluating a service, with related indicators	Space to write
45 – Conducting financial market analyses	Space to write
46 – Conducting cost analysis and setting up management control	Space to write
47 – Forecasting economic, social, and organizational phenomena	Space to write

Conclusion of the procedure

By clicking the SUBMIT button, the report is concluded and cannot be modified anymore.