

REGULATIONS FOR CURRICULAR INTERNSHIPS

What is an internship?

An internship is a period of training at a company or institution that allows students to alternate between study and work as part of their educational process. The aim is to help interns make career choices by **giving them first-hand experience of the world of work.**

Curricular and extracurricular internships

Internships can be either curricular or extracurricular. The former are aimed at obtaining an academic degree and are an integral part of the study plan.

Regulations

The following are identified:

- purposes
- conditions and procedures
- documentation required for activation and validation
- obligations of the host company
- activation and validation tasks
- role of the "Tutor"

Purpose

1. The curricular internship aims to broaden the student's knowledge in the various areas of the course of study in their educational path, facilitating career choices and knowledge of the world of work.
2. It must be an experience carried out at the institute or at other public or private entities in the performance of practical activities in line with the objectives of the course attended by the student.
3. It cannot in any way constitute an employment relationship with the host organization.

Conditions and procedures

1. The dates, duration, and validity of the training program for the curricular internship at an external institution are approved by the Coordinator and the tutor in agreement with the Coordinator.
2. **The content of the training project will be decisive for approval.**
3. Interruption of the curricular internship by the student without serious and/or justified reasons will result in the suspension of access to a new curricular internship until a new decision is made by the Coordinator.
4. In the event of an extension of the internship, another agreement must be signed and a new training project must be proposed to justify the request.

Documentation required for activation and validation

A. The host organization must provide, by means of self-certification, documentation regarding:

- a. Registration with the Chamber of Commerce and/or indication of VAT number;
- b. Description of activities carried out;
- c. Self-certification indicating INAIL and INPS status and the number of employees hired on permanent contracts;
- d. Self-certification attesting to compliance with safety regulations;
- e. Appointment of a tutor, for whom a Curriculum Vitae is required;
- f. Objectives and methods of carrying out the curricular internship, highlighting the relationship with the student's training courses: a specific form will be used for this purpose, also for internal use, indicating the total hours worked, activities performed, and evaluation of the curricular internship by the company tutor (regarding compliance with both work and safety rules, respect for superiors and colleagues, availability and collaboration, punctuality, and professional skills);

B. For companies that have already collaborated with Raffles, only points d-e-f-g need to be provided for each new agreement, to which other specific documents may be added, as expressly indicated.

Obligations of students on curricular internships

5. Students are required to submit their application for a curricular internship **at least one month before the expected start date** to the following addresses:

careerservice@rafflesmilano.it

with a copy to: department [coordinator email](#)

- 1. attaching the references needed to sign the agreement**
- 2. attaching all the documents required in point A**
- 3. specifying the period of the internship**

Please note that Raffles is not responsible for verifying the documents received, but only for drafting the agreement and sending it to the host organization.

6. Requests will not be accepted if:

- do not copy all contacts
- do not provide the required documentation

7. The student is required to comply with the timetable, the rules for accessing the premises, and the instructions given by the host organization's safety officer.

8. At the end of the curricular internship, the student will submit a detailed report issued by the company, highlighting the training course completed, together with the completed and signed attendance register (Annex 1).
9. Please note that if the company's assessment, as per Annex 2, is insufficient, the actual number of hours validated will be reduced by 70%.

Role of the 'Tutor'

10. The tutor at the host company must have the necessary qualifications to guarantee the training internship and introduction to the profession, which are the aims of the curricular internship.
11. During the period of stay at the host organization, the student's activities are supervised and coordinated by an internal tutor appointed by the organization itself.
12. At the end of the curricular internship, the tutor of the host organization must send the Academy an evaluation form of the student's overall experience (Annex 2).

CURRICULAR INTERNSHIPS WITH RAFFLES TEACHERS

13. External curricular internships with Raffles teachers are positive in themselves, provided they offer students new learning opportunities.
14. In these cases, the role of Tutor (both internal and external) is not compatible with that of Teacher, except in rare cases that will be evaluated individually. There are no prejudices for work carried out externally with Raffles Teachers, subject to evaluation by the Coordinator and in full compliance with the provisions of state laws on safety and labor contracts.

These Regulations apply to all Raffles Milano courses: specific rules and/or variations related to individual courses will be detailed in the course regulations.

Annex 1
Final report

INTERNSHIP PERIOD....., A.Y. 20____/20_____

STUDENT: YEAR OF ATTENDANCE:

COURSE ENROLLED IN:

WEEK FROMTO

NUMBER OF INTERNSHIP HOURS COMPLETED:

TASKS PERFORMED:

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WEEK FROMTO

NUMBER OF INTERNSHIP HOURS COMPLETED:

TASKS PERFORMED:

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WEEK FROMTO

NUMBER OF INTERNSHIP HOURS COMPLETED:

TASKS PERFORMED:

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FINAL ASSESSMENT/NOTES BY THE TUTOR OR SUPERVISOR AT THE INTERNSHIP LOCATION:

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Signature for confirmation
Host Organization Tutor

Raffles Tutor

Attachment 2
Intern evaluation form

INTERNSHIP PERIOD..... , Academic Year 20____/20____

(evaluate learning related to the internship using a summary assessment: insufficient, poor, sufficient, good, excellent)

Communication and adaptation skills

Ability to work towards objectives

Ability to work in a team

Ability to organize one's work

Analytical skills

Theoretical knowledge acquired

Practical skills acquired

Student preparation in course subjects

Signature and stamp of company tutor
