GUIDELINES FOR INTERNSHIPS (MISS)

The following specifications are in addition to what is set out in the MISS Regulations:

1. Experience on an internship is considered to be important for the MISS programme and the development of the student and their future career. Gaining some working experience through an internship in international organizations and private companies, either in Italy or abroad, provides added value from a professional point of view and enriches the curriculum vitae of a student who, after graduation, aims at entering the international labour market.

2. The internship, however, is not compulsory and can be substituted with credits for language courses, for example.

3. Internships must not interfere with university taught courses and must not be an obstacle to the regular completion of the student's course of study.

4. Article 6 in the MISS Regulations states that the internship takes place in the second year of study and must be related to the preparation of the thesis. As such, the internship normally takes place in the second semester of the second year, which is the period when, for these purposes, there is a reduced timetable.

5. The average internship lasts for three months. Significantly shorter or longer periods will not be authorized, except for exceptional and properly justified cases.

6. The internship must receive the prior authorization from the MISS Board or its Delegate for Internships (Prof. Paolo Foradori) after completing the Internship – Request for Approval form, which is available on the MISS website. The form must be filled in and sent via email to the MISS secretary at rosalia.amico@unitn.it.

7. The university has precise documentation procedures for starting an internship, access to funding, completing an internship and obtaining credits. Students should carefully respect these procedures and start the process with enough time in hand. All the necessary information is available on the UniTrento Job Guidance Office web page or can be requested via email by writing to jobguidance@unitn.it.

8. Upon return from the internship and the submission of the necessary forms – which the student will submit to the UniTrento office that activated the internship and then send via email to the MISS secretary (rosalia.amico@unitn.it) – the MISS Board or its Delegate can grant the students 6 credits, of which 3 for ‘other activities’ as indicated in the MISS Regulations, and 3 ‘extra’ credits (i.e. beyond the 120 needed for graduation, and hence not in substitution for elective courses).

9. It is the responsibility of the student to find an internship that best suits their course of study and their professional aspirations. Students are encouraged to look for an internship proactively and with enough time in hand. The student best knows their interests, abilities and aspirations. By looking for an internship placement, the student can also put their motivation and entrepreneurial skills to the test. There are a vast number of opportunities and there is plenty of information, especially on the Internet. Most international governmental organizations, NGOs, think tanks and private companies offer internship opportunities and advertise them on their websites, specifying timings and procedures. Nonetheless, students should realize that competition has become very strong, especially for certain international organizations, and there are demanding prerequisites for selection. Therefore, there are no guarantees that an application will be accepted.
10. UniTrento offers its students various opportunities for internships and for financial support, based on available funds, which can vary over time. Students are therefore invited to regularly check the competitive selection procedure webpage on the Job Guidance Office website. With this in mind, in general terms, there are two main options for MISS students to identify, activate and obtain funds for an internship. The two options, to date, are listed below:

**a) Selection procedure open through Job Guidance (‘Bando Aperto’).** The student autonomously finds an organization that can host an intern and requests an internship activation and funding at the UniTrento Job Guidance Office. This is the most flexible and efficient way to organize an internship. As already mentioned, the student best knows their interests, abilities and aspirations.

UniTrento finances autonomously found internships for a minimum/maximum period of 3 months. The internship must take place abroad. The grant is a total of 900 euros for European countries and 1,800 euros for countries outside of Europe. The grant request must be made before the start of the internship and should be made according to the University procedures. Applications will be evaluated at the end of each month. The student must have obtained the prior authorization of the MISS delegate by completing the ‘Internship – Request for Approval’ form.

All the necessary information is available on the UniTrento Job Guidance Office web page or can be requested by writing to jobguidance@unitn.it

**b) Erasmus+ Traineeship** The student participates in two selection calls per year, one in Autumn for mobility starting in January and one in Spring for mobility starting in Autumn. The deadline for the September selection procedure is the 12 October 2017, and the internship must take place in the period 1 January - 30 September 2018. The internship can only take place abroad, in the countries listed in the selection procedure.

The hosting organization can be found autonomously by the student or chosen from among the UniTrento partners listed in an attachment in the selection procedure information materials. Please note that this list currently includes only few partners of interest for MISS students and therefore, once again, students’ proactive and autonomous search for suitable hosting institution is strongly encouraged.

The internship can take place during the course of study or within 12 months after graduating. The grant is 430-480 euros per month depending on the destination country.

All the necessary information is available on the UniTrento International Mobility Office website or can be requested by writing to: mobility-ssh@unitn.it

Another selection procedure that will definitely interest MISS students is for the internships in the diplomatic missions of the Ministry for Foreign Affairs and International Cooperation (MAECI). The selection procedure is only open to Italian citizens. Currently, UniTrento has active agreements with diplomatic-consular missions in: Barcelona, Brussels, Dar Es-Salaam, Geneva, New York, Beijing, Sofia, Tel Aviv, and Vienna. At the moment, the future of this selection procedure, which normally takes place three times a year, is uncertain, as it may be replaced by a national selection procedure based on an agreement with MAECI and the
Conference of Rectors of Italian Universities (CRUI). Further information will be provided as soon as it is available.

11. Although, as stated in point 4 above, the internship normally takes place in the second semester of the second year, the MISS Regulations do not explicitly prohibit an internship from taking place in the first year. These internships can be authorized by the MISS Board or by its Delegate only if they do not interfere in any way with the teaching at Pisa or Trento. It is therefore supposed that these internships will take place in the summer between the first and second years. An internship in the first year, which must be set up in accordance with UniTrento administrative procedures, cannot be awarded credits and therefore as a consequence cannot be funded by UniTrento.

A student who intends to do an internship during this period must:
- contact the Master's Coordinator at Pisa or the Delegate to check that it does not interfere with the teaching in the first year;
- contact the MISS Delegate for internships (prof. Paolo Foradori, UniTrento) to check that the internship is relevant to the Master's programme and that it does not interfere with the teaching in the second year (it is a good idea to copy in both coordinators).
- obtain prior authorization from the MISS Board or the Delegate by completing the Internship Request for Approval form, which is available on the MISS website. The form must be completed and emailed to the MISS secretary at rosalia.amico@unitn.it
- contact the UniTrento Jobs Guidance Office to set up the internship according to the established procedures, including the necessary agreement with the hosting organization if one does not already exist.

IMPORTANT: MISS will not recognise internships that are not in accordance with these guidelines, UnitTrento’s rules and regulations and that do not receive the preliminary approval of the MISS Delegate.