GUIDELINES FOR INTERNSHIPS, SUMMER SCHOOLS AND SIMILAR ACTIVITIES
(MEIS)

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

A) Internships

1. Although an internship is not compulsory, experience on an internship is considered to be important for the MEIS programme and the development of the student and their future career.

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

3. The internship must receive the prior authorization from the Delegate for Internships (Prof. Paolo Foradori) after completing the Internship – Request for Approval form, which is available on the MEIS website (see ‘Rules and regulations’ webpage). The form must be filled in and sent via email to the MEIS secretary at rosalia.amico@unitn.it

4. Only one internship may be authorized, which should take place preferably in the second year.

5. The university has precise documentation procedures for starting an internship, access to funding, completing an internship and obtaining credits/thesis points. 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 webpage or can be requested via email by writing to jobguidance@unitn.it

6. 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 MEIS secretary (rosalia.amico@unitn.it) – the SIS Delegate can grant the students 6 ‘extra’ credits (i.e. beyond the 120 needed for graduation, and hence not in substitution for elective courses) and 1 ‘thesis point’.

7. 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.
8. 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 MEIS 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 MEIS 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 11 October 2018, and the internship must take place in the period 1 January - 30 September 2019. 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 MEIS 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

The student must obtain the prior authorization of the MEIS delegate by completing the Internship – Request for Approval form.

Another selection procedure that will definitely interest MEIS 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. In 2018, there have been two MAECI/CRUI (Conference of Rectors of Italian Universities) calls with a few hundred internship positions. Several MEIS students took advantage of this initiative.
All the necessary information is available on the UniTrento Job Guidance Office web page or can be requested by writing to jobguidance@unitn.it

**IMPORTANT**: MEIS will not recognise internships that are not in accordance with these guidelines, UniTrento’s rules and regulations and that do not receive the preliminary approval of the MEIS Delegate through the Internship – Request for Approval form.

### B) Summer Schools, intensive courses, or similar activities

Thesis points are awarded to encourage participation in additional training courses which can enrich the student's learning process. In addition to what is set out in the MEIS Regulations:

1. The educational training courses must be **intensive** and last **at least 4 consecutive days**. These activities include Summer/Winter schools, short intensive courses and such like.

2. Participation in these courses **must not interfere with university taught courses and must not be an obstacle to the regular completion of the student's course of study**.

3. Successfully completing these activities is rewarded with **0.5 thesis points for each activity, up to a maximum of 1 thesis point**.

4. Participation in these activities must receive prior authorization from the Delegate by completing the *Summer School - Request for Approval* form, which is available on the MEIS website. The form must be filled in and sent via email to the MEIS secretary at rosalia.amico@unitn.it

5. After completing the activity, the student must submit a short, written report to the MEIS secretary (300 words max) along with a certificate of attendance or any diploma awarded.

**IMPORTANT**: MEIS will not recognise Summer Schools, intensive courses or similar activities that are not in accordance with these guidelines, UniTrento’s rules and regulations and that do not receive the preliminary approval of the MEIS Delegate.