

Career Service

Luiss

Regulations to conduct curricular internships

Art. 1 – Regulations

In compliance with the principles established by Ministerial Decree no.270 of 22 October 2004, guidelines established by national legislation, and particularly by the Law no.196 of 24 June 1997 “Rules on the promotion of employment” and the Ministerial Decree 142/98 “Regulation laying down rules for the implementation of the principles and criteria set out in Article 18 of Law no.196”, Luiss Guido Carli encourages and supports students enrolled in degree courses and Master’s Degrees of its School to engage in curricular internship activities. Curricular internships must apply the provisions of these Regulations and, although not explicit, must refer to the provisions of Article 18 of Law 196/97 and subsequent amendments.

Art. 2 – Definition and aim

Curricular internships are training and orientation internships aimed at students of all Departments and students of Master’s Degrees of the School of Government, School of Law, and School of European Political Economy included in study plans required by the Universities and Schools as outlined in its regulations (in other words work experiences complementing their academic studies or orientation process). Students undertaking curricular internships do not necessarily have direct access to a future job placement. Curricular internships are designed “to facilitate professional choices through direct knowledge of the world of work and create alternating moments between study and work in the context of training processes” (the subjects referred to in Article 18 of Law no.196 and Ministerial Decree no.142/98).

The curricular internship does not constitute an employment relationship and is therefore not subject to mandatory communications provided by Article 9-bis, paragraph 2 of the Law Decree no.510/96, converted with amendments from Law no.608/96 and subsequent amendments, and reimbursement of expenses. The Host organization may in any case, at its discretion, recognize concessions or reimbursement of expenses.

Art. 3 – Subjects

Intern: students—regularly enrolled—in Bachelor’s, Single-Cycle, Master’s Degree course and Master’s Degrees of the Schools within the degree completion timeframe.

Promoter: Luiss Guido Carli University (hereinafter referred to as “Luiss”).

University tutors: Deputy Rector for Teaching as Academic Tutor and Administrative Tutor in the Head of the Career Service Office. References are outlined in the training project document that formalize the activation of the internship.

Host organization: any public and private professional entity (Companies, Institutions, Organizations, Professional firms) where the internship is carried out. The Host organization can be based in Italy or abroad.

Company tutor: person, working in the Host organization, who is responsible for the integration of the intern and performs the role of a supervisor and coordinator of the assigned activities. Based on the agreement, the Company tutor must ensure that the internship is carried out appropriately and will contribute towards the evaluation of the internship.

Art. 4 – Search engines for curricular internships

The student interested in undertaking a curricular internship is advised to search for opportunities using multiple channels:

- Career Center portal made available by the University;
- Corporate websites and dedicated online portals;
- Direct or indirect contacts with the Host organization that is available to welcome the student undertaking the internship.

In agreement with the Director of the Degree Program, Faculty members can also promote internship opportunities in companies and institutions for the benefit of students and alumni. In this case, Faculty members will be asked to share useful contacts with the Career Service contacts to promote these opportunities.

Art. 5 – When to undertake an internship

For students completing a Bachelor's Degree or in their 1st, 2nd, 3rd year of the Single-Cycle Degree Course, given mandatory attendance, they can carry out a part-time internship on no-class calendar dates.

Students completing a Master's Degree or in their 4th, 5th year of the Single-Cycle Degree Course can carry out a full-time internship, upon informing their lecturers about the start date and duration of the internship.

Art. 6 – Agreement Framework

Host organizations must sign an Agreement Framework with Luiss to formalize the collaboration with the University for curricular internships by submitting a request at tirocinicurriculari@luiss.it.

In this case, Host organizations must proceed by compiling the information and signing the specific documentation prepared by the Career Service Office.

Curricular internships can be activated even in the absence of a pre-existing Agreement Framework with Luiss and without the obligation to sign this at the time of activation.

Art. 7 – Activating a curricular internship

The curricular internship must be activated by a head of the Host organization, or by the Company tutor directly.

Internship are activated (for all cases referred to in Article 4) using a Luiss portal which can be accessed—free of charge—through the dedicated webpage on the University website (Career Service – Services for Employers – Activating a Curricular internship). The procedure is fully digitized, and begins with the registration of the Host organization’s data and is completed with the digital signature of internship documentation.

Art. 8 – Duration of internships

The curricular internship has a maximum duration of six months.

If the internship is aimed at the acquisition of the University Educational Credits (hereinafter referred to as “CFU”) towards the student’s study plan, the minimum duration of the internship will correspond to the number of hours associated with the number of credits to be obtained and in compliance with the regulation of 25 hours per CFU.

The duration and daily timetable of the internship as well as access to the company premises are defined between the intern and Host organization, and are outlined in the training project that is completed before the start of each internship. The internship can be terminated or suspended at any time to be determined by the common intention of the parties, and must be communicated via email at the following address: tirocinicurriculari@luiss.it.

Art. 9 – Acquiring CFU

Curricular internships allow interns to acquire credits required in their study plan.

It is the intern’s responsibility to communicate the number of credits required to the Host organization, and to ensure these are reported in the designated section of the activation form.

Once the Parties sign the training project, the Director of the Study Course (or their Delegate) will receive the training project of the internship and can request further information within a suitable period of one week in order to evaluate the pertinence of the internship to the study course and recognition of CFUs within the study plan.

Upon completion of the internship, the Company tutor will receive an evaluation questionnaire to be submitted. The closure of the internship will be formalized through the approval of the Academic tutor and the Students Office will begin the procedure for uploading CFU.

If the intern does not require credits, they must activate a curricular internship following the same activation process and indicate that they do not require credits in the designated section on the documentation.

Students can acquire CFU by carrying out a curricular internship in public, private, or non-profit companies, provided that they are regularly enrolled, activated the internship following procedures established by the law, the internship is relevant to the study course, and they are positively evaluated by the host organization/company.

To acquire CFU, the internship activity must be coherent with the study course. Experiences that involve political or civil activism are not recognized as curricular internships. We strongly recommend students not to undertake curricular internships that involve parental ties or where they have close familiarity with the owners of the host company.

Luiss graduates having obtained a Bachelor's Degree and who are preparing to pursue their Master's Degree at Luiss can carry out an internship during the summer period and apply for the acquisition of CFU towards their Master's degree. It is necessary that: the start date of the internship is after the pre-enrollment date for the Master's Degree course; the student is enrolled or is in possession of a Master's matriculation number; and at the conclusion of the internship, the student must inform the Students Office about the acquisition of CFU towards their Master's Degree. Graduates having obtained a Bachelor's Degree from another university and who are preparing to pursue their Master's Degree at Luiss can carry out curricular internships during the summer period and apply for the acquisition of CFU towards their Master's degree, provided they complete enrollment.

Alternatively, students may also acquire CFU through internships by engaging in other activities which must be carried out after enrollment in the Degree Program, voluntary civil service, an internship or collaboration with the University Offices, a work experience that is proven by a regular employment contract or collaboration, and practicum activity.

Art. 10 – Insurance

Luiss guarantees interns with insurance coverage for accidents at work (INAIL) and third party liability.

In the event of an accident during the internship, the Host organization must promptly report the incident to the University via email at the following address:

tirocinicurricolari@luiss.it.

Art. 11 –Curricular internships abroad

Luiss promotes the activation of curricular internships in any public or private professional entity (Companies, Institutions, Organizations, Professional firms) based abroad. For the latter, the provisions of this regulation apply in compliance with Article 18 of Law 196/97 and subsequent amendments.

The activation of internships abroad must follow the same procedure as abovementioned. The Agreement Framework and training project must be written in English.