



INSTRUCTIONS FOR THE MANDATORY CURRICULAR INTERNSHIP

GENERAL PURPOSES

Curricular internships are included in a **formal learning process** carried out within a study plan, intended for **students**. Their aim is to "create moments of alternation between study and work as part of the training processes and to facilitate professional choices through direct knowledge of the world of work" (**art. 1 D.M. 142/98**).

- HOW TO ACTIVATE THE CURRICULAR INTERNSHIP WITH NOT AFFILIATED COMPANIES AND/OR INSTITUTIONS

- Request for an agreement from the host company and/or institution; [LINK](#)
- Request for an agreement from the Coordinator of the degree course; [LINK](#)
- Request for an agreement from the student; [LINK](#)

The request for an agreement must be sent to the following e-mail address: servizio.convenzioni@unime.it. Once the agreement has been approved by the Orientation and Placement Center and published on the website at the following [LINK](#), the Student can submit the "Training and Orientation Internship Request" form originally signed by:

- a) The student (trainee);
 - b) The Coordinator of the degree course (promoting subject);
 - c) The academic tutor;
 - d) A representative of the company/institution that will host the internship (host institution);
- Once the form has been compiled and **BEFORE** the start date of the internship specified on the form itself:

- n. 1 copy has to be sent, attaching the safety course certificate, to Education staff at the following email address: tirocini.mift@unime.it who will forward the **Register of Internship Activities** and the registered copy of the request form to the student.
- n. 1 REGISTERED copy has to be given by the student to the host company/institution;
- n. 1 Copy has to be kept by the student;

- HOW TO ACTIVATE THE CURRICULAR INTERNSHIP WITH AFFILIATED COMPANIES AND/OR INSTITUTIONS

- See list of partner companies at the following [LINK](#).

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- a) The student (trainee);
 - b) The Coordinator of the degree course (promoting subject);
 - c) The academic tutor;
 - d) A representative of the company/institution that will host the internship (host institution);
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STUDENTS ENROLLED IN THE "COMPUTER SCIENCE (L-31) DEGREE COURSE" MUST FOLLOW THE INSTRUCTIONS PUBLISHED AT THE FOLLOWING [LINK](#).