

---

## **Summary of the General Regulations of Internship/Workplace Activities**

### **Undergraduate and Master's Degree Courses**

### **Department of Education, Cultural Heritage and Tourism**

#### **Art.1 Subject**

The present 'General Regulations of Internship/Workplace Activities of the Department of Education, Cultural Heritage and Tourism' regulates the didactic organisation of the internship activities provided for courses of studies for the undergraduate and Master's degrees in the Department of Education, Cultural Heritage and Tourism at the University of Macerata, in conformity with the current regulations of the University Statute, with the didactic regulations of the University and with the didactic regulation of the courses of studies of the Department.

#### **Art. 2 Definitions**

1. The internship/workplace activities consist of practical-theoretical-professionalizing activities characterized by cross teachings of the study programs.
2. The Department provides organisation, coordination and promotion of such activities in collaboration with the structures and administrative offices of the University, respecting the attributions and set functions of the current Statute of Regulations.

#### **Art 3 Organisational Didactic Director and Academic Didactic Tutor**

1. The activities of the student internships are coordinated and monitored by professors of each course of study in the role of academic didactic tutor for the internship.
2. For each course of study, the current Class Council nominates an Organisational Didactic Director.
3. The Organisational Didactic Director carries out the functions of supervision, coordination with the central offices and the department, and monitoring reports with bodies and businesses related to the internship/work experience based on the current regulations.
4. The Organisational Didactic Director provides a valuation of the requests of recognizing and partial attribution of CFUs, as established in Article 9.
5. In conformity with the full arrangement of the internship activities during the academic coursework, the Organisational Didactic Director, along with the



- academic didactic tutor of the internship, seeks to periodically hold meetings of orientation for the students. Equally, they will create and maintain contacts with the hosting bodies and businesses.
6. At least annually, the Organisational Didactic Director of each course of study presents an suitable report to the Class Council.

#### **Art. 4 Annuality and CFUs**

1. The annuality of the course in which the internship/ work-placement takes place and the corresponding CFUs are indicated in the related course programmes included in the didactic regulations of each course.
2. Each attributed CFU corresponds to 25 hours of practical activity within the premises of the hosting bodies.
3. The carrying-out of the students' internship activity must respect, by regulation, the arrangement proposed by the course programme in Article 1.

#### **Art. 5 Procedure of activation and documentation**

1. The performance of the internship must be coherent with the educational goals of the course of study and the external organization, where the activities take place, must subscribe to the agreement held with the University of Macerata.
2. The student drafts an 'Educational Project' in keeping with the forms available on the departments website, ensuring the correctness and completeness of the form in all its parts, in collaboration with their academic didactic tutor, who, along with the company tutor from the hosting organization, will approve the educational project, The student personally hands in the project, which is filled-out and reviewed by the academic tutor, to the work placement office at the university, who then deals with the activation. The didactic tutor will verify that the content and the goals indicated in the project are in keeping with the goals of the student's course of studies.
3. The student must contact the academic tutor for the work placement early enough for the drafting and approval of the educational project. For this reason, it is preferred that the work placement activities are included in the student thesis project and that the academic tutor is also the thesis supervisor.
4. The drafting, updating and diffusion of the list of agreed-upon bodies or businesses are handled by the university internship office.
5. In the case that the student intends to do their internship at an organisation which is not one of those agreed upon, the student must follow the necessary procedures for arranging an agreement, which are indicated in the forms on the university website, and respect the deadlines indicated.



6. The internship period may begin only after the communication on the part of the university internship office.
7. All the administrative procedures are handled by the university internship office.

### **Art. 6 Supervision and Final Documentation**

1. During the internship the academic didactic tutor will supervise the activities carried out by the student using methods they consider most appropriate. To that purpose, the university has made available two ongoing questionnaires, one for the student and one for the workplace tutor, and two final questionnaires, one for the student and one for the workplace tutor. The academic didactic tutor, at the end of the work placement, will hold an interview with the intern to discuss the activities and jobs done, the professional aspects learned or enhanced, assistance and helpfulness received by the workplace organization, the educational experience, any observations or proposals to improve the activity of managing the internship, the possible research thesis that benefits the productive areas or activities of the host workplace and any other relevant issues that may be constructive.
2. At the end of the internship period the student should hand in:
  - a. a form stating the attendance (to be filled out by the hosting workplace)
  - b. The two final questionnaires, of self-evaluation and evaluation on the part of the workplace tutor on the activities developed by the student, which are prepared by the university and made available on the department website.
3. All the above-indicated documentation must be obtained by the academic didactic tutor for the internship within and not more than 30 days from the date of the conclusion of the internship.
4. If the student does not respect or fulfill all the final obligations indicated in the proceeding article by the end of the academic year underway, they must repeat the internship.

### **Art. 7 Final Evaluation and Verbalisation**

1. The internship is considered valid when the hosting workplace affirms that the intern attended at least 80% of the total proposed hours.
2. The academic didactic tutor for the internship expresses a judgement of suitability, based on the final interview and the documentation produced by the student.
3. The academic didactic tutor for the internship, unless indicated differently by the Class Council, provides verbalization of the evaluations of qualifying credits of CFUs expected in the study programme on at least a monthly basis.



### **Art. 8 Total or Partial Recognition of CFUs**

1. Students who have carried out or are carrying out work activities that correspond to the expected goals of the work placement may make a request of recognition or of partial attribution of CFUs, by sending to the Organisational Didactic Director the relevant application forms made available in the section dedicated to the internship activity of the department website and by producing the appropriate documentation.
2. Students who have participated in a professional activity coordinated by the course professors responsible for such activity, may obtain a recognition of CFUs in a measure established by the individual Class Councils. The request for recognition is made through the presentation to the Organisational Didactic Director of a suitable report, approved by the professor responsible, and containing a description of activities undertaken and a complete list of the students involved and the respective jobs done.
3. Recognition is based on the following criteria:
  - a. coherence with the educational goals of the course of study
  - b. conformity with the obligatory fixed hours of the course programme
  - c. adequateness of the certification presented.
4. The work activities of which the recognition or the partial CFU attribution is requested must refer preferably to the academic year for which the carrying out of the expected internship will be validated.
5. It is possible to proceed with the recognition or partial CFU attribution for the internship, subject to appropriate application and demonstrated certification on the part of the interested students, in virtue of the activities done in the course of civil or military service, on the condition that the service results as congruent with the formal goals of the course of study in which the student is registered and conforms to the nature of the activity of the internship, as well as being done in a period of time that, by regulation, must be at least in part contemporaneous with the year of registration.
6. Students who have participated in initiatives of a scientific, cultural or educational nature may similarly present applications of partial CFU attribution for the internship up to a maximum of 2 CFUs (equal to the recognition of 50 hours at the hosting workplace). For the attribution it is necessary to present the following documentation:
  - a. participation documented on paper headed by the promotional body where the number of work hours are explicitly indicated and the programme of initiatives attached.
  - b. a report written by the student about the principle content of the project with attached any material distributed in the workplace and reporting any reflections about their participation and topics discussed.

---

The application and the related certification must be sent to the Organizational Didactic Director within and not more than 30 days from the date of the carrying out of the project of which the recognition and the partial CFU attribution is requested.

### **Art.9 Transitory and Final Regulations**

The present Regulation is issued by the Dean's Decree and comes into effect 15 days after its publication on the website.

The present regulation may be modified upon the proposal of the Department Director or their academic delegates or at least 5 members of the Council. The modifications are approved by a simple majority of the members of the Council and proposed to the Department Council for deliberation.

As far as what is not explicitly provided for in the present 'General Regulation of the Internship/Workplace Activities – Department of Education, Cultural Heritage and Tourism' one may refer to the current legislation and to the rules related to the subject of work placement in the University Statute and the didactic Regulations of the courses of studies of the department.