



UNIVERSITÀ
DI PAVIA



MIBE

Master in International
Business & Entrepreneurship



Department of
Economics &
Management

Internship recognition

Information for II year students

PLEASE NOTE: The info in these slides is related to **the internship worth 6 credits** (in alternative to 1 elective course) in the study plan, **NOT** to the internship within the **Laurea Plus Programme / DD programmes / Erasmus traineeship programme**, which have their own procedures.

General rules for internship recognition

- 6 CREDITS internship



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It must be:

- lasting at least **3 months**, no less than **400 hours**
- taken in the **II semester of the II year**
- be in line with MIBE contents (tasks must be related to what you are studying at MIBE)

PLEASE ALSO NOTE: there is the possibility to have both elective courses replaced by a **longer internship (12 credits recognized)** but **ONLY FOR STUDENTS:**

- Taking part to THE DEGREE PLUS PROGRAMME
- Taking part to THE DOUBLE DEGREE PROGRAMME and having in their Learning Agreement a 12-credits internship as per agreements between the two partner universities

How to find your internship



- EXPLOIT the opportunities which may be offered by taking part to **MIBE special events**
- CHECK frequently your academic e-mail address (@universitadipavia.it) where you will be notified about available opportunities
- Check Almalaurea offers at [this link](#)
- Get in contact with C.O.R. (placement@unipv.it) to check opportunities
- Find an internship opportunity yourself

REMEMBER to select the internship in your **study plan**. If, for any reason, you can't do the internship, you will still be able to change the study plan and go back to the two elective courses, even beyond the deadline, without paying any penalty.

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Internship in Italy – how to activate it

COMPANIES BASED IN ITALY

IF NOT registered yet, companies based in Italy should register on Almalaurea website [here](#)



Also the student should make sure he is registered on [Almalaurea database](#)



The company should activate the agreement with the university on Almalaurea website [here](#)



They should submit the internship details for approval on Almalaurea



MIBE Director will check internship and approve it on Almalaurea



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End of the internship in Italy - Recognition

At the end of the experience, the company's tutor should provide the information required to confirm the termination of the internship on Almalaurea platform



The internship will be registered in your study career as being worth 6 credits (see slide 2)



PLEASE NOTE

If you are doing an internship within the Erasmus Traineeship programme, follow instructions provided from the Erasmus office on internship recognition



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Internship abroad – how to activate it

The company's tutor should provide a letter describing the job linked to the internship, the number of hours and total duration of the internship



Submit the tutor's letter to Mibe mibe@unipv.it who will forward it to MIBE Director

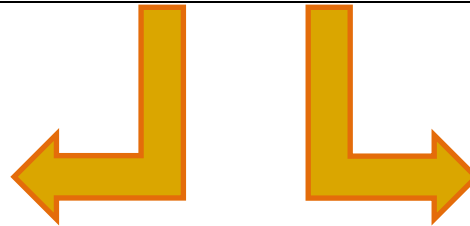


Wait for approval confirmation from MIBE Director



Internship activation

Companies can follow the same rules specified in the previous slide for Italian companies, referring to the same link. Keep in mind that all forms are in **Italian!**



Otherwise, companies may contact Milena Negri by email milena.negri@unipv.it in order to get documentation in English

PLEASE NOTE: If you want to find an internship abroad, you can also consider the **Erasmus+ Traineeship Program**, according to its rules and deadlines; however, bear in mind that the internship must meet all the requirements previously mentioned.

End of the internship abroad- Recognition

At the end of the experience, the company's tutor should write a letter (on company's letterhead paper) confirming the end of the internship, its duration and a brief assessment of the student's job



The letter should be sent to mibe@unipv.it for MIBE Director to approve the recognition



The internship will be registered in your study career as being worth 6 credits (see slide 2)



PLEASE NOTE

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Contacts

- In case of questions regarding **approval of the internship** please contact: mibe@unipv.it
- In case of issues or doubts regarding the formal procedure on Almalaurea, please contact COR: stagetiropicincurriculari@unipv.it
- In case of doubts regarding the activation of an internship abroad, please write to milena.negri@unipv.it



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