

**University of Padua**  
**Department of Economics and Management “Marco Fanno”**

**INTERNSHIP REGULATION**

Master’s degree in “Accounting, Finance and Business Consulting” (MAFiB)

Master’s degree in “Applied Economics” (MAE)

Master’s degree in “Management for Sustainable Firms” (MASFi)

(Department Council of Economics and Management “Marco Fanno” sitting of/meeting of 17 aprile 2025)

This regulation applies to students enrolled in MAFiB, MAE and MASFi Master’s programmes starting from academic year 2023-2024.

**Art. 1 – Mandatory Internship and Optional Internship**

1. In order to obtain the degree, students enrolled in the MAFiB Master’s degree programme - curriculum “Consulenza e Direzione Aziendale” are required to complete a mandatory internship (12 credits/CFU), except for the cases indicated in Articles 10 and 11 below.
2. MAFiB students, enrolled in the *curriculum* “Banking and Finance” and *curriculum* “Accounting, Control and Corporate Finance”, as well as MAE and MASFi students, may, as part of elective activities, request to earn **6 CFU/ECTS credits** through the completion of a curricular internship. These requests, accompanied by the “Training and Orientation Project” (hereinafter referred to as the 'Training Project'), must be pre-approved by the Programme Director or a designated Dean.
3. The rules governing the initiation and progress of both “mandatory” and “optional” internships are common (Articles 2 to 9), with the exception of the 'Internship Report’ as indicated in Article 9, paragraph 2 and paragraph 3.
4. For both “mandatory” and “optional” internships, no grade will be assigned but only a judgement of Eligibility (Idoneità). Therefore, the CFU/ECTS credits earned following the successful completion of the educational activity, while contributing to the total CFU/ECTS credits required for obtaining the Master’s degree, do not concur, however, into the calculation of the weighted average (WA) as per Article 1 of the “Regulation on final grade and dissertation”.

**Art. 2 – Internship: objectives**

1. During the internship, the student is required to implement the “Training Project”, previously agreed upon with the host organisation and consistent with the educational objectives and typical career prospects of the study programme.
2. The Training Project should be designed to enable the Trainee to acquire operational skills, technical and managerial skills, professional expertise, as well as the development of interpersonal abilities.

### **Art. 3 – Start and duration of mandatory or optional internship**

1. The internship can be carried out with companies/organisations identified by the Stage & Placement Service (hereinafter, S&P Service) of the Department of Economics and Management (Department), which periodically provides internship offers and their related Training Projects; alternatively, the internship can be undertaken with a company/organisation independently chosen by the student.
2. The internship cannot commence before the second quarter of the second year, unless authorised by the programme Director or a designated Dean.
3. Under no circumstances may internships be allowed to begin until at least 70 CFU/ECTS have been obtained.
4. The mandatory internship must have a duration of no less than 300 hours, to be carried out continuously at the same host company/organisation. The optional internship must have a duration of no less than 150 hours, to be carried out continuously at the same host company/organisation.
5. The achievement of the minimum required amount of hours must be certified through a specific attendance certificate signed by the Company Tutor.

### **Art. 4 - Research methods and incompatibility**

1. Students, with the administrative support of the S&P Service, can take independent initiatives by contacting potential host companies/organisations on their own and verifying their willingness to develop a Training Project in line with the study programme.
2. Under no circumstances may the mandatory or optional internship be carried out with companies/organisations managed, directed, coordinated, or administered, either independently or through self-employment or employment relationships, by family members or relatives up to the fourth degree, or by the student's spouse.

### **Art. 5 - Administrative procedure**

1. The internship must be carried out based on an “Internship Training and Orientation Agreement” (hereinafter “Agreement”) and a Training Project agreed upon by the student and the host company/organisation.
2. The Agreement is the document that governs the collaboration between the host company/organisation and the University of Padua.
3. The Training Project, which the student is required to submit before the start of the internship, in accordance with the procedures and deadlines specified by the Department, is the document that outlines the objectives, activities and methods for the internship.
4. The Training Project must include:

- trainee information,
  - information about the Tutor as referred to in Art. 7 below,
  - internship duration, days, working hours or any smart-working arrangements,
  - location of the internship,
  - objectives, activities and possible facilities
  - the identification details of the INAIL and civil liability insurances as per Art. 8.
5. In the event of non-compliance with the Agreement or the Training Project by the host company/organisation, the Department reserves the right to terminate the collaboration prematurely, notifying the organisation accordingly.
  6. In the event of non-compliance by the trainee with the Agreement or the Training Project, or with the duties set forth in Article 6 below, the programme Director or a designated Dean, after consulting with the host company/organisation, may cancel the internship.
  7. In the event of the internship being terminated before reaching the minimum required hours, no CFU/ECTS credits will be awarded to the trainee.

#### **Art. 6 – Trainee’s duties**

1. The internship, whether “mandatory” or “optional”, does not constitute an employment relationship of subordination or para-subordination.
2. Therefore, the trainee shall not claim any form of salary, social security or insurance rights from the host company/organisation.
3. The trainee must adhere to the obligations stipulated in the Agreement, in particular:
  - a) carry out the activities authorised and described in the Training Project,
  - b) adhere to the regulations regarding hygiene, safety and health in the workplace,
  - c) maintain the necessary confidentiality regarding data, information or knowledge related to processes and products acquired during the internship,
  - d) comply with the instructions provided by the host company/organisation regarding the handling of personal data acquired during the internship, in accordance with the principles of fairness, lawfulness, transparency and the protection of the privacy and rights of the individuals concerned, pursuant to EU Regulation 2016/679,
  - e) adhere to the Code of Ethics of the host organisation.

### **Art. 7 – University Tutor and Company Tutor**

1. The activities outlined in the Training Project are supervised and verified in terms of academic aspects by a University Tutor and for the more strictly professional part by a Company Tutor designated by the host company/organisation.
2. The University Tutor is selected by the programme Director or a designated Dean from among the full professors involved in the programme. The University Tutor is also responsible for evaluating and approving the “Internship Report” as outlined in the following Article 9.
3. The Company Tutor is responsible for the trainee's integration and ensures compliance with the Training Project, which involves the execution of activities exclusively and directly related to the internship.
4. If deemed necessary, the Company Tutor may interact with the S&P Service of the Department, which, if appropriate, will report any issues to the University Tutor.
5. At the end of the internship, the Company Tutor will prepare the attendance certificate and the internship evaluation form.

### **Art. 8 – Insurance coverage**

The University, as the promoting institution, insures the trainee in accordance with the terms specified in the Agreement.

### **Art. 9 - Procedure for the allocation of University Credits (CFU/ECTS).**

1. Upon completion of the total number of hours stipulated in the Training Project, the Trainee, within 40 days from the completion of the internship, must transmit to the S&P Service, in electronic format:
  - a) the attendance certificate and the evaluation form filled out and signed by the Company Tutor,
  - b) the “Internship Report”.
2. In the case of “mandatory internship” (MAFiB students - *curriculum* “Consulenza e Direzione Aziendale”) the Internship Report (minimum 20, maximum 30 pages) should contain the following sections:
  - a) description of the host institution and organisational context;
  - b) description of the activities carried out;
  - c) the trainee's contribution to the activities of the host company/organisation, including the knowledge and skills that the student employed to complete the activities outlined in the Training Project, through a summary of the relevant literature and the discussion of applied cases;
  - d) the specific skills and knowledge acquired through the internship.

3. In the case of an “optional internship”, the Internship Report (minimum 3, maximum 5 pages) should contain:
  - a) a brief description of the host institution and the organisational context,
  - b) a brief description of the activities carried out and the trainee's contribution to the activities of the host company/organisation;
  - c) the specific skills and knowledge acquired through the internship.
4. CFU/ECTS credits may be awarded only upon approval of the Internship Report by the University Tutor. In case of non-approval, the student, based on the feedback received from the University Tutor, must submit a new Report within 15 days. If the second Report is also not approved by the University Tutor, the entire process will be considered cancelled.

#### **Art. 10 - Replacement of the mandatory internship**

1. The MAFiB student - *curriculum* “Consulenza e Direzione Aziendale” who has an existing employment contract or is self-employed, may apply for the replacement of the internship with other educational activities equivalent to 12 CFU/ECTS credits.
2. The request, to be submitted to the S&P Service of the Department, will be evaluated by the programme Director or a designated Dean.
3. The request for replacement must be accompanied by a statement issued by the employer regarding the duration and nature of the existing contract and it should contain a description of the work activity.
4. It is not allowed to submit requests for the recognition of work activities that have already been completed or are currently ongoing at facilities managed, directed, coordinated, or administered by family members, relatives up to the fourth degree or by the worker's spouse.
5. Requests for replacement must be approved in advance by the programme Director or a designated Dean, who will specify the activities substituting the internship.
6. The student must still submit a report/project work similar to that required by Article 9, paragraph 2.

#### **Art. 11 – Framework agreement between UNIPD and ODCEC**

1. The University of Padua and the ODCEC - Ordine dei Dottori Commercialisti e degli Esperti Contabili di Padova (Association of Chartered and Certified Accountants of Padua) have entered into a Framework Agreement that allows students to undertake a six-month apprenticeship concurrently with the final year of their study programme.
2. Students enrolled in the second year of the *MAFiB* programme can, therefore, initiate an apprenticeship at the relevant association.

### **SMAFIB students registered to CDA curriculum**

3. Once the apprenticeship is formalised, the student with mandatory internship can apply for the replacement of the internship and for the recognition of a Training Project developed within the scope of the apprenticeship itself.
4. The request for substitution, accompanied by documented proof of enrolment in the Register, to be submitted to the S&P Service of the Department, will be subject to indisputable evaluation by the programme Director or a designated Dean.
5. The Training Project, to be developed during the apprenticeship, is associated with a University Tutor designated by the programme Director or a designated Dean.
6. Regarding the acquisition of 12 CFU/ECTS credits, the trainee must prepare a Report on a specific topic indicated by the University Tutor. The Report must have the same characteristics as specified in Article 9, paragraph 2, of this Regulation and must be submitted in accordance with the methods and within the deadlines indicated in Article 9.
7. To earn the 12 CFU/ECTS credits, the achievement of the minimum amount of hours specified in Article 3, paragraph 4, must be documented and the Internship Report must be approved.
8. In no case does the recognition of the apprenticeship as a substitute for the mandatory curricular internship exempt the student from the obligation to write the thesis, which cannot under any circumstances be related to the activities carried out during the apprenticeship.

### **MAFIB students registered to other curricula**

9. Once the internship is formalized, the student may submit an application for internship recognition by uploading a training project developed within the internship itself, that will allow him/her to obtain the 6 CFU required for the optional internship activity.
10. To acquire the 6 CFU, the Trainee must produce a report that must have the same characteristics of Art. 9 in this Regulation and that must be presented in compliance with the terms indicated in Art. 9.
11. In order to acquire the 6 CFU, the achievement of the minimum number of hours referred of Art. 3 paragraph 4 must be documented and the Internship Report must be approved.
12. Under no circumstances the recognition of the internship as an apprenticeship relieves the student from the duty of drafting a thesis that mustn't in any case be linked to the activities carried out during the apprenticeship.