

**PROCEDURES FOR THE ACTIVATION OF DIDACTIC-CURRICULAR INTERNSHIPS AT COMPANIES -extra UE - AND ORGANIZATIONS IN SMART WORKING MODE**

*reserved for undergraduates of the Literature and Philosophy Faculty for the release of CFUs foreseen in the study plan*

**ATTENTION:**

-To carry out the internship in mixed smart working / presence mode it is required that the guidelines issued by Rector's Decree be respected:

- *The student is duly provided with the necessary means of work (personal or company PC with an internet connection).*
- *Support by telephone or via video or conferences with the company tutor*
- *Daily report of the activities carried out*
- *Use of sharing media such as iCloud or others*
- *Any other requirement that is deemed useful for carrying out the activity*

-That the host company / institution has structured employees with permanent contracts

- A Company / Institution can welcome our undergraduates for an educational-curricular internship only if they possess the ESSENTIAL REQUIREMENTS PROVIDED FOR BY THE LAW IN FORCE: It is important to remember that paragraph 3 of Art. 1 of the Interministerial Decree no. 142, provides for a restriction on the number of interns to be hosted at the same time, as follows:

*"" Employers can host trainees in relation to the company's business, within the limits indicated below:*

- 1. companies with up to five permanent employees, one trainee;*
- 2. companies with between six and nineteen permanent employees, no more than two trainees at the same time;*
- 3. with more than twenty permanent employees, trainees not exceeding ten percent of the aforementioned employees at the same time. "*

**ACTIVATION METHOD**

- The Company / Institution must stipulate the Training Project together with the student

The Company / Body, once the draft document attached (training project) have been completed, must self-certify on the document itself the number of permanent employees in service at the Company / Body as required by current legislation.

**IMPORTANT**

**The company / institution must send the document (training project)**

**only attachment in .DOC (WORD) format and**

**WITH THE SIGNATURES OF SUBSCRIPTION affixed with scans**

**at the following e-mail address: [tirocinio@lettere.uniroma2.it](mailto:tirocinio@lettere.uniroma2.it)**

**and in copy to the student's e-mail address to follow the procedure.**

**Incomplete forms or forms sent in a different format CANNOT be evaluated**

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The Company / Institution can propose the publication of a notice to identify aspiring trainees by completing the Annex 6 NOTICE FOR COMPANIES available at the end of the page and send it to the following e-mail address: [tirocinio@lettere.uniroma2.it](mailto:tirocinio@lettere.uniroma2.it)

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-The student can independently identify a company / institution that is available to welcome him as a trainee, after having previously agreed with his university tutor (reference teacher), a draft of the project under "Objectives and methods of the internship" relating to the path of studies.

The item Internship must be present in the student's study plan with the relative number of university credits to be acquired, the methods of which are provided for by each single degree course.

*We remind students that the credits to be accrued are present in the study plan and that 1 CFU corresponds to 25 hours of internship (example: 4 CFU = 100 Hours, 6 CFU = 150 Hours, 9 CFU = 225 Hours etc.) and that the didactic internship can be activated in three years after having acquired at least 90-120 credits (usually foreseen in the third year on the PdS) and in master's / specialist after having acquired 50-70 credits (subject to particular exceptions approved by the CDL)*

**Compilation of the Training Project:** It is recommended to fill in the WORD the Training Project form in all its parts and in particular to specify the actual location of the internship (in smart working means the student's home), the indicative days and times in which the intern will be operational with the Company / Institution and above all, under the item "Internship period", and in compulsory presence in compliance with the safety protocols issued referring to the university guidelines, indicating approximately a starting date of at least 15 working days later, with respect to the forwarding to the Letters and Philosophy Internship Office, for the purpose of a complete implementation of the activation process.

- Given the current circumstances, it is advisable for the student to send their Training Project completed in the parts that concern them, including a digital signature, by e-mail.

The Company / Organization in turn will fill in the parts of its competence and send the document (Training Project duly completed and signed), to the e-mail address: [tirocinio@lettere.uniroma2.it](mailto:tirocinio@lettere.uniroma2.it)

The interested parties (student company and university) are recommended to transmit all documentation in carbon copy to all parties involved in order to follow the procedure.

**Signing of documents:** The Internship Office, after receiving the files from the Company or Organization, will send it to the President's signature and will send the approved document by email to the intern and the company. The intern will be covered by insurance policies and will be able to start his internship on the date indicated on the Training Project.

**Extensions and interruptions:** Any extension of the internship or motivated interruptions must be communicated to the internship office at least 5 days in advance of the final date scheduled for the project.

**PLEASE NOTE THAT THE INTERNSHIP WILL BE VALID AND ACTIVATED AT THE MOMENT WHEN THE INITIAL DOCUMENTATION WILL BE SENT TO THE PARTIES BY THE INTERNSHIP OFFICE, DULY SIGNED BY THE COORDINATOR OF THE DEGREE COURSE**

Only after receiving the document signed by the university can the internship begin, under penalty of cancellation of the internship itself.

**THE FINAL END OF INTERNSHIP DOCUMENTATION** (points 1,2,3 below) must be in digital format and sent electronically (PDF or Photographs) and **MUST BE SENT TO THE INTERNSHIP OFFICE** at the email address [tirocinio@lettere.uniroma2.it](mailto:tirocinio@lettere.uniroma2.it) BY THE INTERESTED PARTIES (student and company) **WITHIN THE TEN DAYS FOLLOWING THE DATE OF END OF INTERNSHIP FOR THE PROJECT**

1. company certification on letterhead signed and stamped by the company (to be sent both to the internship office and to the student concerned)
2. attendance register stamped and signed by the company (to be sent both to the internship office and to the student concerned);
3. personal report drawn up by the student (to be sent only to the internship office)

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## CONTACTS

Internship Office - Literature and Philosophy - Ed. A, Room P 5b- Via Columbia, 1 - 00133 Rome.

E-mail: [tirocinio@lettere.uniroma2.it](mailto:tirocinio@lettere.uniroma2.it)

• Office manager: Dr. Caterina Bagni

• Receives exclusively on the following days and times:

• Tuesday and Wednesday from 10.00 to 12.00 via skype **ufficio tirocini**