



## **VADEMECUM FOR CURRICULAR INTERNSHIPS**

### **Master's Degree in Philosophical Knowledge: Foundations, Methods, Applications**

The internship is a valuable educational experience that enables students to apply the knowledge and skills acquired during their studies and to develop the competencies necessary to enter the job market in fields related to their academic path. It is a qualifying component of the degree programme, offering students the opportunity to explore the practical applications of philosophical studies. There are three types of internships: Curricular internships, Extracurricular internships, Professional internships.

This Vademecum concerns curricular internships, which are included in the official study plan.

#### Useful Links:

- The University Regulations for Internships:

[https://www.unibg.it/sites/default/files/normativa/regolamento\\_per\\_tirocini\\_curriculari\\_0.pdf](https://www.unibg.it/sites/default/files/normativa/regolamento_per_tirocini_curriculari_0.pdf)

- The University Internships page: <https://www.unibg.it/studio-noi/frequentare/tirocinio> (please pay particular attention to the section "General training on safety in the workplace")

- The Internships page for Philosophical Knowledge: Foundations, Methods, Applications:

<https://ls-pfma.unibg.it/en/study/internship>

Internship Contact for the course:

Prof. Riccardo Saccenti – [riccardo.saccenti@unibg.it](mailto:riccardo.saccenti@unibg.it)

### **Internship Credits**

Curricular internships are worth 6 ECTS credits, to be completed in the second year of the Master's programme.

### **General Information**

Internships typically take place at external institutions (e.g., companies, schools, cultural and research institutions such as libraries, museums, archives, digital research projects, etc.).

150 hours of internship correspond to 6 ECTS credits.

Students may consult the internship contact person to identify or validate a suitable host institution.

Please note: the internship must be relevant to the student's academic training.



### **Finding an Internship**

Students can browse internship offers via the Online Student Portal (<http://sportello.unibg.it/esse3/Home.do>) under the section “Internships and Stages > Opportunities.”

After selecting an offer, students submit their application online and wait for a response from the host institution. If accepted, the student should follow the steps outlined below (“Starting the internship”). If the host institution is not yet affiliated with the University, an agreement may be established. The student, in coordination with the Internship Office ([tirocini@unibg.it](mailto:tirocini@unibg.it)) and the Internship Contact, can request activation. The institution must register via the same portal (<http://sportello.unibg.it/esse3/Home.do>) and complete the “Company Registration” process.

### **Starting the Internship**

Once a host institution has been identified:

- 1) The student contacts a university supervisor (a professor whose discipline is relevant to the internship).
- 2) In agreement with the host institution and the supervisor, the Training Project is drafted and submitted online via the portal (<http://sportello.unibg.it/esse3/Home.do>).
- 3) The student finalises the request by confirming the professor’s name and awaits approval. The Internship Office activates the internship within a week after approval.
- 4) The student downloads the Internship Register <https://ls-pfma.unibg.it/en/study/internship>

Refer to this guide for detailed steps

([https://www.unibg.it/sites/default/files/campus\\_e\\_servizi/vademecum\\_studenti\\_0.pdf](https://www.unibg.it/sites/default/files/campus_e_servizi/vademecum_studenti_0.pdf))

**⚠ Important:** The internship must not exceed the number of hours required unless it contributes to the thesis. This must be clearly stated in the training objectives.

### **During the Internship**

The student:

- 1) Carries out the agreed activities with the host institution;
- 2) Maintains regular contact with the university supervisor;
- 3) Logs hours and tasks in the Internship Register.

### **Conclusion of the Internship**

Within 2 months after completion—or at least 1 month before the thesis defense—the student must submit the completed and signed Internship Register to the Internship Office. The internship may also contribute to the thesis, to be agreed upon with the supervisor.



### **Internships Abroad**

Internships may also be completed outside Italy. For full information, visit:  
<https://www.unibg.it/studia-noi/frequentare/tirocini/tirocinio-allestero>.

Three possible pathways:

- 1) Apply for international internship calls (typically 4 per year).
- 2) Combine with Erasmus, doing the internship during your stay. Note: it must be consecutive—not simultaneous—with Erasmus study.
- 3) Organise your own internship abroad, following the standard procedure (you'll assist the host institution with Italian forms).

### **Special Cases**

- Working Students:

If the internship takes place in the student's workplace, a distinct Training Project must be defined. It must offer additional training beyond regular duties.

- Recognition of Work Experience:

Related employment may be recognised as an internship upon approval by the Study Programme Council.

- Recognition Form: [https://www.unibg.it/sites/default/files/cfu\\_sovran\\_5.pdf](https://www.unibg.it/sites/default/files/cfu_sovran_5.pdf).
- Student-Worker Booklet: <https://ls-pfma.unibg.it/en/study/internship>

- Civil Service & Civic Service:

Internships can be conducted during national/regional service, following the standard procedure. Refer to the full Internship Regulations

### **Supranumerary Credits**

It is possible to request supernumerary credits (extra credits beyond those required by the study plan) if the internship is carried out abroad.

For full details and conditions, please refer to the University Regulation of Curricular Internship:

[https://www.unibg.it/sites/default/files/normativa/regolamento\\_per\\_tirocini\\_curricolari.pdf](https://www.unibg.it/sites/default/files/normativa/regolamento_per_tirocini_curricolari.pdf)

### **Additional and Advance Credits**

Extra credits may be granted for internships abroad.

Students may also request early internship activation by submitting a formal request to the Degree Council using this form:

[https://www.unibg.it/sites/default/files/cfu\\_sovran\\_5.pdf](https://www.unibg.it/sites/default/files/cfu_sovran_5.pdf).



### **Internal Internships at UniBg**

Students may carry out internships within UniBg on projects supervised by faculty members or research centres. These must be linked to the thesis.

In this case:

- 1) The internal supervisor will create the Training Project and work alongside a second faculty member.

The Internship Register must be completed and submitted as usual. See: Art. 10, point d) of the Internship Regulations

([https://www.unibg.it/sites/default/files/normativa/regolamento\\_per\\_tirocini\\_curricolari.pdf](https://www.unibg.it/sites/default/files/normativa/regolamento_per_tirocini_curricolari.pdf)).

### **Alternative Activities Recognised as Internships**

The Department recognises the following alternatives to internships, each worth 6 ECTS:

- Teaching laboratories
- Summer Schools (<https://dlfc.unibg.it/it/studiare/opportunita-e-studi-allestero/summer-school-e-viaggi-istruzione>)

An alternative laboratory to the internship and a Summer School correspond to 6 Formative Credits.