



CAREER SERVICE AND CORPORATE RELATIONS OFFICE

WHAT IS AN INTERNSHIP?

An **internship** is a formative experience carried out in a company either in Italy or abroad. The intern, supervised by a company tutor, expands and enhances the knowledge obtained during the courses at University and verifies his/her own attitudes.

Two kinds of internship exist:

- **Curricular Internship**

The curricular internship is an activity carried out by students **enrolled** in Undergraduate, Graduate, and Master courses. This also includes interns that already graduated once but are currently enrolled in another Bachelor's or Master's degree. For this kind of internship, the monetary compensation is at the discretion of the company.

The *curricular internship* for Bachelor's Degree and Master's Degree must last between a minimum of **1 month** and a maximum of **12 months**.

The *curricular internship* for Masters must last a maximum of **6 months** and must end before the Master diploma.

- **Extracurricular Internship**

The extracurricular internship is the activity carried out by students who have **graduated** and who have finished their degrees. In this case the internship must last for a period of at least **2 months** up to a maximum of **12 months** and can be activated **within 12 months from the graduation date**. Based on the applicable Regione Lombardia regulations, for this kind of experience an allowance is established of a minimum of either €500 gross per month or €400 gross per month plus meal vouchers or canteen service (if a minimum of 80% presence rate is ensured by the intern). To be able to carry out the internship, the graduated student must be registered at the local Employment

Centres by filling out an official document called DID, “Dichiarazione di Immediata Disponibilità al lavoro”.



Libera Università di Lingue e Comunicazione IULM (MI)
Consulta le offerte di lavoro e quelle di tirocinio (curriculare ed extra-curriculare) in un'unica bacheca.

[offerte di lavoro e tirocinio >>](#)

To activate the extracurricular internships outside of the Lombardy Region, the companies ought to contact directly the Employment Centres of the corresponding region.

HOW TO ACTIVATE AN INTERNSHIP?

In order to activate an internship, it is **necessary** for both the company and the student to be registered in **AlmaLaurea**.

N.B.: students are required to upload their and fill out their **updated CV** on the platform.

FOR THE STUDENTS:

➤ How to log in to the service:

- Access your personal student area – Student Services (“Servizi di Segreteria Online Università IULM”) by clicking on the following URL:

<https://servizionline.iulm.it/Home.do> and log in with your credentials ;

- Click on **Internships & Placement** - Placement Service Access

- Access **AlmaGo** by clicking on the blue button (don't click other links) *Accedi alla bacheca lavoro di AlmaLaurea:*

AlmaLaurea Bacheca Lavoro

Informazioni relative ad AlmaLaurea.

AlmaLaurea è un servizio innovativo che rende disponibili on line i curricula dei laureati di numerose università italiane, ponendosi come punto di incontro fra Laureati, Università e Aziende.

[Accedi alla Bacheca Lavoro di AlmaLaurea](#)

➤ How to view job and internship offers:

- Once entered AlmaGo, click on this icon:



Job and Internship offers

Search for your ideal job or internship and apply by sending your resume with just one click.

- Then click on the IULM logo: -

FOR THE COMPANY:

To sign in to AlmaLaurea, companies must follow this path:

HYPERLINK <https://www.iulm.it/en/home> > *Life in IULM* > *Career Service* > *Internship Italy* > *Curricular internship*

Afterwards, in order to start internship activation procedure, the company will need to stipulate an agreement called “**Convenzione**” with IULM University and will insert the training project called “**Progetto Formativo**” directly on the platform. This document contains the description of the internship for each individual student, including the tasks they will conduct and the objectives of their internship experience.

F.A.Q.

- **When can I start the internship?**

It is possible to start the internship the moment that the University receives the “Progetto Formativo” signed both by the student and the company. After that, the Career Service Department sends an email to the students and to the company for the formal activation of the internship.

- **Can I substitute an optional exam with an internship?**

For students enrolled in the following Degrees: “**Relazioni Pubbliche e Comunicazione d’Impresa**” and “**Comunicazione, Media e Pubblicità**” it is possible to request the internship’s recognition to substitute an optional exam of **6 CFU University Credits**. The internship must be full time and last at least two months. To register the corresponding Credits, the students must disclose a copy of the final internship certificate released by our department to the Student Services Office (Segreteria Studenti).

- **Can I interrupt the internship before the established deadline? How?**

Any internship can be interrupted ahead of time at any moment. The decision is made by the intern in agreement with the company. Then, the company will have to upload the official request by accessing the page with the “Progetto formativo” in the AlmaLaurea platform. We recall that the internship won’t be validated unless it is carried out until the established deadline.

- **Can I suspend the internship? How?**

The intern has the right to a suspension of the internship in case of illnesses or injuries, for a period of 30 days or more, or in case the company should decide to close, for a

period of 15 days or more. The suspension has to be requested by the company. Only in these conditions will the student be able to make up for the days at the end of the internship.

- **Can I prolong the internship? How?**

It is possible to prolong the internship within the time limits established by law. The procedure is the same as for the interruption, but the extension request must be made on the AlmaLaurea platform at least one week before the scheduled deadline.

- **Can I apply for internship offers at newspapers, television, or radio companies even though I am not enrolled in the Master's Degree in Journalism?**

Students of Bachelor's Degrees and Master's Degrees will not be able to attend internships related to editorial tasks at newspapers, television, or radio companies. This is due to the official convention stipulated between IULM University and the National Council of the Professional Association of Journalists. The agreement claims that IULM Journalism School is officially validated as a suitable seat for the journalists' traineeship ("praticantato") and for the National Exam for the Professional Journalists' register. This restriction does not apply for the students enrolled in the Journalism Master.

- **How many internship offers can I apply for?**

The students enrolled in Bachelor's Degrees and Master's Degrees can apply for many different curricular internship offers, even at the same time.

The students of Masters can carry out one single curricular internship during the course: it has to be agreed upon with the director or coordinator of the Master,

and cannot last more than 6 months. It must finish before the final assessment of the Master.

In this case, the internship can be interrupted only in case of non-correspondence to the educational plan or peculiar situations which will be evaluated on an individual basis. In case of interruption, the student will have the possibility to activate a second internship: in any case, the total duration of the internship period (first and second ones) cannot exceed 6 months.

N.B.: after finishing the internship and only **after filling in the questionnaire** received by email, can the student request the final internship **certificate** by sending an email to stage@iulm.it by indicating name, surname, Student ID number, host company, and start and end dates of the internship.

N.B.: we remind students that before requesting an internship it is necessary to consult the internship regulations & rules of their corresponding degree, which can be found following this path:

MyIULM > Bachelors' Degrees (or Master's Degrees) > Internship and workshop

It's up to the student to guarantee to work the minimum number of months requested by the internship regulation of his/her own degree for the recognition of their University Credits.

The *Career Service & Corporate Relations Office* is located at the 4th floor of IULM 1 building.

Timetable:

Mon-Thu 9:30 - 12:30 and 14:30 – 17:00

Fri 9:30 - 12:30 and 14:30 - 16:30

Tel. 02 891412340

stage@iulm.it (Internship Italy)

internship@iulm.it (Internships Abroad)