



## FACULTY OF ARTS AND TOURISM

### MASTER'S DEGREE COURSE IN HOSPITALITY AND TOURISM MANAGEMENT

#### Regulations for the Internship and Field Project

#### 1. PROCEDURES FOR ASSIGNING AND ASSESSING THE INTERNSHIP OR FIELD PROJECT

In order to complete their studies, students on the Master's degree course must have acquired 3 CFU credits by carrying out an **internship** (work experience at a company or an institution outside the University) or a **field project** (work and/or research experience at a research centre, a laboratory or an institute inside or outside the University coordinated by a teacher on the Master's degree course) in preparation for admission to the final exam.

Students will be followed on their internship / field project by a company representative.

The internship and the field project have a minimum duration of 3 months and a maximum duration of 6 months. Early interruption of an internship, in the absence of serious and justified reasons, will result in the non-recognition of the curricular credits.

Students will normally carry out their internship/field project during the second semester of the second year of their Master's degree course. However, the coordinator of the degree course may, upon the motivated request of the student, authorize the activity to be carried out in the first year of the course after the end of the lessons in the second semester; in any case registration of the internship/field project will take place at the end of the second semester of the second year.

Approval of the internships in Italy and internships abroad organised as part of IULM courses will be carried out using digital means by the academic advisor for the Master's degree course on the Almalaurea website; approval (i) of the internship carried out abroad as part of the UCF dual degree, (ii) of the field project and (iii) of other employment carried out in lieu of an internship is delegated by the coordinator of the Master's degree course to the academic advisor for the degree course internships, Dr Valeria Pecorelli.

#### 2. INTERNSHIP

##### 2.1 INTERNSHIP IN ITALY AND ABROAD – IULM COURSES

###### 2.1.1 Selection and activation of internship

Students select, also with the support of the University's Career Service, an internship consistent with their degree course to be carried out at a company already affiliated or willing to enter into an agreement with the Career Service Office. The internship is subsequently approved by the academic advisor for the Master's degree course on the Almalaurea website.

For the internship to be activated, it is essential that students and the company are registered on the Almalaurea website. By accessing the personal page of the online services (<https://servizionline.iulm.it/Home.do>) with their credentials, students can select the internship offers and submit their application.

The duration of the internship (minimum 3 months), agreed upon with the host company/institution, must be respected by the student. If the internship agreed upon with the company has a longer duration than that required to obtain the required CFU credits, the Career Service Office, at the time of submitting the degree application and upon request by the student, issues a certificate of partial completion of the



internship for the purposes of registering the CFU credits on their transcript. The student's activity in the company may begin once they have received confirmation of the approval of the internship

### ***2.1.2 Recognition of the internship***

At the end of the internship, the Career Service, through Almalaurea, will send the student and the company representative a copy of the form to be completed online with the end-of-internship report. The completion of the report is compulsory for the final approval of the internship.

At the same time as submitting the degree application as established for each session, students must submit to [segreteria.studenti@iulm.it](mailto:segreteria.studenti@iulm.it) a copy of the certificate of completion of the internship (or certificate of partial completion of the internship) issued by the Career Service Office for the purpose of registering the CFU credits on the transcript.

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## **2.2 INTERNSHIP ABROAD - DUAL DEGREE COURSE AT THE UNIVERSITY OF CENTRAL FLORIDA (UCF)**

### ***2.2.1 Selection and activation of internship***

The internship is activated by the Career Service of the Rosen College of Hospitality Management, which follows all contractual aspects

### ***2.2.2 Recognition of the internship***

For the recognition of the internship at UCF for the purposes of the IULM degree, students must:

1. request approval from the academic advisor for the degree course internships before the start of the internship by sending an email to [valeria.pecorelli@iulm.it](mailto:valeria.pecorelli@iulm.it), and after filling in the online Internship Approval Request at the following [link](#);
2. upon completion of the internship, fill in the end-of-internship report at the following [link](#).

Following (i) receipt of the transcript from UCF (by the end of June of the year of attendance at UCF) and (ii) approval from the academic advisor for the degree course internships, the Students Office will automatically register the CFU credits with a resolution to recognise the exams and activities carried out abroad, including the internship.



As part of the dual degree programme at UCF, the internship may be replaced by recognition of work experience undertaken by the student during the period of study in the United States (see §4).

### **3. FIELD PROJECT**

Students shall agree with the academic advisor for the degree course internships and with the company representative in charge of the field project upon work and/or research experience in a research centre, a laboratory or an institute inside or outside the University consistent with the Master's degree course. In order to request approval of the field project, students must apply for approval to the academic advisor for degree course internships by e-mail after completing the Field Project Approval Request at the following [link](#). Once the compulsory period for the field project has been completed, in order to acquire the CFU credits, and within the time scales established for submitting the degree application, students must send by email to the academic advisor for degree course internships ([valeria.pecorelli@iulm.it](mailto:valeria.pecorelli@iulm.it)) a *Report on the Field Project (maximum 3,000 characters)*, signed by the student and the teacher/company representative in charge of the field project.

If the documentation submitted meets requirements, the academic advisor for degree course internships approves it by sending notification of approval by email to the student with the Students Office copied in.

### **4. OTHER EMPLOYMENT FOR WORKING STUDENTS**

Students already in employment (project contract, open-ended contract, other) carrying out work that is consistent with their Master's degree course, and the duration of which is at least 3 months, may request that this employment be considered equivalent to the curricular internship for the purposes of acquiring the related CFU credits.

To apply for recognition of the work experience, students must request approval from the academic advisor for degree course internships by email ([valeria.pecorelli@iulm.it](mailto:valeria.pecorelli@iulm.it)) after filling in the Request for Approval of Other Employment at the following [link](#).

Milan, 16 May 2023

**Dean of Faculty**  
*Prof. Vincenzo Trione*