

Internship (types,
how to activate to
internship, career
and counseling
services, Q&A)



Types of internships

CURRICULAR INTERNSHIP

For students enrolled in MHR – not graduated yet!

Activating a curricular internship | Università degli Studi di Milano Statale (unimi.it)

EXTRA-CURRICULAR INTERNSHIP

For students who have graduated in MHR within 1 year

Extracurricular internships | Università degli Studi di Milano Statale (unimi.it)

INTERNSHIP ABROAD

Activating an internship abroad | Università degli Studi di Milano Statale (unimi.it)

Curricular internships

- Are internships undertaken in organizations and companies outside of the University by **students enrolled (not graduated yet)** at the University of Milan.
- This type of traineeship starts and finishes before a student obtains his/her degree and can be undertaken with the purpose of:
 - recognizing ECTS credits in their plan of study
 - carrying out research activities for their thesis/final exams
 - acquiring knowledge and experience which will be useful for their professional development and entry into the jobs market, irrespective of credits.

Extra curricular internships

- Are periods of training undertaken by **Bachelor's, Master's and single-cycle Master's graduates within 12 months from graduation.**
- This type of internship:
 - **cannot last less than 2 months or more than 12 months**
 - requires the host institution to pay an **internship allowance (reimbursement of expenses)** pursuant to the applicable regional regulation.
 - The host institution is also required to notify the start/extension / interruption of the internship through the COB system for mandatory notices.



More (specific)
information
about the
internships

COSP OFFICE

E-mail assistance: stage@unimi.it

How to activate an internship?

Both curricular and extracurricular internships can be:

- ACTIVATED/INITIATED by the COSP
- Not ACTIVATED/INITIATED by the COSP - Found and activated autonomously with an agreement between the student and the company

COSP PROCEDURE TO ACTIVATE AN INTERNSHIP:

- Activating a curricular internship | Università degli Studi di Milano Statale (unimi.it)
- Extracurricular internships | Università degli Studi di Milano Statale (unimi.it)

3 credit recognition – only for Curricular internship!

If you did a curricular internship you can ask for the 3CFU recognition:

If the internship was **initiated by the COSP**

- You have to fill the module (3 credits recognition form) and send it to prof. Luca Solari (luca.solari@unimi.it).
- In the module tick the option “**Internship initiated by COSP**”
- Along with the module send prof. Solari the documents specified in the module.
- Once received, Prof. Solari will forward the module to the administrative offices which will manage the uploading of the 3 credits in your career.

3 credit recognition – only for Curricular internship!

- If you have found an internship on your own and was **not initiated by the COSP**, you can also get the three credits.
- In this case, you have to fill in module (3 credit recognition form) and send it to prof. Luca Solari luca.solari@unimi.it together with a letter signed by the company's tutor that certifies:
 - the duration of your internship (from-to)
 - the learning aims
 - the main activities
- In the module tick the option **“Internship not initiated by COSP”**

Where to find the module for the 3CFU recognition?

- [3 credit activities | MANAGEMENT OF HUMAN RESOURCES \(MHR\) | Università degli Studi di Milano Statale \(unimi.it\)](#)
- Section Internships – scroll down the page and download the attachment!

COSP career services (free of charge)

Are you looking for a curricular internship?

The University Study and Career Guidance Service (COSP) in collaboration with Almalaurea provides three services:

1. Post your CV online - [Job offers and internships](#)
2. Update your CV online and make it visible to companies searching for interns

Also keep an eye on ALUMNI HR - [Alumni HR](#)

Career services for Italian speaking students

The Job Desk offers individual advice to students and recent graduates of the University of Milan, who can:

- receive advice on how to organize their CV on paper
- receive assistance in writing their University CV online
- browse the job offers posted to the online noticeboard and apply
- view and obtain useful materials, such as the Catalogue of professions
- receive information on placement services for students and recent graduates
- The service is reserved for our students and recent graduates.

[Career guidance | Università degli Studi di Milano Statale \(unimi.it\)](https://www.unimi.it/italiano/area-studenti/uffici-servizi-studenti)

Individual guidance sessions for international students

- The Career Consultation service supports Unimi international students to improve their employability in the Italian job market.
- This service can focus on the following topics:
 - How to plan your career and where to look for an internship/job in Italy (main channels and tools)
 - How to write an effective resume (CV)
 - How to prepare and manage a job interview
 - How to answer to a job offer and how to communicate with the target market you are interested in

For further information: placement.aziende@unimi.it

[Career guidance | Università degli Studi di Milano Statale \(unimi.it\)](#)

Individual counselling service

The University offers a free **individual counselling service** to students experiencing momentary difficulties in their studies that could affect their academic performance and their ability to adapt to university life.

Two different types of free counselling may be requested:

- counselling in study methods
- counselling for emotional difficulties.

How to book

- Send an e-mail to servizio.counseling@unimi.it from your *@studente.unimi.it* account and indicate your name and phone number in the message. We will contact you to make an appointment.

[MORE INFORMATION: Individual counselling service | Università degli Studi di Milano Statale \(unimi.it\)](#)

Seminar on Career services (6h)

MORE INFO WILL BE PROVIDED SOON!

More questions?

1

mhr@unimi.it – for general information, doubts, and support

2

Other email addresses in the slides – for more specific information