INTERNSHIP – INFORMATION FOR STUDENTS OF REL

As part of the study program, 9 ECTS for an "internship" are required, which correspond to 225 working hours. These hours can be completed through:

I. I. Internships or
II. II. Work experience (see details below).

Additionally, it is possible to replace the internship with an exam in "advanced language." For details and changes to the study plan, please contact the REL tutors at relint@unimi.it.

I. Internship

Essential information regarding internships can be found on the **COSP portal** on the University of Milan homepage (https://www.unimi.it/en/study/traineeships-and-work/traineeships-and-internships).

Please note:

To earn 9 CFU for an internship, it must last at least **225 hours** in total;
The credits must be earned in a **single internship** (in other words, the 9 ECTS cannot be obtained by combining 2/3 different experiences, each equivalent to 3 or 6 ECTS);
The internship must be **work-related**. Volunteer activities, training activities (specialization schools, language courses, or other educational programs), or project collaborations carried out at the University of Milan (e.g., 150 hours) are not recognized.

1. How to find an internship

a. Internships can be found through the board provided by COSP/Almalaurea: https://placement-unimi.almalaurea.it/lau/annunci/bachecaannunci.aspx?lang=it&tipobacheca=TIROLAV. Students are encouraged to consult the CRUI Notices and Internships and Special Projects pages to check for any available internship opportunities of potential interest: https://www.unimi.it/en/study/traineeships-and-work/traineeships-and-internships/crui-and-maeci-internships/crui-calls-applications and https://www.unimi.it/en/study/traineeships-and-work/traineeships-and-internships/special-projects-and-internships.
b. It is also possible to find an internship abroad; for more information, visit: https://www.unimi.it/en/international/study-abroad/traineeships-abroad.
c. Finally, the student can find an internship independently.

2. Internship Activation

Internship activation takes place through:

i) An **Internship Agreement**, which defines the relationship between the organization hosting the internship and the University; and

ii) A **Training Programme** detailing objectives and methods.

The activation procedures are described in detail on the COSP portal: https://www.unimi.it/en/study/traineeships-and-work/traineeships-and-internships and https://www.unimi.it/en/study/traineeships-and-work/traineeships-and-internships/activating-curricular-internship. The COSP office (stage@unimi.it) is available to provide assistance and information to both students and organizations/companies/professionals/associations regarding internships.

Unless the student has particular issues (e.g., involving the recognition of work activities, retroactive recognition of an internship, or the internship involves special conditions), there is no need to contact the internship tutor (Prof. Lenka Valkova) or schedule a meeting for the internship activation, insofar, when the company/organization submits the Training Programme on the COSP portal, an automatic email is sent to the internship tutor requesting approval.

3. Completion of the Internship and Recognition of ECTS:

At the end of the internship, both the student and the organization must complete the closure procedures required by COSP at the time of activation. The COSP remains the only office responsible for these procedures.
At the same time, the student must also contact the internship tutor (Prof. Lenka Valkova) to obtain the recognition of the 9 ECTS, for which the following are required:

a) **Final report.** The report must follow these guidelines:
   Format - Length: 5-
   student ID number, the name of the organization where the internship was carried out, and the start and end dates of the internship;
   Content The student must describe the activities performed, the most problematic and positive aspects of the internship experience, and finally indicate whether and how the skills acquired during their university education (including the bachelor's degree) were useful in carrying out the internship.
b) **Request for recognition of ECTS for internship activities**. The student must print, complete, and submit the form "Request for recognition of ECTS for internship activities" to the tutor, which can be downloaded from the faculty website: https://www.unimi.it/sites/default/files/2021-09/Modulo_riconoscimento_Stage_dic2013.pdf.
c) **Two final questionnaires**, completed by both the student and the company tutor. As specified on the website (https://www.unimi.it/en/study/traineeships-and-work/traineeships-and-internships/managing-internships) on the last day of the internship, both the intern and host organization tutor will receive an email (to the addresses provided in the internship training programme) with a link to the final evaluation questionnaire. Completing the final evaluation is mandatory for both the intern and the tutor at the host organization. The final evaluation is filled out online and automatically submitted to the Placement Services Portal. Once both evaluations are completed, the intern may download them from the page AlmaGo > Manage your internships > Internship details, which is accessible via UNIMIA (Work and Internships > Manage your CV).

All the above end-of-internship documents (i.e., final report; CFU recognition request for internship activities; two questionnaires) must be sent by mail to the internship tutor (Prof. Lenka Valkova).

4. Internships Abroad

For internships abroad, the following documents are required:

i. **Internship agreement**;
ii. **Letter from the internship tutor** (Prof. Lenka Valkova);
iii. **Other documents** listed on the COSP website. For more information, visit the COSP portal: https://www.unimi.it/en/international/study-abroad/traineeships-abroad/activating-internship-abroad.

II. Work Activities

9 ECTS can be recognized for work activities if 1) the activity is **continuous**; 2) ECTS have not been granted for the same activity during the bachelor's degree; 3) the total number of hours **exceeds 225**; 4) the activity was carried out **during the study period** for the Master's Degree in International Relations. For occasional work, contact the internship tutor via email.

For the **recognition of work activities**, the following documents are required:

a) Copy of the **employment contract** confirming the conditions mentioned in points 1)-4);
b) Copy of the **last two payslips**
c) "**Request for recognition of ECTS for work/training activities**" form, downloadable from the faculty website: https://www.unimi.it/sites/default/files/2021-09/Modulo_riconoscimento_Stage_dic2013.pdf.

All the above documents must be sent by mail to the internship tutor.

Q&A

When will the 9 CFU be added to my academic record?

After submitting the "Request for recognition of ECTS" form to the internship tutor, the official recognition of the 9 ECTS coincides with the date the tutor signs the request form. However, 9 ECTS
students, the date on the form is valid for graduation deadlines even if the 9 ECTS have not yet appeared on the record).

Can I request early recognition of the 9 CFU before the internship is finished?

Yes, if necessary for graduation purposes and only if at least 225 hours of the internship have been completed (e.g., if an internship lasts 400 hours and ends after the graduation deadline or even after the thesis defence, the tutor can recognize the 9 ECTS, but only if at least 225 hours have been completed).

I completed an internship or work activity before enrolling in REL. Can I have it recognized as a curricular internship?

No, the internship or work activity must be carried out while enrolled in the degree program. Activities are not recognized retroactively. (Note: The only exception is for students who completed an internship in another Master's program and request a transfer to REL. In this case, a committee will evaluate the possible recognition, as it does for exams).

Where do REL students typically complete their internships?

REL students find opportunities and complete internships in the following contexts:
AlmaLaurea board
MAECI-CRUI notices for internships at Italian representations abroad
Erasmus Plus notices for internships abroad
Customs agencies for international trade (e.g., Central Shipping Agency in Milan)
Public administrations (immigration offices, equal opportunities, prefectures, etc.)
Foreign consulates in Milan
International cooperation sector (NGOs, associations, and foundations engaged in international cooperation)
Research centers (CESPI, ISPI, Geopolitica.info, IAI...)
Private companies, found independently by the student according to their personal interests by independently applying to the company.

Who should I contact if the host institution has a problem with the conclusion of Internship Agreement with the University?

The COSP (stage@unimi.it). The internship tutor is not responsible for administrative matters.

What is the role of the internship tutor?

The tutor has only two functions: 1) to approve the internship before it begins; 2) to request the 9 ECTS at the end of the internship.

What is NOT the responsibility of the internship tutor?

The tutor is not responsible for the activation of the internship (this is handled by the COSP); they do not provide post-graduation career guidance; they are not an intermediary between the student and the company for internship activation procedures and defining internship activities.

Once the internship is over, are the credits automatically added?

No, at the end of the internship, the student must contact the internship tutor to request the credits.

Do I need to contact the internship tutor at the start of the internship?

No, unless the student has particular issues (e.g., involving the recognition of work activities, retroactive recognition of an internship, or the internship involves special conditions).

If I don't find or don't want to do an internship, what are the alternatives?

You can replace the internship with an advanced language exam . For information on the procedures and how to modify your study plan, please contact the REL study plan tutors at relint@unimi.it.