



## Guidelines for internships

### Master's degree in European and International Studies

Updated on July 16, 2024

To be applied from cohorts 2024/2025 on

The following specifications are in addition to what is set out in the MEIS Regulations:

#### A. Internships

1. Although an internship is not compulsory, experience on an internship is considered to be important for the MEIS programme and the development of the student and their future career.
2. The average internship lasts for **three months**. Significantly shorter or longer periods will not be authorized, except for exceptional and properly justified cases.
3. The internship must receive the **prior authorization** from the Delegate for Internships after completing the **Internship – Request for Approval form**. The form must be filled in and sent via online apply “Request for approval by the SIS Delegate for Internships, Summer Schools & other activities” at <https://webapps.unitn.it/Apply/it/Web/Home/serv-studenti>
4. **Only one internship** may be authorized, which should take place **preferably in the second year**. In addition, students can do a “post lauream” internship within 12 months after graduating (in this last case, internships must be activated before graduation).

The university has precise **documentation procedures** for starting an internship, access to funding, completing an internship and obtaining credits. Students should carefully respect these procedures and start the process with enough time in hand. All the necessary information is available on the pages listed in art. 7 of these Guidelines.

5. Upon return from the internship and the submission of the necessary forms – which the student will submit to the UniTrento office that activated the internship and then send via email to [supportostudentiecogiursi@unitn.it](mailto:supportostudentiecogiursi@unitn.it) – **6 ‘extra’ credits** (i.e. beyond the 120 needed for graduation, and hence not in substitution for elective courses) can be granted to the students.
6. **It is the responsibility of the student to find an internship that best suits their course of study and their professional aspirations.** Students are encouraged to look for an internship proactively and with enough time in hand. Students themselves best know their interests, abilities and aspirations. By looking for an internship placement, students can also test their motivation and entrepreneurial skills. There are a vast number of opportunities and there is plenty of information, especially on the Internet. Most international governmental



organizations, NGOs, think tanks and private companies offer internship opportunities and advertise them on their websites, specifying timings and procedures. Nonetheless, students should realize that competition has become very strong, especially for certain international organizations, and there are demanding prerequisites for selection. Therefore, there are no guarantees that an application will be accepted.

7. UniTrento offers its students opportunities for internships and for financial support, based on available funds.

As regards the **internship abroad**, the relevant office is International Mobility Office, and the webpages for information are <https://international.unitn.it/it/outgoing/bandi-attivi> Tirocinio unico all'estero, <https://international.unitn.it/outgoing/open-selection-calls> Traineeship abroad, both for Erasmus+ countries and the rest of the world.

Internship abroad with this programme is funded, provided that the internship meets all the requirements and criteria listed in the webpages above.

The hosting organization can be found autonomously by the student or chosen among UniTrento proposal in the webpages listed above. Please note that currently there are only few partners of interest for MEIS students and therefore, once again, students' proactive and autonomous search for suitable hosting institution is strongly encouraged. Applications will be evaluated at the end of each month. Students must have obtained the prior authorization of the MEIS delegate by completing the Internship – Request for Approval form.

Further information can be requested by writing to: [mobility-ssh@unitn.it](mailto:mobility-ssh@unitn.it)

Another selection procedure that will definitely interest MEIS students is for the internships in the diplomatic missions of the **Ministry for Foreign Affairs and International Cooperation (MAECI)**. The selection procedure is only open to Italian citizens. Several MEIS students took advantage of this initiative.

The relevant office for this opportunity is Job Guidance and the webpage for information is <https://www.jobguidance.unitn.it/studenti-e-neolaureati/bandi-di-stage>

As regards the internship in Italy, no funds can be allocated by UniTrento. The relevant office to activate this internship is Job Guidance and the webpages for information are <https://www.jobguidance.unitn.it/studenti-e-neolaureati/opportunita-di-stage-e-lavoro>, <https://www.jobguidance.unitn.it/en/studenti-e-neolaureati/internship-and-work-placement-opportunities>

Further information can be requested by writing to: [jobguidance@unitn.it](mailto:jobguidance@unitn.it)

**Important:** MEIS will not recognise internships that are not in accordance with these guidelines, UniTrento's rules and regulations and that do not receive the preliminary approval of the MEIS Delegate through the Internship – Request for Approval form. The form must be



filled in and sent via online apply “Request for approval by the SIS Delegate for Internships, Summer Schools & other activities” at <https://webapps.unitn.it/Apply/it/Web/Home/serv-studenti>.

## **B. Summer Schools, intensive courses, or similar activities**

When explicitly granted by the organizing Institution, MEIS recognises ‘**extra**’ **credits** (i.e. beyond the 120 needed for graduation, and hence not in substitution for elective courses) for the successful participation in Summer Schools, intensive courses, or similar activities. In addition to what is set out in the MEIS Regulations:

1. The educational training courses must be **intensive** and last **at least 4 consecutive days**. These activities include Summer/Winter schools, short intensive courses and such like.
2. Participation in these courses **must not interfere with university taught courses and must not be an obstacle to the regular completion of the student's course of study**.
3. When explicitly granted by the organizing institution (and documented in the certificate of attendance), MEIS recognises ‘**extra**’ **credits** for the successful participation in Summer Schools, intensive courses and similar activities.
4. Participation in these activities must receive prior authorization from the Delegate by completing the Summer School - Request for Approval form. The form must be filled in and sent via online apply “Request for approval by the SIS Delegate for Internships, Summer Schools & other activities” at <https://webapps.unitn.it/Apply/it/Web/Home/serv-studenti>
5. After completing the activity, the student must submit a short, written report to [supportostudentiecogiursi@unitn.it](mailto:supportostudentiecogiursi@unitn.it) (300 words max) along with a certificate of attendance or any diploma awarded.

**Important:** MEIS will not recognise Summer Schools, intensive courses or similar activities that are not in accordance with these guidelines, UniTrento’s rules and regulations and that do not receive the preliminary approval of the MEIS Delegate.