



## Guidelines for internships

### Master's degree in International Security Studies

Updated on July 16, 2024

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

#### A. Internships

1. Experience on an internship is considered to be important for the MISS programme and the development of the student and their future career. Gaining some working experience through an internship in international organizations and private companies, either in Italy or abroad, provides added value from a professional point of view and enriches the curriculum vitae of a student who, after graduation, aims at entering the international labour market.
2. The internship, however, **is not compulsory** and can be substituted with credits for language courses, for example.
3. Internships **must not interfere with university taught courses and must not be an obstacle to the regular completion of the student's course of study.**
4. The internship takes place in the second year of study and must be **related to the preparation of the thesis.** As such, the internship normally takes place in **the second semester of the second year**, which is the period when, for these purposes, there is a reduced timetable. **Only one internship is allowed during the course of study. In addition to that, students can do a “post lauream” internship within the 12 months after graduating (in this last case internships must be activated before graduation).**
5. The average internship lasts for **three months.** Significantly shorter or longer periods will not be authorized, except for exceptional and properly justified cases.

The internship must receive the **prior authorization** from the MISS Board or its 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>

6. The university has precise **documentation procedures** for starting an internship, access to funding, completing an internship and obtaining credits/thesis points. 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. 9 of these Guidelines.
7. Upon return from the internship and the submission of the necessary forms – which students will submit to the UniTrento office that activated the internship and then send via email to [supportostudentiecogiursi@unitn.it](mailto:supportostudentiecogiursi@unitn.it) - **6 credits** can be granted to the students, of which **3 for ‘other activities’** as indicated in the MISS Regulations, and **3 ‘extra’ credits** (i.e. beyond the 120 needed for graduation, and hence not in substitution for elective courses).
8. **It is the responsibility of students 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.

9. UniTrento offers its students various 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 MISS 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 MISS 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 MISS 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. In 2018, there have been two MAECI/CRUI (Conference of Rectors of Italian Universities) calls with a few hundred internship positions. Several MISS 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**

MISS 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 MISS 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>

10. Although, as stated in point 4 above, the internship normally takes place in the second semester of the second year, the MISS Regulations do not explicitly prohibit an internship from taking place in the **first year**. These internships can be authorized by the MISS Board or by its Delegate only if they do not interfere in any way with the teaching at Trento or Pisa. It is therefore supposed that these internships will take place in the summer between the first and second years. An internship in the first year, which must be set up in accordance with UniTrento administrative procedures, cannot be awarded credits and therefore as a consequence cannot be funded by UniTrento.

Students who intend to do an internship during this period must:

- contact the MISS Delegate for internships to check that the internship is relevant to the Master's programme and that it does not interfere with the teaching in the second year (it is a good idea to copy in both coordinators).
- obtain prior authorization from the MISS Board or the Delegate by 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>

- contact UniTrento offices to set up the internship according to the procedures listed in art. 9.

### **Important**

MISS 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 MISS Delegate through the Internship – Request for Approval form.

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

When explicitly granted by the organizing Institution, MISS 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 MISS 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), MISS recognises ‘**extra**’ **credits** for the successful participation to 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**

MISS 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 MISS Delegate.