

## Traineeships office

### Procedures for the activation of the Didactic-curricular internship at companies and organizations

*reserved for graduates of Humanities for the release of credits required in the curriculum*

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- **A Company/Organization can accommodate our graduates for a teaching-training curriculum only if they satisfy the ESSENTIAL REQUIREMENTS NEEDED BY LAW:**

It's important to remember that the third paragraph of Art. 1 of the Inter-Ministerial Decree 25 March 1998 n. 142, provides a constraint on the number of trainees as to accommodate at the same time, as follows:

*"Employers can accommodate trainees in relation to the company, within the limits set out below:*

- *Companies from one to five permanent employees, a trainee;*
- *With a number of permanent employees between six nineteen, no more than two trainees simultaneously;*
- *With more than twenty permanent employees, trainees in no more than ten percent of these employees at the same time. "*

- **The Company/Organization must take the Convention (Annex 1) and fill in the Training Form (Annex.2)**

The Company/Organization, once compiled drafts of documents attached to bottom (Convention and Training Form), will have to self-certify (in the TF) the number of permanent employees employed in the Company/Organization as required by law.

If the company is foreign download attachments 7 and 8 (English version) while in the case of non-EU trainee, download attachments 3 (PF) and 1 (Convention).

**The company / institution should send the two documents (Convention and Training Form) as attachments exclusively in .DOC format (WORD) and WITHOUT SIGNATURES FOR SUBSCRIPTION**

**to the following e-mail: [tirocinio@lettere.uniroma2.it](mailto:tirocinio@lettere.uniroma2.it)**

***The forms incomplete or sent in different format WILL NOT be evaluated***

- **The Company/Organization may propose the publication of a contract** to find aspiring trainees completing the Annex 6 CALL FOR ENTERPRISES available at the end of the page and send it to the following e-mail: [tirocinio@lettere.uniroma2.it](mailto:tirocinio@lettere.uniroma2.it)
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**The student** can identify for themselves a company / organization that is willing to receive him as a trainee, after having previously agreed with his university tutor (teacher reference), a draft project under "Objectives and methods of training" relevant path studies.

**IMPORTANT: In the study plan there must be written the voice Internship/Stage with its number of university credits to be acquired in each degree course.**

We remind students that credits to be earned are available on the curriculum and one credit amounts to 25 hours of training (example: 4 CFU = 100 hours, 6 ECTS = 150 hours, 9 ECTS = 225 hours etc.) and that the teaching practice can be activated at the third year after earning at least from 90 to 120 cfu (usually expected in the third year on the Development Plan) and masterful / specialist after earning at least from 50 to 70 cfu (subject to limited exceptions approved by the CDL reference).

### **Compilation Training Form:**

It's recommended to fill out the Training Form in all its parts and in particular specify the actual location of the internship, the days and hours during which the trainees will go to the Company/Organization and above all, in the "Period of internship ", with the approximate start date of at least 15 working days later than forwarding the Traineeship Office in order to carrying out the process to complete activation.

### **The parts in red are to be filled in by the company and the sections in black are by the student**

For the withdrawal of the initial documentation in the original, the student must show the record book and the curriculum of study.

**Signing acts:** The Internship Office, after receiving files by the Company or entity, draw up Conventions and three projects in the original copies, will send them to the signature of the President and deliver them to the trainee, for the countersignature of the legal representative and the student also. The trainee will be covered by insurance and will start the internship at the date indicated on the Training form, providing an adequate amount of time necessary for the performance of the process of signature and especially to deliver the documents (approximately 20 days).

**Extensions and interruptions:** Any extension of the placement or interruptions motivated must be communicate to the office at least 10 days prior to the scheduled end dated on the project.

**Transfers:** If it is necessary that the student goes away to another locations (other than those indicated in the Training Form), the Company/Organization must give advanced notice at least 10 days before the Traineeship Office, through appropriate notification email to [tirocinio@lettere.uniroma2.it](mailto:tirocinio@lettere.uniroma2.it)

### **IF NOT COMMUNICATED, IT WILL NOT BE ALLOWED**

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### **IMPORTANT:**

**About thirty days before the date of conclusion of the end of traineeship provided on Training form, trainees will receive a summary e-mail.**

**ALL TRAINEES SHOULD DELIVER THE DOCUMENTATION WITHIN TEN DAYS MAX AFTER THE END.**

**THOSE WHO ARE NEXT TO THE DEGREE SHOULD CONCLUDE TRAINING AND DELIVER THE DOCUMENTATION TWO MONTHS BEFORE THE FINAL DISCUSSION.**

**PROFESSIONAL CONTRACTS AFTER THE TRAINING MUST BE COMMUNICATED BY MAIL AT THIS OFFICE.**

\*\*\*\* (NB ---> For new graduates see the [STAGES POST GRADUATE](http://web.uniroma2.it/index.php?navpath=sta) <http://web.uniroma2.it/index.php?navpath=sta> \*\*\*\*)

**Reference standard:**

- **Ministerial Decree of 25 March 1988 number 142**

[http://web.uniroma2.it/modules.php?name=Content&action=showattach&attach\\_id=13498](http://web.uniroma2.it/modules.php?name=Content&action=showattach&attach_id=13498)

- **Lazio Region Council Resolution n. 199 of 18 July 2013**

[http://web.uniroma2.it/modules.php?name=Content&action=showattach&attach\\_id=14626](http://web.uniroma2.it/modules.php?name=Content&action=showattach&attach_id=14626)

- **Circular MIUR 2013 co curricular training**

[http://attiministeriali.miur.it/anno-2013/dicembre/dm-17122013-\(1\).aspx](http://attiministeriali.miur.it/anno-2013/dicembre/dm-17122013-(1).aspx)

**CONTACTS**

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Head office: Dr. Caterina Bagni

It receives only the following days and times:

Tuesday 10:00 to 12:30 am Thursday 2:00 to 3:30 pm