



UNIMORE
UNIVERSITÀ DEGLI STUDI DI
MODENA E REGGIO EMILIA

Guidelines to Unimore education internships in the time of Covid-19

In the so-called “stage 2”, the Italian Government and Ministry have authorised internships to be carried out **on location** and in **mixed** mode.

Therefore, on-location internships may be carried out “provided that spaces and work are well organised as to minimise the risk of vicinity and aggregation and prevention and protection measures are implemented” (DM no. 58/2020).

Starting from **25 May 2020** and until further provisions, Unimore students may carry out on-location or mixed mode internships in accordance with these guidelines.

It is crucial that the **university tutoring professor** gives his/her consent and the **intern** agrees and can carry out the on-location internship, by signing the internship consent form.

The **mixed** mode (which includes both on-location and remote hours) may be useful when for safety reasons interns may not be welcomed for all the hours required.

On-location and remote hours shall be divided in agreement with the institution/facility, leaving some flexibility

to adapt to any future changes.

Fully **remote** internship may be carried out in those institutions and facilities in which it is a feasible solution.

More specifically, with regard to students with **disabilities** or Specific Learning Difficulties (SLD), the tutoring professor or the internship office of the department will coordinate with the Welcome Office for Students with Disability and Specific Learning Difficulties to find the most suitable compensatory measures in order to carry out the internship safely.

As far as the **insurance cover** is concerned, the departments will receive proper documentation relating to the insurance coverage provided by the University contractual framework, any possible integration and alternative coverage such as INAIL's.

UNIMORE LABORATORY INTERNSHIPS

The internship included in the degree programme for the preparation of the thesis, in addition to the consent of the tutoring professor and the intern, also requires the authorisation of the Department **Director** who is in charge of the facility in which the laboratory is located. Access to the laboratory will be organised in the **time and manner** defined by the facility, and in any case in compliance with the University guidelines for access to the facilities.

It is recommended that **priority** is given to the internships for Master's Degree Programmes or Single-cycle Degree Programmes rather than to internships for Bachelor's Degree Programmes, also trying to ease the completion of such internships with replacement activities

INTERNSHIPS AT AN EXTERNAL INSTITUTION

In addition to the consent of the tutoring professor and the intern, internships carried out outside the university also require the authorisation of the **external institution** hosting it.

Furthermore, the host external institution shall provide a certificate stating the compliance with the applicable Covid-19 safety regulations (national, regional, and local), as well as ensure that the required PPE is available to the intern.

The statement shall also hold the university harmless of any liability arising from total or partial noncompliance with the regulations.

The statement shall be uploaded on the internship platform. The external institution shall **show** the intern all COVID-19 safety measures in place.

INTERNSHIPS IN THE MEDICAL-HEALTHCARE AREA

Internships in the medical-healthcare area require the authorisation by the host institution to access the areas in which the internship will be carried out; the host institution shall provide a statement declaring the compliance with applicable Covid-19 safety regulations (national, regional, and local), as well as ensure that the required **PPE** will be available to the intern.

Where required, the institution shall indicate any particularly dangerous areas which are not appropriate for the student to access.

The statement shall be uploaded on the internship platform or Degree Programme website. In any case, on-location internship activities require the consent by the tutoring professor and the intern; the approval by the person in charge of the Operating Unit (subject to discussion with the Person in charge of the Internship or the Teaching Coordinator) or the Professional Association to exclude any specific critical issues is also required.

INTERNSHIPS IN EXTERNAL ENVIRONMENT

Provided that the appropriate safety measures are observed, also internships may be carried out that include activities on the ground or external environment (surveys, collection of data, collection of samples, etc.), being intrinsically less critical as they are based in outdoor environments.

The consent of the tutoring professor, the intern, and the facility in which the internship is carried out are required also in this case.

INTERNSHIP REPLACEMENT ACTIVITIES

Please note that, if the student cannot carry out the on-location internship in full or in part, the hours not worked may be **replaced** with other activities, in accordance with the provisions of the university tutor or the Internship Coordinator in agreement with the President of the Degree Programme, maintaining the training objectives of the internship.

If for any reason a replacement activity may not be identified in order to deem the internship activity initially planned completed, the Degree Programme may consider the opportunity to recognise at least in part the activity carried out and assign the student a different training activity for the missing part, of a practical or even subject type, but still aimed at gaining useful skills to access the job market, provided that the internship activity carried out in an external environment (usually a company) IS NOT deemed mandatory by the teaching regulations of the degree programme.

In any event, the replacement shall be ratified by the teaching department in charge (usually the Degree Programme Board of the Department Board).

For those internships including an implication for the profession, the decision will be made by the Department after discussion with the Degree Programme Board, and taking into account the guidelines of the national coordination of the Degree Programme.

On-location internship consent form

To be filled out by the intern or tutor

I, the undersigned (first name and last name)

University ID number (ID number)

Student of the Degree Programme in (name of the Degree Programme)

Consent to carry out an on-location internship at (department or institution)

From (start date) to (end date)

Declare that I have read the internship guidelines and have been informed on the insurance cover.

Date

Signature

The intern's tutor (first name and last name) of the (department/institution) authorises the internship.

Date

Signature

On-location internship consent form

To be filled in by the external host institution

I, the undersigned (first name and last name)

On behalf of the institution (name of the institution)

Confirm that the institution is ready to host the internship of Unimore student (first name and last name) starting on (start date) and ending on (end date), according to the schedule and procedure agreed with the University of Modena and Reggio Emilia or relevant Department.

The institution also declares the following:

- It complies with current (national, regional, and local) COVID-19 regulations;
- It ensures that the intern is provided with the protection equipment required;
- It holds the university harmless of any liability arising from total or partial noncompliance with the regulations.

The institution undertakes to inform the intern on all COVID-19 safety measures in place.

Date

Signature

On-location internship consent form

To be filled in by the Unimore host department

I, the undersigned (first name and last name)

In charge of the Unimore department (name of the department)

Confirm that the department is ready to host the internship of student (first name and last name) starting on (start date) and ending on (end date), according to the schedule and procedure agreed, in compliance with the University guidelines.

Date

Signature