Master's course in
Planning and Management of Tourism Systems
Università degli Studi di Bergamo



VADEMECUM FOR TRAINEESHIPS

PMTS CURRICULAR TRAINEESHIP

The Master Course in *Planning and Management of Tourism Systems* allows students to carry out a **curricular traineeship** as a highly professional training and orientation experience as it allows to acquire a qualified specialization in the management, planning and governance of tourism systems. The traineeship allows students to participate in the life of companies, institutions, agencies, and their projects, observe the work dynamics, acquire the ability to interact with operators in the tourism sector, to have a critical look on the activities they carry out, both to acquire innovative management competences and to apply methodologies learned during the course.

GENERAL PRESENTATION

The traineeship is an educational activity that allows students to get in touch with the world of work.
From December 12, 2019, the new internship regulations are in effect; the Italian version of the Regulation is available at THIS LINK and students are encouraged to read it.

There are two types of internships: the **curricular** and **extracurricular traineeship** (Art. 1).
Curricular traineeship is defined as an internship provided for in the curriculum and as such aimed at the acquisition of educational credits (Art. 7).
A supernumerary traineeship is NOT possible; the only exception is an internship carried out abroad. Internships aimed at writing the dissertation (see Art. 7) do NOT provide for the acquisition of supernumerary credits.

On the other hand, **extracurricular traineeships** are activities that a student undertakes after applying for certification of unemployment status, pursuant to Art. 19 of Legislative Decree 150/2015, including those who have completed tertiary education courses within 12 months of obtaining their degree, or subjects already employed who are seeking other employment. This typology of traineeship is exclusively and directly taken care of by the Placement Office, and NOT by the President of the Master Course. The extracurricular internship may involve students who graduated within 12 months of graduation.

ADMISSION CRITERIA AND DURATION OF TRAINEESHIP

From a.y. 2023/2024 (starting with those who enrolled in the first year in a.y. 2022/2023), the **curricular traineeships can only be done after the achievement of 40 CFU/ECTS (earned during the Master's degree program).**
In the study plan of the PMTS Course, traineeships are scheduled in the second year (**150 traineeship hours correspond to 6 CFU/ECTS**), in order to hopefully link this activity with the curricular workshop and with the preparation of the final dissertation.
On special occasions (traineeship abroad or as part of a double degree program), the duration may be longer, evaluating individual cases. However, **a curricular traineeship cannot last longer than 6 months, including any extension**. For extracurricular internships, there is a minimum duration of two months and a maximum of 12 months, including extension.

SUGGESTIONS

Before the start of the traineeship, the student must:

a. Read the University regulations for traineeship at: https://www.unibg.it/sites/default/files/normativa/regolamento_per_tirocini_curriculari_0.pdf
b. Choose an area of interest, related to their final dissertation project and consult the Orientation and International Office page: https://en.unibg.it/study/attendance/internships
c. Fix a meeting with PMTS traineeship tutor, Prof. Marta Pantalone (marta.pantalone@unibg.it) (https://dllcs.unibg.it/it/corsi/opportunita/tirocini-curriculari).
d. Search for traineeship opportunities and choose a suitable hosting organization by consulting the "Sportello Internet" (https://sportello.unibg.it/Home.do) at the section "Tirocini e Placement" (guidelines can be found **HERE**).
e. If the host institution is not affiliated with the University, it is possible to invite the company to sign an agreement by accessing the Sportello Internet. The student should give the host institution directions, which can be found at the following link: https://www.unibg.it/terza-missione/collaborazioni-enti-e-imprese/tirocinio (section: *Per aziende: tutorial per utilizzo Sportello Internet UniBg*).
f. **Before the traineeship starts, students must define a project of activity in agreement with the academic tutor** – or PMTS traineeship tutor, Prof. Marta Pantalone (marta.pantalone@unibg.it) – **and with the tutor of the host organization**. The project is then included in the application to be submitted for approval.
g. The host institution completes the documentation (traineeship project) via the following link: http://sportello.unibg.it/esse3/Home.do
h. The student confirms the project, indicating in the drop-down menu the name of the academic tutor (who can be a professor expert in the subject of the internship scope and not necessarily PMTS traineeship tutor, Prof. Marta Pantalone).
i. The academic tutor approves the online project.
j. The Internship Office initiates the internship, one week after the academic tutor's approval.

During the traineeship students must complete a register of the activity; then students have to submit the register to a verification and signature by the academic tutor and the tutor of the host organization before delivering the document to the Internship Office.

REFERENCE PEOPLE

Within the teaching staff, an academic tutor is chosen to follow the students' internships. His/her name appears in the list of teachers assigned each year by the Academic Board of the Course. The academic tutor works in coordination with the President of the Course and with the Reference person for traineeships of the Department and with the Orientation and International Office of the University.
The host entity appoints a tutor who is responsible for the implementation of the individual training project and the insertion and support of the trainee in the workplace for the duration of the traineeship, updating the documentation related to the training (register, etc.). and preparing a final report. The tutor(s) of the host entity must possess professional experience and skills adequate in order to ensure the achievement of the objectives of the internship.
The academic tutor and the hosting tutor collaborate - together with the student – in the drafting of the training project, in the organization and monitoring of the traineeship, in the compilation and validation of the Internship Register and the attestation of the activity carried out and the skills acquired.

HOST INSTITUTIONS AND COMPANIES IN ITALY AND ABROAD

Traineeships activated at the PMTS Course are carried out in public and private bodies, companies and institutions related to tourism or cultural and productive activities in interface with the tourism

phenomenon (museums, consortia and territorial associations, publishing groups, etc.), both in Italy and abroad.
In fact, the University offers PMTS students a wide range of traineeships to be held in the surrounding areas, in companies that are variously linked to the world of services and tourism products, and abroad, by accessing a consolidated program within the Orientation and International Office of our University (Austria, France, Germany, Great Britain, Ireland, Lithuania, Malta, Netherlands, Norway, Portugal, Slovenia, Spain), with three-month scholarships in institutions or companies, and through ex-Cariplo or Euromondo in non-European countries (eg Argentina, Australia, USA, Spain).

CONCLUSION OF THE TRAINEESHIP

Within 2 months after the end of the traineeship – or at the latest one month before the date of the submission of the thesis to the Student Secretariat – the register completed (indicating the hours and activities performed) and signed by the student, the supervisor and the contact person of the host facility must be delivered and sent via Ticket to the Internship Office. **The student must complete a brief report** on the achievement of the training objectives in the space provided on the form.
It is strongly recommended to link the internship to the final dissertation, in way to be agreed with the supervising professor. In this case, the connection between the internship and the research activity will be made explicit in the traineeship project.

SAFETY TRAINING

Trainees, prior to the start of the internship or in its earliest stages, are required to conduct:

- **general training** (lasting 4 hours) by the University of Bergamo (see *Corso di formazione in tema di sicurezza suoi luoghi di lavoro - Parte Generale (4 h)* at https://www.unibg.it/studia-noi/frequentare/tirocinio).
- **specific training** (of varying duration depending on the degree of risk of the task performed) by the host institution.

General training is mandatory and intended for all students with a traineeship in their curriculum and who have not taken the same type of course in the past. The general training is conducted only once during working life.

WORKING STUDENT AND SPECIFIC CASES

Working students may request to **carry out the internship within their own work** context provided that the Training project (*Progetto formativo*) defined is **not limited to ordinary work activity** but aimed at the achievement of significant skills for the chosen course of study.

It is also possible to activate a curricular traineeship during the course of **Voluntary Civil Service (*Servizio Civile Volontario*)** or **Regional Civic Leverage (*Leva Civica Regionale*)** in the same manner as stipulated in the Regulations, Art. 10 paragraph a.

For all other specific cases, please refer to Article 10 of the *Regolamento di ateneo per tirocini curriculari, extracurriculari e professionalizzanti* (*University Regulations for Curricular, Extracurricular and Professionalizing Traineeship*) at THIS LINK.

TRAINEESHIP ABROAD

It is possible to carry out an internship abroad, under the supervision of the same Institute at which the student spends his/her study period (Erasmus or Double Degree Program), but the two activities (study and traineeship) must be carried out in the same academic year consecutively and NOT simultaneously.

In addition, it is necessary to mention that the University of Bergamo supports international student mobility through scholarships for curricular traineeships (for further information, see the following link: https://www.unibg.it/ateneo/amministrazione/concorsi-e-selezioni/bandi-tirocini-e-studio-allestero).

Information and documents related to traineeships abroad are available on the related webpage (https://www.unibg.it/terza-missione/collaborazioni-enti-e-imprese/tirocinio/tirocinio-allestero) within the section "Documenti tirocinio curricolare".

CONTACTS

President of the Master Course: Prof. Federica Burini (federica.burini@unibg.it) PMTS
traineeship tutor: Prof. Marta Pantalone (marta.pantalone@unibg.it)