

Useful vocabulary

► Curricular internship - Tirocinio curriculare

It is a training experience carried out in a real professional context where students can put into practice the skills acquired on the theoretical level during their degree programme. The curricular internship has to be carried out during the degree programme and completed before graduation. This kind of internship is in the students' study plan and makes them obtain university credits.

► Postgraduate internship - Tirocinio post-laurea

Postgraduate internships are intended for candidates who have already been awarded their bachelor's or master's degree. Postgraduate internships can be started within 12 months of the students' graduation date. The maximum duration is 6 months.

► **Manifesto degli Studi**

It is the regulation of the degree course. In this document students can find information about every aspect of their degree course, internship included. There is a specific and different regulation for each degree course. Students can find the Manifesto degli Studi of their degree course on luav website.

► **University tutor - Tutor accademico**

The University tutor is a luav professor who is in charge of validating the student's training project.

► **Host institution tutor - Tutor aziendale**

The host institution tutor is the person who guides and follows the intern in the host institution during the internship. At the end of the internship period, the host institution tutor evaluates the quality of the work performed by the student and the achievement of the training objectives in the form of acquired skills.

► **Convenzione**

It is the name of the agreement between luav and the host institution, in the case of Italian institutions. It contains rights and duties of the two parties, it is an essential document for setting up any internship.

► **Letter of intent**

It is the name of the agreement between luav and the host institution, in the case of foreign institutions. It contains rights and duties of the two parties, it is an essential document for setting up any internship.

► **Training project - Progetto formativo**

This document identifies goals, objectives, responsibilities, and a general description of the internship activities. It guarantees the student's insurance coverage during the internship period.

► **Attendance register - Registro presenze**

The attendance register is a document that has to be filled in by the student in order to maintain records of their presence during the internship.

► **Host institution report - Dichiarazione struttura ospitante**

This document provides a description of the activities the student carried out and an assessment of his/her performance throughout the internship. It is the document used by the host institution to confirm the student internship in a specific period of time.

► **Student report - Relazione di fine tirocinio**

In this document, the student has to provide a brief introduction of the host institution, the context in which the internship took place, and a description of the main activities carried out, directly or as an assistant during this experience.