



FACULTY OF ARTS AND TOURISM

Master's Degree Course in Fashion Communication and Luxury Strategies

Regulations for the Field Project and Internship

1. PROCEDURES FOR ASSIGNING AND ASSESSING THE FIELD PROJECT OR INTERNSHIP

In order to complete their studies, students on the Master's degree course must have acquired 6 CFU credits by carrying out a **field project** (work and/or research experience at a research centre, a laboratory or an institute inside or outside the University) or an **internship** in a company, a prerequisite for admission to the final examination.

Students will be followed on their field project / internship by a project coordinator in the host organisation. The field project and internship have a minimum duration of 2 months and a maximum duration of 6 months. Early interruption, in the absence of serious and justified reasons, will result in the non-recognition of the curricular credits.

Students will normally carry out their field project/ internship during the second semester of the second year of their Master's degree course. However, the coordinator of the degree course may, upon the motivated request of the student, authorize the activity to be carried out in the first year of the course after the end of the lessons in the second semester; in any case registration will take place from the January examination session of the second year of attendance and, as the deadline for completion, by the date of submission of the degree application.

Approval of the field project or of the internship in Italy or abroad, or of other work experience carried out in lieu of an internship may be delegated by the coordinator of the Master's degree course to a teacher on the degree course, hereafter referred to as the 'academic advisor'.

2. FIELD PROJECT

Students shall agree with the academic advisor for the degree course internships, and with the company representative in charge of the field project upon work and/or research experience in a research centre, a laboratory or an institute inside or outside the University whose profile is in line with the course of study chosen for the second year of the Master's degree (Fashion Communication or Luxury Strategies).

Students must apply to the academic advisor for approval by completing the Field Project Approval Request at the following link.

Once the compulsory period for the field project has been completed, in order to acquire the CFU credits, and within the time scales established for submitting the degree application, students must send by email to the academic advisor for degree course internships a *Report on the Field Project* (maximum 4,500 characters), signed by the student and the teacher/company representative in charge of the field project. If the documentation submitted meets requirements, the academic advisor for degree course internships approves it by sending notification of approval by email to the student with the Registrar's Office copied in at segreteria.studenti@iulm.it.



3. INTERNSHIP

3.1 Selection and activation of internship

Students select, also with the support of the University's Career Service, an internship in line with their degree course to be carried out at a company already affiliated or willing to enter into an agreement with the Career Service Office. The internship is subsequently approved by the academic advisor for the Master's degree course on the Almalaurea website.

For the internship to be activated, it is essential that students and the company are registered on the Almalaurea website. By accessing the personal page of the online services (<https://servizionline.iulm.it/Home.do>) with their credentials, students can select the internship offers and submit their application.

The student's activity in the company may begin only once the internship has been duly activated in accordance with university regulations.

The duration of the internship agreed upon with the host company/institution must be respected by the student. If the internship agreed upon with the company has a longer duration than that required (at least two months) to obtain the required CFU credits, the Career Service Office, at the time of submitting the degree application and upon request by the student, issues a certificate of partial completion of the internship for the purposes of registering the CFU credits on their transcript.

3.2 Recognition of the internship

At the end of the internship, the Career Service, through Almalaurea, will send the student and the company representative a copy of the form to be completed online with the end-of-internship report. The completion of the report is compulsory for the final approval of the internship.

From the January examination session of the second year of attendance or, as a final deadline, at the same time as submitting the degree application as established for each session, students must submit to segreteria.studenti@iulm.it a copy of the certificate of completion of the internship (or certificate of partial completion of the internship) issued by the Career Service Office for the purpose of registering the CFU credits on the transcript.

4. OTHER EMPLOYMENT FOR WORKING STUDENTS

Students already in employment (project contract, fixed-term or open-ended contract, business activity, within an association or foundation, freelance, other) in line with the Master's degree course and lasting a minimum of 2 months and a maximum of 6 months, may request that this employment be considered equivalent to a field project for the purposes of acquiring the corresponding CFU credits.

To apply for recognition of the work experience, students must request approval from the academic advisor after filling in the request for approval of other employment at the following [link](#).

Following approval of the request, students must submit a detailed report on this activity (maximum 4,500 characters). In this case too, the deadline is the date of submission of the degree application.

Once the documentation has been verified and coherence with the course of study has been ascertained, the academic advisor approves it by sending a notification of approval by e-mail to the student with the Registrar's Office copied in at segreteria.studenti@iulm.it.

These Regulations have been approved by the Board of the Faculty of Arts and Tourism on 8 April 2024.