



**Final exam based on the internship activity  
- Extraordinary session 2021 (a.y. 2019-20) –  
Department of Economics**

Since the extraordinary session 2019, students enrolled in the BA Programmes of the Department of Economics (ET4 Economics and Business, ET30 International Trade and Tourism) may, if they wish to do so, substitute the final exam (thesis) with a **report** based on their internship activities.

In this case, it is possible to get a maximum of **2 points** for the final exam. Bonus points will be considered regardless.

The **report** must regard the compulsory internship activity carried out by the student as required to complete the study plan.

The internship activity must be completed when the student sends the report to the email address [report-triennale@unive.it](mailto:report-triennale@unive.it) (please see below).

The **report** must not regard:

- an optional internship, such as an elective/extra credits internship activity;
- a substitute internship activity.

As for the **extraordinary session of the a.a. 2019/2020 (March/April 2021)**, students wishing to present a report instead of the final thesis will have to do so by sending an email through their institutional address including their matriculation number (e.g. 888888@stud.unive.it) to the email address [report-triennale@unive.it](mailto:report-triennale@unive.it) \* no later than the following deadlines:

	<b>Extraordinary session (March/April 2021)</b>	<b>Extraordinary session (March/April 2021)</b> [extra payment session with a 200 euros fee]
Students must send an email** to the email address <a href="mailto:report-triennale@unive.it">report-triennale@unive.it</a> no later by:	<b>16th November 2020</b>	<b>14th December 2020</b>
Students are informed about the lecturer who will supervise their report by:	<b>26th November 2020</b>	<b>8th January 2021</b>

Students apply to graduate in this period, after being informed about the lecturer who supervises their report:	<b>1st-10th December</b>	<b>10th-15th January</b>
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**\*\*Everyone must send an email, including students who have already done so in the previous sessions but did not graduate. In this case, please underline the situation in your email.**

The email must contain the following information:

- name and surname;
- course in which the student is enrolled;
- GPA;
- number of missing exams;
- company or institution where the student has carried out the internship;
- provisional title of the report.

Each student will receive an email with the name of the lecturer who will supervise the report by the dates mentioned above, in due time to apply to graduate.

Please note that the above-mentioned email address must only be used for this request, and only if the student wishes to substitute the final exam with the report. Students are kindly asked not to send more than one email. Reminders will not be taken into account.

Please be informed that:

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### **USEFUL GUIDELINES ABOUT THE REPORT**

The report is not intended to be a mere description of the internship activity. Students must show their ability to interpret the activity they have carried out with regards to the courses they have attended during their studies.

Because of the variety of the possible internship activities, students cannot be given strict instructions about the content of the report. Therefore, what follows are general indications which must be adapted to each specific case.

In general, the report must be organized in the following parts; each part will constitute a different chapter, structured as follows:

- 1) a brief introduction;

- 2) a description of the hosting company or institution. If possible, this section should include the contextualization of the company or institution in the field in which it operates (e.g. kind of market, national or international, features of the product or service offered, main competitors, etc.) and the internal organization;
- 3) a detailed description of the activity carried out during the internship;
- 4) a conclusion, which must stress the relationship between the internship and the competences acquired during the courses attended by the student. The aim of this section is to underline the ability of the student to translate at a practical level the concepts acquired at a theoretical level;
- 5) bibliography / sitography.

While writing the report, each student must try to use concepts and terminology acquired during the courses previously attended.

*Last update: 4th November 2020*