Procedures for Recording ETCS Credits
Curricular and Extracurricular Internships
For students enrolled in the Master's Program in Development and International Cooperation Studies(LM-81)

Internship Implementation and Completion

a) During the internship, the host organization may document the trainee's attendance through a **timesheet** (optional);

b) At the end of the internship, the organization must issue a certificate specifying the total number of hours completed (minimum 150 hours for 6 ETCS), following the **attached template**;

c) The trainee **must submit a request for credit recognition** to the Chair of the Degree Program (pierluigi.montalbano@uniroma1.it), attaching all attendance records and certificates, and **must also register on INFOSTUD** to have the ECTS recorded in their academic transcript at the first available session

Note: Credit recording will take place remotely, without the student being present. The official record will remain open for 2 days after the recording date to allow students to report any transcription errors.

(u.a. 10 ottobre 2025)

INTERNSHIP ATTENDANCE REGISTER

Host Organization	Name of the Trainee
_____	_____
(Name of Company Tutor)	**Master's Program (Development and International Cooperation Sciences)**
_____	

Day	Hours completed (from ➜ to)	Daily Total	Signature of trainee

Signature and stamp of the host organization

_____

DIPARTIMENTO
DI SCIENZE SOCIALI
ED ECONOMICHE

SAPIENZA
UNIVERSITÀ DI ROMA

AFE
Attività
Formative Estere

Certificate of Regular Internship Completion

This form certifies that the student:

_____

enrolled in the Master's Program: **Development and International Cooperation Studies**

duly completed the following internship during the dates indicated:

_____

from:_____to: _____

in accordance with the signed Training Agreement and completed a total of : _____ Hours.

Place and Date, …………………………………

Name of Company Tutor   **Signature and Stamp**

…………………………………**…**   ……………………………………..