

## REGULATION FOR ACTIVATION AND CONDUCT OF THE CURRICULAR INTERNSHIP FOR MASTERS DEGREE IN DATA SCIENCE (GUIDELINES FOR STUDENTS)

First approved in the meeting of the CCdSM on \_\_\_\_\_

### **STEP A: Selection and application**

The student selects one or more positions. The list of the available positions that have been already approved by the Internship Committee is published on the website in the section "Available Internships".

Students send an e-mail to the supervisor of the host institution, and to [internship.lmdata@unime.it](mailto:internship.lmdata@unime.it), in CC, with the object "*Data Science Internship - Request*", specifying surname, first name, student ID, and the selected positions and attaching:

1. The European curriculum vitae (in pdf format),
2. The "Study plan" downloaded by ESSE3 (in pdf format).

The supervisor of the host institution evaluates the above documents and, after an interview (if required), selects the candidate(s). The supervisor of the host institution makes the Internship Committee aware of the results of the selection by sending an e-mail to [internship.lmdata@unime.it](mailto:internship.lmdata@unime.it) and including the student in CC.

If the academic tutor of the student coincides with the supervisor of the host institution, the Internship Committee assigns a new academic tutor.

### **STEP B: Writing the internship project**

The student must **fill** the "Internship Project". In particular, the "*aims and goals*" section must be compliant with the description reported in the internship proposal. The document **must be also signed in order** by:

1. *Student*,
2. *Supervisor of the host institution* (who also applied the official company stamp, mandatory only if the host Institution does not belong to UNIME),
3. *Academic Tutor*,
4. *Coordinator of the master's degree in Data Science*.

The student must submit the “Internship Project” by sending it to the University protocol by using the e-mail [protocollo@unime.it](mailto:protocollo@unime.it) and in CC to [internship.lmdata@unime.it](mailto:internship.lmdata@unime.it) with the object “*Data Science Internship - Submission of the Internship Project*”.

**Incomplete forms, and those different from the original version, will be rejected.**

The UNIME administration receives the document and sends it to the Coordinator of the master's degree in Data Science and to the Internship Committee.

**Students cannot start internship activities before having completed STEP B, i.e., not before having received the approval of the internship project (protocol acknowledgement of receipt).**

### **STEP C: Carrying out the internship**

During the internship period, the “Internship activity log” must be filled with a description of the daily activities, including date, entry and exit time. This form must include the stamp of the host institution on the pages where the supervisor's signature is present (the stamp is mandatory only if the host institution does not belong to UNIME).

**Incomplete forms, and those different from the original version, will be rejected.**

Students can carry out at most 6 hours per day for internships at UNIME whereas at most 8 hours per day for internships in institutions other than UNIME (if students aim at applying for more hours per day, the internship committee must approve this in advance). Students must conclude the internship activities within the period indicated in the “Internship Project” (this period cannot exceed 12 months).

Students can request an extension of the internship deadline, just once and properly justified. This request must be sent well in advance with respect to the internship deadline. It must be signed by the supervisor of the host institution and sent to the University protocol by using the e-mail [protocollo@unime.it](mailto:protocollo@unime.it) and in CC to [internship.lmdata@unime.it](mailto:internship.lmdata@unime.it), with object “Data Science Internship - Extension Request”. The request is taken over by the Coordinator of the masters degree and the Internship Committee for approval.

Students who fall in one of the following situations:

- have not completed the scheduled hours within the terms specified in the “Internship Project” and have not requested any extension,
- have not attended the internship without justification for a period exceeding 15 consecutive working days,

lose the internship position and must address the whole procedure from the very beginning (from STEP A to STEP D). Consequently, the student also loses all the hours already performed and cannot request and obtain any CFU recognition.

### **STEP D: Conclusion and reporting**

At the end of the internship period, students must send an e-mail to the University protocol by using the e-mail [protocollo@unime.it](mailto:protocollo@unime.it) and in CC to [internship.lmdata@unime.it](mailto:internship.lmdata@unime.it) with the object "Data Science Internship - Conclusion" attaching the following documents:

1. "CFU Request";
2. "Internship activity log", which should contain, for each day of activity: date, entry and exit time, details of the activity. Each page of the form must contain the official stamp of the Host Institution (mandatory only if the Host Institution does not belong to UNIME) and the host institution supervisor's signature.
3. "Internship report", that must be written on headed paper of the hosting institution and must include supervisor's signature and the official stamp of the host institution (mandatory only if the host institution does not belong to UNIME). Moreover, it must include student personal data, student ID, name of the master's degree program, duration of the internship in hours and a detailed description of the activities carried out in line with "Internship Project". This report must be also signed by both the student, the supervisor of the host institution and the academic supervisor;
4. "Internship assessment form", written by the supervisor of the host institution.

**The lack of just one of the above documents or the submission of incomplete or differing-from-original forms will prevent the recognition of the corresponding CFU credits.**

The CCdSM will decide about the recognition of the CFU credits.

**Students close to graduation should send the documents mentioned at STEP D at least 30 days before the date communicated by the student office to submit the thesis' title page.**

Let us recall that:

- **In line with the Students Information Booklet (Manifesto degli Studi) related to the Academic Years between 2014/15 and 2020/21, an internship CFU corresponds to 15 hours of activities at host institution (i.e., 3 CFU x 15 hours = 45 internship hours); for "Manifesto degli Studi" related to Academic Years before 2014/15, an internship CFU corresponds to 12 hours of activities at host institution (i.e., 3 CFU x 12 hours = 36 internship hours).**
- **In line with the Students Information Booklet (Didattica Programmata) related to the Academic Year 2021/22 and following, an internship CFU corresponds to 25 hours of activities at host institution (i.e., 3 CFU x 25 hours = 75 internship hours).**

- **Internship activities must be compulsorily carried out in the period indicated in the Students Information Booklet, in any case not before the enrollment in the third year of the degree course, and only after the achievement of at least 90 CFU out of the 180 CFU available.**

**For further information, please visit the UNIME internship webpage.**