



UNIVERSITÀ DEGLI STUDI  
DI TRENTO

# **INTERNSHIP GUIDELINES FOR THE MASTER OF SCIENCE IN CELLULAR AND MOLECULAR BIOTECHNOLOGY**

Approved by the CIBIO Board on July 14, 2015



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## Regulations for internship activities in the Master of Science Degree Course in Cellular and Molecular Biotechnology

### Article 1 (Purpose)

1. These guidelines define and regulate the training internship activity provided by the Didactic Regulations of the Master of Science in Cellular and Molecular Biotechnology (hereafter Master of Science) activated at CIBIO - Department of Cellular, Computational, and Integrative Biology.
2. The Board of the Department CIBIO approves these guidelines.
3. The CIBIO Board appoints a delegate for internships to serve a three-year term.

### Article 2 (Internship definitions)

1. The training internship activity described in these guidelines may be conducted at locations and facilities inside or outside the University of Trento (hereafter UniTrento). It may take the form of *an external internship* or *an internal internship*.
2. The *external internship* consists of a research collaboration training activity carried out at a company, institution, or university outside UniTrento and affiliated with it. It is held, with a limited time duration, based on a training project. It is free of charge and does not constitute an employment relationship.
3. The *internal internship* consists of research collaboration training based on a training project at UniTrento departments/centers.
4. The internship activity is carried out under the coordination and supervision of a university tutor and, in the case of an external internship. Also, a tutor is identified at the host institution, as specified in Article 8 of these regulations.

### Article 3 (Aims of the internship)

1. The internship has the dual purpose of allowing the student feedback and enrichment of notions learned during undergraduate studies and guiding future career choices.
2. How this educational activity is carried out, and its objectives must be consistent with the course of the Master of Science in Cellular and Molecular Biotechnology.
3. The internship activity referred to in these regulations aims to prepare for the final examination scheduled after the course of study.

### Article 4 (Requirements for access to internship activities)

1. A student who has earned at least 60 CFUs, as defined by the didactic regulations of the course of study, may begin the internship. Any requests for dispensation must be justified and submitted to the CIBIO delegate for internships for review. In any case, the minimum number of training credits required to start the internship can be reduced by a maximum of 12 CFUs.



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### Article 5

(Location and host entity identification and internship activation)

1. To identify the company, institution, or university at which to conduct the *external internship* experience students can:
  - Ask any professors or the CIBIO internship delegate for support;
  - identify the host institution independently.
2. After identifying the external host institution, the student contacts the **Job Guidance Office**, which will finalize the agreement necessary to activate the training internship.
3. To activate the *external internship*, the student must define the internship training project with their Tutor Professor and submit it for approval by the CIBIO Internship Delegate. Once the approval of the training project has been obtained, the student must contact the **Job Guidance Office** at least 15 days before the start of the internship to arrange the agreement.
4. To activate an *internal internship*, the student, at least one month before the start of the activity, defines the training project with the university tutor. Once the project is defined, the student must notify the CIBIO internship delegate as determined at <http://web.unitn.it/en/cibio/25482/tirocinio>.

### Article 6

(Relationship between trainee and host institution)

1. The internship does not represent or presuppose any employment relationship with the host.
2. A student engaged in an *external internship* must comply with what is agreed upon in the agreement between UniTrento and the host institution. It must also comply with the disciplinary regulations and codes of conduct, organizational, safety, and occupational hygiene rules defined by the host institution. The student must maintain, during and after the conclusion of the internship, complete confidentiality regarding data, information, or knowledge about production processes and products acquired during the internship. The student must also request permission from the host institution for any elaborations or reports intended for third parties.
3. The student engaged in an *internship at UniTrento* facilities must comply with the rules of behavior and access to the laboratories defined by the facility itself.

### Article 7

Tutoring

1. For the *external internship*, a professor will be identified as a university tutor who will be didactic responsible for the activities carried out during the internship. Its role is to agree with the host institution on the program of internship activities, to define its training objectives, and to check its progress in itinere.
2. The university tutor, after assessing the consistency of the internship project content with the educational objectives of the master's degree, authorizes the start of the internship.
3. The host institution identifies an internship tutor, called the *external tutor*, who is the contact person with UniTrento for everything related to the student's internship activities. The external tutor is responsible for the student's placement within



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The external tutor is responsible for the student's integration within the host institution, ensures that the student carries out the activities stipulated in the program, and collaborates in the internship evaluation. The external tutor interacts, including remotely, with the university tutor and must complete an evaluation form at the end of the internship.

4. Each university tutor can supervise the internship activities of up to 6 students simultaneously.
5. The university tutor may be proposed to the CIBIO internship delegate by the student after a declaration of availability by the identified tutor. The CIBIO internship delegate shall provide a university tutor if the student does not identify one independently.
6. The following may serve as university mentors: professors and researchers from CIBIO, or other UniTrento Departments/Centers, in the case of particular internship projects.
7. The student must inform the CIBIO internship delegate about the project and location (both *internal* and *external*) of the activated internship.

### Article 8

(Duration and possible termination of the internship)

1. The internship lasts 150 hours, to which 6 CFUs are awarded, as stipulated in the didactic regulations of the Master of Science in Cellular and Molecular Biotechnology program.
2. Starting and ending dates and suspensions are set by mutual agreement between the University and host institutions in the case of external internships and by internal tutors in the case of internships within UniTrento.
3. If the host institution fails to comply with the agreement and the internship project, UniTrento reserves the right to terminate the internship early.
4. If the student does not fulfill his/her attendance obligations and is not committed to the objectives defined in the internship project, the CIBIO delegate for internships, after hearing the host institution (internal or external) and the university mentor, may terminate and cancel the internship. The student may, however, appeal to the CIBIO Board.

### Article 9

(Final report and evaluation of internship activity)

1. At the end of the internship, the student is required to write a report, which should contain the following topics:
  - a) presentation of the host institution (in case of external internship);
  - b) analysis of the activity carried out during the internship period;
  - c) recall to the objectives defined in the internship project and analysis of their degree of achievement;
  - d) final consideration of the internship experience: evaluation of the training and interpersonal aspects of the experience; assessment of the adequacy of one's university preparation to the performance of the activity in the internship project; satisfaction in terms of expectations and outcomes.

The above report must be signed by the external tutor (where applicable) and the university tutor, who will thus certify the positive evaluation of the internship activity for its recognition in the student's career.



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2. In the case of an external internship, the student must hand in the documentation provided by the Job Guidance Office by the procedures and deadlines defined at <http://stage-placement.unitn.it/students/steps-activate-the-internship>.
3. The methods of evaluating the internship activity and the credits awarded are governed by the Didactic Regulations of the Master of Science Degree in Cellular and Molecular Biotechnology. Suppose the final test concerns the internship experience. In that case, it will be evaluated according to the Final Test Regulations of the Master's Degree in Cellular and Molecular Biotechnology, and by the didactic Regulations of the course of study.
4. On receipt of the placement certificate countersigned by the university tutor by the procedures communicated on <http://web.unitn.it/en/cibio/25482/tirocinio> (CIBIO's Traineeships website), the competent Training Offer and the Student Management Office will enter the positive outcome of the training activity and the relevant CFUs in the student's university career.

### Article 10

(Final rules)

This regulation enters into force with the academic year 2015-

16.

Although not expressly provided for in these regulations, the rules of the Teaching Regulations of the Bachelor of Science in Cellular and Molecular Biotechnology and the University Teaching Regulations apply.