



REGULATIONS ON INTERNSHIP

Approved by the Consiglio of the Center- 16/04/ 2019

Article 1 DEFINITION

The internship is a period of training done by the student within the degree program, in order to achieve moments of alternation between study and work and to facilitate future career developments.

The internship can be done, consistent with the degree program, in two different modalities:

- a. internship in a company or external centre/institute - external internship
- b. internship at the University of Trento - internal internship

- a. **EXTERNAL INTERNSHIP.** The external internship is a training period done by the student in a company, organization or institution - public or private - which has as its objective to provide the student with feedback and enrichment of concepts learned in the courses, through participation in the job market. Internships at departments, institutes and research centers that are not part of the University of Trento are considered as external internships, regardless of whether they are carried out in Italy or abroad.
- b. **INTERNAL INTERNSHIP.** The internal internship is also a training program designed to integrate the university curriculum and to guide future professional choices of the student. Unlike the other internship, the internal internship is carried out in the facilities of the University of Trento (research laboratories, departments, divisions...).

Article 2 REQUIREMENTS AND LENGTH OF THE INTERNSHIP

All students enrolled in the CIMEC degree courses must carry out the internship training, based on the Academic Regulations of their degree program.

In particular:

- The Master Program in Cognitive Science - Cognitive Neuroscience track foresees 15 university credits , amounting to 375 hours for training activities (type "F"). The Language and multimodal interaction track also foresees 15 university credits, amounting to 375 hours for training activities (type "F").
- To start the internship students must be enrolled in the second year and have already acquired 45 credits of the curriculum.

Article 3 CHOICE OF UNIVERSITY TUTOR

The student will identify a university tutor (i.e., a member of the teaching staff in charge of the training project).



Tutors can be Professors and Researchers of CIMEC, professors from other universities who teach courses at CIMEC and non-university contract professors. In special cases, tutors can be Professors and Researchers from other centers and departments of the University of Trento, or Principal Investigators of research centers that have close collaboration with the University of Trento."

In particular, the university tutor:

- guides the student in writing the internship project;
- verifies the feasibility of the project internship;
- sets out the educational objectives of the internship project;
- signs the project to formalize the agreements;
- is available to the student during the internship for any clarification or further information;
- in the case of external internship: after taking into account the opinion of the external/company tutor, evaluates the experience carried out by the trainee and, if positive, signs the Certificate of internship as a final document necessary for the acquisition of the university credits.

Article 4 EXTERNAL INTERNSHIP

The training must comply with the administrative procedures specified by law by the Job Guidance Office of the Career Service Division (<http://www.jobguidance.unitn.it/studenti-e-neolaureati/attivazione-stage>).

The training must be based on an agreement between the University and the host organization and on a training project approved both by the University Tutor and by the External/Company Tutor.

1. Choice of location

For the choice of the company /institution/research center/university where to carry out the internship, the student may:

- consult the database of the proposed internship activities proposed to the University, or the calls for internships managed by the University;
- follow the instructions of the university tutor;
- take action autonomously.

Once the host company/institute is identified, the student must contact the Job Guidance Office (jobguidance@unitn.it) to obtain all the information necessary for the activation of the internship.

2. The external/company tutor

Each host institution/company should identify a person who, on the basis of their expertise and availability, will serve as external/company tutor for the duration of the internship.

The external/company tutor is required to:

- collaborate with the university tutor and the Job Guidance Office, communicating



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any doubts about the relationship with the trainee, signing all required documentation and any changes to the Project;



- participate in evaluation of the activities through the tools provided by the University (Evaluation Form and, in the case of curricular internship, the Certificate of Internship).

For a successful internship is also desirable that the external/company tutor will take care of the following aspects:

- promoting a good integration of the trainee in the organization, by giving a tour of the company / institute, by introducing the trainee to the business managers/directors and to the people working in the area of the internship, by providing the trainee with a workspace and tools necessary for the purposes of the training, by communicating the internal Rules and the procedures for use of the services;
- assigning tasks while taking care of the communication aspects, emphasizing the positive contributions and correcting mistakes, encouraging group work and discussion with experts;
- being a stable point of reference, meeting regularly with the trainee, providing a telephone number for urgent communications, and designating a replacement if the tutor cannot guarantee to be in the company/institute all the time.

3. The internship proposal

In agreement with the student, the two tutors (the university tutor and the external/company tutor) agree on an internship proposal that defines the subject and modalities of the training activity. The training project must be drafted according to the information provided by the Career Service Division, which will then complete all of the administrative process related to the signing of the agreement.

During their stay in the company/institutes the trainees will be in contact with the Career Service Division through the monitoring activity. The student will at any time be supported by the on-line assistance service of the Career Service Division.

4. Final Report

At the end of the internship, the student must write a final report on the work done and ask the external/company tutor to provide a statement on the training outcomes following the instructions provided by the Career Service Division at the beginning of the internship agreement. Such documentation is required for the acquisition of credits.

Article 5 INTERNAL INTERNSHIP

For the activation of this type of internship, the students must request the approval of their internship project to the Responsible of the Center for the internships, using the appropriate form of approval of internship.

1. Choice of location

In this case, the internship will be a structure of the university (research laboratory, department, division...), in which the university tutor works.

2. The internship proposal



The university tutor and the student agree on a training proposal that defines the subject and the modalities of the training activity. This proposal will be submitted to Responsible of the Center for the internships for approval.

3. Final Report

At the end of the internship, the student is required to write a final report, which must be structured as follows:

- brief analysis of the activities performed in terms of organizational and technological/scientific issues, with specific motivations for any failure or partial achievement of the objectives of the internship;
- description of the objectives of the internship and analysis of their level of achievement;
- description of the activities carried out, of the methods and tools used. This documentation is required for the acquisition of credits.

Article 6 RELATIONSHIP BETWEEN HOST INSTITUTION AND THE TRAINEE

The internship does not entail or require any employment relationship with the host institution. The student must comply with the agreement between the University and the host institution, with the disciplinary regulations, and with the organizational, safety and hygiene working rules. During and after the internship, the student must maintain the utmost confidentiality as regards to the data and the information acquired during the training. If present at the host company/institute, the trainee must sign and respect the code of conduct or any internal regulation.

Article 7 FINAL CERTIFICATION

The evaluation of the internal internship activities will be formulated via a final judgment by the Responsible of the Center for the internships. In case of negative evaluation, or in case of early interruption of the internship, the coordinator of the master program will consider whether the student should begin a new internship experience.