



**UNIVERSITÀ
DI TRENTO**

**Department of
Sociology and Social Research**

INTERNSHIP REGULATION - MASTER'S DEGREE IN DATA SCIENCE.



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Article 1 - Object

1. The specifications contained in this document define and regulate the internship activities planned by the Didactic Regulation of the course Master's Degree in Data Science (henceforth "Laurea Magistrale" or 'Cds').
2. These specifications are approved by the Council of the Department of Sociology and Social Research, the current coordinating academic structure of the CdS – after having obtained, through the Management Committee of the Cds (Comitato di Gestione, henceforth CdG), the opinions of the Departments of: Engineering and Information Science, Industrial Engineering, Economics and Management, Mathematics, Psychology and Cognitive Science, the Interdepartmental Mind-Brain Centre, and the Bruno Kessler Foundation as associated academic and research structures facilities.
3. The CdG of the Cds appoints an Internship Delegate, who remains in office for three academic years.

Article 2 – Internship Definition

4. The internship consists of an educational activity involving collaboration in the research and/or development of methods and techniques related to data science and its applications.
5. The internship represents a professional training experience, limited in time, consistent with the goals of the Master's Degree in Data Science of the University of Trento.
6. The internship must take place based on an individual internship project and an agreement between the University and the hosting structure, which shall also define the respective roles and obligations of involved parties with respect to the protection of personal data.
7. The internship may be carried out in the context of premises and facilities external to the University of Trento or internal, and may therefore take the form of:
 - a. external internship: held at a company, organization or University outside the University of Trento, including the Bruno Kessler Foundation. External internships may be carried out in Italy or abroad.
 - b. internal internship: carried out in the context of University of Trento facilities, including the Educational Laboratory in Data Science.



Article 3 - Purpose of the internship

1. The internship aims at allowing students to gain feedback and enrich the knowledge acquired through their academic studies, at contributing to their professional and specialized training through a direct experience in the field, and at facilitating their professional choices.
2. The internship is an integral part of the Master's Degree course, being a curricular activity valid for 9 CFU, and it is compulsory in order to obtain the final degree.

Article 4 - Tutor: identification, role, and responsibilities

1. The internship activity takes place under the coordination, supervision and authorization of a university tutor and, in the case of an external internship, also of a tutor appointed by the hosting structure.
2. The university tutor is responsible for the activities carried out during the internship. The university tutor agrees with the hosting structure an internship program, defines the training objectives, monitors the progress of the internship, ascertains the actual correspondence between the activities carried out by the intern and the approved internship program, and signs for approval the certification form at the end of the internship.
3. The hosting structure identifies an internal internship tutor, i.e. company tutor, who is the main contact point of the Cds for all matters concerning the internship activities carried out by the student. The company tutor is responsible for integrating the intern within the hosting structure, ensures that the activities scheduled in the internship program are carried out, and collaborates in the evaluation of the internship. The company tutor interacts, also remotely, with the university tutor and is required to elaborate an evaluation at the end of the placement.
4. In the case of an internal internship, the university tutor and the host company tutor roles may overlap.
5. Each university tutor may supervise the work placement of several students, no more than six at the same time.
6. The Internship Delegate shall appoint a university tutor in those cases in which students report documented difficulties in finding one independently.
7. All instructors belonging to the Departments involved in the Master's degree in Data Science, all members of the CdG, and anyone holding a teaching activity offered by the Master's degree in Data Science in the current or previous academic year than the start date of the internship may act as university tutor.



Article 5 - Requirements for accessing internship activities, identifying the internship location, and internship activation

1. Internships can be activated exclusively by students who have already obtained at least 30 CFUs. Any request for a waiver must be justified and submitted to the Internship Delegate for further consideration.
2. In order to identify the hosting structure for any external internship experience the student may:
 - a. check internship offers advertised on the Esse3 Internship and Work Experience notice board;
 - b. check offers advertised on the work experience abroad programme page;
 - c. identify independently the hosting structure;
 - d. ask individual teachers or the Internship Delegate for support.
3. Once the hosting structure has been identified, the internship can be activated only after the definition and the validation of an activity program with/by the university tutor.
4. Any selection criteria, the requirements to be met at the time of application and/or the start of the internship that are set by the host establishment, the administrative procedures necessary for the internship activation and the recognition of training credits acquired through the internship are managed and made public by the offices in charge, in accordance with any rules defined by international mobility programmes.

Article 6 - Relationship between Interns and Host Institutions

1. The internship does not represent, nor does presuppose, any employment relationship with the hosting structure. It is possible to carry out internships that involve a participation allowance and/or within a pre-existing employment relationship with a structure external to the University of Trento. In the latter case, the internship activities must in any case have an important training value (approval of the training project by the university tutor is always required), must be different from the tasks required by the employment contract and be carried out at times that are compatible and sustainable with the work commitment.
2. The intern must adhere to what is agreed in the individual internship project, must respect the disciplinary regulations, organizational, safety and hygiene at work rules, and personal data protection legislation.
3. The intern must, during and after the internship, maintain strict confidentiality with respect to data, information or knowledge about production processes and products acquired during the internship. The intern is also required to seek permission from the hosting structure for any processing or reporting task intended for third parties.



4. The intern will abide any provided instructions with respect to the processing of personal data during the internship.
5. The intern will comply with any code of conduct or internal rules at the hosting structure.

Article 7 - Duration and possible interruption of the placement

1. The duration of the internship is normally 225 hours, equivalent to 9 CFUs.
2. In specific cases (e.g. for internships abroad), the university tutor may authorize internship projects of longer duration.
3. The total number of hours may be increased during the internship only if there is an agreement between the student, the university tutor, the company tutor and the Internship Delegate. Additional hours may result in the recognition of additional CFUs (1 for every extra 25 hours of activity), up to a maximum of 4 additional CFUs.
4. The start and end dates, any interruptions as well as the schedule of the internship shall be established by mutual agreement between the University and the hosting structure in the case of external internship, by the university tutor and by the internal tutor in the case of internal internships.
5. In cases of non-compliance with the agreement and/or the internship project by the hosting structure the Cds has the right to terminate the internship prematurely. The Internship Delegates is in charge of transmitting to the hosting structure the motivations for the internship interruption.
6. In cases of internship interruption, the Internship Delegate, after consulting the university tutor, may identify an additional activity to be completed by the student in order to consider the internship period as concluded.
7. In cases in which interns do not fulfil their duties and do not commit to the objectives defined in the internship project, the Internship Delegate, after consulting with the university and the company tutors, may interrupt and cancel the internship. Students interested by this provision may however appeal to the Council of the Department of the Master coordinating academic structure.

Article 8 - Final Report and Evaluation of the Internship

1. At the end of the internship the student is required to draft a report, which must contain the following points:
 - a. presentation of the hosting structure
 - b. analysis of the activity carried out during the internship period
 - c. reference to the objectives defined in the internship project and analysis of the degree to which they were achieved;



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- d. final considerations about the experience: assessment of the experience from both a training and a relational point of view; assessment of own competences for undertaking activities included in the internship report; satisfaction with respect to expectations and achieved results.
2. The report must be signed by the company tutor as well as by the university tutor. The university tutor, after receiving the necessary documentation, will, if appropriate, certify the positive conclusion of the internship activity and will thus agree to its recognition in the student's record together with any additional quantified CFUs in accordance with Article 7, paragraph 3.
3. If the student's final exam relates to an internship experience, it will be evaluated in accordance with the Regulation for the final exam and consistently with what established by the Didactic Regulation of the Master's Degree course.

Article 9 - Working Students

1. In lieu of an internship activity, working students may request recognition of the work activities they have already carried out, provided that it is consistent with the objectives of the Master's degree.
2. In order to obtain recognition of the internship activity, the student must draft a report according to provisions outlined in Article 9, submit it for approval to one of the lecturers of the Master's degree course and then to the Internship Delegate.

Article 10 - Processing of personal data

1. Interns' personal data shall be processed in compliance with the legislation in force concerning the protection of personal data and the University's internal regulations.

Article 11 - Final rules

1. These regulations shall apply to internships activated from the academic year 2021/2022.
2. Information on the operating procedures and deadlines for the activation and conclusion of the internship experience are indicated on the Course Portal. Matters not expressly addressed in this document are regulated by the provisions of the Master's degree didactic regulations, of the University didactic regulations and the relevant legislation in force.