



UNIVERSITÀ
DI TRENTO

Dipartimento di
Biologia Cellulare, Computazionale e Integrata - CIBIO

Internship regulations of the Master of Science in Quantitative and Computational Biology

INTERNSHIP REGULATIONS OF THE MASTER OF SCIENCE IN QUANTITATIVE AND COMPUTATIONAL BIOLOGY

This is an English courtesy translation of the original documentation prepared in Italian language. Please consider that only the original version in Italian language has legal value



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Article 1 – Subject

1. These regulations define and control the internship activity required by the Didactic Regulations of the Master of Science in Quantitative and Computational Biology (hereafter the Master).
2. These regulations are approved by the Board of the Department of Cellular, Computational and Integrative Biology (hereafter Department CIBIO), which is the responsible didactic structure for the Master, and by the Boards of the Information Engineering and Computer Science, Mathematics, and Physics departments as associated didactic structures.
3. An Interdepartmental Management Committee is established within the Master (hereafter Committee), composed of 10 members, of which 2 professors/researchers for each Department, appointed by their respective reference structure, and 2 students registered to the Master, appointed by the Director of the Department CIBIO in agreement with the representatives of the Department's student community.
4. The Board of the Department CIBIO, upon the proposal of the Committee, appoints an Internship Delegate for the Master (hereafter the Master's Internship Delegate), affiliated with one of the involved structures and lasting in office for two years.

Article 2 – Internship definitions

1. The internship activity described by these regulations consists of a practical training experience, limited in time, to be carried out at any productive/professional entity, consistent with the training of the Master's students.
2. The internship can be carried out at structures internal or external to the University of Trento (hereafter UniTrento) and can be:
 - a. external internship, consisting of a practical training experience carried out at a company, institution, or university external to UniTrento and affiliated with the latter. It takes place, in a limited timeframe, based on a training project. The external internship does not represent employment, notwithstanding the possibility of an allowance and expenses reimbursement.
 - b. internal internship, consisting of a training experience of collaboration to the research carried out at the departments/centres of UniTrento and based on a training project.
3. The internship takes place under the coordination, supervision, and authorization of a university tutor and, for the external internships, a tutor identified within the hosting institution, as specified in Article 7 of these regulations.

Article 3 – Internship objectives

1. The internship aims at allowing the student to assess and enrich the knowledge acquired during the Master, contributing to the student's vocational and specialistic training through a direct experience in the workplace and facilitating the student's professional choices.

Article 4 – Internship requirements

1. To start the internship, the student must have obtained at least 48 CFUs. Requests for derogations of this rule must be motivated and submitted to the opinion of the Master's Internship Delegate. In any case, the minimum number of credits required to start the internship can be reduced at most to 12 CFUs.

Article 5 – Identification of the host institution and internship activation

1. To identify the company, institution, or university where to carry out the external internship, the student can:

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- a. Ask individual professors, the Master's Internship delegate, or the other Internship delegates of the involved structures for assistance;
 - b. Browse the Job Guidance Office website (<https://www.jobguidance.unitn.it/>), which presents internship calls and offers;
 - c. Independently identify the hosting institution, also taking advantage of the list of affiliated entities available in the "Companies" section of Esse3.
2. Once the host institution is identified and its availability to host the student is confirmed, the student assesses with the institution whether an agreement already exists between that institution and UniTrento. If in doubt, the student will contact the Job Guidance office. In the absence of an existing agreement, the student will invite the hosting institution to follow the procedure required by UniTrento to establish an agreement (<https://www.jobguidance.unitn.it/>).
 3. To activate the external internship, the student must define the training project with the university and the hosting institution tutor and send it for approval to the Master's Internship delegate. Once the project is approved, the student must invite the hosting institution to submit the project's content to Esse3 (<https://www.jobguidance.unitn.it/>).
 4. To activate an internal internship, the student must, at least one month before the planned start date, define the training project with the university tutor. Once the project is defined, the student must send it to the Master's Internship delegate as indicated on this webpage: <https://offertaformativa.unitn.it/en/lm/quantitative-and-computational-biology/internship>.

Article 6 – Relationship between the trainee and the hosting institution

1. The internship does not represent nor require employment with the hosting institution (external internship) or UniTrento (internal internship).
2. The trainee must follow the disciplinary regulations and codes of conduct of the hosting institution.
3. The trainee carrying out an internal internship must follow the rules of conduct and laboratory access of UniTrento, as defined by the hosting department/centre.

Article 7 – Tutoring

1. The external internship requires a university tutor that acts as the didactic responsible for the activities carried out during the internship. The role of the university tutor is to define the activities plan with the hosting institution (thus setting the training objectives), or to evaluate the coherence of the internship project agreed upon by the trainee and the hosting institution tutor with the Master's training objectives, so to authorize the internship to start. The university tutor must also monitor the internship progress to evaluate the actual correspondence of the activities carried out by the trainee with the approved internship project and sign the certification card for approval at the end of the internship.
2. The internal internship requires only a university tutor that acts as the didactic responsible for the activities carried out during the internship. The role of the university tutor is to define the activities plan with the trainee, define training objectives, monitor the internship progress, and express a final evaluation.
3. Each university tutor can follow the internship activity of more than one student, with a maximum of 6 at any given time.
4. The university tutor can be any professor, researcher, or course responsible of the CIBIO, Information Engineering and Computer Science, Mathematics, and Physics departments or other Departments/Centres of UniTrento for specific internship projects.
5. The student must indicate a university tutor who has agreed to cover this role. The Master's Internship delegate selects the university tutor if the student cannot find one independently.
6. In the case of external internships, the hosting institution identifies an internship tutor, called company tutor,

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within the institution. The company tutor will be the interlocutor of UniTrento for any matter concerning the internship activities carried out by the trainee. The company tutor is responsible for the trainee's placement within the host institution and guarantees that the trainee carries out the activities specified in the internship project, contributing to the internship evaluation. The company tutor interacts, even via remote-interaction tools, with the university tutor and must fill in an evaluation form at the end of the internship.

Article 8 – Internship duration and interruption

1. The didactic regulations of the Master define the number of credits awarded for the internship and the correspondence between a credit and the number of internship hours required to obtain it. The internship duration must be coherent with the training project and the required number of credits.
2. The start and end date, possible suspensions, and extensions are set by mutual agreement between the trainee, UniTrento, and the hosting institution for external internships or between the trainee and the university tutor for internal internships.
3. In the case of international internship projects, the Master's Internship delegate may authorize internships of a longer duration.
4. In the case of non-compliance with the agreement and the training project by the hosting institution, UniTrento reserves the right to terminate the internship early.
5. In this case, the decision to terminate the internship will be communicated to the hosting institution; the Master's Internship delegate, in agreement with the university tutor, may decide on a supplementary activity to complete the internship requirements.
6. If the student does not comply with the attendance duties and does not commit to achieving the objectives defined in the internship project, the Master's Internship delegate may, in agreement with the hosting institution for external internships and the university tutor for internal internships, terminate and cancel the internship. The student can appeal this decision to the Interdepartmental Management Committee of the Master first, and then to the Board of the Department CIBIO.

Article 9 – Internship final report and evaluation

1. At the end of the internship, the trainee must prepare a report that must contain the following parts:
 - a. presentation of the host institution (in the case of external internship);
 - b. analysis of the activities carried out during the internship.
 - c. objectives defined in the internship project and analysis of their degree of achievement.
 - d. final considerations on the internship experience: evaluation of the experience from both an educational and relational point of view; assessment of the adequacy of the trainee's university training for carrying out the activities required by the internship project; satisfaction in terms of expectations and results.
2. This report must be signed by the company tutor and the university tutor in the case of external internships and only by the university tutor in the case of internal internships.
3. If the final examination is based on the internship experience, it will be evaluated according to the Master's final exam regulations, coherently with what is defined by the Master's didactic regulations.
4. At the end of the external internship, the trainee must submit the documentation required by the Job Guidance office, as specified on the <https://www.jobguidance.unitn.it/> webpage. The university tutor will evaluate the documentation and complete the Stage Certification, annotating the corresponding credits.
5. Upon reception of the internship certification signed by the university tutor, as defined in the <https://offertaformativa.unitn.it/en/lm/quantitative-and-computational-biology/internship> webpage, the Student Support office will record the successful completion of the internship and the corresponding credits in the academic career of the trainee.
6. At the end of the internal internship, the student must fill in the internal internship completion certificate,



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have it signed by the university tutor and send it to the Student Support office for the registration of the credits.

Article 10 – Final rules

1. These regulations come into force with the academic year 2022/2023.
2. For anything not explicitly stated in these regulations, the rules in the Master's Didactic Regulations and the University Didactic Regulations are to be applied.