



GUIDELINES FOR THE ACTIVATION AND EXECUTION OF INTERNSHIP FOR BACHELOR'S AND MASTER'S DEGREE PROGRAMS IN THE CIBIO DEPARTMENT

- Courtesy translation. For legal purposes, please refer to the original Italian text. -



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1. Definition and purpose

The internship activity required for by the regulations of the bachelor's and master's degree programs offered by the CIBIO Department consists of a practical experience, limited in time, to be carried out at the University, at other Italian or foreign Universities, or at any production/professional organization consistent with the educational objectives. The internship has the dual purpose of allowing students to test and enrich the knowledge acquired during their studies, the university studies and guide their future professional choices. The curricular internship can be aimed at preparing the thesis, in accordance with the teaching regulations of the degree programs.

2. Requirements

Internship can be activated starting from September of the final year of the course of study. Students who have obtained at least the following can apply to start an internship:

- **120 credits**, for students enrolled in the Bachelor's degree program in Biomolecular Sciences and Technologies.
- **60 credits**, for students enrolled in the Master's degree program in Cellular and Molecular Biotechnology.
- **48 credits**, for students enrolled in the Master's degree program in Quantitative and Computational Biology.

It is possible to submit a motivated request for an exemption regarding the number of credits required to start the internship, for a maximum of 12 credits, for those enrolled in the Bachelor's degree program in Biomolecular Sciences and Technologies and for a maximum of 6 credits, for those enrolled in the Master's degree programs in Cellular and Molecular Biotechnology and in Quantitative and Computational Biology.



3. Duration and interruption

The internship, whether internal or external, must have a minimum duration proportionate to the number of credits eventually required by the study plan. The Department Council sets the maximum duration of the internship, if connected to the final examination, as follows:

- for the Bachelor's degree program in Biomolecular Sciences and Technologies: 4 months.
- for the Master's degree program in Cellular and Molecular Biotechnology: 9 months.
- for the Master's degree program in Quantitative and Computational Biology: 5 months.

If one or more objectives are not achieved due to technical or logistical reasons, the internship can be extended, only once for a maximum of:

- 2 weeks for the Bachelor's degree program in Biomolecular Sciences and Technologies.
- 3 months for the Master's degree program in Cellular and Molecular Biotechnology.
- 4 weeks for the Master's degree program in Quantitative and Computational Biology.

Access to laboratories is permitted to interns only if accompanied by the tutor or, in the tutor's absence, by another senior member of the laboratory.

As a rule, the internship does not allow interruptions, except for serious personal reasons or logistical or technical impediments. Normally, the internal internship also continues during university closures. It will be possible to request the suspension of the internship during university closures lasting more than 3 consecutive days, only if the supervising professor certifies the absence of a "senior" in the laboratory for the days indicated above. The suspension request for university closure periods must be requested at least two weeks in advance. During suspension periods, the intern will not be able to access the laboratories.



4. Activation and evaluation of the internal internship

Once the laboratory where the student wishes to carry out the internship has been identified, the student must agree on the internship project with the tutor. The student must send to the Internship Delegate the internship start request form and, if required, the risk assessment form signed by the tutor, within the deadlines published annually on the degree program website. The student records the hours of activity in the special "Internship Diary", undersigned also by the tutor. At the end of the internship, the student must send to the Educational Offer and Student Management Office (student support) the internship completion certificate signed by the department tutor.

5. Activation and evaluation of the external internship

The external internship (stage) consists of a training or research collaboration activity, carried out at a company, another university or other external affiliated entities to the University of Trento, Italian or foreign. The stage is activated on the basis of a training project agreed between the UniTrento tutor (academic tutor) and the tutor of the host institution (company tutor), in which the training content and organizational content must be specified, consistently with the educational objectives of the degree program. The start and end dates, any suspensions, as well as the internship schedule, are set by mutual agreement between the University and the host institution. Attendance hours must be recorded in the dedicated "Internship Diary". To activate the external internship, the student must contact the competent university office well in advance, as published on the degree program website. At the end of the stage, the student must submit a final report including:

- a) a presentation of the host institution: activity carried out and sector of activity;
- b) an analysis of the work experience from both an organizational perspective and the activity actually carried out;
- c) reference to the objectives defined in the internship project and the analysis of their degree of achievement;



- d) a final reflection on the experience: evaluation of the experience from both a formative and relational perspective; evaluation of the student's academic preparation in relation to the professional skills required, satisfaction in terms of expectations and results.

The student must follow the procedures indicated by the competent office for the internship activation and then send to the Educational Offer and Student Management Office (student support) the internship completion certificate signed by the department tutor.

6. Final and transitional provisions

These guidelines come into force starting from the 2025/2026 academic year. For any matters not expressly regulated herein, reference should be made to the University "Guidelines for the conduct of internships".