



Internship guidelines

Department of Information Engineering and Computer Science (DISI)

(Courtesy translation)

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Article 1: Definitions and purposes of the internship

- 1) The internship is a training and orientation experience, with a limited duration, at any production/professional entity consistent with the training courses followed by students enrolled in the Department of Information Engineering and Science (DISI), but does not constitute an employment relationship.
- 2) The internship has the following objectives:
 - a) allow students to test and enrich the knowledge acquired during their university studies;
 - b) contribute to the professional and specialist training of university students through direct experience in the work environment and professional world;



- c) facilitate career choices through direct knowledge of the work environment and professional world.
- 3) The academic regulations that govern bachelor's and master's degree programs regulate internship activities and the credits awarded.
- 4) The Department Board appoints the Department Delegate for Internships.
- 5) The internship can be carried out in the following ways:
 - a) **external internship**, i.e., training internship in a company or external organization, in Italy or abroad;
 - b) **internal internship** carried out at the University.
- 6) The current guidelines are approved by the Department Board.

Article 2: Access requirements

1) Access to the internship is granted to students regularly enrolled in the course of study who have acquired, barring motivated exceptions approved by the Department Board, a minimum number of University Educational Credits (CFU):

- **Bachelor's degree:**

at least 78 CFU for a degree in Computer, communication, and electronic engineering,

at least 90 CFU for a degree in Computer Science

- **Master's degree:**

at least 30 credits.

2) The Department will not handle extracurricular internships (for which no credits are awarded) . These internships shall be managed by the students themselves.

Article 3: Internship Approval and Monitoring

- 1) The responsibility for approving and monitoring the internship lies with the University Tutor, who will carry out this task using their own methods.
- 2) Ongoing monitoring is carried out by the university tutor, and aims to continuously check that the intern's activities are in line with the approved internship project.
- 3) The University Tutor can be either:
 - a) a professor of the Department of Information Engineering and Computer Science
 - b) a professor teaching a course offered by the Department, assigned during the current academic year or the academic year preceding the start date of the internship.



Article 4: External internships in Italy and abroad

4.1 Activities of the Job Guidance Office and Mobility Office

- 1) External internships in Italy are organised, managed and supervised by the Job Guidance Office. The Job Guidance office is responsible for the internship activation process to ensure its proper implementation.
- 2) The Job Guidance Office also offers students support in finding and contacting a Host organisation. For assistance from the Job Guidance Office in identifying a Host organisation, students must contact the office at least sixty days before the expected start date of the internship (unless otherwise specified by the University and published on the website). Otherwise, students can use the DISI Industry platform to find a Host organisation.
- 3) Internships abroad are usually organised through international mobility programmes (see UniTn General Guidelines for Internships). If an external internship abroad cannot be organised through international mobility programmes, students will be directed to the Job Guidance Office.
- 4) In the event that the activation of the external internship requires the signing of additional documentation beyond that provided for in the existing programmes, this specific internship cannot be activated if the additional documents requested are deemed unsuitable. Therefore, it is necessary to consider organising alternative activities.

4.2 Find a Host organisation

To find a Host organisation, students can:

- a) ask professors for suggestions;
- b) consult the internship notice board on the Job Guidance Office website. Consult the DISI INDUSTRY platform;
- c) make personal contact;
- d) consult the Mobility Opportunities page.

4.3 Tutoring

- 1) The external internship activity is supervised by a University Tutor and a Company Tutor. The student identifies the University Tutor autonomously.
- 2) The University Tutor is identified and contacted by the student to verify their availability, in compliance with Article 3, paragraph 3 of these Guidelines
- 3) The **University Tutor** is the academic supervisor of the internship activities for each student and has the following duties
 - a) evaluate and approve the training project. For internships managed by the Mobility Office, subsequently approve the training agreement defined by the Host organisation and the letter of motivation, if required;



- b) verify the progress of the internship and ensure (both to the Host organisation and to the Department) compliance with the methodology and effectiveness of the experience;
 - c) assess the internship activity in the manner deemed most appropriate (e.g. oral interviews, written reports, etc.);
 - d) upon conclusion of the internship, record the educational credits to be recognized.
- 4) The **Company Tutor**, identified by the Host organisation, serves as the reference point for the University within the Host organisation for all matters regarding the internship. The Company Tutor is responsible for the student's integration into the Host organisation, ensures that the student carries out the activities foreseen by the internship project, and collaborates on their evaluation by interacting with the University Tutor.
- 5) The Company Tutor cannot be a relative or kin within the third degree.
- 6) The student must contact the University Tutor well in advance to define the internship project. Once the internship project is approved, the student must follow in detail the operational steps and timelines indicated on the Job Guidance Office webpage and in the Internship Guidelines.

4.4 Duration and interruption of the internship

- 1) The duration of the internship must be consistent with the student's study programme and congruent with the number of credits foreseen.

The internship has a minimum duration of 150 hours if the course awards 6 credits and 225 hours if the course awards 9 credits.

Students are required to submit a internship training plan for a maximum duration of 5 months.

Any exceptions will be granted only if appropriately justified and after being evaluated and approved by the Department's Delegate for Internships.

- 2) In the case of international internship projects, the Delegate for Internships may authorize internship periods of longer duration.
- 3) The start and end dates, any suspensions, and the internship hours are set by mutual agreement between the University and the Host organisation.
- 4) The internship must be carried out on the basis of an agreement signed with the Host organisation and a internship programme approved by both the University Tutor and the Company Tutor.
- 5) In the event of non-compliance with the agreement and the internship project by the Host organisation, the University reserves the right to terminate the internship early. In such situations, the motivated will to interrupt the internship is communicated to the Host organisation; in this case, the Delegate, having consulted the University Tutor, may decide on an integrative activity for the internship period.



- 6) If the student does not respect their attendance duties and the content of the internship project, the University Tutor, having consulted the Company Tutor, may propose the non-approval of the internship period.

4.5 Relationship between Intern and Host Organisation

- 1) The internship does not represent or imply any employment relationship with the Host organisation.
- 2) The student must abide by what is agreed and subscribed to in the Internship Project and must respect disciplinary regulations, organizational norms, and safety and hygiene rules at work.
- 3) The student must maintain, during and after the internship, maximum confidentiality regarding data, information, or knowledge concerning production processes and products acquired during the internship. The intern is also required to request verification and authorization from the Host organisation for any dissemination of information related to the work performed.
- 4) Where a code of conduct or internal regulation is present at the Host organisation, the intern is required to sign and respect it.
- 5) The internship cannot be carried out at companies/entities managed or controlled by relatives or kin within the third degree.
- 6) As a rule, it is not possible to recognize work activities (or similar) as an internship. However, it is possible to do an internship at the same company where one works provided that:
 - a) there are no kinship ties between the company owners and the intern;
 - b) the internship has significant educational value, recognized by a university tutor, and is clearly distinct from one's ordinary duties. Specifically, by working on a project clearly distinct from their routine work and if compatible with working hours.

4.6 Conclusion and Accreditation

- 1) At the end of an internship in Italy, the student is required to follow the operational indications for closing their experience, as indicated on the Job Guidance pages.
- 2) The University Tutor, having received and evaluated the documentation, completes the Internship Certification noting the educational credits.
- 3) The student forwards the useful documentation for CFU recognition through specifically prepared information systems to the "Ufficio Offerta Formativa e Gestione Studenti - Polo Collina" within the deadline foreseen for recording exams for the purpose of obtaining the degree.
- 4) Documentation relating to internships abroad managed by the Mobility Office must be presented according to the indications provided by the program.



Articolo 5: Internal Internships

5.1 Description

The credits awarded for internship activities can also be earned through so-called internal internships, carried out at the University of Trento on topics relevant to the student's course of study. The training activity must maintain the specific characteristics of an external internship, i.e. it must be an activity that brings the student into contact with a professional methodology and environment.

5.2 Tutoring

- 1) The internal internship is supervised by a University Tutor proposed by the student, upon verification of his/her availability, in accordance with the provisions of paragraph 3 of Article 3 of these Guidelines.
- 2) The University Tutor, the academic supervisor of the internship activities for each student, has the following duties:
 - a) define and approve the internship training project;
 - b) monitor the progress of the internship;
 - c) sign, for approval, the certification form for credit recognition at the end of the internship, together with the final report on the internship activity (in cases where the internal internship is not connected with a thesis)

5.3 Activation

To activate the internal internship, students are required to complete the 'Internal Internship Activation form', according to the procedures indicated on the Department's Internship page. This form must be signed by the University Tutor.

5.4 Conclusion and accreditation

- 1) At the end of the internal internship period, the student is required to draft a final report which will be submitted for approval by the University Tutor.

The University Tutor evaluates the internship activity in the ways they deem most appropriate (e.g., oral interviews, written report, etc.) and compiles the "Internal internship completion form" to certify the acquired credits. The form must be forwarded to the "Ufficio Offerta Formativa e Gestione Studenti Area Scientifico-tecnologica".

Note: If the internship is an integral part of the thesis, the student is exempt from writing a final report and must only complete and obtain the signature of the university tutor on the form certifying the credits earned for the internship.

- 2) The student is required to forward the useful documentation for CFU recognition to the "Ufficio Offerta Formativa e Gestione Studenti Area Scientifico-tecnologica-Povo" within the deadline set for the recording of exams for the purpose of obtaining the degree.



Art. 6: Transitional and Final Provisions

For matters not governed by these Guidelines, reference is made to the University Guidelines for Conducting Internships approved by the Academic Senate on July 9, 2025.