Internships @ a Quick Guide

by tomaso.erseghe@unipd.it

a period of work orientation and training that does not take the form of an employment relationship

an activity that is <u>coherent</u> with the master's degree program (e.g., dealing with statistical data analysis, machine learning, big data processing)

to develop _new skills_
to come into contact with the daily working environment
to apply the lessons learned to a practical problem

to strengthen your curriculum

typically
2nd semester 2nd year
3/4 months (15/18 ECTS credits = 375/450 hours)

possibly *combined* with the master's degree thesis
(15 + 15/18 = 30/33 ECTS credits = 1 semester)

PS: in case of a joint thesis + internship, the internship will only include the most applicative part, e.g., data collection, programming, test cases, etc.

WHERE

*in Italy or abroad
in a company, a research center,
or a university (unipd or other)
through one of <u>our contacts</u> or by <u>your own contact</u>*

datascience.math.unipd.it

unipd faculty

"data science
internship day"

career service @ unipd
www.unipd.it/en/internships

fast and lightweight
<u>accreditation</u> procedure
through stage@unipd.it

Many opportunities

Thesis + internship at unipd
6 months

Thesis + internship at a company/university
6 months

Internship only at a company/university
3/4 months

Separate thesis at unipd/company/university
3/4 months

1. *Find a company/research center (receiving organization) and identify your tutor there*
2. *Find an academic supervisor (faculty) who will monitor your internship, sign documents, evaluate if the work you are doing is appropriate for your thesis*
3. *Submit a training project at least 15 days before the internship starts*
4. *Have your 15/18 credits approved*

Unipd Career Service
via Martiri della Libertà 2
35137 Padova
www.unipd.it/en/internships
stage@unipd.it
+39 049 827 3075

datascience@math.unipd.it
(general inquiries)

tomaso.erseghe@unipd.it
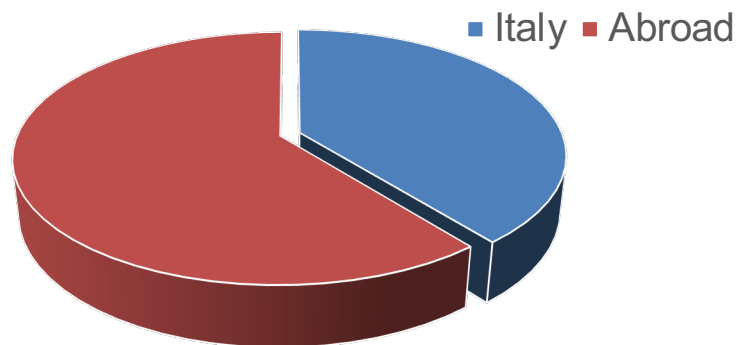(rector's delegate for internships)
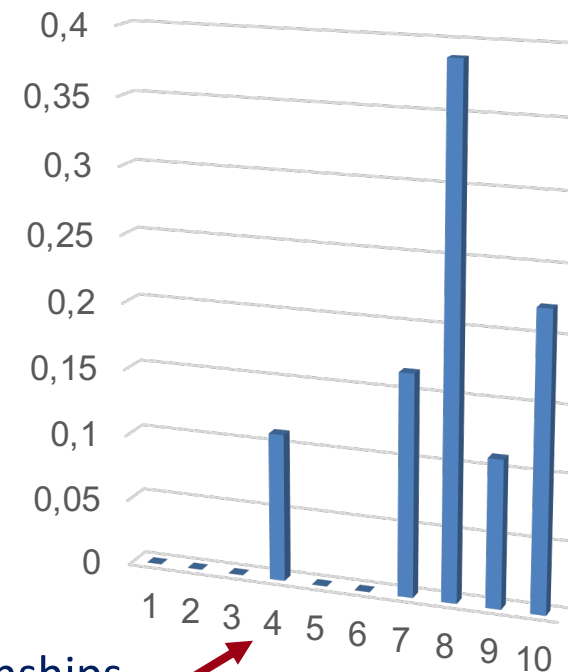
Some additional info

Statistics

Some statistics

AlmaLaurea students questionnaire 2024

Thesis in Italy or abroad?

- Italy
- Abroad

Satisfaction (19-21)
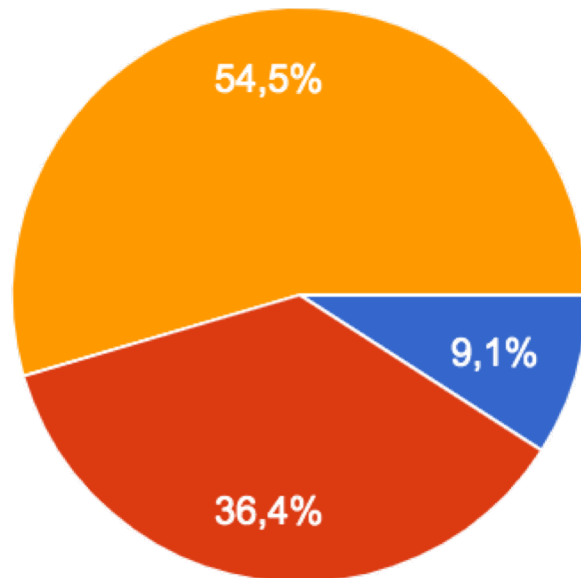
accept internships that meet your expectations!!!
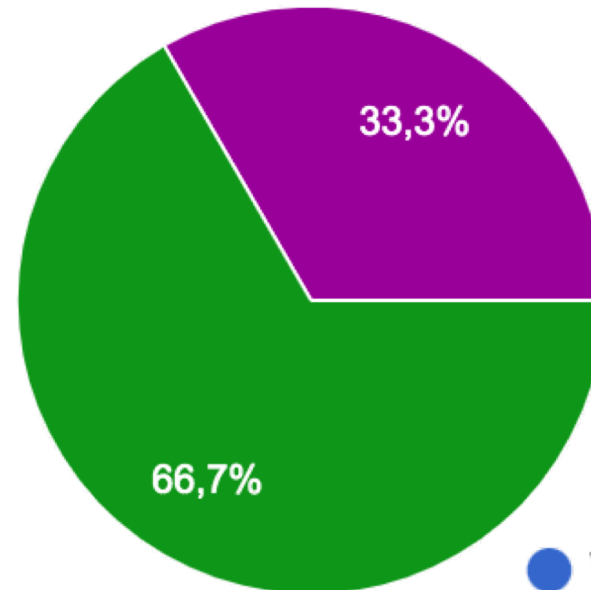
Some statistics
Companies questionnaire 2023

Have you hired our graduates in your company?

- Yes
- No
- Yes rather than no
- No rather than yes

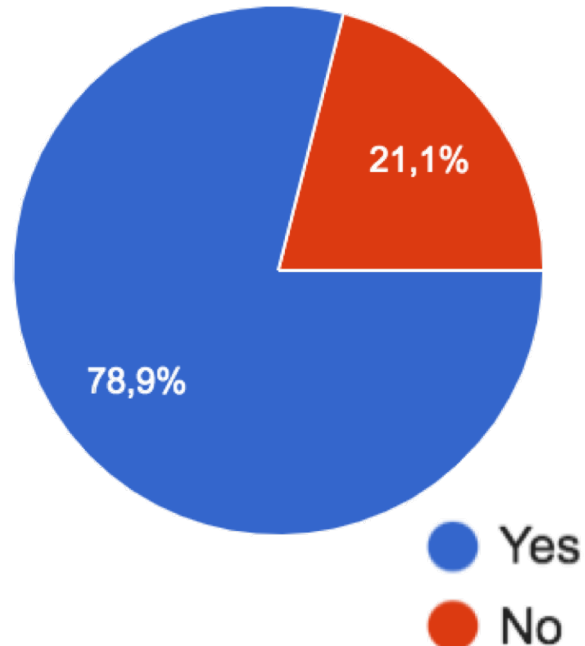**How does your company rate our graduates on average?**

- Very unsatisfied
- Unsatisfied
- A little bit satisfied
- Satisfied
- Very satisfied

Some statistics
Companies questionnaire 2023

DATA SCIENCE
UNIVERSITY OF PADOVA

Are there any transversal skills (e.g. language skills) that a DS graduate should possess?

Suggestions:
English language above B2
Data visualization skills
Communication skills
Team work skills, focus to team goals
Precision and speed in tasks completion
Analytical and critical thinking
Adaptability
Real-world project experience
Problem solving by the point of view of business
Economic and financial knowledge of IPRs

Paperwork to start

Info available @

🔒 http://www.unipd.it/stage

🔒 http://www.unipd.it/en/internships

Uniweb | Departments | Schools

UNIVERSITÀ
DEGLI STUDI
DI PADOVA

Menu ⌄   After graduation ⌄   Career service ⌄   › Internships

Internships

Choose your academic supervisor!

Will <u>guide</u> and supervise the student during the internship

Should be an **instructor**/**faculty** somehow knowledgeable about the main topic of the internship

Should know from the beginning if you are doing an internship, a thesis, or internship + thesis, must be <u>involved</u> in the definition of the <u>training project</u>, and must be continuously informed about your progress

Please identify your **academic supervisor** well in advance in order to meet all the deadlines (training project to be ready at least 15 days before the internship starts)

Attend a safety course!

DATA SCIENCE
UNIVERSITY OF PADOVA

FORMAZIONE GENERALE (GENERAL TRAINING)

Formazione online per il personale > INIZIATIVE FORMATIVE > Area Sicurezza
> **FORMAZIONE GENERALE (GENERAL TRAINING)**

BASIC COURSE IN HEALTH AND SAFETY:
"GENERAL TRAINING" (4 hours)

download the **certificate of
successful completion** !!!

PS: you only need to complete the course **<u>once</u>** – if you have already passed it some time ago, e.g., for an internship at your Bachelor's, you can use your old certificate

Get an agreement! (if needed)

http://www.unipd.it/en/internships

Uniweb | Departments | Schools   Webmail | Contacts | 800 years | Sup...

UNIVERSITÀ DEGLI STUDI DI PADOVA

🔍 ☰ MENU IT EN

Menu ⌄   After graduation ⌄   Career service ⌄   › Internships

Internships

Information for students and graduates

› Internships in Italy
› Internships abroad

Information for companies

› Activate Internships in Italy
› Activate Internships abroad

in case the receiving organization is **not** in the unipd database, **they** must sign an **agreement** with unipd

in case it already is, you can submit your **training project**

DATA SCIENCE
UNIVERSITY OF PADOVA

Define the training project!

establishes how the internship is organised:
duration, activities to be carried out, etc...

https://careers.unipd.it/en

jointly defined by the
receiving organization,
the academic supervisor
and the student

yours is a compulsory
training with credits!!!

... includes the date
of completion of the
safety course ☺

Sign and deliver!

at least 15 days before the internship begins

send to stage@unipd.it

the **training project** as from https://careers.unipd.it/en

duly filled and <u>electronically signed</u> by

- academic supervisor
- receiving organization tutor*

* in case the receiving organization cannot sign electronically, please contact stage@unipd.it

Can I get paid?

The presence of a **pay**/**reimbursement**
(to be contracted with the receiving organization)
it should appear in the training project

Erasmus+ for traineeship mobility

(as a paid alternative)

https://www.unipd.it/en/erasmus-traineeship-mobility

Different rules for application

Does not exclude Erasmus+

Pays slightly more than Erasmus+

Can also get a salary (not from the EU though)

Open call

stage.estero@unipd.it +39 049 827 3071

Can I sign a NDA?

NDAs (non disclosure agreements) with UniPD undergo strict rules due to the specific nature of the university. An NDA needs a long time to be verified and amended by the central offices, and most of the times unipd will not be able to sign it

NDAs are therefore **not** an available option for your internship

During your internship

Stay in contact with ...

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+ your university tutor

WHO

datascience@math.unipd.it
(general inquiries)

tomaso.erseghe@unipd.it
(rector's delegate for internships)

Have your credits approved!

Short report

Prepare a **short report** (free format) containing:

i. a few lines summarizing the work done

ii. the type of working environment/conditions that you have experienced at the receiving organization

iii. any <u>critical situation</u> that you may have faced either with us, the career office, or the receiving organization

Will be used to steer our future activity

Internship completion certificate

Il/La Tutor Aziendale
The Receiving Organization Tutor
....
(nome e cognome / *name and surname*)

dichiara che lo studente/la studentessa
certifies that the student
....
(nome e cognome / *name and surname*)

numero matricola
with identification number
....
(matricola / *student ID*)

iscritto/a al Corso di Laurea in Data Science
attending the degree course in Data Science

ha svolto uno stage formativo di (almeno) 375 ore pari a 15 CFU
has completed an internship of (at least) 375 hours, for a total of 15 ECTS credits

dal / *from* .... (*use dd/mm/yyyy*)

al / *to* ....

presso / *at* ....
....
....
(denominazione e sede ente ospitante / *name and location of the receiving organization*)

Data/*Date,* ....

Tutor Aziendale / *Receiving Organization Tutor*
(Firma Elettronica / *Electronic Signature*)

1. fill your data in an editable pdf

2. Print the result

3. Sign electronically

Sign and deliver!

send to stage@unipd.it

1. the **short report**, dated and signed by you

2. the **internship completion certificate** filled and electronically signed by the receiving organization tutor *

your 15 ECTS credits will be automatically recorded in a few business weeks

* in case the receiving organization cannot sign electronically, please contact stage@unipd.it

Contacts

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https://www.facebook.com/CareerServiceUnipd

Career Service Università degli Studi di Padova

Some detailed info

Internship + thesis at a company

- Find yourself a company, research centre or university, in Italy or abroad, and identify a **receiving organization tutor**
- Find yourself an **academic supervisor** who should be informed that you are doing internship + thesis
- Make sure that the company has an agreement (can check in the training project website). If not or if the agreement is expired follow the instructions here **http://www.unipd.it/en/internships**
- Fill the **training project** as from **https://careers.unipd.it/en**
- Submit the signed training project to **stage@unipd.it**
- In case the company wants a different kind of agreement, contact **stage@unipd.it** as there are alternative ways
- During the internship + thesis , keep in contact with your supervisor
- Once you finish submit the internship completion certificate to **stage@unipd.it** … do it well in advance of your graduation date as it requires some time (15 working days) to get the credits recorded

Internship only at a company

- Find yourself a company, research centre or university, in Italy or abroad, and identify a **receiving organization tutor**
- Find yourself an **academic supervisor** who should be informed that you are doing internship only
- Make sure that the company has an agreement (can check in the training project website). If not or if the agreement is expired follow the instructions here **http://www.unipd.it/en/internships**
- Fill the **training project** as from **https://careers.unipd.it/en**
- Submit the signed training project to **stage@unipd.it**
- In case the company wants a different kind of agreement, contact **stage@unipd.it** as there are alternative ways
- During the internship, keep in contact with your supervisor
- Once you finish submit the internship completion certificate to **stage@unipd.it** … do it well in advance of your graduation date as it requires some time (15 working days) to get the credits recorded

Thesis only at a company

- Find yourself a company, research centre or university, in Italy or abroad, and identify a **receiving organization tutor**
- Find yourself an **academic supervisor** who should be informed that you are doing your thesis there
- Make sure that the company has an agreement (can check in the training project website). If not or if the agreement is expired follow the instructions here **http://www.unipd.it/en/internships**
- Fill the **training project** as from **https://careers.unipd.it/en** ... even if it is only thesis you need to activate a second internship to grant yourself the insurance cover
- Submit the signed training project to **stage@unipd.it**
- During the thesis, keep in contact with your supervisor
- Once you finish submit the internship completion certificate to **stage@unipd.it** ... do it well in advance of your graduation date as it requires some time (15 working days) to get the credits recorded

Info for companies

- The agreement with the university offers an insurance cover to students
- Make sure you have an agreement with unipd. If not or if the agreement is expired see **http://www.unipd.it/en/internships**
- The reference contact is always **stage@unipd.it**
- The company will have to sign the **training project** but is the student who fills it on the unipd website
- In case you want a different kind of agreement, contact **stage@unipd.it** as there are alternative ways to proceed
- Once the internship is finished you will have to sign an internship completion certificate stating that the student has completed their internship … this is needed for credit recognition
- Remember that NDAs require a lot of administrative work and are not an option for a thesis … however the student will have the option to place an embargo on the thesis (the document will not be public)

Internship + thesis at unipd

- Find yourself a **professor** who should be informed that you are doing internship + thesis with them
- Also in this case you will have to fill a **training project** as from **https://careers.unipd.it/en** which will finally grant you the internship credits ... in the training project the professor should sign as **receiving organization tutor** and you will have to find a co-supervisor to sign as **academic supervisor** (leave it blank in case you cannot find a co-supervisor)
- In this case the internship should include the more practical part of the thesis
- Submit the signed training project to **stage@unipd.it**
- Once you finish the internship period submit the internship completion certificate to **stage@unipd.it** ... do it well in advance of your graduation date as it requires some time (15 working days) to get the credits recorded

Questions?

tomaso.erseghe@unipd.it