

Internships @ DATA SCIENCE a Quick Guide UNIVERSITY OF PADOVA

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

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



*to develop new skills
to get in touch with the daily work environment
to apply lessons learned to a practical problem*

to strengthen your curriculum

Some statistics

questionnaire 2023

Are there any transversal skills that a DS graduate should possess?

Suggestions from companies:

Teamwork skills, focus to team goals

Precision and speed in tasks completion

Real-world project **experience**

Problem solving by the **point of view of business**

Analytical and critical thinking

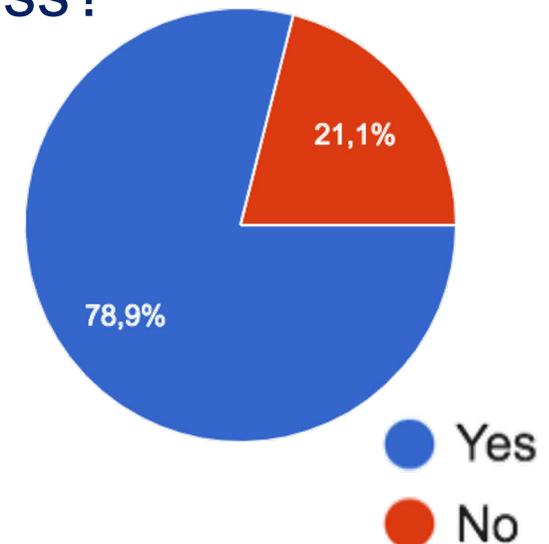
Adaptability

Economic and financial knowledge of IPRs

Data visualization skills

Communication skills

English language above B2





typically

2nd semester 2nd year

4 months (18 ECTS credits = 450 hours)

possibly combined with the master's degree thesis

(15 + 18 = 33 ECTS credits = 1 semester)



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

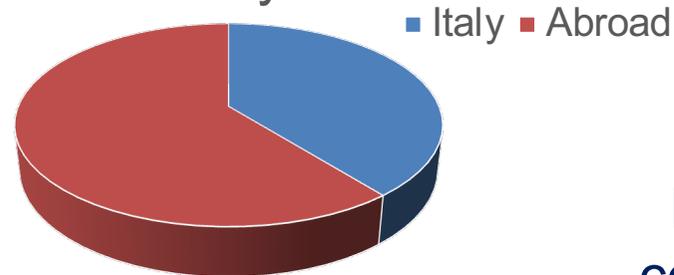
datascience.math.unipd.it
career service @ unipd
www.unipd.it/en/internships
unipd faculty
"data science
internship day"

fast and lightweight
accreditation procedure
through stage@unipd.it

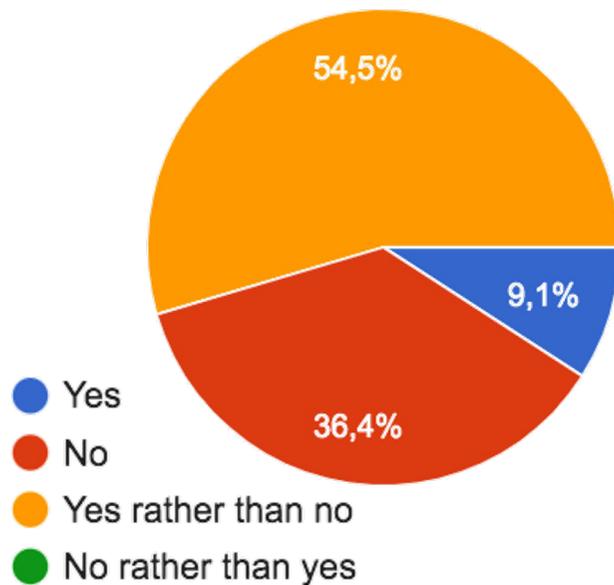
More statistics

questionnaire 2023

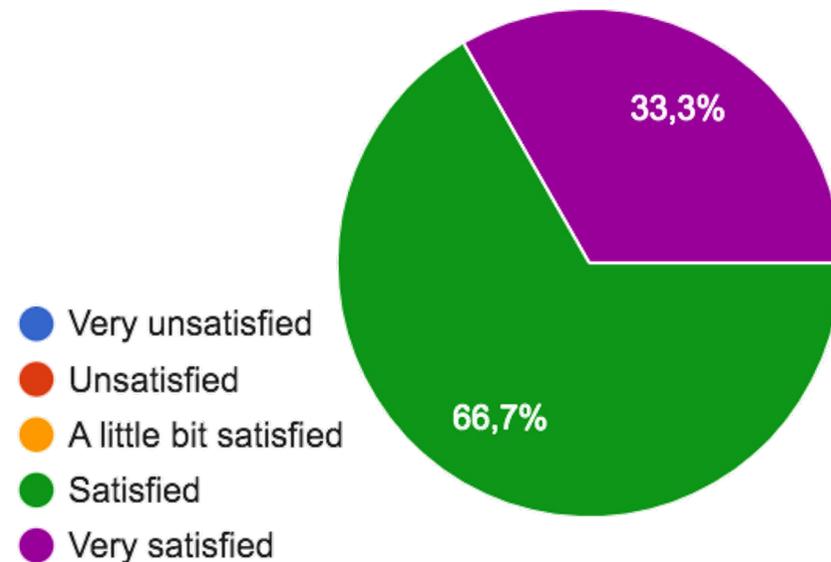
Thesis in Italy or abroad?



Have you hired our graduates in your company?



How does your company rate our graduates on average?



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 centre (*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
3. Submit a *training project* at least 15 days before the internship starts
4. Have your *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



mariangela.guidolin@unipd.it

tomaso.erseghe@unipd.it

(rector's delegates for internships)

Some additional info

Paperwork to start

Info available @



 <http://www.unipd.it/stage>

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

Uniweb | Departments | Schools |

1222-2022
800
ANNI



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

Menu ▾ After graduation ▾ Career service ▾ > Internships

Internships

Choose your academic supervisor!



Will guide and supervise the student during the internship

Should be an **instructor/faculty** (any unipd dept.) 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 involved in the definition of the training project, 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)

Get an agreement! (if needed)



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

Uniweb | Departments | Schools

Webmail | Contacts | 800 years | Support

1222-2022 800 ANNI UNIVERSITÀ DEGLI STUDI DI PADOVA

SEARCH 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**

Attend a safety course!

elearning.unipd.it/formazione/course/index.php?categoryid=39

FORMAZIONE GENERALE (GENERAL TRAINING)

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

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



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

Define the training project!

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

<https://careers.unipd.it/en>

UniPD Careers

ITALY INTERNSHIP ITALY JOB INTERNSHIP ABROAD

INTERNSHIP ABROAD PLATFORM

Personal curriculum

Video Curriculum

Window

Applications

Training project

DEFINE FORM

Free Internship: NO

Compulsory training: YES

With Credits: YES

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 electronically signed 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

Can I sign an NDA?

nondisclosure agreements



Students can sign NDAs
... they can find templates adhering
to unipd rules [at this link](#)

NDAs can also be signed by the academic
supervisor / the university, but this is trickier
... avoid disclosing any confidential
information, it is typically not needed

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

During your internship

Stay in contact with ...



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stage@unipd.it

+39 049 827 3075

+ your university tutor



mariangela.guidolin@unipd.it

tomaso.erseghe@unipd.it

(rector's delegates 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 critical situation 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. 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 18 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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UniPD
Careers

Available on the
App Store

Google Play



<https://www.facebook.com/CareerServiceUnipd>



facebook

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
- **NDA**s are an option ... remember also that 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