Università degli Studi di Padova

Dipartimento Matematica

Internships @ DATA SCIENCE UNIVERSITY OF PADOVA the Full Guide

by tomaso.erseghe@unipd.it

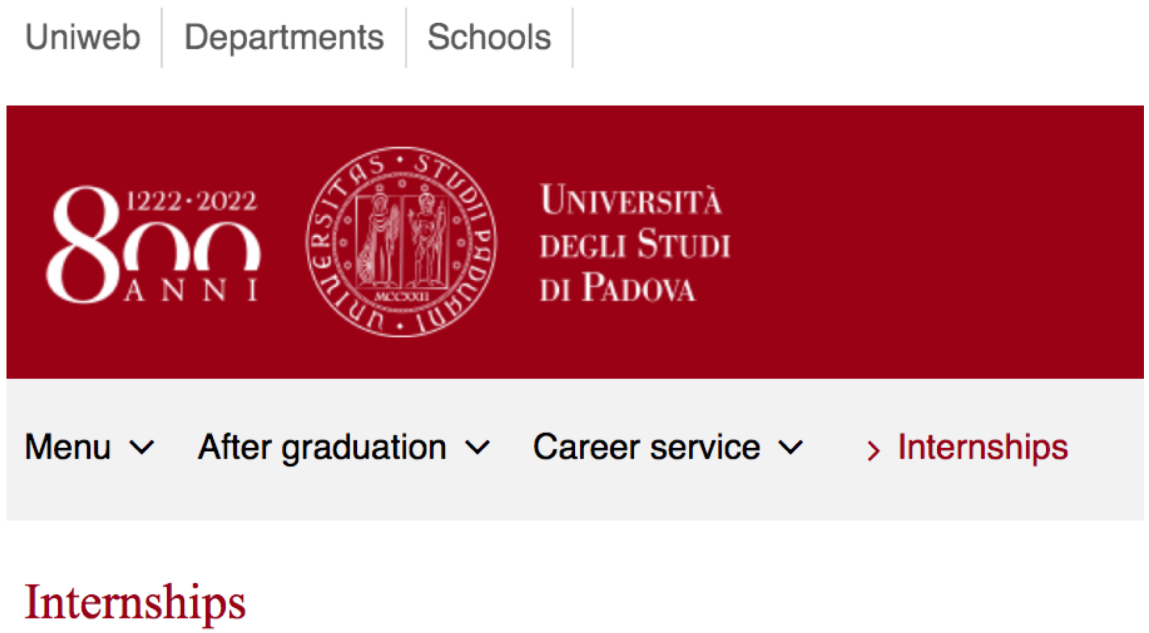
Summary

1. *Find a company/research center (receiving organization) and identify your tutor there*
2. *Find an academic supervisor (faculty) who will monitor your internship and sign documents ☺*
3. *Submit a training project before the internship starts*
4. *Have your 15 credits approved once the internship is over (or after 3 months for long internships)*

Paperwork to start

Info available @

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



First, find an internship!

in Italy or abroad

in a company, a research center, or a university lab

through one of our contacts or by your own contact

datascience.math.unipd.it

faculty/instructors

"Students meet companies" info day

www.unipd.it/en/internships

accreditation procedure through stage@unipd.it

Receiving organizations

in the last two years or so

Leanbit (pd)	MindEarth (IT)	Locatium Solutions (SP)	Avanade Italy (IT)	Statwolf (pd)	PwC (pd)		
BMR Genomics (pd)	Czech Technical Uni (CZ)	Emerging technologies (pd)	Danieli Automation (IT)	Sistemi Informativi (IT)	Sanmarco Informatica (IT)	Digital Experience (pd)	Gran Sasso Science Inst. (IT)
Fondazione Bruno Kessler (IT)	Vrije Uni Amsterdam (NL)	ACT Operations Research (IT)	Conservatoir Botanique National Alpin (FR)	Gamehouse Original Stories (NL)	European Center for Living Tech (IT)	Mister Sandman (DE)	Technical Uni of Denmark (DK)
Aequo Solutions (pd)	Sweetiedev (UK)	Miriade srl (IT)	Azzurro Digitale (pd)	Engineering (pd)	Fondazione ISI (IT)	Sportit (IT)	Studiomapp (IT)
Everis Italia (IT)	Huawei (DE)	Unuversity of Vienna (AT)	Chisito (pd)	KPMG (IT)	Cybertec (IT)	CTTC (SP)	Qi4M (IT)
Cerved group (IT)	STIGA (IT)	Chiron Agile (IT)	ID Ward (SP)	ACTL (IT)	JAKALA (IT)	Novaeka (pd)	Zucchetti (pd)
ELSE Corp (IT)	Accenture (IT)	Loka Services (MK)	EnginSoft (pd)	Business Analytics (DE)	Momentive AI (USA)	Nevis (IT)	UniPD (pd)
Worl Food Program (IT)	VivaDrive (PL)	Ennova Research (IT)	Goodyear Sa (LUX)	Waitwhile (IT)	Nokia Bell Labs (FR)	Nuovo Pignone (IT)	

Students questionnaires

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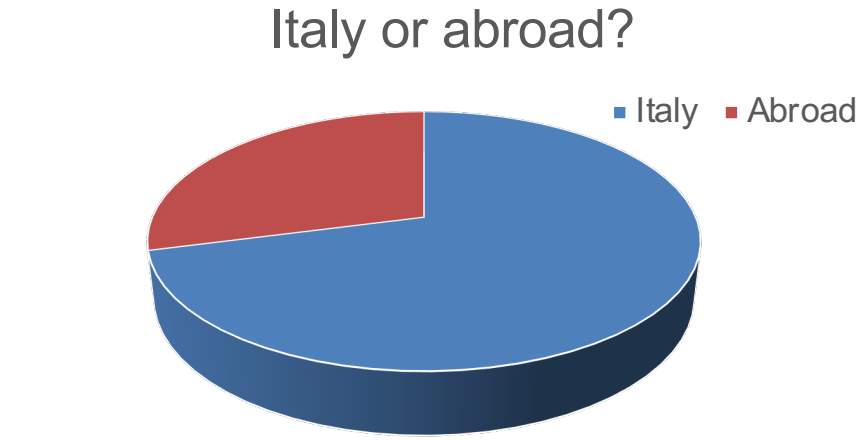
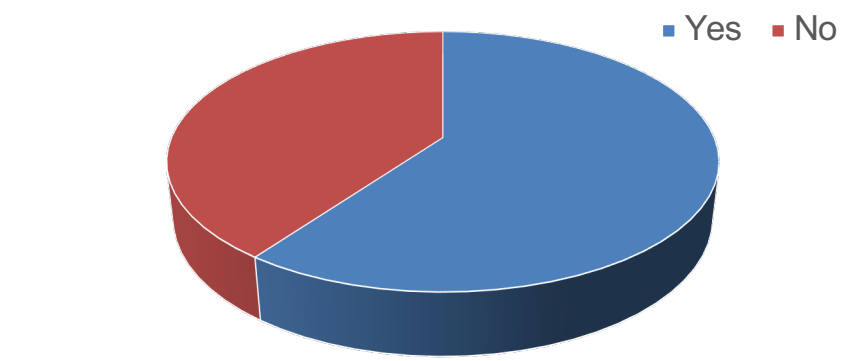
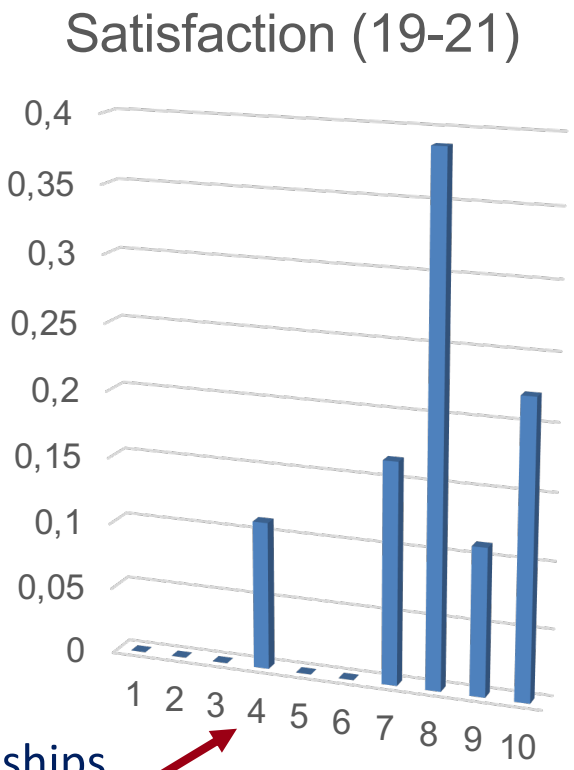
DATA SCIENCE
UNIVERSITY OF PADOVA



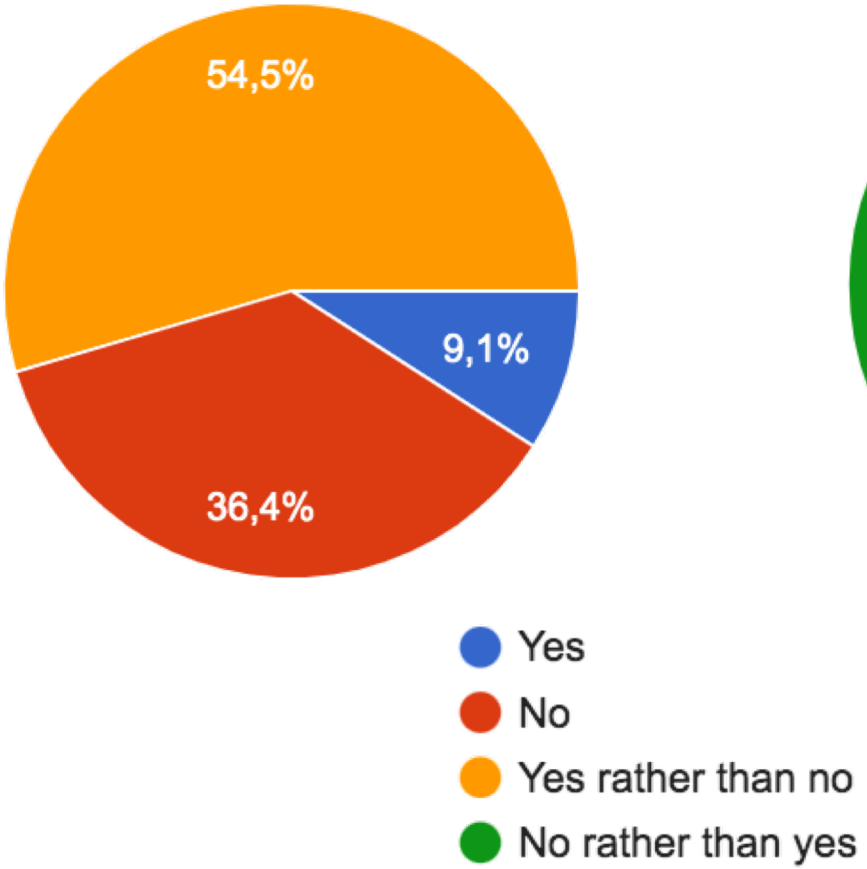




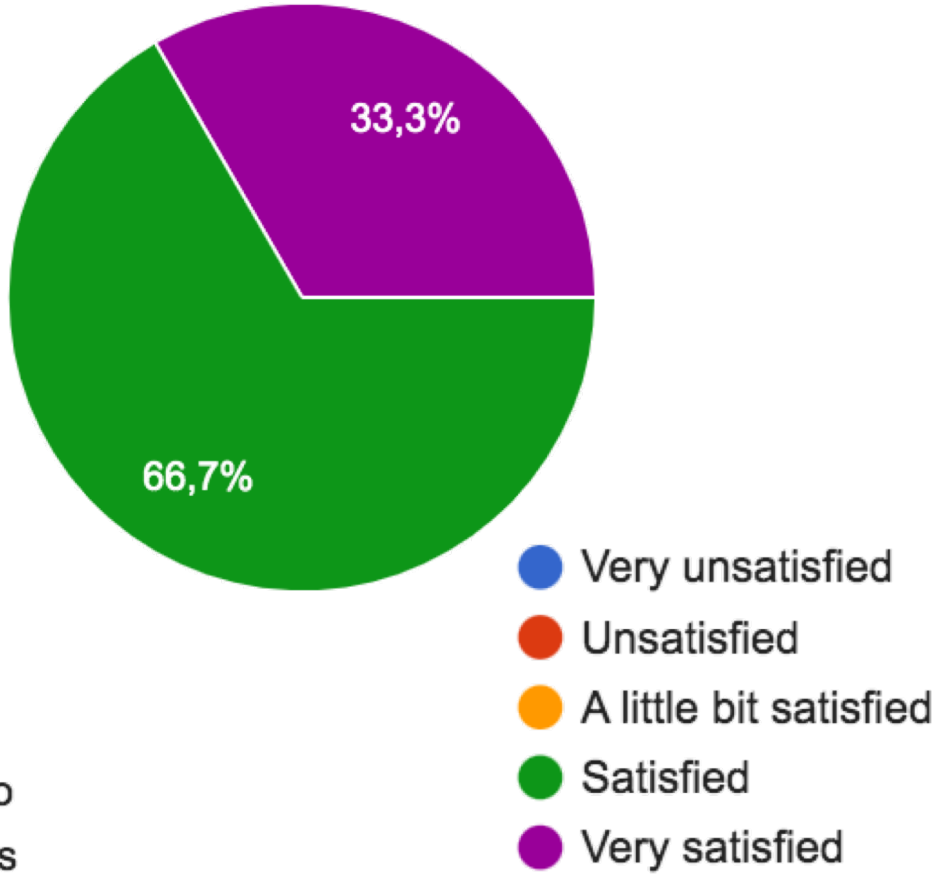
accept internships that meet your expectations!!!

Receiving organization questionnaires

Have you hired our graduates in your company?

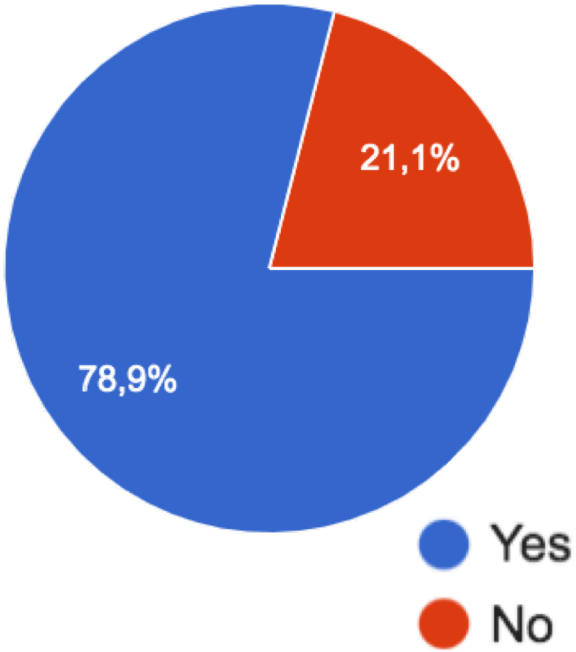


How does your company rate our graduates on average?



Receiving organization questionnaires

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
Ability to understand complex papers
Real-world project experience
Problem solving by the point of view of business
Economic and financial knowledge of IPRs

Choose your academic supervisor!

Will guide and supervise the student during the internship

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

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)

IMPORTANT

For internship only (unrelated to the thesis work), if anything else fails the academic supervisor can be the **internship responsible** but, due to the many requests, you will need to explicitly state who you contacted and rejected your request

For thesis + internship (6 months work) the **academic supervisor** should be the same person. She/he must know from the beginning that the internship is aimed at the thesis, must be involved in the definition of the training project, and must be continuously informed about your progress

For thesis + internship @ the university premises, your thesis supervisor will sign the training project as **receiving organization tutor**, and the co-supervisor (if any) as **academic supervisor** (leave it blank in case you do not have a co-supervisor)

Attend a safety course!

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

FORMAZIONE GENERALE (GENERAL TRAINING)

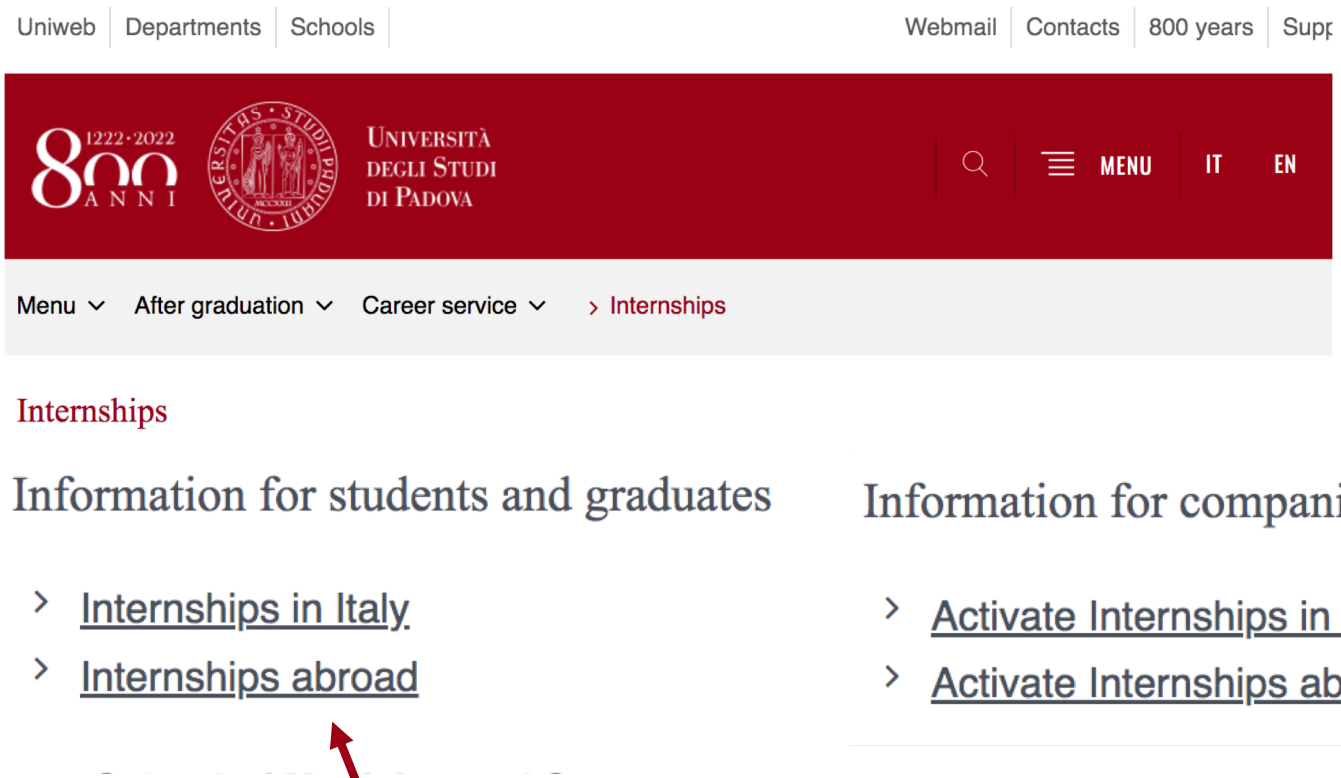
Formazione online per il personale > INIZIATIVE FORMATIVE > Area Sicurezza
> **FORMAZIONE GENERALE (GENERAL TRAINING)**

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

Get an agreement! (if needed)

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

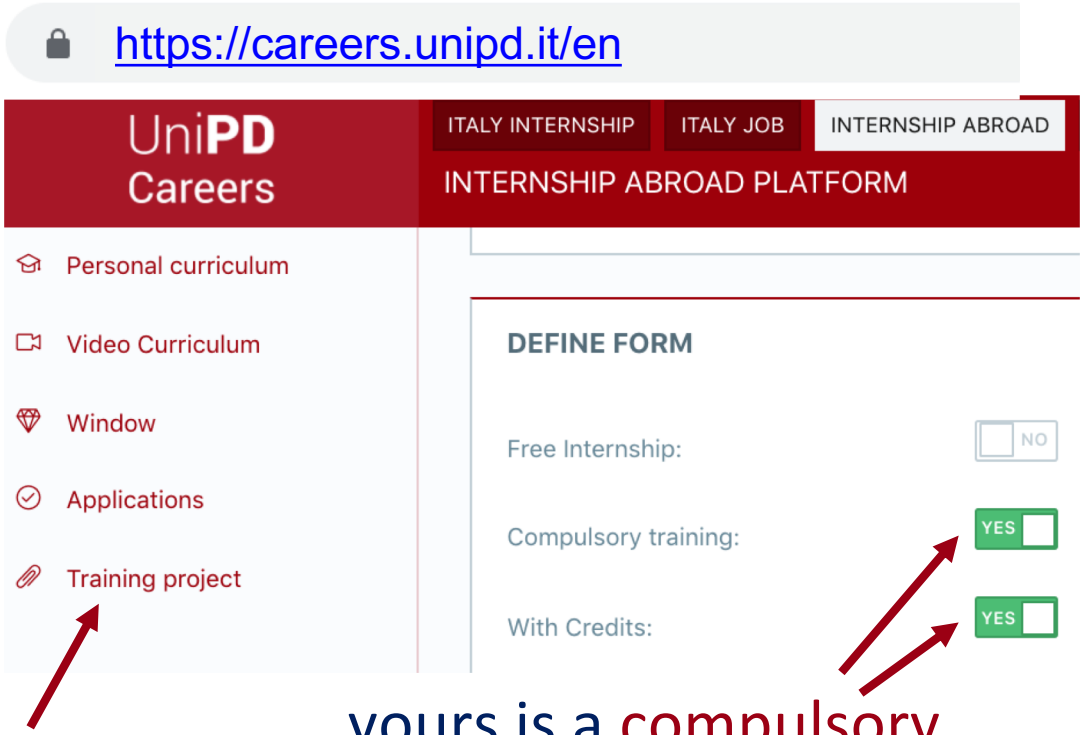


in case the receiving organization is **not** in the unipd database, **they** must sign an **agreement** with unipd

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

Define the training project!

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



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 ☺

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 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

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

Erasmus+ for traineeship mobility

(as a paid alternative)

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

Erasmus+
Traineeship

Erasmus+
Traineeship

EU 4 EU

EU4EU ITALY

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

Application deadline	Mobility period
30 July 2021	Sept 21 – Sept 22
17 September 2021	Nov 21 – Sept 22

stage.estero@unipd.it

During your internship

Stay in contact with …

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)

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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. 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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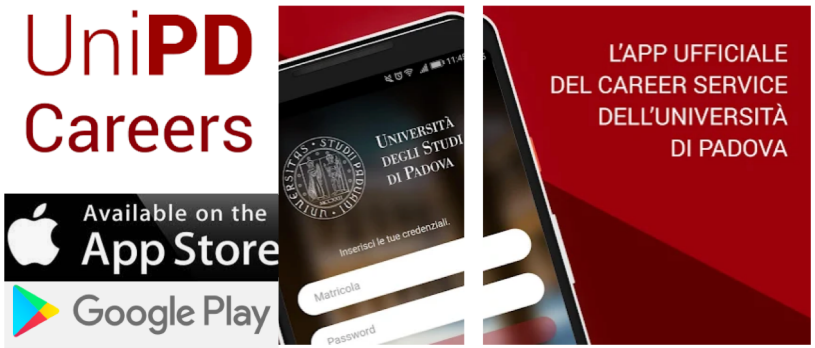

https://www.facebook.com/CareerServiceUnipd

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Career Service Università degli Studi di Padova

Questions?

tomaso.erseghe@unipd.it