

## Internships and final (thesis) projects

## IN A NUTSHELL

- The **internship** is worth 9 ECTS credits (approx 250 hours, or 2 months) and it is intended as an experience for the student to acquire on-field experience in a hosting institution
- The final **final project** is worth 18 ECTS credits (about 4 months) and it is an original research activity that requires to develop some new concept and write a detailed report about it, under the supervision of an academic advisor

The two activities can be carried out **independently**, *either in a company or in one of our university labs*. However, the student can also opt to combine **internship and final project together** in a more complex project, to be carried out in the same hosting institution. To begin with...

For a general introduction to internships and final projects visit this website <u>http://mime.dei.unipd.it/opportunities/internships</u>.

## **University labs**

To find proposals for internships and final projects to be carried out in out university labs you'd better talk directly to our Professors and/or check their webpages. A list of MIME's Professors can be found here:

http://mime.dei.unipd.it/course-description/professors

The full list of professors of the Department of Information Engineering is available at this webpage:

https://www.dei.unipd.it/lista-docenti

We will also organize yearly events to present master projects' opportunities: stay tuned!

## Companies/external organizations

If you wish to do an internship and/or final project in a company, you have two options: a) Check the offers in the website <u>http://mime.dei.unipd.it/life-mime</u>, clicking on "*Internship*" label, and then contact the reference person for the offer that appeals you the most. If the position is still available, you will be put you in contact with a representative of the company for an interview. If everything works fine, then you can start your internship, following the instructions in the next section.

b) Contact a company yourself and check directly with them whether they are available to offer internships/final projects. If so, you need to contact Prof. Andrea Zanella (zanella@dei.unipd.it) to sort out the formalities. Indeed, before starting the internship, there must be a signed TRAINING AND ORIENTATION AGREEMENT between the University of Padova and the hosting organization. The agreement **lasts for five years**, and can be renewed by contacting the <u>Career</u> <u>Service</u> office of the University of Padova. Hosting organizations that have never signed up such an agreement need to register to the portal: <u>careers.unipd.it</u>. The agreement will be automatically generated at the end of the registration procedure. This document needs to be signed by a legal representative of the hosting institution and carried/sent to <u>Dr. Zoltan Denes</u> at the Career Service office of the University of Padova. Once this procedure has been completed, you can proceed with the steps described in the next section. How to start an internal/external/abroad internship

The procedure is the same both for internal and external internships. If you read italian, you can find all the info you need here: <u>https://www.unipd.it/stage-tirocini-italia</u> (only italian). Otherwise, you can read what follows.

- As a preliminar condition, the student needs to pass the "Basic course in health and safety: General training (4 hours)" which is available (both in italian and English) on the moodle platform:
  - a. <u>https://elearning.unipd.it/formazione/</u>

You need to login with your Single-Sign-On credentials, then click on "Area sicurezza":



Click on "Formazione Generale" and subscribe the course of 4 hours.

- Successively, the student needs to fill his/her **educational project form** (progetto formativo) that must be agreed upon with the tutor in the host institution, and approved by a Professor, which will be your official university tutor (for internal internships, the local and university tutors can be the same person). Formally, the internship request must be filed through the following portal: <u>https://careers.unipd.it/en/#/pages/login</u>
- Note: in the portal above, you can also find other offers, which do not necessarily match those listed in the MIME webpage.
  - a. You must select the hosting organization by specifying the call ID or the institution TAX/VAT number. (For **internal internship** the VAT number of the University of Padova is **00742430283**).

- b. If you opt for an internship in our university, please specify the department and lab. (As mentioned, in this case, the hosting and university tutors can be the same person.)
- The project needs to briefly describe the type of activity carried out during the internship/final project, specifying the temporal duration, the work methodology, and the expected results. The project objectives must be coherent with the educational goals of the master degree.
- For the duration, please, specify the period agreed upon with your hosting supervisor. For simple internship, the period should be between 1.5 to 2 months, or slightly longer. For internship+final project, is should be from about 4.5 to 6 months, or longer.
- The *Benefits offered to the trainee* indicate which benefit you are given (lunch tickets, salary, ...)
- The educational project needs to be printed, signed by trainee (student), hosting institution tutor, university tutor (a Professor that understands about the internship subject), and then taken to the Career Service office of our University (via Riviera Tito Livio 6, Padova), at least <u>10 days before the beginning of the internship</u>.
- Once the internship period is over, your host institution tutor needs to fill in and sign the form "<u>Attestazione di tirocinio</u>" (Internship certificate), which needs to be taken to Career Service office, for validation. The validated certificate must finally be delivered to our Students Affair Secretary (Segreteria Studenti), at second floor of building DEI/A, for the insertion of the internship ECTs in your transcript.
- Note that, if you decide to do your final project during the internship, you must also do the paperwork for the graduation. You can get information from this website: <u>https://elearning.dei.unipd.it/mod/book/view.php?id=3&chapterid=31</u> or asking our Students Affair Secretary.