

UNIVERSITÀ
DEGLI STUDI
DI PADOVA



Master's Degree in Management Engineering

Internship and final exam: guidelines

Academic year 2026-27

INTERNSHIP – GENERAL INFORMATION

- Mandatory (formally 6 credits for a total of 150 hours)
- Where:
  - At an Italian entity (private or public)
  - At a foreign entity (private or public), also through study programs to study abroad
  - At a university laboratory (in Italy or abroad)
- It can be aimed at the writing of the thesis, or not
- Curricular (for students) and extracurricular (for recent graduates, within 12 months from the degree)

INTERNSHIP – PROCEDURES

How to find an internship and procedures to follow:



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

https://stem.elearning.unipd.it/course/section.php?id=110121

Academic tutor / thesis supervisor

- They may be two different professors
- Students must ask a professor to assume the role of tutor/supervisor
- Thesis connected with the internship: one professor may assume the dual role of academic tutor and thesis supervisor

INTERNSHIP – REGISTRATION

- At the end of the internship period, the **internship completion certificate (AFT)** must be completed. This contains a brief report on the internship carried out and must be signed by the host company
- The AFT must be **sent via e-mail** to Dr. Monica De Spirito, Career Service (stage@unipd.it)
- The internship must be recorded by registering on the appropriate list on Uniweb (as for other exams). The list is opened close to the registration date, and the relevant Committee verifies the results of the internship
- The deadline for registering the internship depends on the date of the graduation session and is usually about ten days before the deadline for registering exams

INTERNSHIP – CONTACTS

Contact for the School of Engineering

Monica De Spirito

Office hours: 10:00 am to 1:00 pm (Mon to Fri), 3:00 pm to 4:30 pm (Tue and Thu only)

Tel. 049 827 3395

Career Service

Via Martiri della Libertà 2, 35137, Padova

Appointments:

https://web.unipd.it/prenotazionicareerservice/

Email: **tirocini.ingegneria@unipd.it**

ERASMUS for internships abroad – CONTACTS

The training internship and thesis can also be carried out abroad

See the final exam regulations on the website:
https://stem.elearning.unipd.it/course/view.php?id=10952

Contacts for the Erasmus+ traineeship

Office hours: 10:00 am to 1:00 pm (Mon-Fri), 3:00 pm to 4:30 pm (Tue and Thu only)

Career Service

Via Martiri della Libertà, 2, 35137, Padova

Appointments: **https://web.unipd.it/prenotazionicareerservice/**

E-mail: **stage.estero@unipd.it**

Telephone: +39 049 827 3071

FINAL EXAM – GENERAL INFORMATION

The **final exam** consists of the student writing an original thesis under the guidance of a supervisor, and presenting and discussing it before the degree committee.

The **master's thesis** is a written paper of a high scientific standard, relating to an original project or research in one of the disciplines of the master's degree program, possibly carried out at a company, laboratory, or institution

The thesis will be **discussed** before a committee appointed by the Director of the relevant Department or, on his or her behalf, by the President of the relevant School.

THESIS – TYPES

Two types:

- **Connected with the internship**
  - Illustrates/reports the results of a ***project*** carried out by the student during the internship
  - 'Carried out by the student' means that the student contributed to developing (even as part of a working group) a ***solution*** (at any stage of implementation) to a business problem
- **Bibliographic/speculative/research (empirical)**
  - Based on the collection and analysis of documents and/or empirical data (from laboratories, surveys, etc.)

THESIS CONNECTED WITH THE INTERNSHIP

- The activities carried out during the internship should provide sufficient (and appropriate) material for writing the thesis
- Internships that involve general activities do NOT normally offer the possibility of writing a thesis. In order to write a thesis based on the internship, it is necessary to develop an original project within the company in one of the disciplines of the master's degree program
- It is advisable to draft a ***thesis project*** as soon as the internship begins, to be shared with the company tutor and the academic tutor
- Formally, the curricular internship requires 150 hours of attendance at the company, but it usually lasts longer, especially if connected with the thesis (3-6 months)

FINAL EXAM

- **Four sessions** (July, October, December, March/April)
- The application to the graduation session must be submitted via ***Uniweb***
- All exams must be completed and recorded at least 15 days before the start date of the session (published on the university website)
- You must also have your Study Plan approved – the plan cannot be changed after submitting your graduation application
- At the time of submission, you must be up to date with your tuition fee payments

FINAL EXAM

- Pay attention to the deadlines for submitting your graduation application and its approval, which generally close well before the session (normally 2 months)
- Pay attention to the dates and procedures for uploading your thesis
- You must complete the questionnaire on the ALMALAUREA website
- For the English curriculum, the thesis must be written and discussed in English, and an extended summary of the work carried out must also be prepared in Italian

Regulation for the Master's Degree in Management Engineering:
https://stem.elearning.unipd.it/course/section.php?id=110123

For further information:
https://www.unipd.it/en/graduation