REGULATION FOR ACTIVATION AND CONDUCT OF THE CURRICULAR INTERNSHIP FOR BACHELOR DEGREE IN COMPUTER SCIENCE
(GUIDELINES FOR STUDENTS)

First approved in the meeting of the CCdS on 28/07/2017

Modified and approved in the meeting of the CCdS on 05/09/2022

The procedure consists of the following four steps:

STEP A: Selection and application

The student selects one or more positions. The list of the available positions that have been already approved by the "*internship committee*" is published on the website in the section "Available Internships".

Students send an e-mail to the "*contact person*" of the host institution, and to tirocini.l31@unime.it, in CC, with the object "*Computer Science Internship*", specifying surname, first name, student ID, and the selected positions and attaching:

1. The European curriculum vitae (in pdf format),
2. The "Study plan" downloaded by ESSE3 (in pdf format).

Then, the host institution evaluates the above documents and, after an interview (if required), selects the candidates and makes the didactic administrative offices aware of the results of the selection, including students in CC.

The "*internship committee*" assigns an academic tutor to each student (the tutor cannot coincide with the supervisor of the host institution).

STEP B: Writing the internship project

The student must submit the "Internship Project" by sending it via email to tirocini.l31@unime.it with the object "Submission of the internship project in Computer Science".

The document must be **filled in**. In particular, the "aims and goals" section has to be compliant with the description reported in the internship proposal. The document **must be also signed** by:

1. Student,
2. *Contact person of the host institution* (who also applied the official company stamp, mandatory only if the host Institution does not belong to UNIME),
3. *Academic Tutor*,
4. *Coordinator of the bachelor degree in Computer Science*.

Incomplete forms, as well as those different from the original version, will be rejected.

The UNIME administration receives the document and sends it to the *Coordinator of the bachelor degree in Computer Science* and to the I*nternship committee*.

Students cannot start internship activities before having completed STEP B, i.e. not before having received the approval of the internship project (containing a protocol number).

STEP C: Carrying out the internship

During the internship period, the "Internship activity log" must be filled with a description of the daily activities, including date, entry and exit time. This form must include the stamp of the host institution on the pages where the supervisor signature is present (the stamp is mandatory only if the host institution does not belong to UNIME).

Incomplete forms, as well as those different from the original version, will be rejected.

Students can carry out at most 6 hours per day for internships at UNIME whereas at most 8 hours per day for internships in institutions other than UNIME (if students aim at applying for more hours per day, the internship committee must approve this in advance). Students must conclude the internship activities within the period indicated in the "Internship Project" (this period cannot exceed 12 months).

Students can request an extension of the internship deadline, just once and properly justified. This request must be sent well in advance with respect to the internship deadline. It must be signed by the supervisor of the host institution and sent to the UNIME administration (via e-mail to tirocini.l31@unime.it, with object "internship extension request") which forwards it to the coordinator of the bachelor's degree to the internship committee for approval.

Students who fall in one of the following situations:

have not completed the scheduled hours within the terms specified in the "Internship Project" and have not requested any extension,

have not attended the internship without justification for a period exceeding 15 consecutive working days,

lose the internship position and must address the whole procedure from the very beginning (from STEP A to STEP D). Consequently, the student also loses all the hours already performed and cannot request and obtain any CFU recognition.

STEP D: Conclusion and reporting

At the end of the internship period, students must send an e-mail to protocollo@unime.it with the object "Internship conclusion Computer Science" attaching the following documents:

1. "Credit recognition";
2. "Internship activity log", which should contain, for each day of activity: date, entry and exit time, details of the activity. Each page of the form must contain the official stamp of the Host Institution (mandatory only if the Host Institution does not belong to UNIME) and the host institution supervisor signature.

3. "Internship report", that has to be written on headed paper of the hosting institution and has to include supervisor's signature and the official stamp of the host institution (mandatory only if the host institution does not belong to UNIME). Moreover, it has to include: student personal data, student ID, name of the bachelor degree program, duration of the internship in hours and a detailed description of the activities carried out in line with "Internship Project". This report must be also signed by both the student and the academic supervisor;

4. "Internship assessment form" (written by the supervisor of the host institution).

The lack of just one of the above documents, or the submission of incomplete or differing-from-original forms, will prevent the recognition of the corresponding CFU credits.

The CCdS will decide about the recognition of the CFU credits.

Students close to graduation should send the documents mentioned at STEP D at least 30 days before the date communicated by the student office in order to submit the title page of the thesis.

Let us recall that:

- **In line with the Students Information Booklet (Manifesto degli Studi) related to the Academic Years between 2014/15 and 2020/21, an internship CFU corresponds to 15 hours of activities at host institution (i.e., 3 CFU x 15 hours = 45 internship hours); for "Manifesto degli Studi" related to Academic Years before 2014/15, an internship CFU corresponds to 12 hours of activities at host institution (i.e., 3 CFU x 12 hours = 36 internship hours).**

- **In line with the Students Information Booklet (Didattica Programmata) related to the Academic Year 2021/22 and following, an internship CFU corresponds to 25 hours of activities at host institution (i.e., 3 CFU x 25 hours = 75 internship hours).**

- **Internship activities must be compulsorily carried out in the period indicated in the Students Information Booklet, in any case not before the enrollment in the third year of the degree course, and only after the achievement of at least 90 CFU out of the 180 CFU available.**

For further information, please visit the UNIME internship webpage.