



Università
degli Studi di
Messina

DIPARTIMENTO DI SCIENZE
MATEMATICHE E INFORMATICHE,
SCIENZE FISICHE E SCIENZE DELLA TERRA

REGULATION FOR THE ACTIVATION AND CONDUCT OF CURRICULAR TRAINING INTERNSHIP FOR THE COMPUTER SCIENCE DEGREE PROGRAM (INFORMATION FOR STUDENTS)

The initial draft was approved during the CCdS meeting on 28/07/2017.

Modification approved during the CCdS meeting on 05/09/2022.

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The procedure is structured into the following four phases:

- PHASE A: Selection and Application
- PHASE B: Drafting of the Training Project
- PHASE C: Internship Execution
- PHASE D: Conclusion and Reporting

PHASE A: Selection and Application

The student chooses one or more positions from those available, already approved by the Commission for Internships of the CdS, published on the [Available Internships \(link\)](#). The student sends an email to the "reference person" of the hosting organization, with a copy to tirocini.l31@unime.it, subject: "CdS Computer Science - Request for curricular internship". The email must include the student's surname, name, and matriculation number, the chosen positions, and attachments:

1. The European curriculum vitae (in pdf format) and
2. The "Study Plan" downloaded from ESSE3 (in pdf format).

After evaluating the curriculum and academic records of the students, and after a possible interview, the hosting organization informs the student about the outcome of the selection.

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PHASE B: Drafting of the Training Project

The student prepares the "[Internship Project](#)" ([link](#)). The document **must be duly completed**, especially regarding the "objectives and methods," which must conform to the description in the internship proposal. The document must be signed, in order, by:

1. Student,
2. Responsible for the hosting organization (with stamp, mandatory only if the hosting organization is external to the University),
3. Academic Tutor,
4. Coordinator of the Course Degree, for the promoting subject.

The student must also complete the online Internship Start Request form. The resulting PDF document, along with the "Training and Orientation Project," must be sent to the university protocol office at protocollo@unime.it, with a copy to tirocini.l31@unime.it, subject: "CdS Computer Science - Transmission of the internship training project."

Non original (or partially filled) forms will not be considered. The student may not commence internship activities before completing PHASE B, i.e., not before receiving notification of the successful receipt of the request from the university's general protocol.

PHASE C: Internship Execution

During the internship, the "Internship Activity Log" ([link](#)) must be completed, detailing the activities performed each day. The log must bear, on the pages where present, the signature of the Tutor and the stamp of the Hosting Organization (the stamp is mandatory only if the hosting organization is external to the University).

Non original (or partially filled) forms will not be considered.

The student may work up to a maximum of 6 hours per day for internal internships and up to 8 hours per day for internships at organizations external to the University (greater numbers of working hours may be authorized by the Internship Commission only if adequately justified). The student must also carry out the internship activities within the period indicated in the



"Training and Orientation Project" (this period cannot exceed 12 months under any circumstances). The student can request a single extension, adequately justified, of the project deadline. This request must be submitted well in advance of the project deadline, countersigned by the Responsible of the hosting organization, and sent to the Internship Commission at the university protocol office at **protocollo@unime.it**, with a copy to **tirocini.l31@unime.it**, subject: "CdS Computer Science - Internship extension request."

The student who has not completed the expected hours within the specified terms in the "Training and Orientation Project", has not requested any extension, and has been absent without justified reasons for a period exceeding 15 consecutive working days, will be declared forfeited and must repeat the entire procedure (Phase A - Phase D); thus, all completed hours will be forfeited, and no credit recognition can be requested.

PHASE D: Conclusion and Reporting

At the end of the internship period, the student fills out the online form for the Recognition of Credits ([link](#)). The resulting PDF must be sent via email to the university protocol office at **protocollo@unime.it**, with a copy to **tirocini.l31@unime.it**, subject: "CdS Computer Science - Internship conclusion," attaching the following documentation:

1. "Request for Credits Attribution";
2. "Internship Activity Log," duly completed, indicating for each day: date, entry/exit time, and activity performed. Each page of the log must be stamped with the stamp of the Hosting Organization (the stamp is mandatory only if the hosting organization is external to the University) and signed by the Tutor of the Hosting Organization;
3. "Report on Internship Activities," duly prepared on the letterhead of the hosting organization, with the signature of the Tutor and the stamp of the Hosting Organization (the stamp is mandatory only if the hosting organization is external to the University), which includes: personal data of the intern, matriculation number, course of study, number of hours completed, and a detailed description of the activities performed in accordance with the "Training and Orientation Project." This report must also be signed by the student and the Academic Tutor;
4. "Final Internship Evaluation Form" (completed by the Tutor of the Hosting Organization).



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The absence of any of the above documents or the submission of incomplete documents or documents drafted on forms different from the official ones will not allow the recognition of the expected credits. The Board of the School will decide on the recognition of credits.

For graduating students, it is recommended to submit the documentation related to PHASE D at least 30 days before the date set by the Student Office for the delivery of the cover page of the final paper.

It is reminded that:

- In accordance with the Study Regulations for the A.Y. from 2014/15 to 2020/21, one credit for an internship involves 15 hours of activity at the hosting organization (e.g., 3 credits x 15 hours = 45 hours of internship). For the Study Regulations related to A.Y. before 2014/15, one credit for internship activity involves 12 hours of activity at the hosting organization (e.g., 3 credits x 12 hours = 36 hours of internship).
- In accordance with the Planned Education for A.Y. 2021/22 and subsequent, one credit for an internship involves 25 hours of activity at the hosting organization (e.g., 3 credits x 25 hours = 75 hours of internship).
- Internship activities must be carried out within the period provided by the student's training offer, i.e., not before enrollment in the third year of the course, and only after achieving at least 90 credits out of the 180 available. For further information, consult the Web page on the institutional website.

For further information, please consult the webpage on the institutional website [\(link\)](#).