Università
degli Studi di
Messina

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

REGULATION FOR ACTIVATION AND CONDUCT OF THE CURRICULAR INTERNSHIP FOR BACHELOR'S DEGREE IN COMPUTER SCIENCE
(GUIDELINES FOR PUBLIC AND PRIVATE INSTITUTIONS)

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

Last change 20/11/2024

The procedure consists of the following seven steps:

STEP 1: Stipulate the internship agreement with the University of Messina
(Mandatory for Institutions not yet affiliated with the University of Messina)

Public and private institutions are requested to contact the Internship Department Office at tirocini.l31@unime.it for any information about the procedure to be followed to sign the agreement.

STEP 2: Submission of the curricular internship proposal
Institutions already affiliated should fill the following form:

https://forms.gle/eLYpPeVWfdwqWaGA9

For internships at UNIME, faculty members acting as supervisors should fill the following form:

https://forms.gle/yj2sjtxRuso9JPtE9

According to the Italian law, the maximum number of hours per month is set to 160 and all activities carried out by students must be compulsorily completed within 12 months since the beginning of the internship. For internships at UNIME, activities cannot exceed 6 hours per day whereas, for other internships, activities cannot exceed 8 hours per day.

STEP 3: Approval of the curricular internship proposal

The "internship committee" periodically evaluates the received proposals. The approved ones are published on the CdS website in the section "Available Internships".

If the proposal is rejected, the Institution will be contacted by the Department Administration.

STEP 4: Student selection

First, students send an e-mail to the "contact person" of the Host Institution, including tirocini.l31@unime.it in CC, with 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.

For internships at UNIME, the maximum number of simultaneous positions is set to 2 for each supervisor (two positions are simultaneous if their activity periods overlap for not less than half of the overall duration of one of the two positions). Refer to current Italian laws for details (Legge 24 giugno 1997, n. 196, art. 18; D.M. 25 marzo 1998, n. 142; D.L. 13 agosto 2011, n. 138; legge 14 settembre 2011 n. 148; Legge 28 giugno 2012 n. 92).

STEP 5: Activation of the internship

At least 10 days before the beginning of the internship, the student sends to the host Institution the "Internship Project" completely filled in. In particular, the "aims and goals" section has to be compliant with the description reported in the internship proposal. The "contact person" of the host institution signs the document and applies the official company stamp (mandatory only if the Host Institution does not belong to UNIME).

STEP 6: 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 supervisor signature and the official stamp of the host Institution (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.

STEP 7: Conclusion of the internship

At the end of the internship period, students must send the required documents (see Step D of the document "Regulation for activation and conduct of the curricular internship bachelor degree in Computer Science (guidelines for students)").

The supervisor of the host Institution has to:

- Review the "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;
- Review the "Internship Report" that has to be written on headed paper of the host Institution and has to include the supervisor signature and the official stamp of the host Institution (mandatory only if the Host Institution does not belong to UNIME). Moreover, it has also to include: student personal data, student ID, name of the bachelor degree programme, duration of the internship in hours and 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;
- Fill the "Internship assessment form".

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.

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.