



UNIVERSITÀ DEGLI STUDI
DI TRENTO

REGULATIONS FOR THE INTERNAL TRAINEESHIP

Approved by the Department's Board on 28/10/2015



Regulations for the internal traineeship

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Art. 1 - General information for traineeships and internships

- 1.1. The internship is a training period during the two years of Master of Science in Mathematics aimed at integrating the university programme and orientating the future professional choices of the student. Two kinds of internships are available: traineeship (sometimes called “internal internship”), which is explained in this document, and stage (sometimes call “external internship”). The latter involves an external entity, usually a company. For more information on the stages, see other university documentation, e.g (<http://stage-placement.unitn.it/studenti/i-passi-attivare-lo-stage>).
- 1.2. The MSC presents four Major’s, called “curriculum” in Italian, as follows:
 - a) Advanced Mathematics
 - b) Teaching and Scientific Communication
 - c) Mathematics for Life Sciences
 - d) Coding Theory and Cryptography, which proposes two study plans, that is, the “stage-oriented” study plan and the “research-oriented” study plan.
- 1.3. The internship is mandatory for those students attending the Stage-oriented study plan in the Coding Theory and Cryptography curriculum. No internship is possible for the Research-oriented study plan in the Coding Theory and Cryptography curriculum. The internship is optional for students of any other curriculum.

Art. 2 – Specific information for traineeships

- 2.1. A traineeship must have a location and a tutor. The location can be one of the Laboratories present in the Department of Mathematics or one of the other Departments and Centres of the University of Trento. The tutor can be any professor or researcher working for the University of Trento. The choice of the location and the tutor is subjected to approval by the Director of the Department. The Director may nominate a Delegate for internships, traineeships and placement, “Delegate” from now on, who takes care of, in particular, of traineeships. Once the tutor and location have been approved by the Director or the Delegate, the tutor and the student agree on the work type of traineeship (as described in the next article) the traineeship topic and the traineeship duration, provided they satisfy the requirements for the specific traineeship work type. Once all traineeship details have been approved by the Director or the Delegate, the student must fill the form called “Attestazione di avvio tirocinio”, which is signed by the student, the tutor and the Director or the Delegate.



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Art. 3 – Work types of traineeships

Any internship has a default credit value of 12 ECTS (“CFU” in Italian), which corresponds to 300 hours of attested work, exploitable in several different formats, as described in points 3.1, 3.2, 3.3.

- 3.1. **Format A.** During her/his internship the student is required to be present in the location at least 6 hours (including one hour lunch break) each working day for at least 12 consecutive weeks. Every morning the student has to attest her/his presence by signing a sheet “Registro presenze” (presence sheet) at the Delegate’s office. The duration of the internship depends on the difficulty of the problem faced during the proposed study but it cannot exceed 6 months.
- 3.2. **Format B.** The student and the tutor agree on a work plan for the internship. The work plan has to include at least 180 hours of work either in the location or in other university structures or in external structures (such as museums, schools) specifically related to the activity. Such work is done in interaction with the tutor and/or with other researchers, technical staff, students. To attest such work, the student has a sheet “Registro presenze” where the dates and hours are written and the tutor puts his/her signature. The work plan may also include up to 120 hours of personal study done by the student, to supplement the theoretical background and to produce reports and presentations. Such work can be done at home, or in the lab or wherever the student finds suitable. The tutor attests such work on a sheet according to the periodic reports and presentations given by the student. The whole internship work has to be within a 12 months period and the work plan must include at least a total of 300 hours.
- 3.3. **Format C.** When the location of the internship is a UNITN Department (different from Mathematics), or a Laboratory thereof, the student is required to be present in the location at least 6 hours (including one hour lunch break) each working day for at least 12 consecutive weeks. Every morning the student has to attest her/his presence by signing a sheet “Registro presenze” (presence sheet), which is kept at the tutor’s office at the location. Once a week, the tutor signs the “Registro presenze” and the student brings it to the Delegate’s office for approval. The duration of the internship depends on the difficulty of the problem faced during the proposed study but it cannot exceed 6 months.

Art. 4 – Validation of the internship

4.1. For each format, at the end of the internship the student will be required to:

- a) write a final report and
- b) fill in the form “Certificazione di tirocinio interno” (Certification of internal traineeship).

The final report must follow the provided document structure and must be signed by the tutor and by the Delegate (and additionally by the assistant tutor, if present).

In the case the work done by the students, as per the report, is satisfactory, the tutor approves the “Certificazione di tirocinio interno” by signing it. No mark is given for an internship.

Once all the signatures have been obtained in the form and the report, the student will hand both documents to the “Ufficio Gestione Studenti” (Povo 1), in order to obtain the credits registration (see 2.1).