

MEMORANDUM

Bachelor in Applied Computer Science (DM 509/99)

Master in Computer Science (DM 509/99)

The student chooses a company/institute either in Italy or abroad, where he/she wants to do his/her internship. This can be done by checking the online offers or the list of the companies that have already established agreements with the University (information at Careers Advisory Service). The student can either contact the university tutor or identify the company/institute by him/herself.

Objectives and duration of the internship must be defined together with the company tutor. Afterwards the objectives, tasks, and projects of the internship have to be discussed with the university tutor, who also has to sign all the documents required. When the documents are signed, the student brings the project of the internship (two copies) to **the Careers Advisory Service**.

Internships that require recognition of credits must provide the minimum of hours that are indicated in the **study regulations** as well as meet the requirements of the **internship regulation** of the Faculty of Computer Science.

The internship can be done for maximum **20 hours per week** during the courses (from October to June) and up to **40 hours per week** during the summer break (Middle of June – end of September - depending on the Academic Year).

Public holidays are not included in the number of hours. In addition, the intern should not work during weekends.

Documentation that must be submitted before starting the internship

Form	How many?	When?	Where?
Internship project	2 originals	At least 2 weeks before starting the internship	Careers Advisory Service

The student has to deliver two original copies of the internship to the Careers Advisory Service **at least two weeks before the beginning of the internship**. The internship period indicated in the project is binding.

The Careers Advisory Service contacts the company/institute and organizes the signing of the **internship agreement**. If delays in signing the agreement are likely to occur, the Careers Advisory Service will inform the student about it via **e-mail**.

Documentation that must be submitted after completing the internship

Form	How many?	When?	Where?
Attendance record	1 original	6 weeks after the end of the internship	Careers and Advisory Service
Evaluation of the intern			
Final assessment			
Evaluation			

The forms can be downloaded from the homepage:

<http://www.unibz.it/en/students/internships/Internships/form/AppliedComputerScience.html>

<http://www.unibz.it/en/students/internships/Internships/form/MasterComputerScience.html>

Extension/termination of the internship

The extension or termination of the internship can be asked only in cases having a valid reason. The Careers Advisory Service must be contacted at least two weeks before the extension or termination via e-mail (careersservice@unibz.it).

Insurance

The intern has an insurance provided by the University for the entire period of the internship. Information on insurance coverage can be found online: <http://www.unibz.it/it/students/internships/internships/insurance>.

Postgraduate internships – doing more internships within the university career

Student can do more internships during their university career. **Graduates have the possibility to do an internship within 12 months after graduating.**

For more information please contact the Careers Advisory Service, piazza Università, 1, 39100 Bolzano. Tel. +39 0471 01 27 00, e-mail: careersservice@unibz.it