

# **Master's degree program in Data Science Internship Regulation**

## **Art. 1 Purpose**

The didactic path of the Master's Degree in Data Science includes a compulsory internship in the second year (6 CFU) which aims to deepen the issues addressed in the courses and in the laboratory activities in professional fields of production of goods and services in the public or private sector.

The internship activity has an exclusively educational nature and is carried out under the guidance of a company tutor and under the supervision of a university tutor.

## **Art. 2 Internship search**

The search for the internship can be done through consultation of the internship proposals available on the website [www.stage.unimib.it](http://www.stage.unimib.it); contact/agreement with external companies or bodies, research laboratories of the DISCo or other Departments of the University for the definition of an internship proposal. This proposal will be formalized with the inclusion of the training project on the website [www.stage.unimib.it](http://www.stage.unimib.it)

## **Art. 3 Internship activation**

To activate the internship it is necessary to have obtained at least 54 credits.

The University Stage Office deals with the activation and closure of the internship activity.

The Teaching Council of the Master's Degree Course designates a contact person within the teachers of the study course that:

- evaluates the contents of the training project, also in the light of the teachings and activities of the laboratory that have already been taken by the student.
- in the event that the internship proposal is rejected, he/she will justify the decision, suggesting where possible the appropriate changes to the training plan;
- if the proposal is approved, assigns the University Tutor;
- intervenes, upon notification by the student or the host institution, in case of critical issues.

Following the approval of the contents of the training project by the student, the contact person internship validates the training project-student association and assigns the university tutor.

The university tutor is usually chosen among the professors of the study program. The university tutor can be identified autonomously by the student who must communicate the name by writing to [stage.datascience@unimib.it](mailto:stage.datascience@unimib.it) in this case.

The internship is activated after the approval of the training project by the university tutor.

## **Art. 4 Internship conduct**

1. The internship usually takes place over a period of 3 months.
2. The student is required to update the university tutor at least once a month about the progress of the internship. The dates of the meetings must be indicated in the questionnaire at the end of the internship (see art. 6).
3. The university tutor has the task of verifying that the student's work at the institution or company host takes place consistently with the activities envisaged by the training project, and is not in any substitute way of corporate labour force, in which case the host organization

or company could be temporarily or permanently excluded from the Master's Degree in Data Science internships.

4. The company tutor has the role of following the student during the internship and guaranteeing his character training of the activities carried out.

#### **Art. 5 Repetition of the internship**

If the internship carried out is not evaluated positively and is not approved by the university tutor, the student will have to make another one.

#### **Art. 6 Internship conclusion**

1. In order to make possible the closure of the internship and the subsequent recognition of credits, the student and the company tutors must fill in the respective questionnaires through their accounts on [www.stage.unimib.it](http://www.stage.unimib.it) internship evaluation. The student will also have to insert a document containing a brief report (max. 200 words) and the report indicating the dates of the meetings with the university tutor.

2. The recognition of the internship activity for the purpose of acquiring the corresponding CFU takes place by the university tutor.

#### **Art. 7 Project Work**

1. In order to activate the Project Work it is necessary to have obtained at least 54 credits.

2. The Project Work can be carried out by students who already have an employment contract in place and who are occupied in adequate activities according to the internship supervisor of the Master's Degree in Data Science and must have a minimum duration of 3 months (like the internship).

3. The Project Work is carried out under the guidance of a company tutor in service at the institution/company of the Project Work and with the supervision of a university tutor. To activate the Project Work, it is necessary to fill in the Project Work Proposal Submission Form, signed by the student, the company tutor and the university tutor and send it electronically to the Teaching Office of the Degree program course.

4. The Project Work will be examined by the competent teaching body and, if approved, will be returned to the student copy of the document complete with the signature of the legal representative of the university or his delegate and, from that moment, the project is considered definitively started and valid.

5. The student is required to periodically update the university tutor on the status of the work; the updates are recorded in the CFU Recognition Form.

6. The recognition of the Project Work activity for the purpose of acquiring the corresponding credits takes place by part of the university tutor through the CFU Recognition Form.