
REGULATIONS FOR CURRICULAR INTERNSHIPS OF THE DEPARTMENT OF COMPUTER SCIENCE

Art. 1

Definitions, Terms, and Glossary

For the purposes of this Regulation, the following terms are defined as follows:

Curricular Internships (*Tirocini formativi*): curricular internships included in the study programme and aimed at the acquisition of professional competences through work-based training experiences.

Promoting Entity (*Ente promotore*): the entity that promotes the internship; in the present case, it coincides with the Department of Computer Science.

Host Entity (*Ente ospitante*): a public or private entity that has entered into an agreement with the University for internship activities. The University itself, as an employer, may host interns within its own facilities.

Agreement (*Convenzione*): an accord between the Promoting Entity and the Host Entity that governs the obligations of the parties.

Intern (*Tirocinante*): a student enrolled in one of the degree programmes belonging to the Inter-class in Computer Science.

CICSI (*Consiglio dei Corsi di Studio in Informatica*): the Board of Computer Science Degree Programmes of the University of Bari Aldo Moro.

Training and Guidance Plan (*Progetto formativo e di orientamento*): a document describing the objectives of the internship, the activities to be carried out, and the skills and knowledge that the intern shall acquire through the internship experience.

CFU for Internship: university credits (*crediti formativi universitari*) associated with internship activities.

Academic Supervisor (*Tutor didattico*): a faculty member serving as the reference person for educational and organisational matters. The Academic Supervisor is appointed by the Promoting Entity upon proposal of the Internship Coordinator. Also referred to as *tutor accademico*.

Company Supervisor (*Tutor tecnico*): the person who supports the implementation of the internship project. The Company Supervisor is designated by the Host Entity. Also referred to as *tutor aziendale*.

Internship Coordinator (*Coordinatore dei Tirocini*): the faculty member responsible for the curricular internships promoted by the Department of Computer Science. The Internship Coordinator is appointed by the Head of the Department of Computer Science.

Final Internship Report (*Relazione Finale del Tirocinio*): a document consisting of the questionnaires on the activity carried out, completed at the end of the internship by the Company Supervisor and the intern, and subsequently submitted to the Teaching and Student Services Office of the Department of Computer Science.

Recognition of Internship Activity (*Riconoscimento dell'Attività di Tirocinio*): coincides with the awarding of CFU to the intern as provided for in the study plan, upon submission of the CFU recognition form, completed and signed by the Academic Supervisor, to which the Final Internship Report must be attached. Recognition is approved by the Coordinator of the CICSI.

Teaching and Student Services Office (*U.O. Didattica e Servizi agli Studenti*): the departmental office that manages the administrative procedures related to internships.

Art. 2

Applicable Regulations

The curricular internships of the Department of Computer Science are governed by this Regulation. For any matters not covered herein, the provisions of the corresponding regulation of the University of Bari and the applicable legislation shall apply.

Art. 3

Objectives and Purposes

In order to create, within the educational processes, opportunities for alternation between study and work and to facilitate career choices through direct knowledge of the world of work, training and career guidance internships are promoted for university students within the scope of the Bachelor's and Master's degree programmes belonging to the Inter-class in Computer Science.

The specific objectives of the Internship are:

- a) to appropriately supplement university curricula in terms of content, skills, and conduct, by enabling direct experiences in professional and work contexts;
- b) to facilitate students' career choices by enabling them, through direct contact with the world of work, to acquire precise knowledge of the requirements and opportunities offered therein, as well as to self-assess their aptitudes and competences;
- c) to ease students' entry into the world of work, by enabling prospective employers to evaluate the positive impact of integrating qualified human resources into their workforce.

The relationships that Host Entities maintain with interns do not constitute employment relationships.

Host Entities may accept interns in relation to their business activities, within the following limits:

- companies with no employees may host interns provided that the owner guarantees continuous mentoring and supervision of the intern;
- companies with no more than five permanent employees may host no more than one intern at a time;
- companies with a number of permanent employees between six and nineteen may host no more than two interns at a time;
- companies with more than twenty permanent employees may host interns in a number not exceeding ten per cent of said employees at a time.

Art. 4

Types of Internship

Two types of internship are provided for:

- a) internship at a facility external to the University;

- b) internship at a university facility.

Art. 5

Interns

Students enrolled in three-year degree courses who have no more than 3 examinations remaining may undertake a curricular internship within the framework of a thesis project. Master's Degree students can carry out their internship starting from the beginning of the second semester of the second year.

Art. 6

Supervision and Procedures for Internships at External Facilities

The CICSII ensures the availability of an Academic Supervisor who also serves as the thesis supervisor for the intern.

Internships are carried out on the basis of specific agreements stipulated between the Promoting Entity, the Department of Computer Science, and the Host Entities, being public and private employers.

The internship experience may take place in several operational units of the same organisation. Where the experiences are carried out at multiple companies, agreements may be stipulated between the University and the representative association of the employers concerned. The stipulation of “framework agreements” between the University of Bari and the associations of employers concerned is permitted.

The templates for agreements and Training and Guidance Plans are available on the website of the Department of Computer Science and at the Teaching and Student Services Office of the Department.

Upon completion of the internship, the Company Supervisor and the intern must respectively complete the “Company Supervisor Questionnaire” and the “Intern Questionnaire,” which shall be submitted to the Teaching and Student Services Office.

For the purpose of recognising the internship activity, the “CFU Recognition Form” is available on the website of the Department of Computer Science and at the Teaching and Student Services Office.

Art. 7

Procedures for Activating Internships at External Facilities

A student who intends to carry out a curricular internship at an external facility may contact their thesis supervisor, the Internship Coordinator, or the Teaching and Student Services Office to reach out to an entity, which need not already be party to an agreement.

To carry out the internship at a facility external to the University, the student must submit to the Teaching and Student Services Office the “External Internship Request” form, which shall be signed by the Academic Supervisor, who also serves as the thesis supervisor.

An entity wishing to promote one or more curricular internships may submit to the Teaching and Student Services Office an “Expression of Interest” to host internships and request the stipulation of an agreement with the Department of Computer Science. Once the availability of a student and a faculty member as Academic Supervisor has been confirmed, the Host Entity may submit to the Teaching and Student Services Office a proposed “Training and Guidance Plan,” which

shall be reviewed by the Internship Coordinator and, if no objections are raised, submitted for approval by the Department Board.

Art. 8

Supervision and Procedures for Internships at University Facilities

The Academic Supervisor also serves as Company Supervisor and thesis supervisor for the intern. The experience may take place in several operational facilities of the University of Bari. For the purpose of recognising the internship activity, the “CFU Recognition Form” is available on the website of the Department of Computer Science and at the Teaching and Student Services Office.

Art. 9

Procedures for Activating Internships at University Facilities

A student who intends to carry out their thesis within the framework of a curricular internship at a university facility may contact their thesis supervisor, the Internship Coordinator, or the Teaching and Student Services Office for guidance.

To carry out the internship at an internal university facility, the student must submit to the Teaching and Student Services Office the “Internal Internship Request” form, which shall be signed by the Academic Supervisor, who also serves as the thesis supervisor.

Art. 10

Evaluation of Internships

In the case of an internship at an external facility, the evaluation of the internship activity falls within the competence of the Academic Supervisor and the Company Supervisor. A positive evaluation is certified by the Academic Supervisor, including through the evaluation of the thesis, and by the Company Supervisor through completion of the designated form (Company Supervisor Questionnaire), and entails the awarding of CFU, subject to approval by the Coordinator of the CICSU.

In the case of an internal internship, the evaluation of the activity falls within the competence of the Academic Supervisor, including through the evaluation of the thesis. The guiding criteria for the evaluation are:

- a) the consistency of the work carried out with the objectives of the Training and Guidance Plan;
- b) the relevance of the work carried out for the purpose of deepening or completing knowledge and competences;
- c) the level of participation in teamwork, cooperation, and communication with members of the Host Entity;
- d) the ability to adapt to the rules of conduct of the Host Entity.

Art. 11

Credits Awarded for the Curricular Internship

The number of CFU to be awarded for the compulsory curricular internship is determined by the CICSU and communicated to students in the Study Programme Guide of each degree programme belonging to the Inter-class in Computer Science.

Art. 12

Duration

The duration in terms of CFU of the curricular internships is specified in the Study Programme Guide of each specific degree programme. Considering that 1 CFU corresponds to 25 hours of student workload, the temporal duration of internships for the degree programmes of the Inter-class in Computer Science normally ranges between two and four months and shall not exceed six months.

In computing the aforementioned limits, any periods dedicated to military or civil service, as well as periods of compulsory maternity leave, shall not be taken into account.

Any extensions of internships are permitted within the maximum duration limits specified in this article.

Art. 13

Obligations of the Intern

During the internship, the intern is required to:

- a) carry out the activities specified in the Training and Guidance Plan;
- b) comply with the regulations of the Host Entity and the applicable rules on hygiene, safety, and health in the workplace;
- c) maintain the necessary confidentiality with regard to data, information, or knowledge acquired during the internship;
- d) follow the instructions of the Academic Supervisor and the Company Supervisor;
- e) upon completion of the internship, complete and submit the evaluation questionnaire.

Should the intern need to interrupt the internship for any reason, the intern is required to notify the Teaching and Student Services Office, the Company Supervisor of the Host Entity, and the Academic Supervisor, so that the appropriate measures may be taken.

Art. 14

Early Termination and Suspension of the Internship

In the event that the completion of the internship becomes impossible or inadvisable, or if the internship is suspended, the parties involved (intern, Company Supervisor of the Host Entity, Academic Supervisor) shall promptly notify the Teaching and Student Services Office so that the appropriate measures may be taken.

Art. 15

Termination of Agreements

Should inadequacy of the internship training or non-compliance by the Host Entity be identified during the course of the internship activity, the Internship Coordinator may resolve to terminate the agreement.

The resolution to terminate the agreement shall be transmitted to the Teaching and Student Services Office for any consequential measures.

Art. 16 Internship

Coordinator

The Internship Coordinator has the following responsibilities:

- a) coordinates and provides preliminary approval, in accordance with this Regulation, of proposals for agreements and Training and Guidance Plans;
- b) promotes expressions of interest to host internships and informs the appropriate Academic Supervisors.

Art. 17

Management and Monitoring of Internship Activities

The management and monitoring functions are entrusted to the Teaching and Student Services Office. For the collection of information on the level of satisfaction of students and Host Entities, specific questionnaires are prepared. The CICSII may supplement such questionnaires with requests for additional specific information.

Art. 18

Recognition of Work Experience and Previous Internships

Any work experience that the student is carrying out or has carried out, provided it is adequately documented, may be recognised as an internship activity. To this end, the intern must submit an application for recognition, duly accompanied by a report on the activity carried out and, where relevant, a report from the employer, to the Teaching and Student Services Office, which shall submit it for the opinion of the CICSII. In particular, the intern, having chosen their thesis supervisor, must produce with the latter a report on the knowledge and competences that the work activities have enabled the student to acquire. The assessment of the suitability and the credits to be awarded is conditional upon the relevance of the work carried out with respect to the curricular knowledge and competences of the student's degree programme.

Any previous internships completed within other university degree programmes may be recognised under the conditions and in accordance with the procedures described in this article.