

Internship and Thesis Guidelines for the Bachelor Course in Data Analytics

BC Data Analytics

The **Curricular Internship** is a formative experience that allows students to work with a company or institution affiliated with the university, giving them a direct introduction to the professional world. This “on the job” training period is included in the study plan for your degree program and offers an opportunity for direct engagement with workplace activities and practices. Through practical training, the internship alternates between study and work, helping students make informed career choices through firsthand experience in the job market.

For more information about how the internship is recognized in the study plan, please refer to the study program regulations.

- **List of Partner Companies - Department of Mathematics and Physics (Updated: 19/09/24)**

You can find the list of companies and institutions affiliated with the university https://www.matfis.unicampania.it/images/dipartimento/elenco_aziende_convenzionate.pdf.

To start the internship procedure, please follow the instructions below and also written here <https://www.unicampania.it/index.php/studenti/opportunita/stage-e-tirocini/tirocini-curricolari> :

Notice: Internship Start Procedure and Internship Start Date

To initiate the curricular internship, the student must email the **Internship Plan (“Progetto Formativo”)**—properly completed and signed by both the university tutor and the company—to the following addresses:

- **Primary Contact:** didattica_dmf@unicampania.it
- **CC:** carlo.petriccione@unicampania.it (for administrative checks)

After administrative approval, the Internship Plan will be forwarded for the Department Director’s signature.

The **internship start date** indicated in the plan must be **at least 14 days after** the email submission date. This timeframe allows up to 7 days for checks and the Director’s signature, followed by up to 7 days for the submission of the documents to the Student Activities Office, where required.

Requirements

To begin the internship process, students must have earned at least **140 CFU** (ECTS credits).

Step-by-Step Process

1. Choose a Thesis Supervisor

Once you have accumulated 140 CFU, you need to identify a professor from the Data Analytics program who will likely supervise your thesis. Together with the supervisor, you will decide whether to pursue:

- An **internal internship** within the university, or
- An **external internship** with a partner company.

2. Decide on Internship Type

With your thesis supervisor, choose the type and location of your internship:

- **Internal internship:** An activity carried out within university departments or research centers.
- **External internship (stage):** An activity carried out at a company that has an agreement with the university.

3. Duration and Commitment

The internship or stage must involve a total of **200 hours**, completed over a minimum of two months.

4. Fill Out the Internship Plan (“Progetto Formativo di Tirocinio”)

To begin the internship, you must complete the official **Internship Plan** document, which outlines the objectives and activities of the internship. This document must be signed by:

- The hosting institution (company or university department),
- The internal tutor (your thesis supervisor).

5. Maintain a “Internship Diary”

During your internship, you are required to document your activities in a **Internship Diary**. This diary must be kept up-to-date and submitted at the end of the internship period.

6. Complete the Internship Report

At the conclusion of your internship, you will need to submit a detailed **Internship Report**. This document will summarize the activities completed during your internship, including key results and any challenges encountered.

7. Start Writing the Thesis

After completing the internship, you can begin writing your thesis. Your thesis may expand on the **Internship Report** by including additional analysis, the methodology applied, and any conclusions drawn. The thesis must be at least **50 pages** long.

8. Thesis Submission

Once the thesis is completed, it must be reviewed and signed by your internal tutor

(thesis supervisor). You must submit the final version of your thesis **at least 30 days** before the scheduled date of the final discussion.

Important Deadlines

- **Internship duration:** At least 200 hours over two months.
- **Thesis submission:** At least 30 days before the final thesis discussion.

By following these steps, you will ensure a smooth process for both the internship and thesis writing, helping you complete the requirements for your degree in Data Analytics.

SOME MORE DETAILS AND LINKS TO DOCUMENTS

Students interested in completing a curricular internship at a facility already affiliated with the University can download the Training Project form, fill it out, and submit it to the Administrative Office – Didactics Area of their Department (formerly the Faculty Office of the Dean) in order to start the administrative process.

If the student wishes to complete the internship at a facility that is not yet affiliated, they must visit the aforementioned Office to initiate the administrative process. In this case, it will be necessary to complete the Agreement for Curricular Training and Orientation Internship and the Company Information Sheet (mandatory).

All of the mentioned documentation, which can be downloaded in the "Forms" section, must be submitted in three original copies if in paper format or can be signed digitally and sent via certified email (PEC). Documentation with a non-compliant signature will not be accepted.

For foreign institutions, the forms are available in English.

Main Forms:

- Affiliated Institutions
https://www.unicampania.it/doc/RipartizioniFS/RS/Varie/Convenzioni_attive_luglio.pdf
- Training Project | Training project for traineeship and curricular orientation
https://www.unicampania.it/doc/RipartizioniFS/RS/Varie/tirocini_curricolari/Progetto_Formativo_C_v2020.1_31-08-2026.pdf

Other forms are available here

<https://www.unicampania.it/index.php/studenti/opportunita/stage-e-tirocini/tirocini-curricolari>

For more information, contact the Student Activities Office
(<https://www.unicampania.it/index.php/ateneo/uffici/ripartizione-gestione-carriere-e-servizi-agli-studenti/ufficio-attivita-studentesche> .