Guidelines for Internships and Project Activities
Graduations of July and October 2020

1. **Internships and Project Activities** can be activated in smart working mode with the following rules:
   - it shall be possible to carry out the activity from home
   - students should be provided with the necessary data and tools to perform the activities
   - tutor from the company must be "active", at least in smart working. So, they are able to interact with students. Scientific tutors are already in smart working mode, so the problem should not rise.

2. For those who were already conducting an **Internship** in a company but are unable to complete it because the company is closed or is not able to convert the internship into smart working:
   - if they have already reached 75% (see the table below) of the Internship, their activity is considered complete, without the need for any additional activities;
   - if they completed less than 75% of the internship: the students must contact the scientific tutor and
     - agree upon a Project Activity for the remaining hours, obviously in smart working mode; or
     - agree on an *alternative activity* (see below), in case it is not possible to activate a Project Activity.

3. Those who are already carrying out a **Project Activity**, they need to contact the scientific tutor and agree on how to properly conclude / activate the activity in smart working mode (including the possibility of changing the topic).

**"Alternative Activity"**: In agreement with the each CdS, the Department offers students the possibility (where above listed possibilities don’t exist) to replace internship / project activity with the alternative activity of in-depth study of a theme related to the courses. This consists of 1) studying and viewing the relevant instructional material such as the lessons/materials offered by teachers (primarily the scientific tutor, but also a different teacher indicated by scientific tutor) and 2) choosing a particular topic to study in more depth. This alternative activity is recognized as a replacement of the remaining hours planned for completing the internship/ project activity.
The recognition of this alternative activity (as pass or fail) will be determined by Committee of the degree, to which the student is required to submit a request in agreement with their scientific tutor.

This alternative activity should be always supplemented by a thesis/essay writing on the topic assigned by the scientific tutor. This additional activity should be completed independently from home.

Table: the 75% threshold of each Internships /Project Activities duration, in terms of hours

<table>
<thead>
<tr>
<th>Standards hours of internship/Project Activities</th>
<th>75%</th>
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<tbody>
<tr>
<td>720</td>
<td>540</td>
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<tr>
<td>360</td>
<td>270</td>
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<td>540</td>
<td>405</td>
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<td>180</td>
<td>135</td>
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<td>120</td>
<td>90</td>
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After May the 3\textsuperscript{rd}, these guidelines will be either confirmed or other guidelines will be provided.

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