

PRACTICAL INTERNAL ACTIVITY

01 PRELIMINARY AUTHORIZATION AND START

The STUDENT identifies the internship and sends an email to the SAT MANAGER of his/her study program (I), in c.c. to the ACADEMIC SUPERVISOR and to the LABORATORY MANAGER (or to the DEPARTMENT MANAGER) giving the specifications (II) and attaching the certificate of attendance of the basic course on safety and the abstract filled by the academic tutor. The SAT MANAGER approves via email. The STUDENT forwards the complete email, containing the specifications, the approval and the attached documents, to tirocini-auic@polimi.it.

02 ACTIVATION (PART I)

The Internship Service sends the TRAINING ACTIVITY DOCUMENT to the Intern.

The INTERN and the Academic Supervisor sign the DOCUMENT (the signatures can be either handwritten or digital)

The INTERN e-mails a scan of the DOCUMENT WITH the required SIGNATURES to the Internship Service (III)

03 ACTIVATION (PART II)

The INTERNSHIP SERVICE receives the scan of the signed DOCUMENT and ACTIVATES the Internship with the starting date provided

04 START of the INTERNSHIP

WARNING:

It is not possible to validate an activity carried out in the lack of the regular activation

(I) <https://www.auic.polimi.it/en/students/students-university-career/internships>

(III) At least 2 working days before the starting date

(II) Required information (specifications):

- name, surname and student identification number (matricola number),
- Study Program,
- declaration that the internship is in the Study Programme,
- duration in hours
- period of the internship (starting and ending date)
- activity description, training objectives and acquired skills

05 EXECUTION

EXECUTION of the ACTIVITY

06 END (PART I)

END of the ACTIVITY

07 END (PART II)

The STUDENT sends the FINAL REPORT, only via email, to the Academic Supervisor and in c.c. to the Internship Service⁽¹⁾

(1) <https://www.auic.polimi.it/en/students/students-university-career/internships>

08 VALIDATION

The Academic Supervisor validates the credits in the student's study plan

PLEASE NOTE:
the student has maximum **20 working days** after the end of the internship to deliver the report and obtain ECTS's validation