EXTERNAL INTERNSHIP

1 PRELIMINARY AUTHORIZATION

The **STUDENT** finds the internship and sends an email to the **PROFESSOR** identified as ACADEMIC SUPERVISOR and in cc the COMPANY SUPERVISOR asking for tutoring availability and giving specifications[I]

The **ACADEMIC SUPERVISOR** approves via email

The **STUDENT** forward the approval to tirocini-auic@polimi.it

[I] Specifications:
- name surname, matriculation number, study programme, presence of internship in the study plan, time allocation, cellular
- the host organization
- description activities
- educational purposes
- skills to be acquired

2 START

The **HOST ORGANIZATION** verifies if it already has a valid internship agreement with the Career Service[ii]

a) If it **DOESN'T HAVE**, it follows the procedure from Career Service Website[III]

b) If it **IS** it uploads the Internship Document on Career Service Website with the student's matriculation number and by copying in the field related to the description the specific activities approved via email by the Academic Supervisor[IV]

[II] Write to careerservice.stage@polimi.it
[III] www.careerservice.polimi.it/it-IT/Intership/Company/Index/
[IV] At least 5 working days before the start of the Internship

3 ACTIVATION (PART I)

The internship service sends the **INTERNSHIP DOCUMENT (PROGETTO FORMATIVO)** to the intern and to the company supervisor

The student, the company, and the academic supervisor signs the internship document (handwritten or digital signatures)

The Intern sends a scan copy of the **SIGNED INTERNSHIP DOCUMENT** to the Internship Service[V]

[V] At least 2 working days before the start of the internship

4 ACTIVATION (PART II)

The **INTERNSHIP SERVICE** receives the internship document and **ACTIVATES** the **INTERNSHIP** with the starting date planned, informing the host orga-nization by email

5 START

START of the **INTERNSHIP**

PLEASE NOTE: The student that does not forward the Internship Document within the deadlines established by the Internship Service, stops the activation procedure, it will not be possible to obtain the related **ECTS**

6 EXECUTION

EXECUTION of the **INTERNSHIP**

7 END (PART I)

END of the **INTERNSHIP**

8 END (PART II)

The student and the host organization's supervisor both receive via e-mail the request to fill in an online final evaluation survey. The student must pay particular attention to the question asking for a technical report on the activities done.

9 VALIDATION (PART I)

The Academic Supervisor is informed via email that the surveys are completed and can now **VALIDATES THE ECTS** in the student's study plan

PLEASE NOTE: The student and the host organization's supervisor both have maximum 20 working days after the end of the internship to fill in the surveys

10 VALIDATION (PART II)

The **STUDENT** receives an email confirming the CFUs are validated and containing the internship certificate as a pdf attached.