

## 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<sup>(i)</sup>

The ACADEMIC SUPERVISOR approves via email

The STUDENT forward the approval to [tirocini-auic@polimi.it](mailto:tirocini-auic@polimi.it)

<sup>(i)</sup> 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<sup>(ii)</sup>

a) If it DOESN'T HAVE, it follows the procedure from Career Service Website<sup>(iii)</sup>

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<sup>(iv)</sup>

<sup>(ii)</sup> Write to

[careerservice.stage@polimi.it](mailto:careerservice.stage@polimi.it)  
<sup>(iii)</sup> [www.careerservice.polimi.it/IT/Intership/Company/Index/](http://www.careerservice.polimi.it/IT/Intership/Company/Index/)

<sup>(iv)</sup> 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 INTERN signs the internship document and shall arrange for the signature of the company supervisor only

The Intern sends a scan copy of the SIGNED INTERNSHIP DOCUMENT to the Internship Service<sup>(v)</sup>

<sup>(v)</sup> 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 organization by email

Within 10 WORKING DAYS of the ACTIVATION, the intern delivers to the internship service the original INTERNSHIP DOCUMENT<sup>(vi)</sup> with his/her SIGNATURE and the company SUPERVISOR'S SIGNATURE<sup>(vii)</sup>

<sup>(vi)</sup> In case of Internship abroad, the Intern must provide the Internship document as original and signed once back in Italy

<sup>(vii)</sup> The Internship Service will provide to complete the document with the SAT Manager signature

## 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. If a copy of the Internship Document is not received with original signatures of the company Supervisor and of the intern within the end of internship 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 VALIDATE 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.