



**POLITECNICO  
MILANO 1863**

## **SCHOOL OF ARCHITECTURE URBAN PLANNING CONSTRUCTION ENGINEERING**

### **The Dean**

HAVING REGARD TO Italian Law No 241 of 07 August 1990, 'New rules on administrative procedures and the right of access to administrative documents'; HAVING REGARD TO Italian Presidential Decree No 445 of 28.12.2000, 'Consolidated law on administrative documentation';

HAVING REGARD TO Articles 2 and 12 of Italian Prime Ministerial Decree of 9 April 2001, 'Uniformity of treatment with regard to the right to university study';

HAVING REGARD TO Article 18 of Italian Law No. 196 of 24 June 1997, 'Rules on the promotion of employment';

HAVING REGARD to Italian Ministerial Decree no. 142 of 25 March 1998, 'Regulation laying down rules for the implementation of the principles and criteria referred to in Article 18 of Law no. 196 of 24 June 1997 on training and orientation traineeships.

HAVING REGARD to Italian Ministerial Decree 270/2004, Article 10, para. 5, letter (e), which includes in the cases referred to in Art. 3, para. 5, regarding training activities relating to traineeships at companies, public administrations, public or private bodies, including those of the third sector, professional orders and colleges, on the basis of specific agreements.

HAVING REGARD TO Regulation (EU) 679/2016 on the protection of natural persons with regard to the processing of personal data and Italian Legislative Decree

HAVING REGARD TO the Regulation for Administration, Finance and Accounting, issued by Rectoral Decree No 828 Reg. No 7766 of 14/03/2014 and in particular Articles 75 and 79;

HAVING REGARD TO the existing agreement between Tectoo S.r.l. and the School of Architecture Urban Planning Construction Engineering of Politecnico di Milano for the offer of a paid traineeship.

**Scuola di Architettura Urbanistica Ingegneria delle Costruzioni**

## **HEREBY DECREES**

### **Art. 1**

#### **Announcement of the Call for Applications**

This call for applications is issued for selecting candidates for a paid traineeship with possible activation of three additional traineeships according to a merit ranking.

### **Art. 2.**

#### **Participation requirements**

This Call for Applications is open to students enrolled with of Politecnico di Milano for the 2024-2025 academic year in the second year of a Laurea Magistrale programme (equivalent to Master of Science, hereinafter 'LM') or the fifth year of a Laurea Magistrale a Ciclo Unico programme (Single-cycle LM) belonging to the degree class LM24 (LM in BUILDING SYSTEM ENGINEERING) or LM4 (LM in ARCHITECTURE AND ARCHITECTURAL ENGINEERING) within the study programmes of the School of Architecture Urban Planning Construction Engineering; as of the date date of closing this call, the said student must have obtained:

- at least 52 ECTS if enrolled in the second year of a LM programme;
- at least 200 ECTS if enrolled in the fifth year of a Single-cycle LM programme.

The student(s) selected by the University must, in addition to fulfilling the selection criteria identified by the professors in charge of the selection, have a good knowledge of the computer programmes used by Tectoo srl, in particular Revit, Photoshop and Rhinoceros; they must also have be proficient in the English language and have good manual skills, both in the creation of study models and in hand drawing.

Applicants must keep their student status at the School of Architecture Urban Planning Construction Engineering of Politecnico di Milano **until 11 July 2025**, which is the end date of the internship indicated in this Call.

### **Art. 3**

#### **Requirements to be met during the traineeship**

In the event an internship is formalised that is mandatory to sit the final degree exam, the student must complete the relative ECTS validation procedure within the deadlines set by the School.

In the exceptional case that the traineeship must be suspended following a force majeure event, it can be resumed immediately after its original final date, by agreement between the parties, provided that the trainee student involved keeps his/her student status.

The trainee undertakes to keep the data, information and knowledge concerning production processes and products acquired during the traineeship strictly confidential.

The student must comply with the regulations in force in the workplace and sign a document in which he/she undertakes not to disclose in any way the information and project data to which he/she will have access.

The said document will be provided and stored by Tectoo S.r.l.

### **Art. 4**

#### **Traineeship location and remuneration**

The traineeship will take place at the Tectoo S.r.l, company, with registered address in Piazza Diaz no. 1/operating headquarters in Via Privata Lecce no. 4, Milan, for a period of 6 months (**from 13 January 2025 to 11 July 2025**) and may possibly be validated as a mandatory curricular traineeship, subject to the student's request to the School and in accordance with the School regulations.

Tectoo S.r.l. ensures direct payment to trainees of a EUR 1,350.00 gross compensation (not paid for periods of traineeship suspension, which have minimum duration of calendar days).

### **Art. 5**

#### **Application for admission and submission deadlines**

Applicants are required to submit their applications via the appropriate function available from Online Services: <http://www.polimi.it/servizionline> (Benefits and agreement > Economic benefits) **by 12 noon (Italian time) on 25 October 2024.**



Under penalty of exclusion, applicants must attach to the application the following documents, mandatorily in pdf format (maximum 10 MB):

1. curriculum vitae, accompanied by any English proficiency certificates;
2. portfolio, in A4 format, of the best works produced during their academic career;
3. self-declaration of student status - the form can be found here:

<https://www.auic.polimi.it/en/students/scholarships-and-graduation-awards/scholarships-and-students-competitions/autodeclaration-call-tectoo>

The files must be named in the format Surname-Name-Type of document.pdf (for example Smith-John-CV.pdf).

The completion of the online application is equivalent to submitting an application for participation in this call for applications, and implies acceptance of its contents.

It is the applicant's responsibility to check that the procedure has been completed correctly.

Failure to complete and submit the application or submission of an incomplete application will result in the applicant being excluded from the assessment process.

## **Art. 6**

### **Selection Board**

The Selection Board is appointed by the School of Architecture Urban Planning Construction Engineering and consists of at least three full or associate professors of the School.

The appointment is made by decree of the Dean and is published on the School's website:

<https://www.auic.polimi.it/en/students/scholarships-and-graduation-awards/scholarships-and-students-competitions>

## **Art. 7**

### **Applicant qualifications and assessment criteria**

The assessment process is divided into three phases:

- **in the first phase**, a ranking of all applicants shall be drawn up, based on their academic career (FIRST PHASE RANKING)

The top 25 students in the ranking will be admitted to the second phase of the selection.

- **In the second phase**, the eligible applicants will be assessed based on their portfolio and curriculum vitae (SECOND PHASE RANKING)

The first 10 candidates in this ranking will be admitted to the third selection phase; the second phase ranking will be published on the following link **by 15 November 2024**.

<https://www.auic.polimi.it/en/students/scholarships-and-graduation-awards/scholarships-and-students-competitions>

- **In the third phase**, the successful applicants from the second phase will be called for a motivational interview.

The Selection Board can award 100 points, distributed as follows:

Assessment of the educational career, based on the weighted average of exam scores and the number of ECTS acquired. Only examinations recorded in the career at the time of the assessment will be considered valid.	up to 70 points
Assessment of a portfolio of works including texts and iconographic material, which shall be assessed according on criteria of content originality and consistency, formal quality, argumentative and graphic skills, linguistic expression.	up to 15 points
Assessment of the curriculum vitae.	up to 5 points
Motivational interview, in which experience in the field of design, ability to create physical and virtual models, computer skills (use of software) and previous experience of a professional nature will be discussed and assessed.	up to 10 points

## Art. 8

### Selection interview

**The interview will be held on 25 November 2024 at 9.30 (Italian time).**

It will be held online via the Teams platform; the link to join the meeting will be sent in the invitation email.

For admission to the the interview, applicants must have one of the following valid identification documents: identity card, passport or driving license.

Failure to attend the interview, on the established date and time and in the manner indicated above, even if due to force majeure, will be considered as withdrawal from the selection.

#### **Art.9**

##### **Merit ranking**

The Selection Board shall draw up a merit ranking. In the event of a tied score, priority in the ranking will be given to the youngest applicant.

In the event a candidate withdraws from the selection, the following candidate in the ranking list will be considered in his/her place.

The outcome of the selection **will be published by 16 December 2024** on the School's website at: <https://www.auic.polimi.it/en/students/scholarships-and-graduation-awards/scholarships-and-students-competitions>

#### **Art. 10**

##### **Obligations for candidates selected for the traineeship**

The candidate selected for the traineeship undertakes to sign for acceptance and acknowledgement the agreement between Politecnico and Tectoo, and to acknowledge and accept the following obligations in particular:

- Applicants must keep their student status at the School of Architecture Urban Planning Construction Engineering of Politecnico di Milano until the end of the traineeship set out in this Call
- In the event an internship is formalised that is mandatory to sit the final degree exam, the student must complete the relative ECTS validation procedure within the deadlines set by the School;
- The trainee undertakes to keep the data, information and knowledge concerning production processes and products acquired during the traineeship strictly confidential. The / student must comply with the regulations in force in the workplace and sign a document in which he/she undertakes not to disclose in any way the information and project data to which he/she will have access. The said document will be provided and stored by Tectoo S.r.l.

- The trainee shall follow the instructions given by the University tutor and the Manager of Tectoo S.r.l.;

#### **Art. 11**

##### **Communication**

All communications to successful candidates concerning the traineeship will be made by official e-mail sent by the Internship Office (tirocini-auic@polimi.it) to the student's University e-mail address.

The student's reply must be received within 2 working days, otherwise the appointment will be forfeited.

#### **Art.12**

##### **Processing of personal data**

Pursuant to Regulation (EU) 679/2016, candidates are hereby informed that the processing of personal data provided by them for the selection process or in any case acquired for it by Politecnico di Milano, is solely for the purpose of carrying out the selection and will be done by the persons in charge of the selection procedures, including by the Selection Board, at Politecnico di Milano, also using computerized procedures, in the manner and within the limits necessary to pursue the aforementioned purposes, even in the event of any communication to third parties.

The provision of such data is necessary to verify the participation requirements and the possession of qualifications, and failure to provide them may prevent such verification. In accordance with the provisions of the relevant legislation in force, the data shall be stored for no longer than necessary to achieve the purposes for which they are processed.

Candidates are granted the rights referred to in the third chapter of Regulation (EU) No 2016/679, and specifically the right to access their personal data, to request their correction, updating or erasure if the data is incomplete, incorrect or collected unlawfully, as well as the right to object to the processing of their data for legitimate reasons by addressing requests to the Data Protection Officer; point of contact: [privacy@polimi.it](mailto:privacy@polimi.it)



### **Art. 13**

#### **Procedure Manager**

Pursuant to the provisions of Article 5 of Italian Law No. 241 of 07/08/1990 and subsequent amendments and additions, the Procedure Manager for by this Call for Applications is Ms Lucia Sartorio, e-mail: [lucia.sartorio@polimi.it](mailto:lucia.sartorio@polimi.it) tel. +39 (02) 2399.2604.

### **Art. 14**

#### **Final provisions**

This call and related results are published on the School website:

<https://www.auic.polimi.it/en/students/scholarships-and-graduation-awards/scholarships-and-students-competitions>

For additional information, please contact the Internship Office at the School of Architecture Urban Planning Construction Engineering - Politecnico di Milano, ph.+39.02.2399.2604  
e-mail: [tirocini-auic@polimi.it](mailto:tirocini-auic@polimi.it)

Signed  
The Dean  
Prof. Andrea Campioli

*Digitally signed pursuant to CAD - Legislative Decree 82/2005 and subsequent amendments and additions, Art. 21, par. 1*