

ACTIVITIES COMPARABLE TO RAILWAY AND THEIR RECOGNITION

Given that the internship is the training on the job activity recommended by the School it is admitted, as an alternative to curricular compulsory internship, the recognition of a qualified work experience.

The experience must observe the following requirements:

- to have a duration of at least 6 months
- to be ruled by a real job contract, ex. fixed-term or unfixed-term, collaboration
- to be placed during the course of studies in which the curricular compulsory internship is required
- to be taken in a working field related to the professional standards of the study course
- not to be a self-employment experience or in a family business

In order to ask for the recognition of the experience, the student must send an email to the Internship Office (rap-scdesign@polimi.it) containing:

1) a copy of the employment contract; it must contain (or alternatively it must be enclosed in a letter from the company / agency) the following data: name and type of company, business sector, number of employees, head office, name and email address of a contact inside the Company, activity period, activity description and tasks.

2) a final report on the activity carried out. A fac simile is available here:

<http://www.design.polimi.it/en/studying-design/internships/> (download form)

The Internship Office will request the approval of the activity from the SAT Manager (Academic Supervisor for the study course); if obtained, the Internship Office will send the student the document necessary for the recognition of the related study credits by email.