

1. PRIOR APPROVAL

The STUDENT finds the internship and at least 15/20 days before the start date, sends an email to rap-scdesign@polimi.it (School Internship Office) providing the following specifications:

- first and last name of the student, course of study, internship in the study plan? expected hours to take
- host organization
- activity description
- training objectives
- email address of the responsible of the company

The Internship Office approves via email

2. PREPARATION OF REQUIRED DOCUMENTS

THE HOST ORGANIZATION verifies that it has a valid internship agreement with the Career Service by sending an email to careerservice.stage@polimi.it

- IF NOT the host organization follows the steps required on the Career Service site
- If it is, after login they enter the Internship Document online on the Career Service site at least 5 working days before the start date by entering the student's ID number and copying in the activity description field the specifications contained in the email approved by Internship Office.

3. ACTIVATION

The Internship Office sends the INTERNSHIP DOCUMENT to the Intern and the Company Supervisor

The intern signs it and arranges also the signatures by the Company supervisor only.

The intern takes the INTERNSHIP DOCUMENT to the Internship Office at least 2 working days before the scheduled start date of the Internship.

Only upon receipt of the Internship Document signed the Internship Office ACTIVATES the internship with the scheduled start date and communicates it to the host organization.

The Internship Office countersigns the internship documents on behalf of the Academic Supervisor and then sends via post to the company 2 copies of the Internship Document, one for student and one for the company

5. RECOGNITION

Within 30 days of the end of the internship, the student asks the Companysupervisor to fill in the final evaluation report and fills in his / her final evaluation on the completed experience and a full report.

Templates can be downloaded at the following link: <http://www.design.polimi.it/en/studying-design/internships/>

The student e-mails the academic supervisor of his course (specified on the Internship Document) to present the material and discuss it. Upon the interview, the student will deliver the documentation in hardcopy, while at the same time he/she will have to send it in pdf to rap-scdesign@polimi.it (also scanned, if readable). File size should not exceed 8 MB total (3 files).

Credits will only be recognized after completion of the final interview.

4. START AND COMPLETION

CURRICULAR COMPULSORY EXTERNAL INTERNSHIP*

* NOTES IN CASE OF EXTERNAL INTERNSHIP OUTSIDE ITALY

1) If a foreign host organization provides the student with an internship contract according to the laws of the place where the experience will take place, the student is required to send a copy to the Internship Office at least 15 days before the start date to evaluate the validity of an alternative to the documentation provided by Politecnico di Milano. Internships initiated and carried out without sending / issuing of a foreign contract or an Internship Document cannot be considered as regular and will not be recognized.

2) Exchange students abroad can choose from the following options (see teaching regulations or ask the promoter):

- Erasmus / Extra EU / Double Degree Internship with partner company identified by the partner university: The student must not contact the Internship Office, but the internship follows the procedures of the partner school and is included in the transcript of records released from the partner university. Upon return the students deliver the same documents as mentioned above in step 5 of the procedure to the promoter professor to obtain validation of CFUs.

- Erasmus / Extra EU / Double Degree Internship with a company NOT identified through the partner university: The student follows the procedures outlined in the diagram above.

- Erasmus / extra UE (DOUBLE DEGREE) exchange students replacing the internship with 250 hour courses: **The student must not contact the Internship Office and does not have an internship but follows the design courses / workshops in the partner school for 250 hours. When returning through the Erasmus / extra EU validation procedure, it will obtain the validation of the courses as internship.**