CURRICULAR COMPULSORY EXTERNAL INTERNSHIP*

1. PRE-APPROVAL

The STUDENT finds the internship and at least 15/20 days before the start date, sends an email to the Internship Office:

rap- scdesign@polimi.it

providing the following data:

- **first and last name, ID number, course of study, conf. the internship is in the study plan, expected number of hours**
- **host organization**
- **Activity description**
- **training objectives**
- **email address of the responsible of the company**
- The Internship Office consults with the academic tutor in charge of the course (SAT Manager) and approves by email

2. START

THE HOST ORGANIZATION checks to have a valid internship agreement with the Career Service, sending an emai to careerservice.stage@polimi.it

a) if it DOESN'T HAVE IT the host organization will follow the proceedings on the Career Service site

b) If it ALREADY HAS IT, after logging in to the Career Service site, will have to upload the Training Project online <u>at least 5 working days before</u> the start date, providing the student's ID number and copying the activity's description approved by the Internship Office by email.

3. ACTIVATION

The Internship Office sends the TRAINING PROJECT to the Intern and the Company Supervisor

The intern signs it and also collects the Company Supervisor's signature.

The TRAINING PROJECT signed by the intern and the Company Supervisor must be received by the Internship Office at least 2 working days before the scheduled start date of the Internship.

Only after receiving a signed Training Project, the Internship Office will ACTIVATE the internship, confirming its start date to the host organization.

The academic tutor will also sign the project, returning it by email to the company.

4 CONDUCT AND CONCLUSION

5. INTERNSHIP VALIDATION

At the end of the internship, the student and the tutor of the host organization must complete an online survey. They will receive a link from the career service portal to fill it in.

The student and the tutor have 20 working days from the end of the internship to complete their own surveys.

Only when the Academic Tutor will receive an email by the system, confirming that both surveys are completed, he/she will be able to validate the CFUs.

It is the student's responsibility to check that the Academic Tutor validates the CFUs after the surveys have been completed; if he/she does not comply, please remind him/her to do so.

The validation of the internship is done when the student sees in the Study Plan the letters "Conv" (Validation) and 00 next to the "Internship" line, (double zero because the internship has no grade and is not calculated in the grade average).

*** 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 will be required to send its copy to the Internship Office at least 15 days before the start date, in order to evaluate if it is a valid of alternative to the documentation provided by Politecnico di Milano. Any internship started and carried out without sending/issuing a foreign internship contract or a Training Project cannot be considered valid and will not be recognized in any way.

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, since the internship will follow the procedures of the partner school and will show in the transcript of records issued by the partner university. Upon return, the students will follow step 5 in order to obtain by the Promoter the validation of the CFUs.

- **Erasmus / Extra EU / Double Degree Internship with a company NOT identified through the partner university**: The student follows the standard procedures as per 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 will not be in internship but will attend design project courses / workshops at the partner school for 250 hours. When returning through the Erasmus / extra EU validation procedure, he/she will obtain the validation of these courses as internship.