

1. PRE-APPROVAL

The STUDENT finds the internship and at least 5 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, conf. the internship
in the studyplan, expected hours to
take

host structure/laboratory
activity description
training objectives

The Internship Office consults with the
academic tutor in charge of the course (SAT
Manager) and approves by email

2. ACTIVATION

The Internship Office sends TRAINING
PROJECT to the Intern .

The intern signs it and arranges also the
signatures by the Responsabile of the
Structure only.

The intern send via email the DOCUMENT
SIGNED to the Internship Office at least 2
working days before the scheduled start
date of the activity.

Only after receiving a signed Training
Project, the Internship Office will
ACTIVATE the internship.

The academic tutor then also signs and
returns the copy of the signed document
to the trainee.

4. RECOGNITION

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).

3. CONDUCT AND CONCLUSION OF THE TRAINEESHIP

PRACTICAL INTERNAL ACTIVITY