



POLITECNICO

MILANO 1863

SCHOOL OF ARCHITECTURE URBAN PLANNING
CONSTRUCTION ENGINEERING

RULES FOR COMPULSORY INTERNSHIP ACTIVITIES

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1. Position

The Internship (Stage/Tirocinio) is a professional experience useful to student to deal with the job world and interact with professionals.

The internship must be included in the Study Plan and it can be carried out during the following periods:

- In the second year (**only** second semester) and in the third year of Laurea (equivalent to Bachelor of Science);
- In the second year of Laurea Magistrale (equivalent to Master of Science);
- In the first year of Laurea Magistrale (equivalent to Master of Science) only for students enrolled starting from the A.Y. 2015/2016;
- In the fourth year of Single Cycle Laurea Magistrale (equivalent to Master of Science).

2. Duration

Students enrolled in Study Programmes according to System of Ministerial Decree 270/04:
Laurea (equivalent to Bachelor of Science): 25 hours for each ECTS of the Internship;
Lauree Magistrali (equivalent to Masters of Science): 25 hours for each ECTS of the Internship;
Single-cycle Master of Science: 25 hours for each ECTS of the Internship.

Students enrolled in Study Programmes according to System of Ministerial Decree 509/99 [enrolled up to A.Y. 2007/2008]:

Laurea (equivalent to Bachelor of Science): 135 hours for 9 ECTS +15 hours for each supplementary ECTS;

Lauree magistrali (equivalent to Master of Science): 270 hours for 9 ECTS +30 hours for each supplementary ECTS.

Supplementary ECTS can only be requested for a compensation deriving from the change of the reference law. The integration must be previously approved at the request of the applicant, by the Coordinator of the Study Program, it must be included in the Study Plan for the regular closure of the same with wording "Integration Internship". In all other cases, it is not possible to request additional credits on top of those already provided for in the study plan.

Students must enable the COMPULSORY internship for carrying out the credits of the study plan and can, in addition, enable a NON COMPULSORY one (or more), with maximum duration of one year in each Host Organization, but that does not contribute to acquisition of additional credits. In any case, the optional internship must be completed before the graduation work dissertation.

3. Types

In order to obtain the ECTS required for compulsory internship, the student can carry out:

- an **External Internship**, in Italy or abroad; the internship can be performed in Public Institutions, Companies, Offices (of architecture, urbanism, landscape, engineering, etc ...).

It is strictly forbidden to carry out the internship at the office or company of relatives or family members.

in case of internship in Europe, you can participate to the annual Call for [Erasmus+ for Traineeship](#), run by the Career Service.

- an **Internal Practical Activity (Internal Internship)**; activities organized by a professor that has as object the involvement of a student only in a research activity to be carried out at one of the Departments of Politecnico di Milano. (the academic tutor cannot be a relative or family member). The student must have a valid Certificate of Attendance of basic course on Safety.
- a **Workshop** or **Professional Course**, after approval of the School Board.
- in case of working student you can get the recognition of the working experience as "**Activity comparable to internship**", after approval of the **SAT** (Internship Academic Structure).
The working student is a person regularly employed by a company (the company cannot be a relative or family member) with regular employment contract (**not internship**) with a duration of at least six months, and that carries out **an activity in line with his Study Programme**.

4. Find an Internship

The internship can be found as follow:

- The student can apply on [Job&Internship board of the Career Service](#)
- the student identifies through personal contacts or independent activities a company/professional office (host organization), that if not already in possess of a valid Internship Agreement with Politecnico will have to sign it following the procedure shown on the Career Service (see point 5.1.2.);
- the student contacts a School professor available to accept him/her for Internal Practical Activity.

The host organization, where the student will carry out the internship, must identify internally a Company Supervisor, responsible for relations with the intern and Politecnico di Milano.

5. Start and Recognition Procedures

The following paragraph summarizes the workflow of specific activities, rules and procedures to activate and/or recognize in Study Plan for each type of compulsory internship.

It is specified that to start optional internship you have just to follow the procedure indicated in the [dedicated page on the Career Service website](#).

5.1 External Internship

5.1.1 PRELIMINARY AUTHORIZATION

Once identified the external host organization, where the internship will be carried out, the student must contact a full professor of the School, available as Academic Supervisor.

For students enrolled in Study Programmes in **Milano - Mantova - Piacenza** Campuses

The student must send an e-mail to the Academic Supervisor, with the Company Supervisor in cc and the Office of reference, for what concern internship in the school (*see paragraph 6. CONTACTS, OFFICES AND OPENING HOURS*) asking for supervising availability and providing specifications of internship:

- name, surname, student identification number,
- Study Programme,
- confirmation of availability of internship in the Study Programme,
- time allocation,
- name and address of the hosting organization,
- activity description, training objectives and acquired skills.

The Academic Supervisor approves via e-mail and the student forwards the approval email to the Office of reference for what concern internship in the school.

ATTENTION: without approval e-mail of the Academic Supervisor, the internship cannot be activated.

For students enrolled in Study Programme in **Lecco** Campus

The student, once identified the internship, must fill and send via e-mail to the [SAT](#) Manager (Internship Academic Structure) the Excel file that can be found among the forms available in the dedicated page of the Campus: <http://www.polo-lecco.polimi.it/en/studying/internships/procedure-for-activating-the-compulsory-tirocinio/#c571> with a copy to the address stage-lecco@polimi.it.

5.1.2. Activation

The student asks to the host organization to verify the Internship Agreement with Politecnico di Milano (if necessary through an e-mail to careerservice.stage@polimi.it).

If the host organization already has a valid Internship Agreement with Politecnico di Milano, it only has to submit the Internship document of the intern with his/her name, surname and student identification number in the dedicated field of the Career Service website, by using all the available data in the e-mail/excel previously sent to the Academic Supervisor.

If not, the host organization, on the same page, must follow the instructions to obtain the Internship Agreement, before being allowed to submit the Internship document of the candidate.

[dedicated page on the Career Service website.](#)

The Internship document must be inserted at least 5 working days in advance on the internship starting date.

Once received the approval of the Academic Supervisor and verified the Internship document is inserted by the host organization, the Office of reference, for what concern internship in the school, sends the Internship document to the student (*see paragraph 6. CONTACTS, OFFICES AND OPENING HOURS*).

The student must sign the Internship document and obtain the signature of the Company Supervisor and send a scan copy via e-mail to the Office of reference, for what concern internship in the school, at least 2 working days before the starting date of the internship shown on the Internship document.

The Office of reference, once received via email the Internship document signed, enables the internship and the host organization receives information of that via e-mail.

The student is still required to deliver, during the opening hours of the office, three copies of the Internship document with original signatures (of him/her and of the Company Supervisor) to the Office of reference, for what concern internship in the school, within 10 days from the starting date of internship, otherwise the ECTS will not be recognized at the end of the experience.

The Office of reference, for what concern internship in the school, will provide to complete the document with validation of SAT Manager (stamp) and will send two copies to the intern, one for the student, and the other for the host organization.

For students enrolled in Study Programmes in **Lecco** Campus

The students enrolled in Study Programmes in **Lecco** Campus must deliver to the Internship Service Office 4 copies of the Internship document signed by the company supervisor (see *paragraph 6. CONTACTS, OFFICES AND OPENING HOURS*) at least 3 working days before the starting date of the internship. The Internship Service Office will obtain the signature of the Academic Supervisor.

The student, that will not forward the Internship document according to the scheduled time provided by the Office of reference for what concern internship in the school, stops the activation process and therefore cannot carry out the internship. An internship without regular activation CANNOT BE VALIDATED.

5.1.3. Execution

You can report any changes about the carrying out of the internship through specific application forms available on dedicated pages of Web sites of each Campus (see *paragraph 6. CONTACTS, OFFICES AND OPENING HOURS*).

5.1.4. Conclusion and recognition of ECTS in the Study Plan

At the end of the internship period, the student must draw up the personal Final Report and obtain the Company Supervisor Final Report on company letterhead; the specific application forms are available on dedicated pages of Web sites of each Campus (see *paragraph 6. CONTACTS, OFFICES AND OPENING HOURS*).

Final reports must be sent via e-mail through the following methods:

Location	E-mail recipient	Carbon copy
Milan	Academic Supervisor	tirocini-auic@polimi.it
Piacenza	Academic Supervisor	tirocini-piacenza@polimi.it
Lecco	stage-lecco@polimi.it	

For students enrolled in Study Programmes in **Mantova** Campus

The students enrolled in the Mantova Campus must send the final report via e-mail or deliver in hard copy to the Academic Supervisor (at discretion of professor) that signs the Reports; the student must then deliver to the Internship Service Office of Mantova the report signed by the Academic Supervisor; it is responsibility of the Office to check the correctness of procedure and asks to SAT manager the validation of ECTS ((as shown in the Study Plan of the student). The SAT Manager of Mantova at the end of internship, after approval of final report and validation of credits, can download from the system a Certificate, that signs and gives to the student. This will be written evidence, for the student, of the activity carried out.

It is responsibility of the student to check for validation of ECTS by the Academic Supervisor, and if necessary, soliciting for it.

The validation of internship is successfully completed when in the Study Plan can be seen, next to the line "Internship", the word "Conv" (Convalida - Validation) and 00 (double zero because the internship does not have marks and it is not counted in the student average).

The School works according to the Italian laws, in order to protect the student and the host organization.

The number of curricular interns that can be hosted, at the same time, in each Italian place is not connected to the number of human resources available (employees, fixed-term contracts, project contracts of at least 12 months, working members or professionals, and company owners), however, each Company Supervisor cannot follow more than 5 curricular interns simultaneously.

Law references:

Ministerial Decree 142/98

Organizational unit manager decree 5 November 2013 – n. 10031

New Regional specialization for internships -

Implementing Instructions Ministerial Decree 509/99

IN CASE OF EXTERNAL INTERNSHIP ABROAD

The activation procedure is the same of activation of External Internship in Italy, but by using as reference the Agreement (Internship Agreement) of the host organization in the page in English on the Career Service website <http://www.careerservice.polimi.it/en-US/Internship/Company/Index/>; alternatively, If a foreign host organization provides to the student an internship contract in accordance with the laws of the country where the experience will take place, the student is required to send a copy of it to the Office of reference for what concern internship in the school, at least 15 days before the starting date, in order to evaluate its validity as alternative to the documents provided by Politecnico di Milano.

Internships started and carried out without sending/issuance of a foreign contract or of a Training Project cannot be considered as regular and will not be recognized.

The students that carry out a compulsory internship abroad under the Erasmus + for Internship Programme are not required to follow the procedures outlined above.

In this case, the activation of the experience will be managed directly by the Career Service through the dedicated procedures that will be notified to the student.

The above mentioned conclusion procedures of the experience are still valid for these students.

STUDENTS IN DOUBLE DEGREE PROGRAMME

The start and recognition procedures shown can be applied, usually, also to students in Double Degree programme, both incoming and outgoing, with a Study Plan of Politecnico di Milano and/or of the University of origin/destination with a compulsory internship.

In the event that the University of origin or destination of the student wants to activate the internship with its documentation or a foreign host organization provides to the student an internship contract in accordance with the laws of the country where the experience will take place; it is necessary that the student, in advance, informs The Office of reference, for what concern internship in the school, at least 15 days in advance, by sending a copy of the documentation.

5.2 Internal Practical Activity (“Internal Internship”)

Internal Practical Activity is a research activity that can be done with a Full Professor (with previous agreement of the student) and must be carried out in the departmental structures of Politecnico di Milano. The internship activity must be carried out without any teaching assistance. (the academic tutor cannot be a relative or family member). The student must have a valid Certificate of Attendance of basic course on Safety.

5.2.1. Preliminary Authorization

Once the internship has been found, the student sends an email to the [SAT](#) Manager of his/her Study Programme (not necessarily Academic Tutor), with the Academic Supervisor, and the Laboratory Manager or the Management Officer of the Department, in cc, attaching the Certificate of Attendance of basic course on Safety and the abstract filled by the academic tutor, providing specifications of internship:

- name, surname and student identification number,
- Study Programme,
- confirmation of availability of internship in the Study Programme,
- time allocation,
- period of the internship (start-end)
- activity description, training objectives and acquired skills.

The SAT Manager approves via email and the student forwards the approval email to the office of reference for what concern internship in his/her school.

5.2.2. Activation

Once received the e-mail of the student with the approval of the SAT Manager the Office of reference, for what concern internship in his/her school, sends the Internal Activity Document to the student.

The student must sign the Internal Activity Document and obtain the signature of the Academic Supervisor.

The Office of reference enables the internal internship and will take care of obtaining the signature of the Laboratory Manager or the Management Officer of the Department.

The activity can be made official only if the Internal Activity Document, signed by the intern and the Academic Supervisor, is submitted at least 2 working days before the scheduled date of activation. The student, that will not forward the Document in good

time, stops the activation process and therefore cannot carry out the internal internship.

An activity without regular activation CANNOT BE VALIDATED.

5.2.3. Execution

You can report any changes about the carrying out of the internship through specific application forms available on dedicated pages of Web sites of each Campus (see *paragraph 6. CONTACTS, OFFICES AND OPENING HOURS*).

5.2.4. Conclusion and recognition of ECTS in the Study Plan

At the end of the internship period, the student must provide the Final Report; the specific application form is available on dedicated pages of Web sites of each Campus (see *paragraph 6. CONTACTS, OFFICES AND OPENING HOURS*).

For students enrolled in Study Programmes in **Milano** and **Piacenza** Campuses

The report must be sent **only** via e-mail to Academic Supervisor, and in cc to the Office of reference, for what concern internship in his/her school ([tirocini- auic@polimi.it](mailto:tirocini-auic@polimi.it) , tirocini-piacenza@polimi.it). The student has 20 working days to send the personal Final Report and obtain the validation of ECTS (as shown in the Study Plan). Once the Academic Supervisor receives the report, he can validate the ECTS.

For students enrolled in Study Programmes in **Lecco** Campus

The report must be sent by the intern filled and signed to stage-lecco@polimi.it, and not to the Academic Supervisor.

For students enrolled in Study Programmes in **Mantova** Campus

The student must send the final report via e-mail or deliver in hard copy to the Academic Supervisor (at discretion of professor) that signs the Report; the student must then deliver to the Internship Service Office of Mantova the report signed by the Academic Supervisor; it is responsibility of the Internship Office to check the correctness of procedure and asks to [SAT](#) manager the validation of ECTS (as shown in the Study Plan of the student).

It is responsibility of the student to check for validation of ECTS by the Academic Supervisor, and if necessary, soliciting for it. The validation of internship is successfully completed when in the Study Plan can be seen, next to the line "Internship", the word "Conv" (Convalida - Validation) and 00 (double zero because the internship does not have marks and it is not counted in the student average).

5.3. Activity comparable to internship

The Recognition of Activity comparable to internship as compulsory Internship is available only for working students, with an experience that strictly follows these characteristics:

- 1) a duration of at least 6 months;
- 2) a contract of employment, fixed-term or permanent contract, project contract;
- 3) placed during registration to Study Programme for which it is required to replace the compulsory internship; it should be noted that the same work experience cannot replace the compulsory internship in two different degree courses (ex. Laurea and Laurea Magistrale courses);
- 4) be in a similar field of the professional profile of the Study Programme;
- 5) cannot be a working activity performed in the professional office of the student or in offices of relatives.

In order to apply for recognition, it is necessary that the student sends to dedicated Office of his/her school:

- **copy of the agreed contract.**

the student must verify that on the contract are shown (or alternatively will provide them in attached) the following data:

- name and type of company
- sector of activity
- number of employees
- name, location and email address of a business contact
- period of activity
- description of activities and tasks

- **final report of Activity comparable to internship completed in all points;** the specific form is available in the dedicated pages of websites of single locations (see paragraph 6. *CONTACTS, OFFICES AND OPENING HOURS*).

The Office of reference, for what concern internship in the school, will request the approval of the proposed activity to the [SAT](#) Manager and his/her signature in original on the report of the candidate; once obtained, it will be arranged to send via e-mail to the student the necessary document for recognition of related credits in the Study Plan.

For students enrolled in the Study Programme in **Piacenza Campus**

The following exemptions can be applied to the above mentioned rules:

- 1) duration of the experience of which recognition is required: at least 2 months,
- 2) documents to show in order to obtain the recognition: instead of the contract, it is possible to submit a *certificate of the activity carried out issued by the employer*.

6. CONTACTS, OFFICES AND OPENING HOURS

Leonardo Campus – Internship Service Office

tirocini-auic@polimi.it

[Chat service](#): from Monday to Friday, from 9.30 to 12.30

Opening hours to students: Tuesday and Wednesday from 14 to 16 Via Ampère, 2 - bldg. 11 - 1st floor - room 13 - 20133 Milan

Phone +39 02.2399.2604/2605

<http://www.auic.polimi.it/en/students/compulsory-internships/>

Mantova Campus – Internship Service Office – at Departmental Secretary

tirocini-mantova@polimi.it

Opening hours to students: from Monday to Friday, from 9 to 12; other hours by appointment at Departmental Secretary - P.zza D'arco, 3 - 46100 Mantova
Phone +39 0376.317038

<http://www.polo-mantova.polimi.it/en/studying/internships/>

Lecco Campus – Internship Service Office

stage-lecco@polimi.it

Opening hours to students: from Monday to Friday 9.00/12.00 - 14.00/16.00
at Campus Office –building 05 - Via G. Previati 1/c - 23900 Lecco

Phone +39 0341.48.8700 - +39 0341.488743

<http://www.polo-lecco.polimi.it/en/studying/internships/procedure-for-activating-the-compulsory-tirocinio/#c571>

Piacenza Campus - Communication and External Relation Office

tirocini-piacenza@polimi.it

Via Scalabrini, 76 – 29121Piacenza

phone +39 0523.356873

<http://www.polo-piacenza.polimi.it/studiare/stage/>