

# PRACTICAL INTERNAL ACTIVITY

## 01 PRELIMINARY AUTHORIZATION AND START

The **STUDENT** finds the internship and sends an email to the **SAT MANAGER** of his/her study programme<sup>(I)</sup> and in cc to the **ACADEMIC SUPERVISOR** and to the **LABORATORY MANAGER** (or to the **DEPARTMENT MANAGER**) giving specifications<sup>(II)</sup> and attaching the **certificate of attendance of basic course on safety and the abstract** filled by the academic tutor

The **SAT MANAGER** approves via email

The **STUDENT** forward the email to [tirocini-auic@polimi.it](mailto:tirocini-auic@polimi.it)

<sup>(I)</sup> <http://www.auic.polimi.it/index.php?id=344>

<sup>(II)</sup> - name surname, matriculation number, study programme, presence of internship in the study plan, time allocation  
- specify the period of the internship  
- department/hosting laboratory  
- description of activities  
- educational purpose  
- skill to be acquired

## 02 ACTIVATION (PART I)

The Internship Service sends the **TRAINING ACTIVITY DOCUMENT** to the Intern

The **INTERN** signs the **DOCUMENT** and shall arrange for the signature of Academic Supervisor

The **INTERN** delivers the **DOCUMENT WITH ORIGINAL SIGNATURES** to the Internship Service<sup>(III)</sup>

<sup>(III)</sup> At least 2 working days before the starting date

## 03 ACTIVATION (PART II)

The **INTERNSHIP SERVICE** receives the **DOCUMENT** and **ACTIVATES** the Internship with the starting date provided

## 04

### START of the INTERNSHIP

**PLEASE NOTE:**  
It will not be possible to validate an activity carried out regular activation

## 05 EXECUTION

### EXECUTION of the ACTIVITY

## 06 END (PART I)

### END of the ACTIVITY

## 07 END (PART II)

The **STUDENT** sends the **FINAL REPORT**, only via email, to the Academic Supervisor and in cc to the Internship Service<sup>(\*)</sup>

<sup>(\*)</sup> <http://www.auic.polimi.it/index.php?id=344>

## 08 VALIDATION

The Academic Supervisor **validates the ECTS** in the student's study plan

**PLEASE NOTE:**  
the student has maximum **20 working days** after the end of the internship to deliver the report and obtain ECTS's validation