

01 PRELIMINARY AUTHORIZATION

The **STUDENT** finds the internship and sends an email to the **PROFESSOR** identified as **ACADEMIC SUPERVISOR** and in cc the **COMPANY SUPERVISOR** asking for tutoring availability and giving specifications⁽ⁱ⁾

The **ACADEMIC SUPERVISOR** approves via email

The **STUDENT** forward the approval to tirocini-auic@polimi.it

- ⁽ⁱ⁾ Specifications:
- name surname, matriculation number, study programme, presence of internship in the study plan, time allocation, cellular
 - the host organization
 - description activities
 - educational purposes
 - skills to be acquired

02 START

The **HOST ORGANIZATION** verifies if it already has a valid Internship Agreement with the Career Service⁽ⁱⁱ⁾:

a) If it **DOESN'T HAVE**, it follows the procedure from Career Service Website⁽ⁱⁱⁱ⁾

b) If it **IS** it uploads the Internship Document on Career Service Website with the student's matriculation number and by copying in the field related to the description the specific activities approved via email by the Academic Supervisor^(iv)

⁽ⁱⁱ⁾ Write to careerservice.stage@polimi.it

⁽ⁱⁱⁱ⁾ www.careerservice.polimi.it/it-IT/Intership/Company/Index/

^(iv) At least 5 working days before the start of the Internship

03 ACTIVATION (PART I)

The Internship Service sends the **INTERNSHIP DOCUMENT (PROGETTO FORMATIVO)** to the Intern and to the Company Supervisor

The **INTERN** signs the internship document and shall arrange for the signature of the company supervisor only

The Intern sends a scan copy of the **SIGNED INTERNSHIP DOCUMENT** to the Internship Service^(v)

^(v) At least 2 working days before the start of the internship

04 ACTIVATION (PART II)

The **INTERNSHIP SERVICE** receives the Internship Document and **ACTIVATES** the **INTERNSHIP** with the starting date planned, informing the Host Organization by email

Within **10 DAYS** from the **ACTIVATION** the intern **BRINGS/DELIVERS** to the Internship Service a copy of the **INTERNSHIP DOCUMENT**^(vi) with **ORIGINAL SIGNATURES** of him/her and the Company Supervisor^(vi)

^(vi) In case of Internship abroad, the Intern must provide the Internship document as original and signed once back in Italy

^(vi) The Internship Service will provide to complete the document with the SAT Manager signature

05 START

START of the INTERNSHIP

PLEASE NOTE:

The student that does not forward the Internship Document within the deadlines established by the Internship Service, stops the activation procedure.

If a copy of the Internship Document is not received with original signatures of the company Supervisor and of the intern within the end of internship it will not be possible to obtain the related ECTS

06 EXECUTION

EXECUTION of the INTERNSHIP

07 END (PART I)

END of the INTERNSHIP

08 END (PART II)

The **STUDENT** sends **ONLY** via email to the Academic Supervisor and in cc to tirocini-auic@polimi.it the **FINAL REPORTS**^(viii)

^(viii) Report of the student and company with graphic works; For information, visit: www.auic.polimi.it/index.php?id=344

09 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 reports and obtain ECTS's validation