



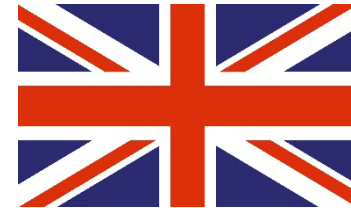
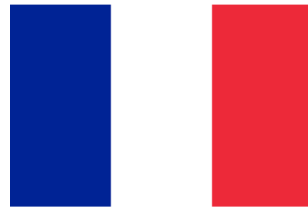
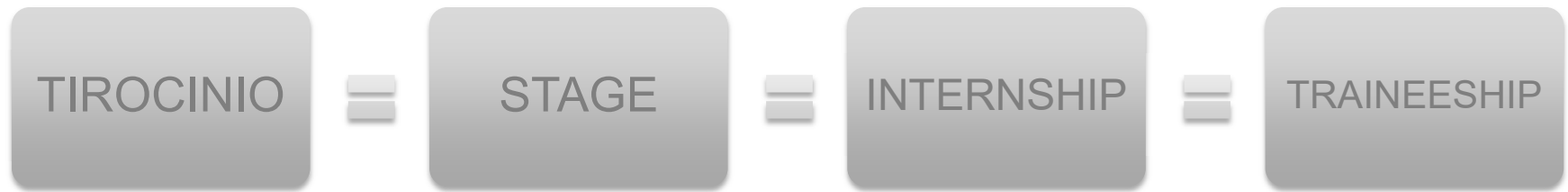
POLITECNICO
MILANO 1863

 CareerService

ARCHITECTURE URBAN PLANNING CONSTRUCTION ENGINEERING SCHOOL

LET'S GO ***INTERNSHIP!***

Informational meeting on curricular compulsory internship for Master of Science Students



LET'S GO
INTERNSHIP!

WHAT IS AN INTERNSHIP, REALLY?

- It's an **on-the-job experience**, outside the university context!
- It allows you to «**put into practice**» **theoretical knowledge** acquired studying
- It is a practical training experience, always supported by a professional: **IT'S NOT A JOB CONTRACT!**
- It allows you to «**try**» **doing a job**, to understand if it is what you want to do in the future
- It allows you to **enrich your curriculum vitae before the graduation**, making it unique from that of your fellow students

**LET'S GO
INTERNSHIP!**

WHICH ARE THE BASIC RULES OF EVERY INTERNSHIP?

WHO	TYPE	LENGHT	STARTING WHEN	BENEFIT	MANAGED BY
STUDENT (Bachelor and Master, Specializing Masters, PhD)	Compulsory (gives you university credit – ECTS)	Depends on your study plan	Depends on your study plan	Paid or unpaid	“SAT”
	Non compulsory (no university credit)	1-12 months	Whenever you are ready/available	Paid or unpaid	CAREER SERVICE
GRADUATE (Bachelor and Master, Specializing Masters, PhD)	Extracurricular / Post graduate	2-12 months	Whenever	Paid (Italy) or unpaid (Abroad)	CAREER SERVICE
	Professional	900 hours	Whenever	Paid (Italy)	BOARD OF ARCHITECTS

**LET'S GO
INTERNSHIP!**

WHAT TO EXPECT FROM THE HOST ORGANISATION?

- Training and support
- Rules application



LET'S GO
INTERNSHIP!

PC, programs and internet connection are the host organisation's duty; it is partially an exception the smart working internship

Insurance coverage for accidents and civil liability, on the intern's activity, are PoliMi's duty

Hours and days of attendance must be respected: no overtime, no activity during the night or in the weekend.

The host organisation must provide you each necessary specialist training course.

For the host organisation and PoliMi

**LET'S GO
INTERNSHIP!**



Follow the instructions by the supervisor

Follow the host organisation's internal rules and purposes

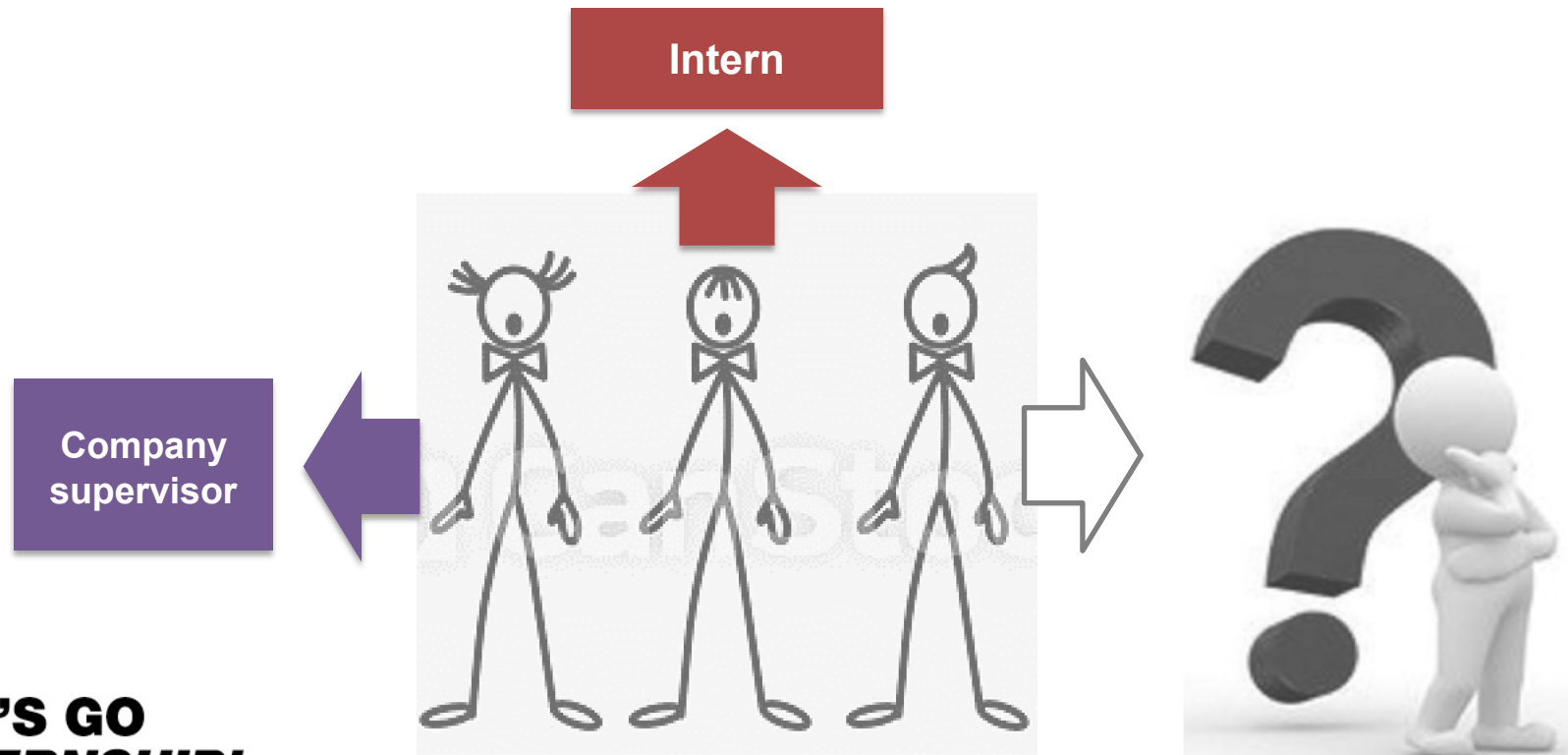
Attend according to the agreed schedule, notifying (if possible in advance) any absences

Pay attention to the obligation of secrecy, asking the supervisor if ok to the disclosure (eg. In the thesis/final evaluation)

For the intern

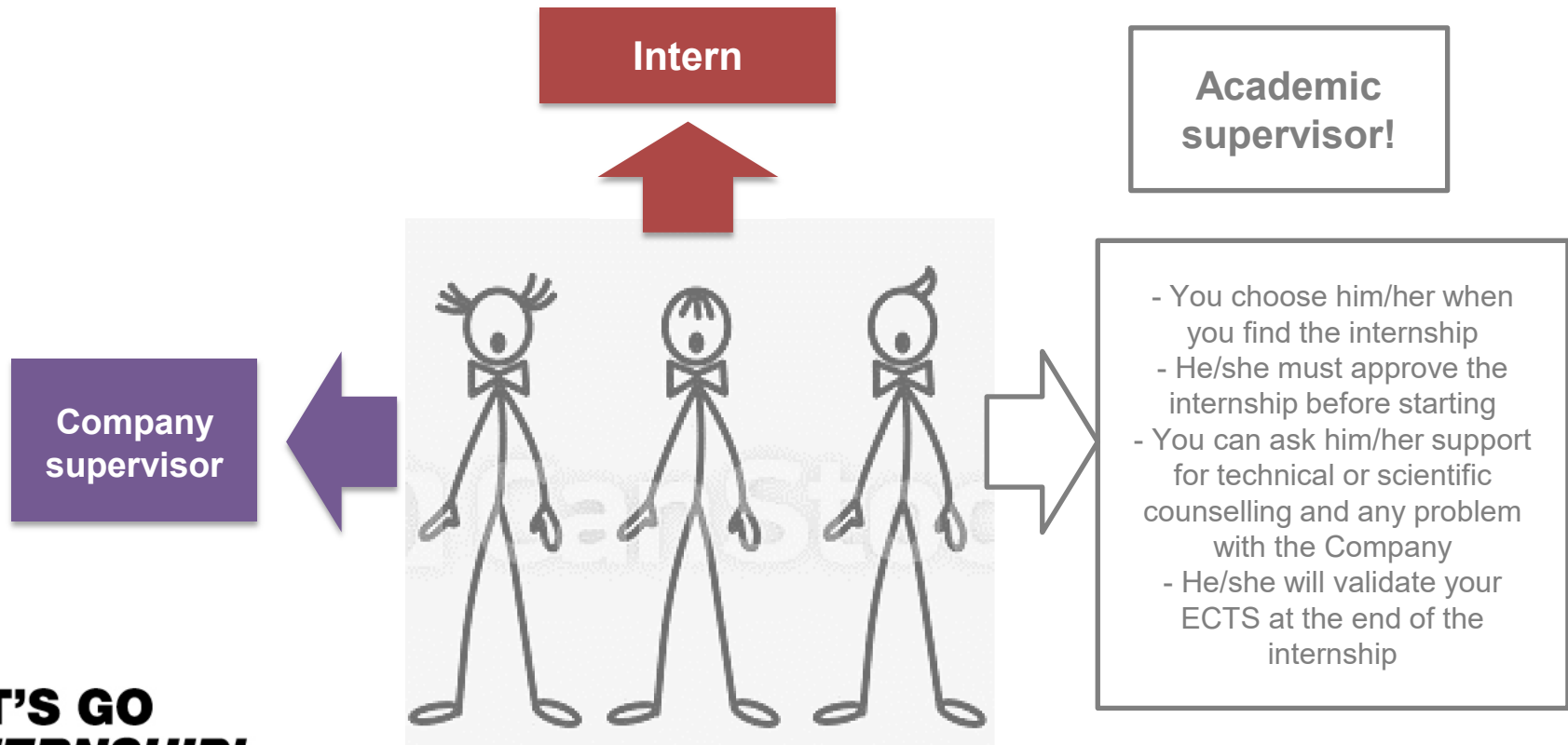
LET'S GO
INTERNSHIP!

DID YOU KNOW...?



**LET'S GO
INTERNSHIP!**

DID YOU KNOW...?



**LET'S GO
INTERNSHIP!**

7 PRACTICAL TIPS TO LIVE AT BEST THE INTERNSHIP EXPERIENCE

Ask questions!

Observe, listen and take notes

Get to know also colleagues who don't work directly with you!

Be open to relations with colleagues: build a network!

Be precise! Respect hours and deadlines!

Be flexible!

Be proactive: anticipate the problem/request!

**LET'S GO
INTERNSHIP!**

ROAD TO... COMPULSORY INTERNSHIP!



Get to know my study course regulations

Look for

Activate

Carry out

Feedback

Recognition of ECTS

**LET'S GO
INTERNSHIP!**

ARCHITECTURE URBAN PLANNING
CONSTRUCTION ENGINEERING SCHOOL



Get to know my study course regulations

When?

Which types?

Where?

How long?

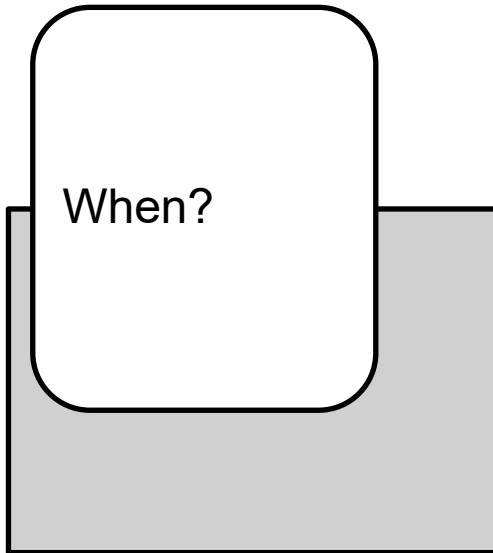


**LET'S GO
INTERNSHIP!**

How long?

MASTER OF SCIENCE	ECTS – CREDITS	HOURS
Architecture / Architecture - Built Environment - Interiors	8	200
Building Architecture	4	100
Architecture – Architectural Design / Architecture and Urban Design (MI)	6	150
Urban Planning and Policy Design (MI)	4	100
Architectural Design and History (MN)	6	150
Sustainable Architecture and Landscape Design (PC)	8	200
Building Engineering (MI)	3	75
Building and Architectural Engineering (MI, LC)	3	75
Management of Built Environment	3	75
Landscape Architecture, Land Landscape Heritage (MI)	4	100
SINGLE-CYCLE DEGREE – 5 years	ECTS – CREDITS	HOURS
Ingegneria Edile Architettura	3	75

LET'S GO
INTERNSHIP!



1° year or 2° year
BUT

On condition that you have inserted it in the study plan,
though it is not approved yet.

N.B:

- To be completed and credited no later than the dead line given to close your study plan, according to your graduation session*
- The experience **must be continuous***

**LET'S GO
INTERNSHIP!**

Which
types?

- Internship in a **company**
- Internal Practical Activity**
 - Workshop
- Alternative:** Work experience

Where?

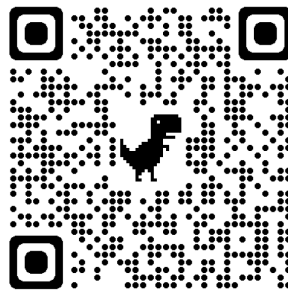
- In a Company**
- Public/Research Organisation/Institution**
 - In a Professional Firm**
- Provided an expert professional supports you.
 - In Italy or Abroad**

**LET'S GO
INTERNSHIP!**

Internships can be carried out:

- in a **mix of distance and presence mode** (Supplementary Agreement)
- in **presence only**

You can find [Politecnico di Milano guidelines on internships](#) on the Career Service website



**LET'S GO
INTERNSHIP!**

Look for

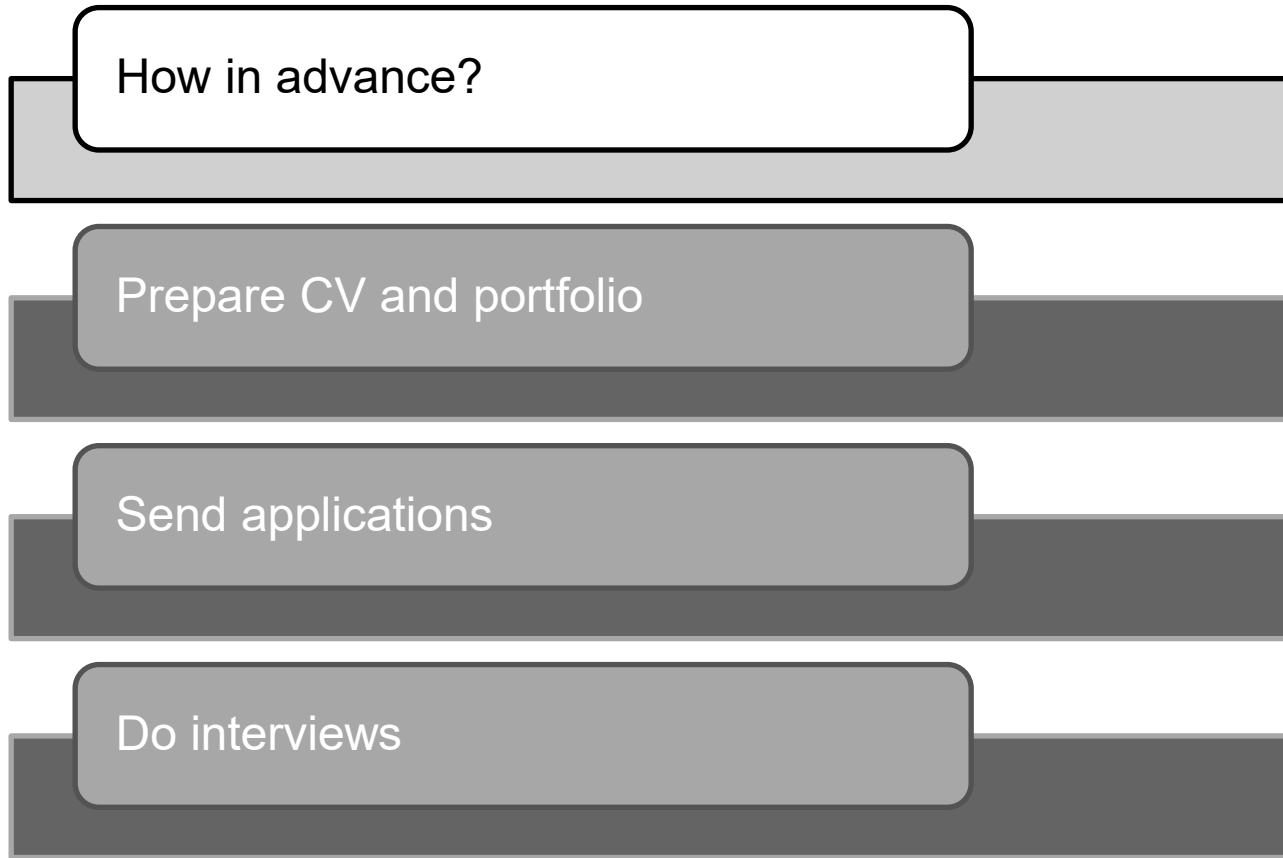
How in advance?

Through which channels?

With which tools?

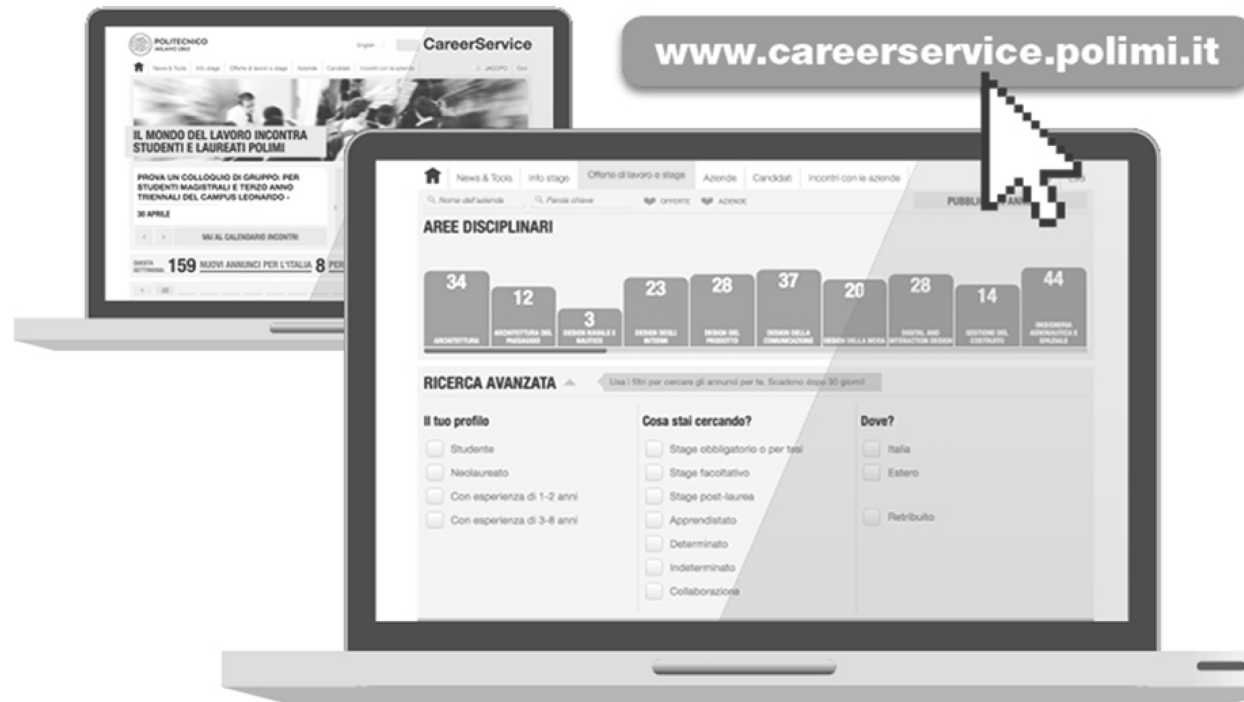
With which educational goals?

**LET'S GO
INTERNSHIP!**



**LET'S GO
INTERNSHIP!**

Through which tools?



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INTERNSHIP!

Through which tools?

Applying to the online offers on the Career Service website with my CV and portfolio using the correct filters according to internship type and subject area

Discovering registered Companies for my subject area

Direct contacts (acquaintances, Alumni) or professors

**LET'S GO
INTERNSHIP!**

Activate

In how long?

Through which channels?

With which documents?

Why?

**LET'S GO
INTERNSHIP!**

In how long?

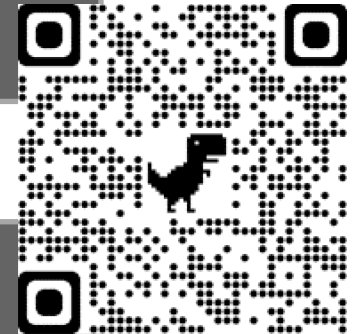


10 DAYS

HOST ORGANISATION WITHOUT
INTERNSHIP AGREEMENT

5 DAYS

HOST ORGANISATION WITH
INTERNSHIP AGREEMENT



LET'S GO
INTERNSHIP!

With which documents?

Every internship **in Italy** must be activated through **2 documents**:

- **INTERNSHIP AGREEMENT**
- **INTERNSHIP DOCUMENT**

Both documents must be provided and signed before the starting of the internship.

Why?

It's not PoliMi that decides to use those documents for the activation of your internship, but PoliMi applies **national law** on internships.

**LET'S GO
INTERNSHIP!**

WHAT CHANGES IN CASE OF INTERNSHIP ABROAD?

3 OPTIONS

1) **NOTHING!** Just the name of the documents and the language!

The host organisation can follow the same **online procedure** on the **English version** of the **Career Service** → *preferable, faster - approximately 10 working days - and not subject to negotiation*



-
-

The host organization has to:

- register (if not already)
- request and send back signed via email an **Internship Agreement**
- fill out and send back signed via e-mail an **Internship Document**

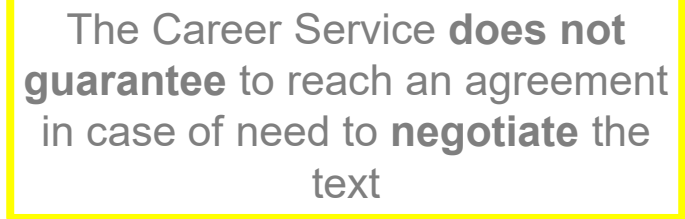
**LET'S GO
INTERNSHIP!**

- 2) The host organization can ask you to sign a **tripartite internship contract based** (between the **intern**, the **host organization** and **PoliMi**) on **local legislation** *in place of or in addition to PoliMi standard documents.*



In this case you need to consider that your internship might not start before 30/45 days, because before countersigning the contract the Career Service **must verify** that it respects the **University policy** and the **attention points** of the **University**, especially on articles concerning **confidentiality** and **intellectual property**.

THEREFORE communicate to the host organisation that you cannot start the internship immediately and **don't book travel tickets and/or don't stipulate rent agreements until the signature of the contract between all the necessary parties**



The Career Service **does not guarantee** to reach an agreement in case of need to **negotiate** the text

**LET'S GO
INTERNSHIP!**



3) The host organisation can propose you a **bipartite internship contract** (between the intern and the host organization) according to the **local regulations**.

*In this case the Career Service must receive a **copy of the contract** before the start of the internship to track the **insurance coverage***

**LET'S GO
INTERNSHIP!**

For the intern

Travel formalities

Travel and accommodation
costs

Passaport/Visa/Stay Permit

Health insurance

**LET'S GO
INTERNSHIP!**

Would you like to do a financed internship?



LET'S GO
INTERNSHIP!



EXTERNAL INTERNSHIP

1 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⁽¹⁾

The **ACADEMIC SUPERVISOR** approves via email

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

- ⁽¹⁾ 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

2 START

The **HOST ORGANIZATION** verifies if it already has a valid internship agreement with the Career Service⁽²⁾

a) If it **DOESN'T HAVE**, it follows the procedure from Career Service Website⁽¹⁾

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⁽⁴⁾

⁽²⁾ Write to careerservice.stage@polimi.it

⁽³⁾ www.careerservice.polimi.it/IT/Intership/Company/Index/

⁽⁴⁾ At least 5 working days before the start of the Internship

3 ACTIVATION (PART I)

The internship service sends the **INTERNSHIP DOCUMENT (PROGETTO FORMATIVO)** to the intern and to the company supervisor

The student, the company, and the academic supervisor signs the internship document (handwritten or digital signatures)

The Intern sends a scan copy of the **SIGNED INTERNSHIP DOCUMENT** to the Internship Service⁽⁵⁾

⁽⁵⁾ At least 2 working days before the start of the internship

4 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

5 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, it will not be possible to obtain the related **ECTS**

↳ istruzioni

**LET'S GO
INTERNSHIP!**

ARCHITECTURE URBAN PLANNING
CONSTRUCTION ENGINEERING SCHOOL

Email address of reference for Mantova Campus: tirocini-mantova@polimi.it

Email address of reference for Piacenza Campus: tirocini-piacenza@polimi.it

Email address of reference for Lecco Campus: stage-lecco@polimi.it

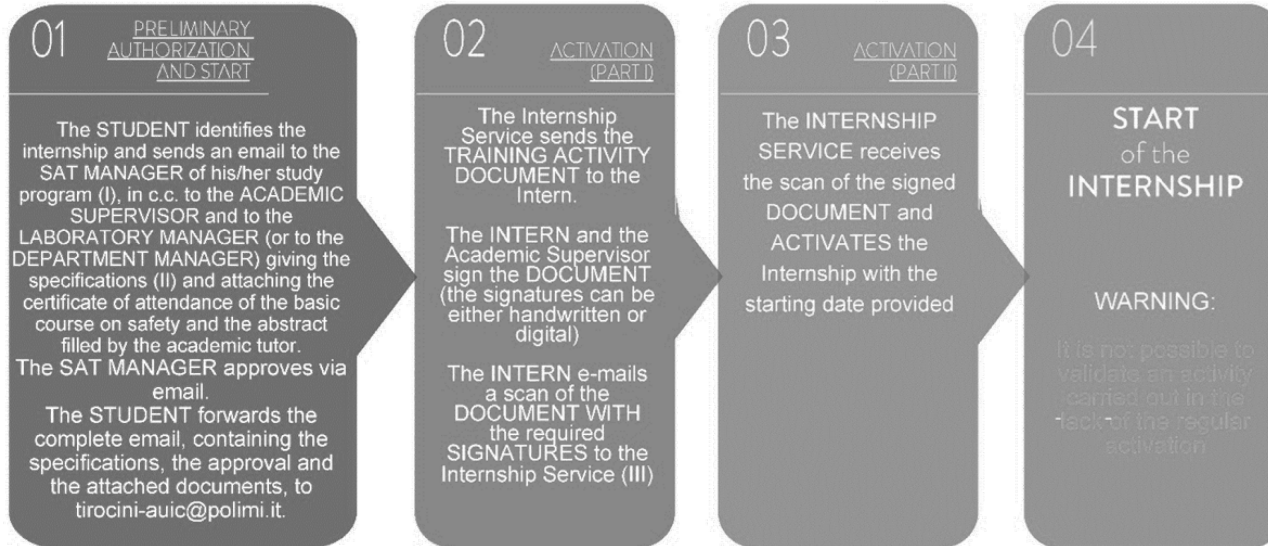
WARNING!

If you start an internship without the requested documents or before all administrative procedures are fulfilled:

- You are doing a non-regular activity according to employment laws
- You won't be covered by the insurance
- The internship hours done won't be considered valid
 - The internship cannot be back dated
- You won't receive ECTS for the internship nor regularly activated

LET'S GO
INTERNSHIP!

PRACTICAL INTERNAL ACTIVITY



(I) <https://www.auic.polimi.it/en/students/students-university-career/internships>

(III) At least 2 working days before the starting date

(II) Required information (specifications):

- name, surname and student identification number (matricola number),
- Study Program,
- declaration that the internship is in the Study Programme,
- duration in hours
- period of the internship (starting and ending date)

3
struction Engineering

LET'S GO INTERNSHIP!

ARCHITECTURE URBAN PLANNING
CONSTRUCTION ENGINEERING SCHOOL

Email address of reference for Mantova Campus: tirocini-mantova@polimi.it
 Email address of reference for Piacenza Campus: tirocini-piacenza@polimi.it
 Email address of reference for Lecco Campus: stage-lecco@polimi.it

Work experience comparable to internship
(*exception and only during the current academic career*)

The student sends to Internship Service

- 1) Copy of the agreed contract: verify that on the contract are shown (or alternatively will provide them in attached): name and type of company, sector of activity, number of employees, location, name and email address of a business contact, period of activity, description of activities and tasks.
- 2) Final Report of comparable activity completed in all points; the specific form is available in the dedicated pages of websites of single location

The Internship Service will request the approval of the proposed activity to the SAT Manager

If the SAT Manager approves, ECTS will be validated

**LET'S GO
INTERNSHIP!**

Changes to the internship *(to be communicated at least 2 days in advance)*

Business trips

Suspensions (and postponement)

Extension

Interruption

**LET'S GO
INTERNSHIP!**

Recognition of the ECTS

In how long?

Through which procedures?

With which documents?

**LET'S GO
INTERNSHIP!**

With which documents?

Through which procedures?

Simply by filling out a final internship **survey!** You receive a **link by email** on the internship's last day! One for you and one for the company supervisor. Pay attention to the question that asks you to fill out a **technical report** on the activities done! You **cannot fill out again** the technical report and the survey, once done!

Only **after** you and the company supervisor fill out the survey, then the **academic supervisor** is notified and can check both surveys (especially the technical report) and evaluate the recognition of the **ECTS**.

**LET'S GO
INTERNSHIP!**



In how long?

Considering the time to fill out the survey and that of the evaluation from the academic supervisor, we advise you to **end the internship** at least **1 week before** the supposed **dead line given to close your study plan**, to register for the graduation.

**LET'S GO
INTERNSHIP!**

WHO DOES WHAT?

CAREER SERVICE

Helps you looking for the internship

SCHOOL'S INTERNSHIP SERVICE («SAT»)

Sets compulsory internship
regulations, activates and
manages it

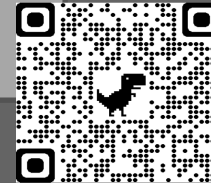
**LET'S GO
INTERNSHIP!**

CONTACTS

CAREER SERVICE



SCHOOL'S INTERNSHIP
SERVICE («SAT»)

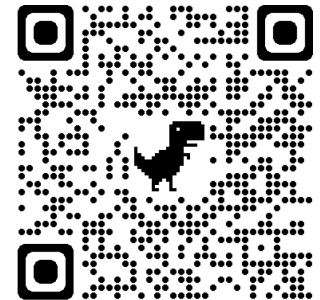


**LET'S GO
INTERNSHIP!**



For students of Piacenza Campus: tirocini-piacenza@polimi.it

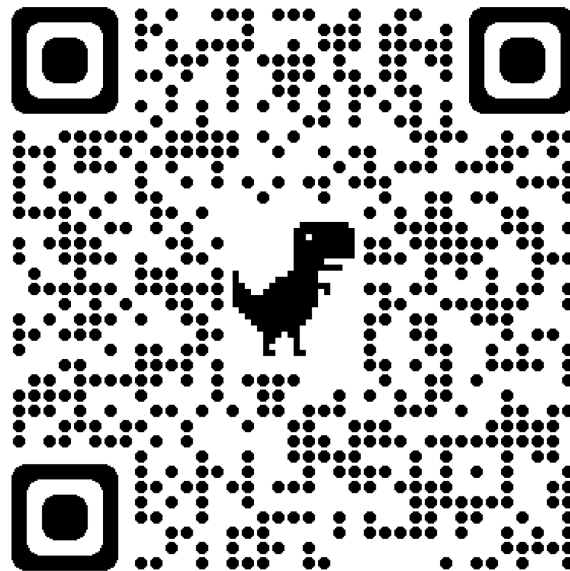
For students of Mantova Campus: tirocini-mantova@polimi.it



For students of Lecco Campus: stage-lecco@polimi.it

**LET'S GO
INTERNSHIP!**

Would you like more info?
Register to MEET YOUR INTERNSHIP
ADVISOR, from Tuesday to Friday



**LET'S GO
INTERNSHIP!**



CAREER DAY ARCHITETTURA

16 APRILE

Save
THE
Date

**LET'S GO
INTERNSHIP!**