



POLITECNICO
MILANO 1863

INTERNSHIP READY: YOUR FIRST TIROCINIO STARTS HERE

Informational meeting on curricular compulsory internship for Master of Science
Students – SCHOOL OF ARCHITECTURE URBAN PLANNING CONSTRUCTION ENGINEERING

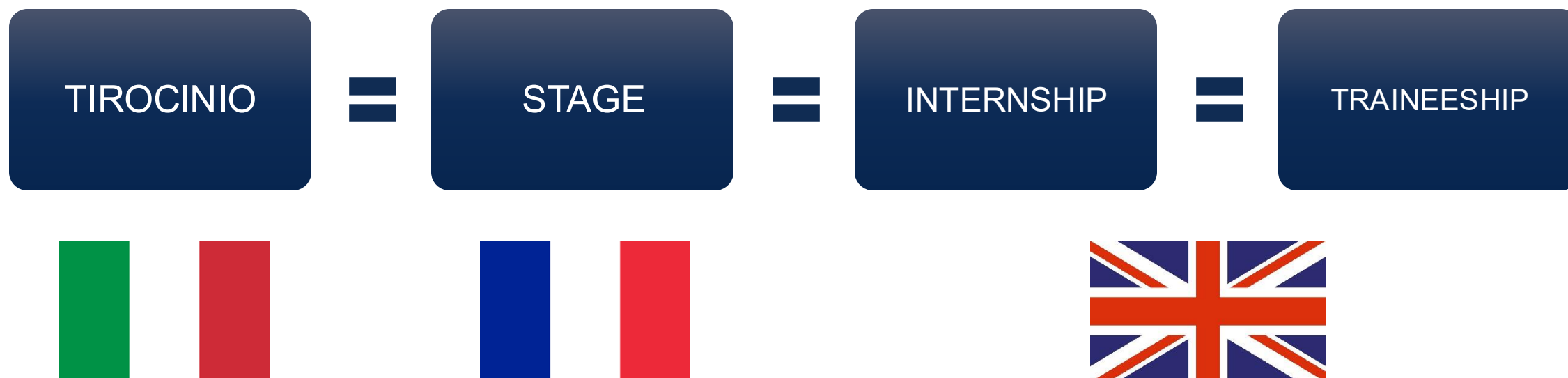
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COMPULSORY
INTERNSHIP

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What an internship is

01



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

WHAT TO EXPECT FROM THE HOST ORGANISATION?

- ☐ Training and support
- ☐ Rules application

WHICH ARE THE BASIC RULES OF EVERY INTERNSHIP?

STATUS	TIPO	DURATA	DA INIZIARE QUANDO	BENEFIT	GESTITO DA
STUDENT	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	Extracurricular	2-12 months	Whenever	Paid (Italy) or unpaid (Abroad)	CAREER SERVICE
	Professional	900 hours	Whenever	Paid (Italy)	BOARD OF ARCHITECTS

For the host organisation and PoliMi

- **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 intern

- **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)

Academic supervisor

- **You choose him/her** when you find the internship.
- He/she must **approve** the internship before starting
- You can ask him/her **support for technical or scientific** counselling and any problem with the Company.
- **He/she will validate your ECTS** at the end of the 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!

Get to know my study course regulations

02

Contents

1. How long?
2. When?
3. Which types?
4. Where?

How long and when

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
Building Engineering for Sustainability	6	150
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

NB: The experience must be **continuous in the same host organization.**

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

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



Look for

03

LOOK FOR



- 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





Activate

04

IN ITALY

**WITH INTERNSHIP AGREEMENT: 5
DAYS**

**WITHOUT INTERNSHIP AGREEMENT:
10 DAYS**

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.

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

ABROAD

STANDARD PROCEDURE ON CAREER SERVICE WEBSITE: 10 days

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**

TRIPARTITE INTERNSHIP CONTRACT: 30 days

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*.

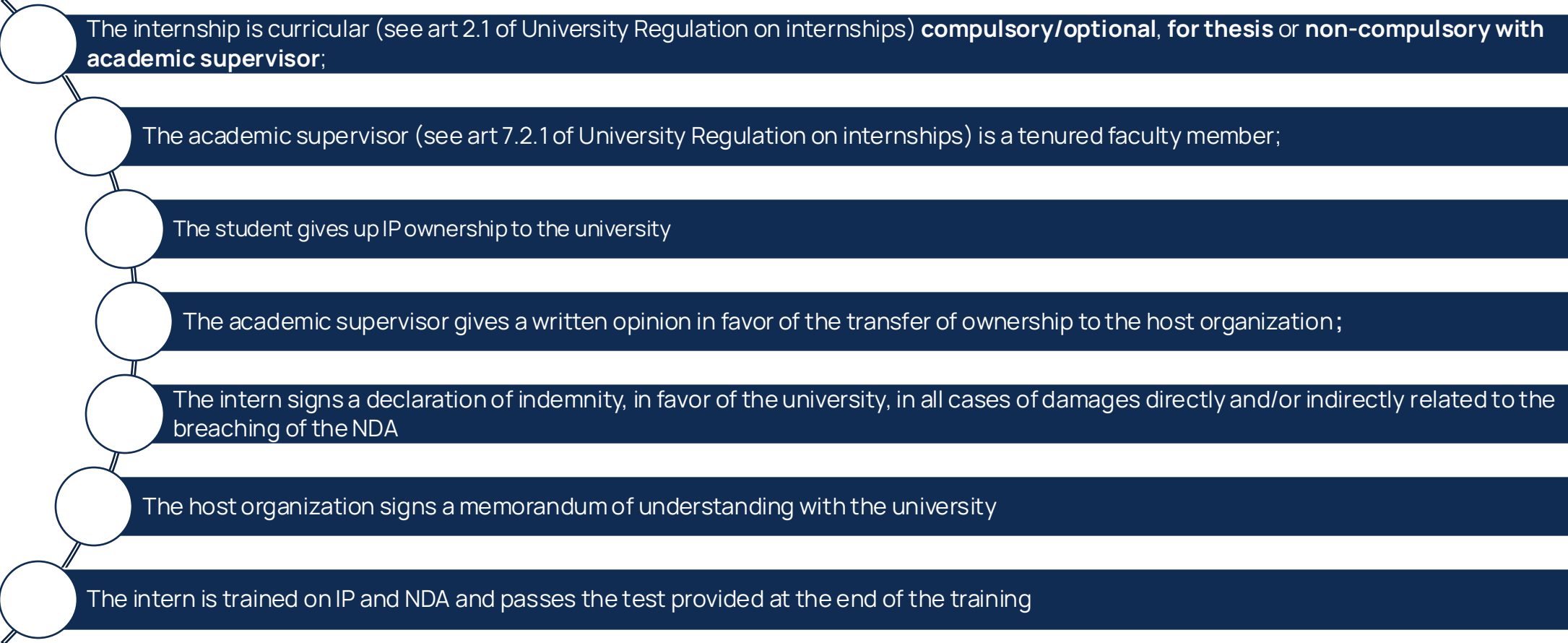
Before countersigning the contract the **Career Service must verify that it respects the University policy and the attention points of the University, especially on articles concerning confidentiality and intellectual property**.

BIPARTITE INTERNSHIP CONTRACT

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**.

INTERNSHIP ABROAD WITH TRIPARTITE INTERNSHIP CONTRACT: the internship agreement proposed does not comply with the University's Intellectual Property and Confidentiality standard and policy

- 
- The internship is curricular (see art 2.1 of University Regulation on internships) **compulsory/optional, for thesis or non-compulsory with academic supervisor**;
 - The academic supervisor (see art 7.2.1 of University Regulation on internships) is a tenured faculty member;
 - The student gives up IP ownership to the university
 - The academic supervisor gives a written opinion in favor of the transfer of ownership to the host organization;
 - The intern signs a declaration of indemnity, in favor of the university, in all cases of damages directly and/or indirectly related to the breaching of the NDA
 - The host organization signs a memorandum of understanding with the university
 - The intern is trained on IP and NDA and passes the test provided at the end of the training

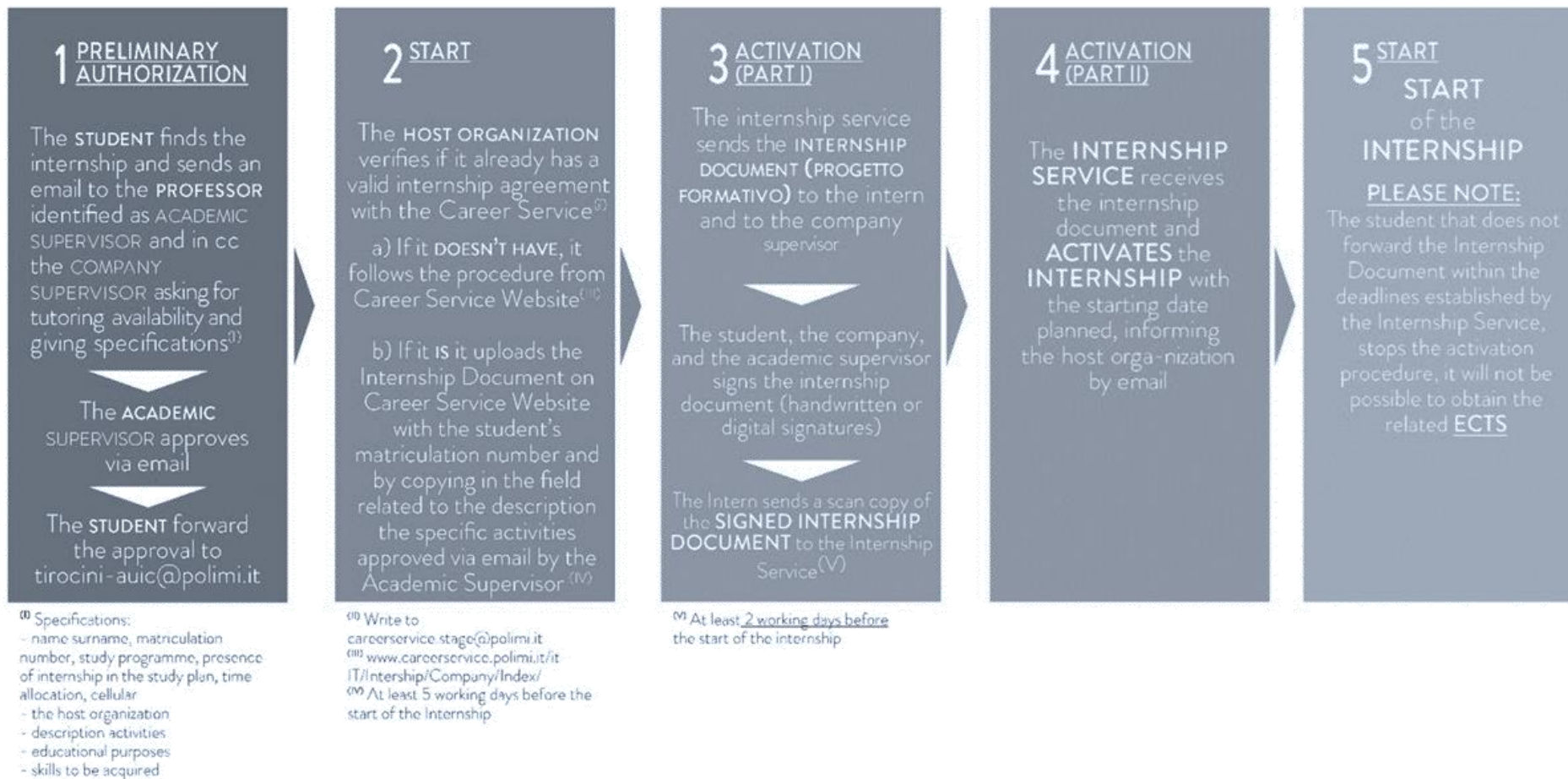


Carry out

05

EXTERNAL INTERNSHIP

istruzioni



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

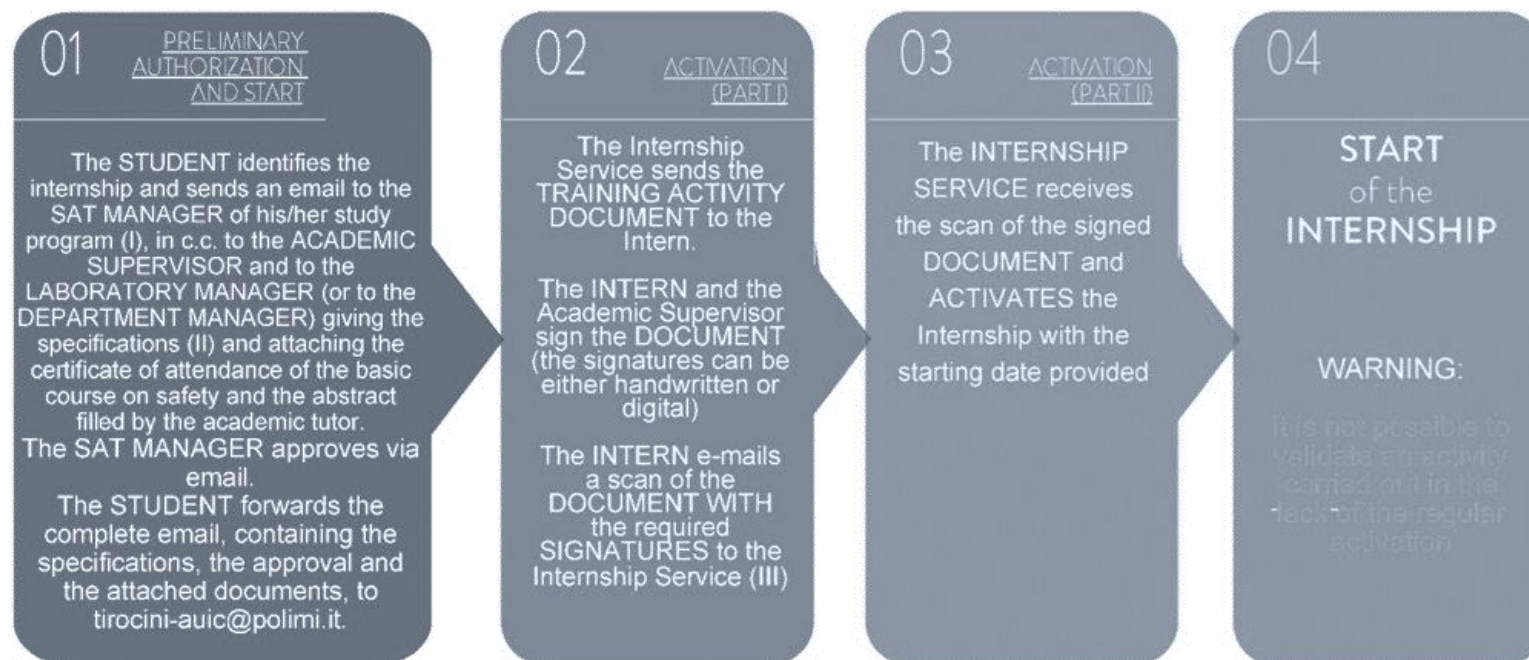
WARNING!

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**

PRACTICAL INTERNAL ACTIVITY

3 Instruction Engineering



(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)

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

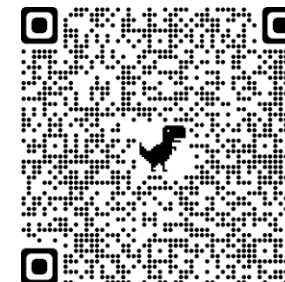
The student sends to Internship Service

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



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



Business trips

Suspensions (and postponement)

Extension

Interruption/Anticipated Closure

Evaluation and Recognition of the ECTS

06

EVALUATION AND RECOGNITION OF THE ECTS



WHO DOES WHAT AND CONTACTS

CAREER SERVICE

Helps you looking for the internship.

careerservice.stage@polimi.it

SCHOOL'S INTERNSHIP SERVICE («SAT»)

Sets compulsory internship regulations, activates and manages it.

tirocini-auic@polimi.it

TERRITORIAL CAMPUSES

For students of Piacenza

tirocini-piacenza@polimi.it



For students of Mantova

tirocini-mantova@polimi.it



For students of Lecco

stage-lecco@polimi.it



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





Thanks for the attention