



POLITECNICO
MILANO 1863

SCHOOL OF
ARCHITECTURE URBAN
PLANNING
CONSTRUCTION
ENGINEERING

SCHOOL OF ARCHITECTURE URBAN PLANNING CONSTRUCTION ENGINEERING

The Dean

HAVING REGARD to Italian Presidential Decree 28.12.2000, no. 445 “Consolidated laws and regulations on administrative documentation;

HAVING REGARD to Articles 2 and 12 of Italian Prime Ministerial Decree of 9 April 2001, “Equal treatment in the right to university studies”;

HAVING REGARD to the Regulation for Administration, Finance and Accounting, issued by Rector’s Decree no. 828, ref. no. 7766 of 14/03/2014 and in particular Art. 75 and 79;

HAVING REGARD TO a preliminary agreement between Tectoo S.r.l and the School of Architecture, Urban Planning, Construction Engineering of Politecnico di Milano for a paid internship

DECREES

Art. 1

Call for applications

Call for applications for a paid internship **“Tectoo” for the second semester of the A.Y. 2021-2022**

Art.2

Participation requirements

The call for applications is open to students of Politecnico di Milano enrolled in the 2021-2022 academic year in the second year of a Laurea Magistrale (equivalent to Master of Science) or fifth year of a single-cycle Laurea belonging to the LM24 (Laurea Magistrale in BUILDING SYSTEMS ENGINEERING) or LM4 (Laurea Magistrale in ARCHITECTURE AND



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ARCHITECTURAL ENGINEERING) as part of the **School of Architecture, Urban Planning Construction Engineering** programmes who, on the applications closing date have acquired:

- at least 52 ECTS if enrolled in the second year of a Laurea Magistrale (equivalent to Master of Science) programme;
- at least 200 ECTS if enrolled in the fifth year of a single-cycle Laurea Magistrale (equivalent to Master of Science) programme.

The candidate is obliged to maintain the status of student at the School of Architecture, Urban Planning, Construction Engineering of the Politecnico di Milano until 25 November 2022, the end date of the internship indicated in this Announcement.

In case of formalization of a compulsory internship in anticipation of enrollment in the graduation session, the student is required to complete the procedure for validating the related career credits and in compliance with the deadlines set by the School.

Given the pandemic emergency, should it be necessary to suspend the internship, it will be possible to recover it immediately following the internship original end date or when the health situation makes it possible.

If during an exceptional suspension period, the trainee obtains a Laurea Magistrale (equivalent to Master of Science) and loses their student status, it will not be possible to recover the suspension period except by formalising a post-graduate internship (subject to the regulations on extracurricular internships, as per <Regional Council Decree 17 January 2018 no. X/7763), through the Politecnico di Milano Career Service office.

A student appointed by the University and meeting the selection criteria identified by the professors in charge must know the computer programmes used by Tectoo srl, particularly Revit, Photoshop and Rhinoceros. In addition, they must have a good knowledge of the English language and good manual skills in creating study models and hand drawing.

The internship will take place at Tectoo S.r.l, registered office Piazza Diaz no. 1/ executive office Viale Italia no. 572, Sesto San Giovanni, for six months (from 2 May 2022 to 25 November 2022) and may be validated as a compulsory curricular internship, after a student makes a request to the School and under the School regulations.

Tectoo S.r.l. guarantees the direct payment to the applicant of a **gross monthly allowance of € 1.350,00** (not paid for periods of internship suspension of a minimum duration of 15 calendar days).



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Art.3

Application for admission and submission deadline

Applicants must apply using the Online Services: <http://www.polimi.it/servizionline> [Benefits and Agreements > Economic benefits] **by 12.00 (Italian time) of 21 February 2022.**

Under penalty of exclusion, the applicant must attach the following mandatory documents in pdf format (maximum 10 MB) to the application form:

1. curriculum vitae, accompanied by any English knowledge certificates;
2. portfolio, of the best works developed during the training course in A4 format;
3. Self-declaration student status (the form can be found by accessing the following link:
https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.auic.polimi.it%2Ffileadmin%2Fuser_upload%2Fstudenti%2Fopportunita%2FBandi_studenti%2Fautodeclaration_bando_tectoo-INGL_revGM.doc&wdOrigin=BROWSELINK

Files must be named with Surname-First Name-Document Type.pdf (for example, Rossi-Mario-Curriculum.pdf)

The completion of the online application is equivalent to submitting an application for participation in this call for applications, and implies acceptance of its contents.

It is the Applicant's responsibility to verify the correct conclusion of the process.

Failure to complete and submit the application or submitting an incomplete application will result in the student being excluded from assessment.

Art.4

Selection Committee

The Selection Committee is appointed by the School of Architecture, Urban Planning Construction Engineering and consists of at least three School full or associate professors.

The appointment is made by Dean's decree and is published on the School's website:

<https://www.auic.polimi.it/en/students/opportunities/scholarships-and-students-competitions>



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Art.5

Applicant qualifications and assessment criteria

The Selection Committee has 150 points available, distributed as follows:

Assessment of the professional educational curriculum (weighted average of exam scores based on at least 52/200 credits acquired). The average of the examinations recorded in the syllabus at the time of assessment will be considered	up to 110 points
Assessment of a portfolio of works including texts and iconographic material, based on content originality and formal quality, argumentative and graphic capacity, and linguistic expression	up to 25 points
Assessment of the curriculum vitae	up to 5 points
Motivational interview	up to 10 points

The evaluation process will be divided into three 3 phases:

- in the first phase, a ranking of the admitted candidates will be drawn up, based on the evaluation of the training curriculum.

The first 30 students of the first ranking will enter the second selection phase.

- in the second phase, the useful candidates will be evaluated on the basis of the portfolio and curriculum vitae.

The first 10 candidates of the second ranking will enter the third selection phase.

- in the third phase, the candidates found to be useful in the second ranking will be called for the motivational interview.

Art.6

Selection interview

The interview will be held on **23 March 2022 at 10 am** - on line - Teams platform, the link will be provided in the interview email.

To be admitted to the interview, applicants must have one of the following valid identification documents: identity card, passport or driving licence.



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Failure to attend the interview on the date and time set or late participation, even if due to force majeure, will be considered as a waiver of participation in the selection.

Art.7

Merit ranking

The Committee draws up a merit ranking list. If there are equal scores, the youngest applicant in the ranking is given precedence.

Only in case of renunciation, a scrolling of the ranking is foreseen.

The result of the selection will be published by 8 april 2022 on the School's website:

<https://www.auic.polimi.it/en/students/opportunities/scholarships-and-students-competitions>

Art.8

Personal data processing

Under EU Regulation no. 679/2016, applicants are informed that the processing of personal data provided during the procedure or acquired by Politecnico di Milano is for selection purposes and it will be carried out by the head of the procedure, the examining committee, at Politecnico di Milano, using procedures, including electronic, by methods and within limits necessary to pursue the above purposes, and if disclosed to third parties. The provision of data is necessary to verify the participation requirements and possession of qualifications and any failure to provide it may prevent that verification. The data will be stored, under current regulations for a period which does not exceed that necessary to achieve the purposes for which it was processed.

Applicants are granted the rights set out in the third chapter of Regulation EU no. 679/2016, the right to access personal data, to request its rectification, update and erasure, if incomplete, incorrect or collected in violation of the law, and object to its processing for legitimate reasons, sending requests to the Data Protection Officer, contact details: privacy@polimi.it

Art. 9

Head of the Procedure

Under Art. 5 of Italian Law 7 August 1990, no. 241 as amended and supplemented, the Head of the Procedure indicated in this tender is Dr Lucia Sartorio, e-mail: lucia.sartorio@polimi.it ph. +39 (02) 2399.2604



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Art. 10

Final provisions

This call and its results are published on the School's website:

<https://www.auic.polimi.it/en/students/opportunities/scholarships-and-students-competitions>

For further information please contact the Internship Office of the School of Architecture, Urban Planning Construction Engineering of Politecnico di Milano, ph. +39 (02) 2399.2604 e-mail: tirocini-auic@polimi.it

Signed

Dean

Prof. Andrea Campioli

Digitally signed under the Digital Administration Code – Italian Legislative Decree 82/2005 as amended and supplemented, Art. 21, paragraph 1