



POLITECNICO
MILANO 1863

SCHOOL OF
ARCHITECTURE
URBAN PLANNING
CONSTRUCTION
ENGINEERING

**SCHOOL OF ARCHITECTURE URBAN PLANNING CONSTRUCTION
ENGINEERING**

The Dean

HAVING REGARD TO Italian Law No 241 of 07 August 1990, 'New rules on administrative procedures and the right of access to administrative documents';

HAVING REGARD TO Italian Presidential Decree No 445 of 28.12.2000, 'Consolidated law on administrative documentation';

HAVING REGARD TO Articles 2 and 12 of Italian Prime Ministerial Decree of 9 April 2001 No 172, 'Uniformity of treatment with regard to the right to university study' implementing Law No 390 of 1991;

HAVING REGARD TO Article 18 of Italian Law No 196 of 24 June 1997, 'Rules on the promotion of employment';

HAVING REGARD TO Italian Ministerial Decree no. 142 of 25 March 1998, 'Regulation laying down rules for the implementation of the principles and criteria referred to in Article 18 of Law no. 196 of 24 June 1997 on training and orientation traineeships'.

HAVING REGARD TO Italian Ministerial Decree 270/2004, Article 10, para. 5, letter (e), which includes in the cases referred to in Art. 3, para. 5, regarding training activities relating to traineeships at companies, public administrations, public or private bodies, including those of the third sector, professional orders and colleges, on the basis of specific agreements.

HAVING REGARD TO Regulation (EU) 679/2016 on the protection of natural persons with regard to the processing of personal data and Italian Legislative Decree

HAVING REGARD TO the Regulation for Administration, Finance and Accounting, issued by Rectoral Decree No. 828 Ref. No. 7766 of 14/03/2014 and in particular Articles 75 and 79;

HAVING REGARD TO the existing agreement between Studio Renzo Piano Building Workshop S.r.l. and the School of Architecture Urban Planning Construction Engineering of Politecnico di Milano for the offer of a paid traineeship.



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HEREBY DECREES

Art. 1

Announcement

This call is aimed at the selection of candidates for a paid traineeship at Studio Renzo Piano Building Workshop s.r.l. - for second semester of the 2024-2025/first semester 2024/2025

Art. 2.

Participation requirements

This Call for Applications is open to students enrolled with of Politecnico di Milano for the 2023-2024 academic year in the second year of a Laurea Magistrale programme (equivalent to Master of Science, hereinafter 'LM') or the fifth year of a Laurea Magistrale a Ciclo Unico programme (hereinafter Single-cycle LM) belonging to the degree class LM24 (LM in BUILDING SYSTEM ENGINEERING) or LM4 (LM in ARCHITECTURE AND BUILDING ENGINEERING/ ARCHITECTURE) within the study programmes of the **School of Architecture Urban Planning Construction Engineering**; as of the date date of closing this call, the applicant student must have obtained:

- at least 52 ECTSs if enrolled in the second year of a LM programme;
- at least 200 ECTSs if enrolled in the fifth year of a Single-cycle LM programme.

The student, in addition to meeting the selection criteria identified by the professors in charge, must have a good knowledge the computer programmes used by Renzo Piano Building Workshop srl (in particular: Autocad, Revit, Photoshop and Rhinoceros), good manual skills in creating study models and be proficient in both English and Italian, and possibly hold a language proficiency certificate.

Applicants must keep their student status at the School of Architecture Urban Planning Construction Engineering of Politecnico di **Milano until 14 February 2025** which is the end date of the traineeship indicated in this Call.

Art. 3

Requirements to be met during the traineeship

In the case the traineeship serves as a mandatory traineeship required for registration for the graduation session, students are required to complete the procedure for validating the relative ECTSs by the deadlines set by the School.

In the exceptional case that the traineeship must be suspended following a force majeure event, it can be resumed immediately after its original final date, by agreement between the parties, provided that the trainee student involved keeps his/her student status.

The trainee undertakes to keep the data, information and knowledge concerning production processes and products acquired during the traineeship strictly confidential.



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The student must comply with the regulations in force in the workplace and sign a document in which he/she undertakes not to disclose in any way the information and project data to which he/she will have access.

This document will be provided and retained by Studio Renzo Piano Building Workshop srl.

Art. 4

Traineeship location and remuneration

The Traineeship shall take place at the Studio Renzo Piano Building Workshop srl, registered address and operational office in Genova, Via P.P. Rubens No 29, for a period of 6 months (**from 2 september 2024 to 14 february 2025**); the student may request it to be validated as a mandatory curricular traineeship in compliance with the School regulations.

Renzo Piano Building Workshop srl ensures that it will pay directly the trainee EUR 6,00.00 as net remuneration (this will not be paid for periods of traineeship suspension lasting 15 calendar days or longer).

The amount shall be paid directly to the student through monthly payments each of EUR 1,000.00 net.

Trainees shall be provided with free accommodation or shall be reimbursed for any travel expenses and shall receive a EUR 7.00 Ticket Restaurant (meal voucher) per day (Monday to Friday excluding holidays).

Art. 5

Application for admission and submission deadlines

Applicants must submit an application using the relevant function available within Online Services <http://www.polimi.it/servizionline> ((Benefits and agreement > Economic benefits)) by **12.00 noon (Italian time) on 29 april 2024.**

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

1. curriculum vitae, accompanied by any English proficiency certificates;
2. portfolio, in A4 format, of the best works produced during their academic career;
3. self-declaration of student status - the template is available at:

[School: Autodeclaration Call Piano 24 \(polimi.it\)](http://www.polimi.it)



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The files must be named in the format Surname-Name-Type of document.pdf (for example Smith-John-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 check that the procedure has been completed correctly.

Failure to complete and submit the application or submission of an incomplete application will result in the applicant being excluded from the assessment process.

Art. 6

Selection Board

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

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

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

Art. 7

Applicant qualifications and assessment criteria

The assessment process is divided into three phases:

- in the first phase, a ranking of all applicants shall be drawn up, based on their academic career (FIRST PHASE RANKING)

The top 25 students in the ranking will be admitted to the second phase of the selection

- In the second phase, the eligible applicants will be assessed based on their portfolio and curriculum vitae (SECOND PHASE RANKING)
- The first 10 candidates in this ranking will be admitted to the third selection phase; the second phase ranking will be published on the following **link by 22 May 2024**

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

- In the third phase, the successful applicants from the second phase will be called for a motivational interview.

The Selection Board can award 100 points, distributed as follows:



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Assessment of the educational career based on the weighted average of exam scores and the number of ECTS acquired. Only examinations recorded in the career at the time of the assessment will be considered valid	up to 70 points
Assessment of a portfolio of works including texts and iconographic material, which shall be assessed according on criteria of content originality and consistency, formal quality, argumentative and graphic skills, linguistic expression	up to 15 points
Assessment of the curriculum vitae	up to 5 points
Motivational interview , in which experience in the field of programming, ability to create physical and virtual models, computer skills (use of software) and previous experience of a professional nature will be discussed and assessed	up to 10 points

Art. 8

Selection interview

The interview will be held **on 4 June.at 10.00 (Italian time)**. It will be held online via the Teams platform; the link to join the meeting will be sent in the invitation email.

For admission to the the interview, applicants must have one of the following valid identification documents: identity card, passport or driving license.

Applicants who fail to attend the interview on the established date and time or fail to arrive on time, even if due to force majeure, shall be considered to have withdrawn from participation.

Art. 9

Merit ranking

The Board shall draw up a merit ranking. In the event of a tied score, priority in the ranking will be given to the youngest applicant.

There is no 'next-in-ranking' mechanism

The outcome of the selection will be **published by 8 July 2024** on the School's website at:



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

Art. 10

Obligations for candidates selected for the traineeship

The candidate selected for the traineeship undertakes to sign for acceptance and acknowledgement the agreement between Politecnico and Studio Studio Renzo Piano Building Workshop s.r.l, and to acknowledge and accept the following obligations in particular:

Applicants must keep their student status at the School of Architecture Urban Planning Construction Engineering of Politecnico di Milano until the end of the traineeship set out in this Call

- In the case the traineeship serves as a mandatory traineeship required for registration for the graduation session, the student is required to complete the procedure for validating the relative ECTSs by the deadlines set by the School;
- The trainee undertakes to keep the data, information and knowledge concerning production processes and products acquired during the traineeship strictly confidential. The student must comply with the regulations in force in the workplace and sign a document in which he/she undertakes not to disclose in any way the information and project data to which he/she will have access. This document will be provided and kept by Studio Renzo Piano Building Workshop s.r.l
- The trainee shall follow the instructions given by the University tutor and the Manager of Studio Renzo Piano Building Workshop s.r.l.

Art. 11

Communication

All communications to successful candidates concerning the traineeship will be made by official e-mail sent by the Traineeship Office (tirocini-auic@polimi.it) to the student's University e-mail address.

The student's reply must be received within 2 working days, otherwise he/she will no longer be entitled to the traineeship.

Art. 12

Processing of personal data

Pursuant to Regulation (EU) 679/2016, candidates are hereby informed that the processing of personal data provided by them for the selection process or in any case acquired for it by Politecnico di Milano, is solely for the purpose of carrying out the selection and will be done by the persons in charge of the selection procedures, including by the Selection Board, at Politecnico di Milano, also using computerized procedures, in the manner and within the limits necessary to pursue the aforementioned purposes, even in the event of any communication to third parties. The provision of such data is necessary to verify the participation requirements and the possession of qualifications, and failure to provide them may prevent such verification. In accordance with the provisions of the relevant legislation in force, the data shall not be stored for longer than is necessary to achieve the purposes for which they are processed.



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Candidates are granted the rights referred to in the third chapter of Regulation (EU) No 2016/679, and specifically.

the right to access their personal data, to request the correction, updating or erasure of incomplete, incorrect or unlawfully collected data, as well as the right to object to the processing of their data for legitimate reasons by addressing requests to the Data Protection Officer; point of contact: privacy@polimi.it.

Art. 13

Procedure Manager

Pursuant to the provisions of Article 5 of Italian Law No 241 of 07/08/1990 and subsequent amendments and additions, the Procedure Manager for by this Call for Applications is Ms Lucia Sartorio, e-mail: lucia.sartorio@polimi.it tel. +39 (02) 2399.2604.

Art. 14

Final provisions

This call and related results are published on the School website:

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

For additional information, please contact the Traineeship Office at the School of Architecture Urban Planning Construction Engineering at Politecnico di Milano, [tel. +39 \(02\) 2399.2604](tel:+390223992604) e-mail: tirocini-auic@polimi.it

Signed

The Dean

Prof. Andrea Campioli