

## 1. PPREAPPROVAL

the STUDENT finds an internship and, at least 15/20 days before the internship starts, sends an email to the School's Internship Office providing the following details:

- Full name, student ID number, degree program, inclusion of the internship in the study plan, expected hours
- Host organization
- Description of activities
- Learning objectives
- Name and email of the company supervisor

The Internship Office consults with the relevant academic supervisor for the course (SAT Manager) and approves via email.

## 2. FORMALIZATION

The HOST ORGANIZATION verifies if it has an agreement with the Career Service by sending an email to [careerservice.stage@polimi.it](mailto:careerservice.stage@polimi.it).

- If it DOES NOT HAVE AN AGREEMENT, it follows the necessary procedure on the Career Service website.
- If it HAS AN AGREEMENT, after logging in, it proceeds to enter the Training Project online on the Career Service website at least 5 working days before the start date. It includes the student's ID number and copies into the activity description field the details approved via email by the Internship Office.

## 3. START

The Internship Office sends the TRAINING PROJECT to the Intern and the Company Supervisor.

The INTERN signs the training project and ensures it is signed by the company supervisor. The document, signed by both the Intern and the Company Supervisor, must be sent to the Internship Office at least 2 working days before the scheduled start of the internship.

The Internship Office ACTIVATES the internship only after receiving the signed Training Project, with the specified start date, and informs the Host Organization. Subsequently, the Academic Supervisor adds their signature and returns the document to the Company via email.

## 4. PROGRESS AND CONCLUSION OF INTERNSHIP

## 5. VALIDATION

At the conclusion of the internship, both the Intern and the Company Supervisor must fill an online evaluation questionnaire.

They will receive a link from the Career Service portal that will direct them to the questionnaire.

The Intern and the Company Supervisor have 20 working days from the end of the internship to complete their respective questionnaires.

Only after both questionnaires have been completed will the Academic Supervisor receive an email confirming the evaluations, and can proceed with the validation of the credits (CFU).

It is the Student's responsibility to ensure that the Academic Supervisor validates the CFU after the questionnaires are completed, and to remind them if necessary.

The internship validation is successfully completed when the Student sees the term "Conv" (Validation) next to "Internship" in their Study Plan, along with "00" (double zero because the internship does not have a grade and does not affect the GPA).

# Curricular compulsory external internship\*

### \*NOTES IN CASE OF INTERNSHIP ABROAD

1.If a foreign host organization provides the student with an internship contract according to the laws of the location where the experience will take place, the student must send a copy of this contract to the Internship Office at least 15 days before the start date to assess its validity as an alternative to the documentation provided by the Politecnico di Milano. Internships that begin and proceed without sending/issuing a foreign contract or a Training Project cannot be considered regular and will not be recognized.

2.Students on exchange abroad can choose from the following options (see the academic regulations or ask the sponsoring professor):

- **Erasmus/Non-EU exchange internship/double degree with a company identified through the partner university:** The student does not need to contact the Internship Office, as the internship follows the partner school's procedures and is included in the transcript of records issued by the partner university. Upon return, students must submit the same documents mentioned above, in point 5 of the procedure, to the sponsoring professor to obtain credit validation.
- **Erasmus/Non-EU exchange internship/double degree with a company NOT identified through the partner university:** The student follows the procedures indicated in the scheme outlined above.
- **Erasmus/Non-EU exchange (NOT DOUBLE DEGREE) internship replaced with equivalent design courses (250 hours):** The student does not need to contact the Internship Office and does not undertake an internship, but instead follows equivalent design courses/workshops at the partner school for the same number of hours (250). Upon return, through the Erasmus/Non-EU validation procedure, the sponsoring exchange professor will validate the activities as internships.