



POLITECNICO  
MILANO 1863

# INTERNSHIP READY: YOUR FIRST TIROCINIO STARTS HERE

Informational meeting on curricular compulsory internship for Master of Science  
Students – SCHOOL OF DESIGN

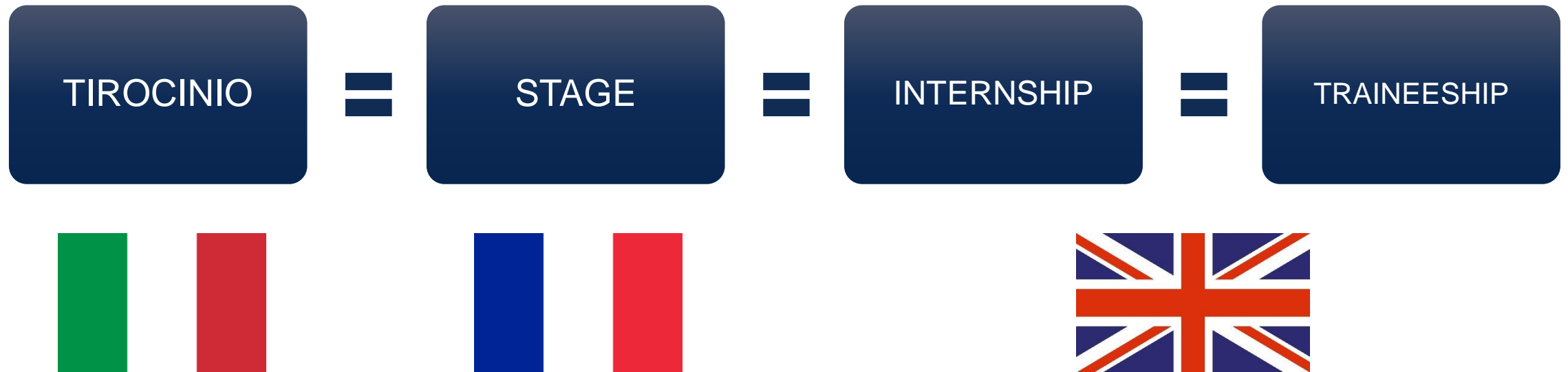
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COMPULSORY  
INTERNSHIP

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# What is an internship

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	TYPE	DURATION	STARTING WHEN	BENEFITS	MANAGED BY
STUDENT	<b>Compulsory</b> (gives you university credit – ECTS)	Depends on your study plan	Depends on your study plan	Paid or unpaid	RAP
	<b>Non compulsory</b> (no university credit)	1-12 months	Whenever you are ready/available	Paid or unpaid	CAREER SERVICE
GRADUATE	<b>Extracurricular</b>	2-12 months	Whenever	Paid (Italy) or unpaid (Abroad)	CAREER SERVICE

# WHICH ARE THE BASIC RULES OF EVERY INTERNSHIP?

## 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 absence.
- Pay attention to the **obligation of secrecy**, asking the supervisor if it **the disclosure is OK** (eg. In the thesis/final evaluation)

## For the Academic supervisor

- **RAP will assign you an Academic supervisor**
- 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

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# Contents

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



## How long and when

	DM *	CREDITS	HOURS	STARTING in SEMESTER
Integrated Product Design	-	14	280	1st/2nd
Interior and Spatial Design	-	15	280	1st/2nd
Comunicazione	DM 96/23	18	300	2nd
	DM 270/04	18 (17+1)	300	
Design for the Fashion System	-	14	250	1st/2nd
Product Service System Design	DM 96/23	9	250	1st/2nd
		3 Teambuilding	Mandatory in class	1st/2nd
	DM 270/04	9	250	1st/2nd
		3+6 Teambuilding+ Design Seminars	Mandatory in class	1st/2nd
Design & Engineering	DM 96/23	14	280	2nd
	DM 270/04	15 (14+1)	280	2nd
Digital and Interaction Design	DM 96/23	12	250	2nd
	DM 270/04	12 Tirocinio	250	2nd
		6 Professional ws	Mandatory in class	1st/2nd

\*DM 96/23 students enrolled from AY 2025/26

DM 270/04 students enrolled until AY 2024/25

## How long and when

- The internship must be **continuous in the same host organization** – if you don't complete the mandatory hours, you will need to start again a new internship, for the total amount of hours
- 2ND YEAR 1st or 2nd semester (see your Programme Regulation)  
you **MUST** have already inserted it in your study plan and your study plan **MUST** have already been approved

### N.B:

**You MUST complete it and have the credits validated within the deadline of the verbalization of the exams foreseen by your graduation session**

See: [Graduation session registration](#)

## Which types

- ☐ Internship in a company
- ☐ Internal Practical Activity
- ☐ **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 min.**

**WITHOUT INTERNSHIP AGREEMENT:  
10 DAYS min.**

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** (between the **intern**, the **host organization** and **PoliMi**) based on **local legislation** *in place of or in addition to PoliMi standard documents*.

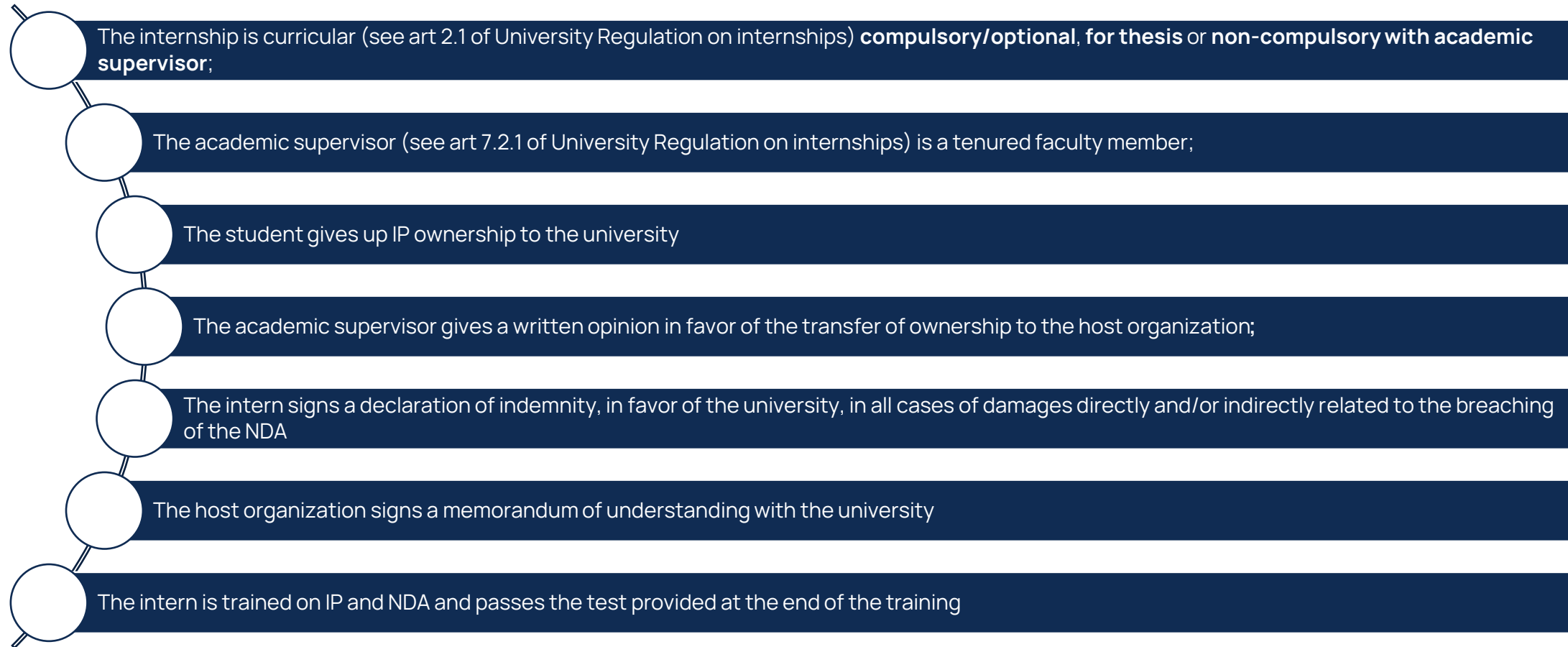
Before countersigning the contract the **Career Service must verify that it respects the University policy and the attention points of the University, especially on articles concerning confidentiality and intellectual property**.

## 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: if the internship agreement proposed does not comply with the University's Intellectual Property and Confidentiality standard and policy



# INTERNSHIP DURING THE EXCHANGE

<p><b>INTERNSHIPS VALIDATED WITHIN THE EXCHANGE</b></p> <p>To validate the internship within the exchange, the student must have at least one curricular course in their study plan to be validated along with the internship.</p> <p>The internship should be included in the OLA (Online Learning Agreement) and the credits will be validated after the exchange with the Exchange Coordinator.</p> <p><b>DO NOT CONTACT THE INTERNSHIP OFFICE (SAT)</b></p>	<ul style="list-style-type: none"><li>➤ Validating the Internship with one or more <b>project-based course/s</b> that covers the <b>internship</b> credits.</li><li>➤ With an <b>internal internship within the host University</b> in a research or teaching lab.</li><li>➤ With an <b>external internship offered and contractually managed by the host University</b></li><li>➤ It's important that students have this activity registered in the transcripts of record in order to be able to validate it.</li></ul>
<p><b>INTERNSHIPS NOT VALIDATED WITHIN THE EXCHANGE</b></p> <p><b>CONTACT THE INTERNSHIP OFFICE (SAT)</b></p>	<ul style="list-style-type: none"><li>➤ The internship can be <b>carried out before or after the mobility period</b></li><li>➤ Students undertaking a curricular internship outside the exchange <b>must prioritize attending and passing the courses taken at the host university.</b></li></ul>

# ERAMUS+ FOR TRAINEESHIP



A scholarship for traineeship in Europe!

**WHERE:** the EU member Countries + the extra EU participating countries

*NO ITALY, NO COUNTRY OF ORIGIN OF THE CANDIDATE*

**HOW MUCH:** 450-500 euros/month

**HOW LONG/WHEN:** Min 2 months, max 12;  
from **1st September 2025 to 30th September 2026**

**WHO:** Open to students

**WHY?** Opportunity to enrich your CV and to launch a career abroad!

# SCHOLARSHIP “TESI ALL’ESTERO”

## [Scholarships Tesi all'estero \(polimi.it\)](https://polimi.it)

WHAT	SCHOLARSHIP TO DEVELOP ALL OR PART OF THE THESIS ABROAD
HOW	<b>ANSWERING ONE OF THE CALLS AVAILABLE EACH YEAR</b> Two calls per academic year: in October and in March.
WHO	THE CALL IS OPEN TO MSc ENROLLED STUDENTS
HOW LONG	<b>MIN 8 CONSECUTIVE WEEKS</b> <b>MAX 24 CONSECUTIVE WEEKS</b>
HOW MUCH	FROM € 2.000 GROSS + TRAVEL EXPENSES



Carry out

05

# CURRICULAR COMPULSORY EXTERNAL INTERNSHIP



## PREAPPROVAL

to be requested via email to the Internship Office (RAP) 15/20 days before the internship starts.

*Check the QR for the details to be inserted in the email*

## FORMALIZATION

to be pursued by the Host Organization through the Career Service website in 2 steps:

- 1) INTERNSHIP AGREEMENT (if not already existing)
- 2) INTERNSHIP DOCUMENT

## START

Only after the Internship Document has been delivered back via email signed by the Host Organization and the intern the Internship Office issues an email confirming the internship can start and when.

## CONCLUSION

Both the intern and the Company Supervisor are requested via email to fill in a final survey. Only after they have done it the Academic Supervisor is informed via email that relevant CFUs can be assigned.



## 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**

## 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



1 week

# WHO DOES WHAT AND CONTACTS

## **CAREER SERVICE**

Helps you looking for the internship.

[careerservice.stage@polimi.it](mailto:careerservice.stage@polimi.it)

## **SCHOOL'S INTERNSHIP SERVICE («RAP»)**

Sets compulsory internship regulations, activates and manages it.

[rap-scdesign@polimi.it](mailto:rap-scdesign@polimi.it)

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





**Thanks for the attention!**