

# PRACTICAL INTERNAL ACTIVITY

## 01 PRELIMINARY AUTHORIZATION AND START

The STUDENT finds the internship and sends an email to the SAT MANAGER of his/her study programme<sup>(i)</sup> and in cc to the ACADEMIC SUPERVISOR and to the LABORATORY MANAGER (or to the DEPARTMENT MANAGER) giving specifications<sup>(ii)</sup> and attaching the certificate of attendance of basic course on safety and the abstract filled by the academic tutor

The SAT MANAGER approves via email

The STUDENT forwards the complete email (specifications, approval, attachments) to [tirocini-auic@polimi.it](mailto:tirocini-auic@polimi.it)

<sup>(i)</sup>

<https://www.auic.polimi.it/en/education/internships-and-workshops/internships>

- <sup>(ii)</sup> - name surname, matriculation number, study programme, presence of internship in the study plan, time allocation
- specify the period of the internship
  - department/hosting laboratory
  - description of activities
  - educational purpose
  - skill to be acquired

## 02 ACTIVATION (PART I)

The Internship Service sends the TRAINING ACTIVITY DOCUMENT to the Intern

The INTERN signs the DOCUMENT and shall arrange for the signature of Academic Supervisor (handwritten or digital signature)

The INTERN delivers the scan of the document WITH ORIGINAL SIGNATURES to the <sup>(iii)</sup> Internship Office

<sup>(iii)</sup> At least 2 working days before the starting date

## 03 ACTIVATION (PART II)

The INTERNSHIP SERVICE receives the signed scan and ACTIVATES the Internship with the starting date provided

## 04

### START of the INTERNSHIP

#### PLEASE NOTE:

It will not be possible to validate an activity carried out regular activation

## 05 EXECUTION

### EXECUTION of the ACTIVITY

## 06 END (PART I)

### END of the ACTIVITY

## 07 END (PART II)

The STUDENT sends the FINAL REPORT,<sup>(i)</sup> only via email, to the Academic Supervisor and in cc to the Internship Service

## 08 VALIDATION

The Academic Supervisor validates the ECTS in the student's study plan

#### PLEASE NOTE:

the student has maximum **20 working days** after the end of the internship to deliver the report and obtain ECTS's validation