

POLICY OF POLITECNICO DI MILANO ON INTERNSHIPS, GIVEN THE HEALTH EMERGENCY DUE TO COVID-19 19 MAY 2020 UPDATE

CURRICULAR COMPULSORY INTERNSHIPS

- They must **preferably start (or continue, if ongoing) in smart working mode (online work from home)**
- If they cannot continue only in smart working mode **a distance-presence mix must be provided and privileged**, limiting the attendance time to what is strictly necessary to guarantee the quality of supervision by the host organization;

The resumption of the internship in presence can take place on condition that the host organization:

- is not subject to restrictions on the exercise of the activity deriving from governmental provisions based on Ateco codes and existing ordinances
- applies to the intern the **same safety protocols defined for workers** with the [Cabinet Decree 26/04/2020](#) (annex 6) and, for internships carried out in Lombardy, also with the [Regional Ordinance n.547 of 17 May 2020](#)
- provides the intern, when needed during the duration of the internship and if required by current regulations, with a **declaration of the days and times of presence at the venue**, to justify the journey from home to the host organization
- fills in and signs, the **appropriate Addendum to the Internship Document**, and sends it by [email to the relevant SAT](#) together with a copy of the **COVID-19 corporate prevention protocol** of which it has equipped itself, or with the **Operating Safety Instructions** eventually integrated in the DVR already present; before sending it, the form **must be countersigned by the intern**

Without these conditions, the internship cannot be carried out in presence, but only in smart working; in case it is not possible it must be suspended or interrupted (or rescheduled, in case of internship to be activated).

PLEASE NOTE:

- Students who must start/resume an internship **in order to graduate in July or September/October** and cannot carry out the activity from home or resume it in presence are invited to **contact their SAT promptly**
- Any decision to suspend, to switch to temporary smart working or to resume the internship **must be promptly communicated by email to the relevant SAT** for insurance reasons
- The emergency situation **allows the use of the intern's personal equipment**, provided that the host organization's supervisor guarantees constant observation of the intern's work
- The intern who is working from home continues to receive the **benefits** agreed in the Internship Document; the suspension of the internship, however, is not paid

NON-COMPULSORY AND NON-CURRICULAR INTERNSHIPS

- They must **preferably start (or continue, if ongoing) in smart working mode (online work from home)**
- If they cannot continue only in smart working mode **a distance-presence mix must be provided and privileged**, limiting the attendance time to what is strictly necessary to guarantee the quality of supervision by the host organization

The resumption of the internship in presence can take place on condition that the host organization:

- is not subject to restrictions on the exercise of the activity deriving from governmental provisions based on Ateco codes and existing ordinances
- applies to the intern the **same safety protocols defined for workers** with the [Cabinet Decree 26/04/2020](#) (annex 6) and, for internships carried out in Lombardy, also with the [Regional Ordinance n.547 of 17 May 2020](#); for extracurricular internships outside Lombardy, the application of specific regional protocols / ordinances may also be required
- provides the intern, when needed during the duration of the internship and if required by current regulations, with a **declaration of the days and times of presence at the venue**, to justify the journey from home to the host organization
- fills in and signs, the **appropriate Addendum to the Internship Document**, and sends it by email to careerservice.stage@polimi.it; together with a copy of the COVID-19 corporate prevention protocol of which it has equipped itself, or with the **Operating Safety Instructions** eventually integrated in the DVR already present; before sending it, the form **must be countersigned by the intern**

Without these conditions, the internship cannot be carried out in presence, but only in smart working; in case it is not possible it must be suspended or interrupted (or rescheduled, in case of internship to be activated)

PLEASE NOTE:

- Any decision to suspend, to switch to temporary smart working or to resume the internship **must be promptly communicated by**

email to careerservice.stage@polimi.it for insurance reasons

- The emergency situation **allows the use of the intern's personal equipment**, provided that the host organization's supervisor guarantees constant observation of the intern's work
- The intern who is working from home continues to receive the **benefits** agreed in the Internship Document; the suspension of the internship, however, is not paid.
- The host organizations in layoffs can only resume / activate extracurricular internships in respect of paragraph 2 of the [regional guidelines approved with dgr January 17, 2018, n.7763](#)

For more information, please send your questions to careerservice.stage@polimi.it