

When can a curricular internship start?

How long must/can a curricular internship last?

How long does it take to activate a curricular internship?

Where can a curricular internship be carried out?

Is an academic supervisor always required?

Who manages curricular internships?

Which insurance coverage is given to the curricular intern?

What to do in case of business transfer?

What to do in case of internship extension?

What to do in case of internship suspension?

What to do in case of internship interruption?

What to do in case of company/host organization's supervisor change?

What are the company's/host organization's obligations?

What to do in case of a curricular internship outside italy?

Are visas/permits required for curricular internships outside italy?

Are curricular internships paid?

How is a thesis development in company/at an external structure to be formalized?

What to do at the end of a curricular internship?

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STUDENTS



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How is a thesis development in company/at an external structure to be formalized?

What to do at the end of a curricular internship?

A *compulsory internship* must be placed in a specific part of the year, different [from course to course](#).

A *non-compulsory internship* can start anytime during the year and during the course of study, but it must be completed before the graduation date.



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What to do at the end of a curricular internship?

Minimum required duration for a curricular compulsory internship changes [from course to course](#).

A curricular, compulsory and/or non compulsory, internship at the same Company/Host organization can last between 1 and 12 months (to be completed before graduation). Therefore, after a compulsory internship is it possible to open a non compulsory one at the same Company/Host organization.



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What to do in case of internship suspension?

What to do in case of internship interruption?

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How is a thesis development in company/at an external structure to be formalized?

What to do at the end of a curricular internship?

If the Company/Host organization already has a valid Internship Agreement with Politecnico di Milano, it only **takes 5 days** to activate the internship after the Company/Host organization has filled out online the [Internship activation request](#).

To fill the request the Company/Host organization needs **your student ID number**.

If the Company also needs to register and sign an Internship Agreement with Politecnico di Milano it can take **up to 10-20 days max**.



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What to do at the end of a curricular internship?

It can be taken in Italy or outside it, at a Company/Organization/Institution/Firm/Association/Research Center/Other University, be it public or private; only in case of curricular compulsory internship and for a few courses, it can be changed to an internal practical activity at one of PoliMi's Departments or Laboratories.

It is crucial that the activity is qualitatively consistent with the course of study.

The choice to carry out the internship, even if compulsory, "externally" is strongly recommended.



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What to do in case of a curricular internship outside italy?

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How is a thesis development in company/at an external structure to be formalized?

What to do at the end of a curricular internship?

It is always necessary in case of *curricular compulsory internship*; normally the student has to choose the Supervisor and to ask for his/her availability and approval of the contents and purposes of the internship. The Supervisor is one of the professors of the study course, whose subject deals with the subject of the internship.

In case of *curricular non compulsory internship*, on the contrary, it is normally not necessary for the student to find an Academic Supervisor.

Specific information about Academic Supervisors is given [course by course](#).



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What to do in case of internship extension?

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What to do in case of a curricular internship outside italy?

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How is a thesis development in company/at an external structure to be formalized?

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Curricular compulsory internships are managed by the so called [Internship Academic Structures](#), while *curricular non compulsory internships* are normally managed by the Career Service, depending on the [choice each course makes](#).



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What to do in case of internship extension?

What to do in case of internship suspension?

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What to do in case of a curricular internship outside italy?

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How is a thesis development in company/at an external structure to be formalized?

What to do at the end of a curricular internship?

You are covered by Politecnico di Milano for injuries and civil liability in premises, days and hours indicated in the Internship Document *provided the internship has been activated as indicated in the dedicated informational pages and carried out in times and places stated in the Internship Document.*

In case of internship outside Italy the insurance coverage is valid, but you have to get informed about medical/health insurance requirements for the hosting country; this coverage is not provided by Politecnico di Milano.



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What to do in case of a curricular internship outside italy?

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How is a thesis development in company/at an external structure to be formalized?

What to do at the end of a curricular internship?

The Company/Host organization can indicate the geographic area of transfers to be carried out by the intern while filling out the form to request the activation of the internship; if the area changes / extends, it is necessary to send by [email to the Career Service](#) or to the [relevant Internship Structure this form](#) completed, signed and scanned at least the day before the transfer.



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What to do in case of internship extension?

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What to do in case of a curricular internship outside italy?

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How is a thesis development in company/at an external structure to be formalized?

What to do at the end of a curricular internship?

- » **Curricular compulsory internship:** an extension is possible only if the minimum number of hours foreseen by [the course regulations](#) is not reached. After a compulsory internship it is however possible to open a non compulsory one at the same company/host organization.
- » **Curricular non compulsory internship:** it is possible to extend it until the candidate's graduation date and in any case up to 12 months at the same company/host organization in condition of student.

Internship extension: download [here](#) the form.



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What to do in case of business transfer?

What to do in case of internship extension?

What to do in case of internship suspension?

What to do in case of internship interruption?

What to do in case of company/host organization's supervisor change?

What are the company's/host organization's obligations?

What to do in case of a curricular internship outside italy?

Are visas/permits required for curricular internships outside italy?

Are curricular internships paid?

How is a thesis development in company/at an external structure to be formalized?

What to do at the end of a curricular internship?

In Italy the intern is entitled to a suspension of the internship for maternity leave and mandatory paternity and in the event of an accident or long-term illness (at least 30 continuous calendar days). The internship can also be suspended for business closure periods lasting at least 15 consecutive calendar days.

The company/host organization can indicate the period of suspension of the internship for closure already at the time of filling out the internship activation request; should the period change / extend / iterate, it is necessary to send by [email to the Career Service](#) or to the [relevant Internship Structure this form](#) filled in, signed and scanned at least the day before the suspension start date.

The period of suspension does not contribute to the calculation of the total duration of the internship.



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What to do in case of business transfer?

What to do in case of internship extension?

What to do in case of internship suspension?

What to do in case of internship interruption?

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What are the company's/host organization's obligations?

What to do in case of a curricular internship outside Italy?

Are visas/permits required for curricular internships outside Italy?

Are curricular internships paid?

How is a thesis development in company/at an external structure to be formalized?

What to do at the end of a curricular internship?

The internship can be interrupted by the intern, upon motivated written communication to the Supervisor of the company/host organization and to the University Supervisor.

The internship can also be interrupted by the company/host organization and by the University in case of serious non-fulfillment by one of the subjects involved or in case of impossibility to achieve the project's objectives, after a motivated written communication to the other interested parties.

In neither case is specific notice required, not being a work contract; however it is recommended to allow the Company/Host organization to manage the situation and to keep good relations for the future; no penalties are foreseen for the activation of new internships. In case of interruption of a curricular compulsory internship before the completion of the minimum required period and without valid motivation, the recognition of the CFU is not guaranteed.

For the interruption of the internship it is necessary to send by [email to the Career Service](#) or to the [relevant Internship Structure this form](#) completed, signed and scanned at least the day before the date of interruption.



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Who manages curricular internships?

Which insurance coverage is given to the curricular intern?

What to do in case of business transfer?

What to do in case of internship extension?

What to do in case of internship suspension?

What to do in case of internship interruption?

What to do in case of company/host organization's supervisor change?

What are the company's/host organization's obligations?

What to do in case of a curricular internship outside italy?

Are visas/permits required for curricular internships outside italy?

Are curricular internships paid?

How is a thesis development in company/at an external structure to be formalized?

What to do at the end of a curricular internship?

It is possible, after communication by [email to the Career Service](#) or to the [relevant Internship Structure](#), indicating via email the details of the new Supervisor (name, surname, telephone, email, role, years of experience in the role, number of interns - curricular or extracurricular depending on the case - followed at the same time).



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Which insurance coverage is given to the curricular intern?

What to do in case of business transfer?

What to do in case of internship extension?

What to do in case of internship suspension?

What to do in case of internship interruption?

What to do in case of company/host organization's supervisor change?

What are the company's/host organization's obligations?

What to do in case of a curricular internship outside Italy?

Are visas/permits required for curricular internships outside Italy?

Are curricular internships paid?

How is a thesis development in company/at an external structure to be formalized?

What to do at the end of a curricular internship?

The internship is not a job contract, but on-the-job training and it requires a Company Supervisor to guide the intern; moreover the Company/Host organization has to provide you with an equipped desk.

The internship can be interrupted at any time without notice, which is however required; however it is recommended to allow the Company/Host organization to manage the situation and to keep good relations for the future; no penalties are foreseen for the activation of new internships.

In case of interruption of a curricular compulsory internship before the completion of the minimum required period and without valid motivation, the recognition of the CFU is not guaranteed.

Companies/Host organizations are not obliged to provide financial support to curricular interns.



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What to do in case of business transfer?

What to do in case of internship extension?

What to do in case of internship suspension?

What to do in case of internship interruption?

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What are the company's/host organization's obligations?

What to do in case of a curricular internship outside italy?

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How is a thesis development in company/at an external structure to be formalized?

What to do at the end of a curricular internship?

A foreign Company/Host organization might issue an internship contract based on its country's laws or ask Politecnico di Milano to sign other attachments to the contract, like non disclosure agreements or confidentiality agreement; if this is the case, please send the documents to the Career Service **at least 30 days before the internship starts**, since a careful check of the clauses if required before Politecnico di Milano accepts to sign them.

Internships carried out without the issue of a contract cannot be considered regular and be recognized.

If your internship outside Italy is curricular but non compulsory first ask the company/ Host organization to check if local laws allow it.



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What to do in case of internship extension?

What to do in case of internship suspension?

What to do in case of internship interruption?

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How is a thesis development in company/at an external structure to be formalized?

What to do at the end of a curricular internship?

The Company/Host organization must give you all the necessary information and support needed to legally enter and take the internship in the hosting country, according to your nationality. In case additional documentation to support visa application is needed, it has to be requested to Career Service at least 15 days before.



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What to do in case of business transfer?

What to do in case of internship extension?

What to do in case of internship suspension?

What to do in case of internship interruption?

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What are the company's/host organization's obligations?

What to do in case of a curricular internship outside italy?

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How is a thesis development in company/at an external structure to be formalized?

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It depends.

In case of curricular internship in Italy Companies/Host organizations do not have to pay the intern, according to the laws; they can decide. During the interview you can try agreeing with the Company/Host organization at least a reimbursement, (for transports, e.g.).

Outside Italy some national laws foresee that Companies/Host organizations must pay the intern, even if student and especially if the internship is longer than 2 months. Verifying and applying local laws is a responsibility of the Company/Host organization only.

Read [here](#) more information about fiscal treatment on internships.



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What to do in case of internship extension?

What to do in case of internship suspension?

What to do in case of internship interruption?

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What are the company's/host organization's obligations?

What to do in case of a curricular internship outside Italy?

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Are curricular internships paid?

How is a thesis development in company/at an external structure to be formalized?

What to do at the end of a curricular internship?

If you visit the company/external organization only once a week, or a month, without knowing in advance when, it is necessary that the receiving structure provides you with an insurance coverage for a visitor; or, it is possible to define in advance with your SAT or with the Career Service a document authorizing you to an external activity, in order to issue an insurance coverage when you are at the Company/Host organization premises.

Please get informed about the opportunity to issue this document at least 15 days before needed.

If you visit the company/external organization daily, even if part-time or 2/3 days a week, it is necessary that the experience is formalized by the Company/Host organization as a curricular non compulsory internship (see [here](#)).



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What to do in case of internship extension?

What to do in case of internship suspension?

What to do in case of internship interruption?

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What are the company's/host organization's obligations?

What to do in case of a curricular internship outside Italy?

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What to do at the end of a curricular internship?

CURRICULAR COMPULSORY INTERNSHIP

At the end of the internship period you and the host organization's supervisor are invited to fill in an online Final Evaluation Survey, for which you will receive a link via email with specific instructions on the last day of the internship. The student must pay particular attention to the question asking for a technical report on the activities done.

You both have maximum 20 working days after the end of the internship to fill in the surveys. Only after both surveys are completed the Academic Supervisor receives via email a confirmation and can proceed with the validation of the CFUs. When the validation is successfully completed you receive an email with the internship certificate as a PDF attached.

Please note: additional documents might be required to obtain the relevant CFUs for your internship and might vary **from course to course**.

CURRICULAR NON COMPULSORY INTERNSHIP

At the end of the internship period you and the host organization's supervisor are invited to fill in an online Final Evaluation Survey, for which you will receive a link via email with specific instructions on the last day of the internship.

Only after both surveys are completed you receive an email with the internship certificate as a PDF attached.

