

POLICY OF POLITECNICO DI MILANO ON INTERNSHIPS, GIVEN THE HEALTH EMERGENCY DUE TO COVID-19 15 JUNE 2020 UPDATE

INTERNSHIPS IN ITALY

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

INTERNSHIPS IN SMART WORKING

The activation/resumption of the internship in smart working 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
- provides the intern with the necessary information on health and safety in agile work provided by the protocols applied for workers
- requires smart working without additional economic costs for the intern
- ensures constant supervision of the activities by the supervisor
- fills in and signs **the Addendum to the Internship Document** and sends it by email to [the relevant SAT](#) or to [Career Service](#). The same form must be filled out in case of extension of the smart working period

INTERNSHIPS WITH A MIX OF DISTANCE AND PRESENCE OR IN PRESENCE

The activation/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](#) and subsequent amendments and additions
- 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 Addendum to the Internship Document**, and sends it by email to [the relevant SAT](#) or to [Career Service](#), together with a copy of the **COVID-19 corporate prevention protocol** or with the **Operating Safety Instructions**, possibly integrated in the existing DVR; 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 mode; in case this is not possible, **the internship must be suspended or interrupted (or rescheduled, in case of a new internship).**

PLEASE NOTE:

- Students who must start/resume an internship **in order to graduate in 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 in presence **must be promptly communicated by email** to [the relevant SAT](#) or to [Career Service](#) for insurance reasons
- 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.
- Host organizations with temporary layoffs (cassa integrazione) can only resume / activate extracurricular internships in respect of paragraph 2 of the [regional guidelines approved with dgr January 17, 2018, n.7763](#)

INTERNSHIPS ABROAD

- They must **preferably start (or continue, if ongoing) in smart working mode (online work from home)**
- If they cannot continue in smart working mode only, **activity in presence is allowed**, provided that it is **permitted by local regulations related to the management of the COVID-19 emergency, which is the responsibility of the host organization to verify**

PLEASE NOTE:

- The host organization must provide the intern with the information and support necessary to obtain the most appropriate visa / permit to carry out the experience in compliance with the legislation of the host country.
- Politecnico di Milano is not responsible for any unexpected cancellation of the internship agreements between the host organization and the intern and the related economic consequences