

## POLICY OF POLITECNICO DI MILANO ON INTERNSHIPS, GIVEN THE HEALTH EMERGENCY DUE TO COVID-19 5 NOVEMBER 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/continuation 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
- has not suspended (in CIG, CIGD, Bilateral Funds, or similar) on hourly or rotational basis, employees belonging to the same operating unit and assigned to the same duties as the intern, except in case of specific trade union agreements
- 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/continuation 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
- has not suspended (in CIG, CIGD, Bilateral Funds, or similar) on hourly or rotational basis, employees belonging to the same operating unit and assigned to the same duties as the intern, except in case of specific trade union agreements
- applies to the intern the same safety protocols defined for workers
- 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

**Without these conditions, the internship cannot be carried out;** 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 December or February** 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.

### 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.
- The intern is responsible to inquire about the procedures and timing of health checks that may be required before or after the entry into 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