

# Politecnico di Milano

## School of Civil, Environmental and Territorial Engineering Academic Structure Internships in Civil Engineering MI

### Guidelines for the activation of internships

#### Introduction

The internship is a training experience in the field to be carried out in Italy or abroad, in companies, professional firms, foreign universities, institutional bodies or public and private research bodies hereinafter referred as "Bodies" or "Companies".

It is essential that the training objectives of the internship are consistent with the course of study.

Students of the Bachelor's and Master's Degree courses in Civil Engineering can carry out two types of internships: compulsory curricular or optional curricular.

**ATTENTION** - The carrying out of an internship without its activation according to the procedures indicated here, in addition to not being admitted by current legislation, does not allow the acquisition of credits. In other words, those who have already unduly carried out an internship without having been formally activated, do not have the possibility to acquire training credits, as if the internship did not exist.

#### Characteristics of the compulsory curricular internship

##### When is it possible to do it?

It is foreseen only during the Master's Degree; it can be included in the study plan in the first or second semester, but it is not compulsory to do it in the semester of insertion, that is, it can be done in a different, next or previous semester.

From an academic point of view, no condition is required either on the minimum number of credits to have achieved to carry out the internship or on the average of the marks. This does not prevent a company from making a selection among several candidates also on the basis of these parameters.

It is not possible to assign the credits required for the compulsory internship in the Master's Degree through the recognition of an optional or extra-curricular internship carried out during/after the Bachelor's Degree.

##### How long does it last?

The internship can be worth:

- 6 CFU, for a total of 200 hours,
- 8 CFU, for a total of 250 hours,
- 10 CFU, for a total of 300 hours.

It can be done in two ways:

- full time: with a maximum commitment of 40 hours/week,
- part-time: with a maximum commitment of 20 hours/week.

It can have the following duration:

- 6 CFU internship: 2 months in full-time mode, 3-4 months if part-time mode,
- 8 CFU internship: 2 months in full-time mode, 4-5 months if part-time mode,
- 10 CFU internship: 2-3 months in full-time mode, 5-6 months if part-time mode.

### **Where can it be done?**

- **EXTERNAL INTERNSHIP**: in Italy and outside Italy; in a company, in a professional firm, in a public institution, in a foreign university, in a research institution;
- **INTERNAL INTERNSHIP**: replaces an external internship by carrying out an internal training activity, for example in a research laboratory of a Politecnico Department.

The most important requirement is that the theme is consistent with the course of study.

### **Is an Academic Tutor necessary?**

Yes, to be identified among the teachers of your degree course before the internship begins.

The Academic Tutor verifies the consistency between the proposed educational objectives and the course of study, must be kept informed of the development of the activities and can, at his own discretion, give useful information on the work to be done, but he is not a company consultant.

At the end of the internship, the Academic Tutor assigns the corresponding CFUs only after having assessed the final reports that the student and the host organization must produce.

The role of Tutor can be supported by any professor of the Politecnico. Generally, if the internship is linked to the development of the thesis, the Tutor coincides with the Supervisor, but this is not a necessary condition.

## **Characteristics of the optional curricular internship**

### **What is it about?**

The optional curricular internships are intended for:

1. students who carry out an internship to develop the Master's Degree thesis;
2. students who simply wish to have a work experience, without any connection with the thesis.

### **What characteristics does it have?**

Optional curricular internships do not have to be programmed in the study plan and do not involve the recognition of CFU.

However, the activity must present contents related to the study path.

### **When can it be done?**

It can be carried out starting from the 1st year of the Bachelor's Degree or from the 1st year of the Master's Degree.

## How long does it last?

From 1 to 12 months at the same institution (cumulative also of any compulsory internship already carried out at the same institution) and in any case no later than the graduation date.

## Where can it be done?

It can be carried out in Italy and outside Italy; it is normally carried out in a company, in a professional firm, in a public institution, in a foreign university or in a research institution.

## Is an Academic Tutor necessary?

Yes, but only if it takes place for the purposes of the Master's thesis (it will coincide with the supervisor) and is to be identified among the teachers of the degree course before the start of the internship or among other professors of the Politecnico di Milano.

The Academic Tutor verifies the consistency between the proposed educational objectives and the course of study, must be kept informed of the development of the activities and can, at his own discretion, give useful information on the work to be done, but he is not a company consultant.

On the other hand, the Academic Tutor is not required if the internship is carried out without thesis purposes.

## Are there other internships?

Yes, these are extracurricular internships, but they are dedicated to graduates, so they are not carried out by students. Information on: <https://cm.careerservice.polimi.it/laureati/>.

## Operational procedures

### Who manages the internships?

- The compulsory and optional curricular internships for thesis are managed by the SAT - Academic Structure for Internships.
- Optional curricular internships not carried out for thesis purposes are managed by the Career Service.

For the Civil Engineering SAT, the contact person is Prof. Roberto Maja, who can be contacted at the e-mail address [roberto.maja@polimi.it](mailto:roberto.maja@polimi.it).

### How do you search for an internship?

- By applying for one of the offers on the Career Service bulletin board available here: <http://www.careerservice.polimi.it/it-IT/Announcements/Home/Index/?Location=1>; subsequently the student can be contacted by the company for an interview.
- By identifying by yourself a company that requires a trainee.
- By asking for support/advice from a teacher of your course of study.

### Start of the external internship

To prepare the start of an internship, the student must ask the Company to carry out two operations, indicated on the Career Service website <http://www.careerservice.polimi.it/it-IT/Internship/Company/Index/>: stipulate an agreement with the Politecnico and publish a training project.

## 1 - Internship agreement

This is an *online* form that the Company must fill in by entering their data; the Agreement will then be received by *e-mail* from the Company with the pre-filled data and instructions for completing its activation. Attention: this step must be carried out only if the company does not already have an active internship agreement with the Politecnico di Milano; the Company can verify this by sending an email to [careerservice.stage@polimi.it](mailto:careerservice.stage@polimi.it); furthermore, this operation must be carried out at least 10 working days in advance of the date scheduled for the start of the internship.

## 2 - Training project

It still consists in filling in an *online* form, in which the Company must detail the characteristics of the internship it wants to activate; the Company can fill in the Training Project only if:

- the Internship Agreement is active,
- the student has provided the Company with his/her registration number (matricola), thus consenting to the start of the internship,
- this operation takes place at least 5 working days in advance on the scheduled start date for the start of the internship.

After that the company has entered TRAINING PROJECT, the student receives an automatic *e-mail* message that warns that in order to proceed to the activation of the internship, you need to respond by communicating to the Head SAT:

- its serial number (matricola),
- type of internship: compulsory or optional for thesis or purely optional or extra-curricular,
- the number of credits, if required by the type of internship chosen,
- the name of the Academic Tutor (only if the internship is compulsory or optional for the thesis),
- the scheduled dates starting and ending the activity,
- a declaration of non-kinship (to be simply inserted in the same message), showing that the owners of the Company and the Business Tutor are not relatives of the student up to the fourth degree of kinship,
- an address telephone, which will be used by the SAT exclusively for any urgent communications, in compliance with the privacy legislation.

### Mandatory internship and optional internship for thesis

Only after the completion of the previous operation a message will be sent to the student (@ mail.polimi.it) and to the Company with the Training Project and information on the steps to be taken for activation .

In particular, the message invites the student to print 3 copies of the Training Project, sign them and have them signed by the Academic Tutor and the Business Tutor.

The student must then send a scanned copy, complete with signatures, to the SAT Manager via *e-mail* at least 3 days before the internship start date, to allow it to be activated. After that the trainee will receive a confirmation (activation letter) and will be able to start the activity no earlier than the scheduled date.

Subsequently, a hard copy with the original signatures must be delivered to the SAT Manager in his mailbox at the Bovisa Campus (the address is indicated at the end) or in another place (for example a classroom) that will be indicated to avoid student to travel to Bovisa.

The second copy must be delivered to the Company Tutor.

The third copy remains with the student.

#### Optional internship not aimed at a thesis

In this case the internship will be passed under management to the Career Service. The Academic Tutor will be assigned *ex officio* by the Career Service and his signature will be affixed at the time of delivery of the internship start-up documentation. For any request for information in this regard, please write to [careerservice.stage@polimi.it](mailto:careerservice.stage@polimi.it).

Only later a message will be sent to the student (@ mail.polimi.it) and to the Company with the Training Project and information on the steps to be taken for activation.

#### **ATTENTION**

- An internship carried out without regular activation **CANNOT BE VALIDATED** or **REACTIVATED**.
- Without regular activation of the internship, the student will not be covered in terms of insurance and documents during his stay in the Company.
- The trainee cannot start attending the Company before the start date indicated in the activation letter.

#### **Special cases: Internship abroad**

It is possible that a foreign institution may prefer the formalization of the internship following procedures based on local laws through a document usually called "*Internship agreement*" which, depending on the case, must be signed by the student alone, or request further signatures from the university of origin (in this case, the Politecnico di Milano).

The *internship agreement* must be sent by the student to the SAT manager before the start of the internship (at least 30 days) to verify the content in place of the documentation issued by the Politecnico.

#### **Particular cases: Working student**

A student who carries out a work activity similar to his course of study can obtain the recognition of the working activity instead of the compulsory internship. For more information it is necessary to contact the SAT Manager (see below, **CONTACTS AND USEFUL REFERENCES**).

#### **Accessory Practices**

During the internship it is possible to carry out the following procedures, if the need arises.

- Extension: the internship can be extended, if desired by the student and the host institution, and in any case respecting the constraint of a maximum duration of 12 months of stay in the same institution, by sending an *e-mail message* to the SAT manager at least one week before the end of the internship with the indication of the new date.
- Early closure: if the activity now carried out ends before the scheduled end date, the internship can be closed early by sending an *e-mail* to the SAT manager indicating the

new date. This practice can only be done if there is a reasonably long time lag between the expected and actual end date, for example more than two weeks.

- Suspension: The internship can be temporarily suspended for a limited period or terminated earlier than expected by sending an *e-mail* to the SAT manager. In case of interruption of the compulsory internship, the Academic Tutor will be responsible for assessing whether the activity carried out is sufficient for the attribution of CFUs, or whether the internship should be considered invalid.
- Transfer: if during the internship the student needs/opportunities to make a transfer (for example to a construction site) it is sufficient that this need is communicated in time (at least 3 working days before it occurs) to the SAT manager to extend the insurance also to the away period.

### **Start of the internal internship**

To request the start of an internal internship, the student must provide the SAT with the following data sending an *e-mail* message approximately 5 working days before the scheduled internship start date:

- department,
- detail of the structure (for example section, laboratory, or similar),
- name, surname, student registration number,
- name and surname of the Academic Tutor/Supervisor,
- title of the internship,
- very brief description of the activity that will be carried out by the intern,
- duration (in months),
- total duration in hours (a maximum of 160 hours can be completed in a month),
- start date,
- end date,
- number of credits to be acquired (6/8/10).

Only after this operation, an *e-mail message* (@ mail.polimi.it) will be sent to the student with the "Internal training activity document" and with information on the steps to be taken for activation.

In particular, the message invites the student to print 3 copies of the Document, sign them and have them all signed by the Academic Tutor and possibly by the Head of the Structure.

The student must send a complete scanned copy of the signed Document to the SAT manager via *e-mail* at least 3 days before the internship start date, to allow it to be activated.

Then, a hard copy with the original signed Document must be delivered to the SAT Manager in his mailbox at the Bovisa Campus (the address is indicated at the end) or in another place (for example a classroom) that will be indicated to avoid student to travel to Bovisa.

The second copy must be delivered to the Academic Tutor.

The third copy remains with the student.

## Completion of the internship

### **What to do at the end of the external internship?**

At the end of the internship period, the student and the Tutor of the host organization will have to fill in an online questionnaire to evaluate the work done, which can be reached with a specific *link*, following the instructions they will receive in an *e-mail* message on the last day of activity.

The trainee must pay particular attention to completing the question that requires a technical report on the activities carried out and on the experience acquired.

The student and the tutor of the host organization have 20 working days from the end of the internship to fill in the questionnaires.

Only after both questionnaires have been completed, the Academic Tutor receives an *e-mail* message confirming the completion of the assessments and can proceed with the validation of the CFU.

It is the student's responsibility to check that the Academic Tutor validates the CFUs after completing the questionnaires and, if not, to request him.

The validation of the internship is correctly completed when the student receives an *e-mail* that informs him of the completion of the internship registration and sends him as a *pdf* attachment the completion certificate. At that point the student can check in his Study Plan, next to the line "Internship", the presence of the words "Conv" (Validation) and 00 (double zero, because the internship has no grade and no average).

Regarding the internship certificate, however, it should be noted that it is more effective for the student to keep a copy of the Training Project and for the company to issue a certificate on company letterhead.

To obtain the CFU, the internship must already be included in an approved Study Plan.

### **What to do at the end of the internal internship?**

In the case of an internal internship, the final reports are not necessary: the Supervisor/Tutor teacher will simply have to communicate to the SAT Manager that the activity has ended positively and the SAT Manager will proceed to record the internship.

## Contributions, fees, reimbursements

In general, there is no remuneration for curricular internships. However, it is possible that the host organization can provide reimbursements for expenses and meal vouchers. More rarely, some Companies pay compensation.

For internships carried out in Italy, the only possibility of receiving an economic contribution from the Politecnico di Milano is to participate in the Call for the Right to University Education (DSU). In this regard, consult the website <http://www.polimi.it/studenti/agevolazioni-economiche/borse-di-studio-e-premi-di-laurea/borse-per-il-diritto-universitario/>.

On the contrary, there are more opportunities to support activities abroad: in addition to the DSU, also the Erasmus+scholarships (<http://www.polimi.it/studenti/esventure-allestero/>) and the specifically dedicated calls of the Politecnico di Milano theses abroad

(<http://www.polimi.it/studenti/agevolazioni-economiche/borse-di-studio-e-premi-di-laurea/borse-di-studio-tesi-allesterio/>).

## **USEFUL CONTACTS AND REFERENCES**

- For detailed information on the internship start-up procedures, visit the website: <http://cm.careerservice.polimi.it/studenti-e-laureandi/>.
- For useful advice on finding an internship: <http://cm.careerservice.polimi.it/faq/>.
- For access problems, request for the agreement and insertion of the Training Project on the Career Service portal, contact:
  - +39 02.2399.2535 (queue 2)
  - [careerservice.stage@polimi.it](mailto:careerservice.stage@polimi.it)
- For the approval and receipt of the compulsory or optional Training Project for thesis and for changes to the internship already in progress, contact:
  - SAT of Civil Engineering - Civil Engineering,
  - Prof. Roberto Maja ([roberto.maja@polimi.it](mailto:roberto.maja@polimi.it)),
  - at the Mobility and Transport Laboratory, Department of Design, via Durando 10, Campus Bovisa, 20158 Milan.