

## Information for the Company

After being chosen by the student and having shared with him/her the details of the Internship Project (starting/ending date, goals and activities), you will receive from our office the following documents:

- **Internship Agreement** - one-year agreement with tacit renewal between the University and the Company, which corresponds to the agreement of internship and curricular internship.

Please follow the procedure below:

1. fill in the form with your Company details (the “Host Institution”);
2. sign it (the document has to be signed by the Legal Representative);
3. send it to [stage@unimib.it](mailto:stage@unimib.it);
4. send us the passport or the ID card of your Legal Representative by email.

- **Internship Project** - agreement between the Company, the student and the University tutor. It corresponds to the Training Project.

Please follow the procedure below:

1. fill in the form with the proper contents and the information required;
2. have it signed by the Company Tutor;
3. send it to the student’s and the University tutor’s email addresses;
4. CC it to [stage@unimib.it](mailto:stage@unimib.it)

The starting date of the Internship Project should not be earlier than the date indicated in the Internship Agreement.

## Post-Start Actions

- **Interruption:** request for early interruption of the internship. **The student** (in agreement with the Company) gives timely notice by sending an email with reasons to [stage@unimib.it](mailto:stage@unimib.it) and CC to the Company;

- **Transfer:** request for presence on another location than the one indicated in the Internship Project, for reasons related to the internship activity. **The host institution** has to notify [stage@unimib.it](mailto:stage@unimib.it) (within 48 hours of the event) to extend the insurance cover;
- **Extension:** request to extend the term of the internship that the host institution has to notify (within 48 hours of the end of the training project) to [stage@unimib.it](mailto:stage@unimib.it) specifying the new ending date.

**The University of Bicocca provides the insurance cover.**