

Information for the student

STEP 1 - The student has to:

- Check the possibility to start the internship according to the requirements established by his/her course of study and reported in "[Tabelle tutor universitario](#)"
- Contact the Company and share the contents of the training project with the Company tutor (starting/ending date - goals - activities)
- Select the University tutor according to the "[Tabelle tutor universitario](#)" of his/her course of study and share with him/her the contents of the internship
- Fill in the form "[Accordo di stage/tirocinio all'estero](#)" and provide all the necessary details to the Internship Office, which receives automatic notification

STEP 2 - The Internship Office has to:

Send an email to the Company (provided by the student) and in copy knowledge to the student and the university tutor and asks to the following documents:

Internship Agreement - one-year agreement with tacit renewal between the University and the Company. It corresponds to the agreement of internship and curricular internship and needs to be filled in with data and contact details of the Company and subscribed by the Legal Representative (or by the person acting in his/her place).

Internship Project - agreement between the Company, the student and the university tutor. It corresponds to the Internship Project. The Company tutor and the student agree on the duration, the activities and goals. This document needs to be signed by both the student and the University tutor who approves the internship (also for ECTS credits recognition purposes).

STEP 3

- The Company: fills out and signs the Internship Agreement and sends it to stage@unimib.it, fills in and signs the Internship Project and sends it to the student and the university tutor, CC it to stage@unimib.it.

- The University Tutor and the student: both sign the Internship Project. The student sends the document duly filled in and signed to stage@unimib.it.

STEP 4

- The Internship Office: completes the Internship Agreement with the signature of the Dean of the University, collects and forwards all complete documentation to the Company.

PLEASE NOTE: *Segreteria OnLine* does not support this procedure. The Internship Agreement and the Internship Project need to be filled out in a standard format file like .doc or .pdf.

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 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 (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 specifying the new ending date

Conclusion - Documents to be submitted

The Student Administration Office recognizes any ECTS credit eventually provided after receiving the student's documents certifying the end of the internship (if requested on [Tabelle tutor universitario](#)).