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;
  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

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 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.

The University of Bicocca provides the insurance cover.