

STEP 1 - The student has to:

1. Check the possibility to start the internship according to the requirements established by his/her course of study and reported in "[Tabelle stage](#)".
2. Contact the Company and share the contents of the training project with the Company tutor (starting/ending date - goals - activities).
3. Select the University tutor according to the "[Tabelle stage](#)" of his/her course of study and share with him/her the contents of the internship.
4. 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:** follows the instruction received by the "Ufficio stage e tirocini", fills out and send the Internship Agreement, then drafts and signs the Internship Project and sends it to the student and to 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 stage](#)).

For the Professional and Practical assessment traineeship for the qualification to the profession of Psychologist (before and after graduation TPV)

The trainee:

- Contacts the host organization.
- Fills out the form "[Accordo di stage/tirocinio all'estero](#)" and provides all the necessary details to the Internship Office, which will automatically be notified.
- Receives an email with a link to the *Psychology Candidature Form*, which, once completed by the external psychology tutor, will be reviewed by the University Internship Commission.
- Provides the Internship Commission with any additional content needed for evaluation, if necessary.
- Receives a notification from the Internship Office regarding the approval or denial of eligibility.

The Internship Office:

If the Company is approved by the Commission, the Internship Office proceeds to 'STEP 2'.

Postgraduate TPV:

He must complete enrollment through the Segreteria OnLine before starting the internship.

Conclusion - Documents to be submitted

For students enrolled from the academic year 2023/24 (qualifying courses/"lauree abilitanti"):

- The student must fill out the daily time sheet (the Daily Report Professional&PracticalAssessmentTraineeship), collect the signature of the psychology tutor and send it to stage@unimib.it
- In order to allow the right conclusion of the period involved the hosting company must fill out the eligibility trainee's assessment dossier ("dossier di valutazione di idoneità"), print it on the Company's letterhead and sign it.
- The eligibility trainee's assessment dossier and the Daily REPORT Professional&PracticalAssessmentTraineeship, will be requested to the Trainee for the purposes of the State exam of Psychology.

For students enrolled before the academic year 2023/24:

The student must fill out the daily time sheet, along with an internship Daily report (with a brief description of the experience and the psychology tutor's signature) and send it to stage@unimib.it