

Politecnico di Torino

Collegio di Ingegneria Gestionale

Information on the internships

https://careerservice.polito.it/studenti/tirocini_curriculari

(at the athenaeum level, in Italian)

<https://didattica.polito.it/collegi/cl008/it/tirocini>

(with the Internship Regulations of the College and the guidelines in English, plus other documents in Italian – list of the possible tutors, list of enterprises that accepted our students in the past, ...

Link from the personal page to the College pages)

Main steps for the internship procedure, before activating the digital procedure

1. Students on their own must select and contact a company available to accept students for internships and define a topic for the internship («progetto formativo»). The company, which has to activate an agreement with the Politecnico, indicates a Company Tutor
2. Students on their own have to identify a professor, as possible Academic Tutor, and contact him/her asking the availability to accept the tutoring of the internship

Main steps for the internship procedure: the digital procedure (the «tirocinio» has to be in the carrier plan)

3. The internship has to be in the carrier plan. Students have to activate the digital procedure via their personal page. The Academic Tutor validates the internship proposal as well as the Company Tutor

*The digital procedure can be activated if and only if a student has acquired the minimum amount of credits. If not, the digital procedure **cannot** be activated*

An internship carried out without the activation of the digital procedure cannot be registered

An ex-post validation of an internship is impossible

How to identify companies?

- Proposals from companies can be found in the tab «stage» of the personal page.
- A list of companies that have hosted past trainees can be found in the tab “Stage” - "Ricerca aziende partner" where it is possible to perform a search based on different options.
- Students can directly contact other companies, but a company cannot activate a curricular internship without the agreement with Politecnico. If the selected company has not yet signed this agreement, it has to activate the procedure
(an e-mail to tirocini@polito.it and the procedure at https://careerservice.polito.it/aziende/attivare_un_tirocinio)

In order to complete the internship procedure...

1. Students have to fill the questionnaire, upload the signed «libretto di tirocinio» and upload a **report** of the internship that should be agreed beforehand with the Academic Tutor
2. The Academic Tutor checks for everything being compliant with requests and then registers the «tirocinio»

Useful information 1

- The internship can be done in any period of the year and in any kind of private or public enterprise but not in an University
- The list of the possible academic tutors can be found at :
[https://didattica.polito.it/collegi/cl008/it/info e documenti utili](https://didattica.polito.it/collegi/cl008/it/info_e_documenti_utili)
- The default internship duration is 14 credits (350 hours) and can be extended to at most 32 credits (800 hours) if the career plan of a student admits such value. Credits can be added by steps of 6 credits (150 hours). Students must contact the «segreteria» via the ticketing system for adding credits
- The number of the extended credits must be decided and defined in the career plan before the activation of the digital procedure, and it cannot be modified after the internship has started

Useful information 2

- The internship can be added to the career plan at any time, without extra costs
- In case a student has the internship in the career plan but failed at finding an host company, he/she must contact the «segreteria» via the ticketing system to request the change of the career plan **before** the starting of the semester, in order to be able to follow the substituted course
- Contacts for internships at Collegio Ingegneria Gestionale **tirocini.digep@polito.it**