



Politecnico
di Torino

1859 *Collegio di Ingegneria Gestionale e della Produzione*
Internship guidelines MASTER'S DEGREE
of Management Engineering

Full information can be found here:

<https://www.polito.it/en/education/master-s-degree-programmes/engineering-and-management/internship>

Activation procedure

1. Identify and contact directly a company or institution available to welcome a trainee and define the topic and modalities of the internship
2. Identify a possible Academic Tutor, among their professors (and members of the *Collegio di Ingegneria Gestionale e della Produzione*), to whom to send a brief description of the activity of the host organization and indications on the topic of the internship
3. With the internship in the study plan (*carico didattico*), activate the internship procedure – the internship can be carried out at any time of the year, but only if you have reached the minimum credits required by the regulations
4. The internship is associated to at least **14 credits (CFU)** which correspond to **350 hours in the company**
5. It is possible to extend the internship up to 32 credits (CFU), corresponding to 800 hours, in blocks of 150 hours (6 credits)

Frequently asked questions

- ❖ ***When should the internship be included in the carico didattico?*** The internship can be included at any time of the year, at the time the study plan is composed or during the year, by contacting the *Segreteria* and asking for its insertion, without payment of surcharges on fees
- ❖ ***How to contact companies?*** The student can contact companies whose offers are available on the personal page of the *Portale della didattica*, in the "Internship" section, or "Internship" - "Search for partner companies" where it is possible to search on the basis of various parameters. You can also go directly to companies that are not on the lists. The company must have an agreement with the Politecnico. If not active, the agreement must be activated by the company by following the procedure in this link: <https://www.polito.it/didattica/iscriversi-studiare-laurearsi/tirocini-curricolari/tirocini-curricolari-in-italia>

Frequently asked questions

❖ ***Can I contact companies even when I haven't reached the minimum credits?***

The student can contact the companies before having the minimum credits. Indeed, it is necessary to do it earlier if you want to graduate as soon as you have acquired the credits (for example between December and January, for those who want to graduate in March)

❖ ***How can the internship schedule be reconciled with the class schedule?*** In the second semester, the timetable includes free days and/or half days off. Please note that, by law, you cannot work more than 8 hours a day (excluding the lunch break). This must be taken into account when planning the timing of the internship in relation to the graduation sessions

❖ ***The activities I carry out in the internship are not formative. What should I do?***

Contact the academic tutor, who contacts the company and, if there are no solutions, contact the internship manager, to decide whether to activate a possible cancellation action, agreed with the Career Service office

Frequently asked questions

- ❖ *I work in a company. Can I do my internship there?*
- ❖ *I was offered a contract (fixed-term contract of x months, indefinite, apprenticeship or advanced apprenticeship of x months, or....). Is it recognisable as a curricular internship?* If the contract is subordinate and the tasks are compatible with the degree course, it is possible to activate a procedure that allows the work activity to be recognized as an internship. The student must read the procedure of 'Recognition of work activity' in the information material of the internships of Management Engineering: <https://www.polito.it/en/education/master-s-degree-programmes/engineering-and-management/internship>
- ❖ *I have an internship in my curriculum but I haven't found an internship position. Can I request a change in the carico didattico, replacing the internship with exams?* Yes, the modification of the career plan must be requested to the Segreteria and it is necessary to make sure that it is done in time to be able to attend the exam lessons

Frequently asked questions

- ❖ ***What effect do the internship and the possible use of additional credits have on the graduation grade?*** None, the internship is not evaluated
- ❖ ***Is the internship considered as an exam and therefore must be completed by the deadline to pass the exams?*** Yes
- ❖ ***Are there scholarships that facilitate access to traineeships abroad?*** Yes, in the Erasmus+Traineeship area, but the timing is difficult. It is necessary to take action well in advance of the deadlines of the Traineeship call, to find the company and define the training project.
- ❖ ***Is it possible to do the thesis in relation to the topics of the internship?*** Yes, by notifying the tutor at the beginning of the internship. If s/he accepts, s/he also becomes a thesis supervisor. If the tutor does not accept, it is possible to look for another professor, asking her/him to take on the role of supervisor. The second mode is rarely activated. (Only a professor can say whether the activities carried out during the internship are suitable for a degree thesis)

Frequently asked questions

- ❖ ***I found a company that offers me a 6-month internship aimed at hiring. What procedure do I need to activate?*** It is possible to activate a curricular internship that uses more than 14 credits, indicating immediately how many you want to use and without changing their number during the course of the work. However, it is not possible to activate a curricular internship for more than 800 hours. Upon completion of the internship, it is possible to move on to the "thesis in company" procedure. It has no time constraints, but it is necessary to activate the procedure with a thesis supervisor, at the latest when the internship hours are ending. In the "thesis in company" procedure, insurance coverage is guaranteed by the Politecnico until graduation
- ❖ ***How long should an internship with a thesis last?*** There is no answer, the problem must be analyzed. However, thesis and internship remain two separate procedures from a bureaucratic point of view

Information

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Contacts

tirocini.digep@polito.it