

Regulations for the curricular internship of the Master's Degree in Management Engineering

The curricular internship is a non-mandatory training activity that allows students to acquire a comprehensive view of the processes developed in enterprises, establish a preliminary contact with the dynamics of the company and carry out a focused training.

Requirements

The internship can be carried out at any time of the year, in Italy or abroad, provided that the minimum credits for activation have been reached.

Minimum requirement of CFU credits for the activation of the internship procedure:

- For students enrolled until a.y. 2020/2021: **48 CFU**
- For students enrolled from a.y. 2021/2022: **72 CFU**

The internship abroad can be carried out in the same way as the internship in Italy, or by participating to the Erasmus + Traineeship call. In both cases, the company must be identified and contacted by the student her/himself.

Extracurricular internships are not recognizable, nor is the conversion of an extracurricular internship into a curricular one permitted.

Credits & hours

The curricular internship can be included directly by the student in the study plan (*Carico didattico*) when it is defined. Outside of this period, it is possible to insert it without surcharges on taxes. In this case, the student must contact the *Segreteria*, either in person or through the "Ticketing" assistance service from the student's personal page.

At least 14 credits (CFU) are associated with the curricular internship of the Master's Degree, 8 of which substituting one course, and the others using the additional credits that can be loaded beyond the 120 required by the training course.

The 14 credits correspond to 350 hours of commitment at the host institution. Each additional credit is associated with 25 hours of internship. It is possible to extend the number of credits and therefore of hours, in case of interest from the company and the future trainee, up to a maximum of 32 CFU (800 hours), in blocks of 150 hours, i.e. 6 CFU (only four possibilities: 350 hours – 14 credits; 500 hours – 20 credits; 650 hours – 26 credits; 800 hours – 32 credits).

The total number of credits cannot exceed the maximum number of credits available, defined by the *Segreteria*, and must be indicated by activating the procedure.

Host institution

The host institution is hereinafter referred to as a "company", but it can also be a public or private body, a professional firm, a cooperative or an association (businesses run by relatives are not allowed, though). **It cannot be a university**. The internships offered by the companies are present in the "INTERNSHIP" section of the students' personal page.

The list of companies that in recent years have hosted trainees of the course of study in Management Engineering can be consulted in the "INTERNSHIP" section of the students' personal page in the "Search for partner companies" section.

Students can directly contact a company that is willing to host them for the internship. The company hosting the trainee must have an agreement with the Politecnico di Torino. If there is no agreement or the agreement has expired, it is necessary for the company to (re)enter into agreements. This stipulation procedure must be carried out by the company itself by following the instructions indicated on the web pages of the Career Service:

<https://www.polito.it/en/education/applying-studying-graduating/curricular-internships/curricular-internships-in-italy>

Academic tutor

It is up to the student to choose and contact the academic tutor among their professors who are members of the *Collegio di Ingegneria Gestionale e della Produzione*, providing the documentation relating to the company and the Training Proposal. At the end of the internship, the student must draw up a report on the carried out activity. The content and structure of the report are defined by the academic tutor who, once the adequacy of the report has been ascertained, proceeds with the registration of the internship.

There is no template for such a relationship. It is a document that summarizes the activities carried out in the company by the trainee and must be a maximum of 10 pages long.

Working hours and remuneration

The internship schedule (not exceeding 8 hours per day, for a maximum total of 40 hours per week) is defined together with the company tutor, taking into account the possible educational constraints of the trainee and the hours of the employees of the host company. It is also possible to work from home, as long as it is in agreement with the company.

The curricular internship does not provide for remuneration obligations. Any benefit is at the discretion of the host. The Politecnico di Torino provides insurance coverage for accidents and civil liability in Italy and abroad.

External activity recognition

It is possible to recognize an ongoing or already completed work activity (not for extracurricular internships), if relevant to the course of study.

In particular, it is possible to recognize work experience carried out with **subordinate employment contracts**, even temporary (NO extra-curricular internship contracts). Recognition allows the attribution of credits that can be used to replace the internship or free credits or credits corresponding to exams in place of the internship. This recognition can be requested only once per study cycle and when the minimum number of credits necessary to activate the internship has been reached.

Required documentation:

1. certification by the employer of the type of contract, timing and main activities carried out by the candidate, drawn up on the company's letterhead and signed by a manager;
2. up-to-date curriculum vitae of the candidate;
3. description of the tasks performed by the candidate and the acquired skills (max 10 pages).

Conditions for the recognition: Recognition is automatic if it is a full-time employment contract that has been active for at least two years on the date of submission of the application. In other cases, the recognition is linked to the timing (at least equivalent to the hours of internship: 350 hours for the Master's Degree) carried out during the course of study in place and to the relevance of the activity.

Procedure: To apply for recognition, once the minimum number of credits required for the internship has been reached, it is necessary to access the "Professional skills" section in "External training activities" on the student's personal page and upload the required documentation.

Contact: tirocini.digep@polito.it