



**Politecnico
di Torino**

UNIVERSITY REGULATIONS ON CURRICULAR INTERNSHIPS AND PRACTICAL EVALUATION INTERSHIPS

**Issued with Rector's Decree no. 55 of 23rd January 2025
In force from 23 January 2025**

Article 1 – Sources and Objectives

1. These regulations govern the organization and implementation of curricular internships and of Practical Evaluation Internships/*Tirocini pratico-valutativi* (hereafter referred to as “internships” or “curricular internships”), both in Italy and abroad, promoted by Politecnico di Torino (hereafter referred to as “Politecnico”), in compliance with national legislation on employment, social policies, university autonomy and organization, as well as regional and provincial laws on internships, the Statute of Politecnico and the University Teaching Regulations, in addition to ministerial regulations on specific professions.
2. Politecnico promotes curricular internships to help students gain professional skills that will complement their theoretical education through on-the-job training. According to the relevant regulations, internships are training periods that do not establish an employment relationship between the intern and the Host Organization. Interns do not replace company workforce, professional services, or personnel on leave.
3. Curricular internships cannot be activated unless associated with academic credits (hereafter, ECTS).

Article 2 – Definitions

For the purposes of these regulations, the following words have been given the following meaning:

- a) **Intern:** a student enrolled in a Bachelor's/Master's degree programme or in a Specializing Master's programme for which Politecnico has promoted an internship;
- b) **Host Organization:** A public or private company where the Intern carries out his/her activities;
- c) **Academic Tutor:** a Politecnico professor or researcher with teaching responsibilities (excluding external lecturers on contract and external collaborators of Politecnico) with expertise in the subject matter of the internship, appointed to supervise the Intern's progress;
- d) **Host Tutor:** a staff member employed by the Host Organization, responsible for supervising and supporting the Intern, with sufficient competence and professional experience in the subject matter of the internship;
- e) **Curricular internship:** a practical educational experience, similar to a job, but without establishing an employment relationship between the intern and the Host Organization. It must be in line with the specific learning objectives of the Intern's academic path. The Intern can do an internship at internal or external organizations, in Italy or abroad, to gain skills relevant to his/her educational path through hands-on training.

Article 3 – Scope of Application

1. The present regulations apply to curricular internships promoted by Politecnico, acting as the Promoter, as part of its institutional activities.
2. The present regulations also apply to curricular internships abroad, provided that they comply with the labour laws of the host country or are part of specific international programmes.
3. The present regulations do not apply to activities carried out by students for their Bachelor's Final Project or Master's thesis.
4. Politecnico degree programmes and Specializing Master's programmes may adopt specific guidelines in compliance with the general provisions of the present regulations.

Article 4 – Design

1. Curricular internships are promoted in accordance with the Teaching Regulations of the degree programme in which the Intern is enrolled. The Teaching Regulations of each degree programme establish when students can do an internship during the educational path, the number of credits, the specific educational objectives of the internship and the assessment methods.

2. A curricular internship is built around a project that specifies its educational and organizational content, defined in agreement between the Promoter and the Host Organization.
3. The duration of a curricular internship depends on the number of ECTS credits specified in the Intern's Study Plan (1 ECTS = 25 hours). For Master's degree programmes only, students are allowed to extend the duration of their internship adding more hours and earning the corresponding credits (these credits are counted as extra credits on top of the standard number of credits required for graduation). A possible extension must be agreed upon during the activation phase. After the extension has been added to the student's Personal Study Plan, it becomes an integral part of the internship and must be necessarily completed by the Intern.

Article 5 – Documentation

5.1 Agreement

1. Relations with Host Organizations are governed by agreements that must comply with the standard format approved by the governing bodies of Politecnico available on the university website.
2. Agreements are signed by the Head of the office/division responsible for internship management, appointed by the Rector.
3. Upon request of the Host Organization and after a feasibility check, the Head of the office/division responsible for internship management may sign an agreement that deviates from the standard format, provided that the modifications comply with current regulations and do not cause new or additional costs to Politecnico.
4. Relations with Host Organizations based abroad (after their accreditation on the university portal) are governed by an "internship agreement" which must comply with the standard format defined by the governing bodies of Politecnico available on the university website. The agreement is signed by the Intern, the Academic Tutor or the Internship Coordinator of the degree programme, the Host Tutor, and the Head of the division responsible for internship management, appointed by the Rector.
5. Politecnico reserves itself the right to terminate any agreement with a Host Organization in the event of actions or facts that reveal incorrect behaviour, breach of current laws or breach of the present regulations. The terms for termination are outlined in the agreement.

5.2 Personal Training Project (Progetto Formativo)

1. The Personal Training Project (hereafter referred to as "Training Project"), drafted in compliance with the standard format approved by the governing bodies of Politecnico and available on the university website, must be completed online by the Intern, in agreement with the Host Organization, before the internship begins. It includes all the details of the internship (activity content, duration, period, tutors, location, etc.).
2. The Intern, the Academic Tutor or the Internship Coordinator of the degree programme and the Host Tutor are required to digitally sign the Training Project.
3. The Training Project makes reference to the insurance policies provided by Politecnico (accident and civil liability), the rights and duties of the parties and the confidentiality obligations.

Article 6 – Role of the Academic Tutor

The Academic Tutor is responsible for:

- a) approving the Training Project prepared by the Intern in collaboration with the Host Organization;
- b) monitoring the progress of the internship to ensure compliance with the training project and to guarantee satisfaction for both the Host Organization and the Intern;

- c) collecting feedback from the Intern regarding the internship experience and its outcomes.

Article 7 – Role of the Host Tutor

The Host Tutor is responsible for:

- a) developing the Training Project in collaboration with the Intern;
- b) facilitating the Intern's integration in the workplace;
- c) promoting the acquisition of skills in line with the Training Project, in coordination with other staff members of the Host Organization.

Article 8 – Role of the Internship Coordinator of the degree programme

The Coordinator of the *Collegio* appoints one or more Internship Coordinators for each degree programme, chosen among the professors or researchers with teaching responsibilities.

The Internship Coordinators may carry out the following tasks, or delegate them to the Academic Tutors:

- a) preparing the internship guidelines in collaboration with the relevant office;
- b) approving the Internship Projects;
- c) assigning an Academic Tutor to each Intern or act as an Academic Tutor themselves;
- d) evaluating the internships in order to grant the corresponding ECTS credits;
- e) proposing and supporting initiatives to ensure that students benefit from their internship experience;
- f) suggesting new organizations that could host interns and evaluating the requests for partnerships received from external organizations;
- g) supervising the process for the allocation of internships to the students enrolled in the degree programmes that have a mandatory internship;
- h) giving their opinion on the early termination of agreements if the host organization is found to be unsuitable or non-compliant with the internship agreement or with the ongoing Internship Project.

Article 9 – Activation and implementation of the internship

1. All documents required to start the curricular internship must be signed on the Teaching Portal of Politecnico di Torino.
2. Students who want to start a curricular internship must include the internship in their Personal Study Plan and in their Annual Personal Study Plan of the corresponding academic year. Each degree programme may also define a minimum number of credits required of students before they can start an internship. Such minimum credit requirement (if any) is specified in the Student Guide - Internship section.
3. Students can do a curricular internship both in-person or remotely. The Student Guide - Internship section illustrates the maximum percentage of remote activities permitted for each degree programme.
4. For remote internships (with activities partially or entirely carried out remotely), the Intern is required to declare his/her work location (address) in the timesheet for each day of remote work to ensure validity of the insurance coverage.
5. The internship may start only after the Training Project has been approved by both the Host Tutor and the Academic Tutor or the Internship Coordinator of the degree programme. For internships abroad, the approval of the Rector's delegate for internships is also required.
6. The timesheet is the online document that certifies the attendance and the activities carried out by the Intern during the internship. It must be approved by both Tutors at the end of the internship.
7. The internship schedule (no more than eight hours per day, with a maximum of 40 hours per week) is decided in agreement with the Host Tutor, considering the Intern's academic workload and the standard working hours of the staff members of the host organization.
8. Any changes to the Training Project must be communicated to Politecnico as follows:

- a) Extensions: extensions are permitted exclusively if they are needed in order to reach the number of total hours specified in the Training Project. Extensions do not need to be communicated. The Intern must record the additional period directly in the timesheet. The last date entered to the timesheet will represent the actual end date of the internship, which is provisional at the time of approval of the Training Project.
 - b) Missions: the dates, time and location of business trips must be recorded in the timesheet to ensure insurance coverage.
 - c) Other changes (Host Tutor, Academic Tutor or main work location) must be communicated by the Host Organization to Politecnico offices in order to update the portal.
9. An Intern may interrupt a curricular internship for documented and/or justified reasons (e.g., health issues, serious non-compliance of the Intern or the Host Organization, etc.). In case of interruption, the Internship Coordinator of the degree programme will work with the relevant office to address the issue.
 10. At the end of the internship, if required by the degree programme, the Intern must write a final report. The specifications of the report (if any) are outlined in Student Guide – Internships section.
 11. Upon completion of the internship and submission of the required documentation, the Academic Tutor or the Internship Coordinator will record the ECTS credits earned by the Intern in his/her transcript in accordance with the procedures established by each degree programme.

Article 10 – Internship Assessment

To ensure proper monitoring, Interns (mandatory) and Host Tutors (optional) must complete an internship evaluation questionnaire prepared by Politecnico. This questionnaire is an additional assessment on top of the specific evaluation tools of each degree programme.

Article 11 – Special Cases

1. Internships for students who work:
 - a) optional curricular internship: students are not allowed to request the recognition of work activities already performed or in progress in substitution for the internship. An internship must be a newly designed activity with a specific training project. However, students can ask for the recognition of professional competencies (acquired during their job) in substitution for their free choice credits (external activities) in accordance with Politecnico teaching regulations;
 - b) mandatory curricular internships: students must contact the Internship Coordinator of their degree programme for information on the existing procedures designed to assist students who work full-time.
2. Internships in family-owned businesses: students are not allowed to do a curricular internship in a company owned by a relative or by a person with whom they have ties of kinship or affinity up to the second grade.
3. Internal curricular internships: Politecnico may act as both the Host Organization and the Promoter of an internship, such as in the case of students who do their internship in a department, interdepartmental centre, research group and administrative office at Politecnico. In this case, the Academic Tutor and the Host Tutor (from Politecnico) must be two different persons.

Article 12 – Issues or Problems During the Internship

In case of difficulties, discrimination or any form of harassment during the internship, the Intern may contact the office responsible for activating the internship, the Academic Tutor or the Internship Coordinator of his/her degree programme. They will decide on the necessity to involve the Internship Committee mentioned in Article 14. If necessary, the Committee may involve other university bodies such as the anti-violence and anti-discrimination units, i.e. the Equality Committee and/or the Confidential Counsellor.

Article 13 – Obligations of the Parties

1. Insurance Obligations: insurance coverage for INAIL (workplace injury insurance) and civil liability is provided by Politecnico being the promoting organization, pursuant to Article 3 of Ministerial Decree 142/1998.
2. Health and Safety Training in the Workplace:
 - a) The Host Organization is responsible for training the Intern on the risks associated with the activities carried out at its facilities, as required by Legislative Decree No. 81 of 9 April 2008;
 - b) If the internship takes place at Politecnico, the university must ensure that specific training is provided to the Intern in accordance with current health and safety regulations. The university may give the Intern the access credentials to attend an online course on basic workplace safety.
3. Pay: any allowance in the form of reimbursements, meal vouchers, scholarships, access to the company canteen or other benefits are at the discretion of the host organization and are provided in compliance with applicable tax regulations.

Article 14 – Internship Committee

1. The Rector, upon the recommendation of the *Collegi* Coordination Unit, appoints the Internship Committee.
2. The Internship Committee, serving a three-year term, consists of faculty members chosen by the Internship Coordinators of the various degree programmes, a representative of the office responsible for internship management and a representative appointed by the Rector.
3. The Internship Committee has the following responsibilities:
 - a) it coordinates the work of the Internship Coordinators of the various degree programmes;
 - b) it proposes initiatives to facilitate interactions between companies and students in preparation for curricular internships;
 - c) it reports cases of disrespectful or improper behaviour of the interns to the Student Disciplinary Board of Politecnico;
 - d) it evaluates and, if necessary, decides on the early termination of agreements when the Host Organization is found to be unsuitable or non-compliant with the agreement or with the Internship Project;
 - e) it proposes amendments to the present regulations.
4. The Chair of the Committee, typically the Rector's Advisor, convenes the Commission twice a year in ordinary meetings or upon the request of one of its members. Meetings may be held in person or remotely.
5. In urgent and exceptional cases, the Chair of the Committee (or a delegate) may carry out tasks within the purview of the Committee. Subsequently he/she will present them for acknowledgment at the next available meeting-

Article 15 – Entry into Force

The present regulations enter into force on the date of the Rector's decree that promulgate them.

The English translation of this document is provided as a support to the student community and has no legal effects. The Italian version shall constitute the sole authentic text and will be referred to for any legal matters.