

### 1. PPREAPPROVAL

the STUDENT finds an internship and, at least 10 days before the internship starts, sends an email to the School's Internship Office providing the following details:

- Full name, student ID number, degree program, inclusion of the internship in the study plan, expected hours
- Host organization / Laboratory
- Description of activities
- Learning objectives

The Internship Office consults with the relevant Academic Supervisor for the course (SAT Manager) and approves via email providing a format to be filled in.

### 3. START

The Internship Office sends the TRAINING ACTIVITY DOCUMENT to the Intern.

The INTERN signs the training project and ensures it is signed by the Host Organization Supervisor.

The signed document must be sent via email to the Internship Office 2 working days before the scheduled start of the internship.

The Internship Office will ACTIVATE the internship only after receiving the signed document, with the specified start date.

Subsequently, the Academic Supervisor will sign the document and return a signed copy to the Intern.

### 5. VALIDATION

At the conclusion of the internship, both the Intern and the Company Supervisor must fill an online evaluation questionnaire.

They will receive a link from the Career Service portal that will direct them to the questionnaire.

The Intern and the Company Supervisor have 20 working days from the end of the internship to complete their respective questionnaires.

Only after both questionnaires have been completed will the Academic Supervisor receive an email confirming the evaluations, and can proceed with the validation of the credits (CFU).

It is the Student's responsibility to ensure that the Academic Supervisor validates the CFU after the questionnaires are completed, and to remind them if necessary.

The internship validation is successfully completed when the Student sees the term "Conv" (Validation) next to "Internship" in their Study Plan, along with "00" (double zero because the internship does not have a grade and does not affect the GPA).

### 4. PROGRESS AND CONCLUSION OF INTERNSHIP

## Practical Internal Activity