Internships Presentation Seminar

or «Everything you wanted to know about internships but were afraid to ask»

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Main Information

It is a mandatory requirement

Students shall find an internship position by their own

Finding an internship is a learning outcome that students are expected to achieve
Main information

What?
• It must be related to one of the topics addressed during the LL.M.

How long?
• It must last at least 150 hours (6 CFU)

When and where?
• It should be performed normally during the second year
• In Italy (and also abroad)
How to find an internship position

Students shall find by their own an internship position

Positions reserved to LL.M. students will be open and advertised via internships.llmsd@unimi.it

Students of the LL.M. may also be admitted to the selection for internships abroad in the framework of the Erasmus+ Traineeship program. Click here for more info

COSP (University Study and Career Guidance Service) – Job placement service

SDWATCH - Opportunities
Curricular internship

Stakeholders in the internship process

- academic
- staff
- students
- company/institution
- COSP
Procedure

7 steps procedure

*Different procedure for any internship pursued outside Italy

**For any further information, please look at activating a curricular internship

(www.unimi.it>study>traineeship and work>traineeship and internship>activating a curricular internship)
The student must fill in the prior authorization form and send it to the Head of Studies (Professor Cesare Pitea, cesare.pitea@unimi.it), in order to have a preliminary assessment on the possibility to start the selected internship.

The form for the prior authorization request is available at Ariel>Sustainable Development>Forms
2° step

The institution/company has to:

• register to the online University Placement service
  https://placementunimi.almalaurea.it/it/aziende/registrazione/

• subscribe to the internship agreement https://placementunimi.almalaurea.it/it/aziende/ricerca/

the student has to:

• log in at Unimia - Lavoro e stage

• select gestisci il tuo cv and log in to Almago

• update and enable the online publication of his/her CV, in order to be appointed by an institution/company for an internship
3° step

The institution/company has to:

• **log in** to Accesso aziende

• **select** Gestione tirocini-Progetti formativi-Inserisci nuovo progetto formativo

• **fill in** the online internship project form (Progetto formativo)

• **upload** the online internship project (Progetto formativo)
Once completed, the online internship project (Progetto formativo) will be subject to the approval of the academic tutor (Head of Studies, Prof. Cesare Pitea or the other Academic tutors in charge), for what concerns didactic aspects, and COSP, which will only consider administrative aspects.
5° step

The institution/company has to:

• Download, sign and stamp the approved internship project

• Contact the student in order to sign the internship project

• upload online the signed internship project
6° step

After the conclusion of the internship, both the institution/company and the student have to send to the Head of Studies (Prof. Cesare Pitea, cesare.pitea@unimi.it) the final evaluation form available during the online COSP procedure, in order to have a countercheck and to obtain the 6 ECTS required (for which is also required to follow the step explained below).
The student has to fill in and sign the internship ECTS validation form available at Ariel>Sustainable Development>Forms, and must deliver it to Interdepartment didactic secretary located in via Festa del Perdono 7, or to the student secretary located in via Santa Sofia 9/1, and must send it to the the Head of Studies (Prof. Cesare Pitea, cesare.pitea@unimi.it) and to internships.llmsd@unimi.it.
Q&A
Contacts

Thank you for your attention!

Info:
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