

INTERNSHIP FORM COMPILATION DIRECTIVES FOR AGREEMENTS FACILITIES

The list of agreements is available on the Departments website.

FORM COMPILATION PROCEDURE (THE FORM IS AVAILABLE FOR DOWNLOAD FROM THE WEBSITE, TOO).

1. Check facility availability.
2. Fill in the form with all the required information.
3. At the end of the form, under "**Facility signature**", the facility, whit which the training and orientation project is carried out, must put a signature (Signature and stamp of the facility's legal representative are required).
4. Under "**Tutor (indicated by the Promoter) - signature**", an Academic Tutor (any professor of your courses) must put a signature and, under "**Company Tutor**" a signature of a Company Tutor is required.
5. Finally, the form must be submitted, in **original**, to Academic Office in order to obtain the signature of the Head of Department, under "**Promoter Signature**" (only when this signature has been applied you will be able to start the internship).

PLEASE NOTE: Some facilities require the original document. In this case, the Academic Office will take a copy of training project.