



EXTRACURRICULAR INTERNSHIP: activation and development of activities

The extracurricular internship is an activity carried out by **graduated students** (who have obtained a bachelor's or a master's degree, in Italian "laurea triennale" or "laurea magistrale").

The internship must last for a **period of at least 2 months up to a maximum of 12 months** and can be activated **within 12 months from the graduation date**. Moreover, based on the applicable Regione Lombardia regulation, **the host institution has to pay a mandatory allowance to the intern**.

In addition, companies have to communicate the start/extension/interruption of the internship, through UNILAV/COB (Comunicazioni Obbligatorie).

The University does not activate extracurricular internships outside of the Lombardy Region. To activate the extracurricular internships out of Lombardy, it is recommended to contact directly Employment Centres of the corresponding region.

How to activate an extracurricular internship?

Students can find the company for the internship in two different ways:

- through the internship services, managed by the Career Service Department in collaboration with Almalaurea
- through external channels.

In both cases, companies and interns have to follow the same procedure:

	PROCEDURES (STEPS)	DESCRIPTION
1	INTERN - Requests the DID	DID (which stands for <i>Dichiarazione di Immediata Disponibilità</i>) is a document required by law, that confirms the status of unemployment. It is necessary to request this document, in order to activate the internship.
2	COMPANY - signs the university agreement, called "convenzione" INTERN - updates his/her Almalaurea profile	The company that is willing to activate the internship ought to register on the platform "Almalaurea" and adhere to the University's internship convention. <u>(If already registered and affiliated, it is not necessary to carry out this step).</u> The intern has to upload his/her CV on the platform "Almalaurea" , by logging into his/her account Almagoo (Almalaurea), through Segreteria online > Stage e Placement > Accesso ai Servizi . When accessing for the first time, it will be necessary to confirm personal and curriculum data. Then, the system will allow the intern to fill out additional fields concerning the CV.
2	COMPANY: - uploads the training project, called "progetto formativo"	Through the Almalaurea platform, the company uploads the intern's "progetto formativo", filling out a form. After that, the system sends the "progetto formativo" for approval to the office staff.
3	ACADEMIC TUTOR - approves the "progetto formativo"	The academic tutor , which changes according to the degree course, approves the "progetto formativo". Both the company and the intern will receive an email that communicates that the internship has been approved.
5	COMPANY - downloads the "progetto formativo" and sends it back to Career Service Department	The company downloads, prints, signs and stamps the "progetto formativo". Then, scans the document and sends it digitally to the Career Service Department (stage@iulm.it). In addition, it has to enter the details of the COB on the platform. Please note: <u>the COB represents an essential document required to activate the internship.</u>
6	CAREER SERVICE DEPARTMENT - final activation of the "progetto formativo"	The Career Service Department activates the internship and later uploads again the document, fully signed by the company, the intern and the academic tutor, in the intern's and company's Web Almalaurea pages.



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