

PROFESSIONAL PRACTICE

Frequently asked questions:

Is a two-month internship recognized?

Internships of less than 3 months are not recognized. For very short internships it is advisable to complete the mandatory 9 months first. Internships that are not recognized by the faculty because they are too short should not be registered on SV (Segreteria Virtuale).

What happens if the firm does not allow the disclosure of sensitive material?

The Professional Practice Manager at the Accademia must be informed immediately. This information must be communicated immediately, not at the end of the placement.

The student must upload the following documents to SV in the portfolio section:

- A certificate drawn up by the studio indicating the impossibility of disclosure of the material (on studio letterhead and can be part of the cover letter)
- A letter of introduction supplementing the internship certificate drawn up by the studio with a list of the work carried out by the student (on studio letterhead).
- Submit a personal essay/report describing the training experience, omitting sensitive data (about one page minimum). It is important to describe, for example, what you have learned, how the studio is structured and more generally what the experience was like in the studio and in the city where the internship took place.

What should I do if I extend my internship in the same office?

It is not necessary to do anything, just change the dates of the internship on the Segreteria Virtuale portal and notify the person in charge by e-mail.

When will the post-practice interview take place?

There is no longer a post-internship interview. If the internship is 'completed' on SV, it has been verified and recognised.

However, the supervisor can request an interview to check special cases.

Is it possible to do an internship part-time?

Absolutely not. The internship must be full-time. The number of hours per week may vary depending on the country or the internal regulations of the host organisation.

DATES - IMPORTANT:

PRE-STAGE

The start and end dates of the internship **must be the same in all documents and in the internship registration.**

1. Registration on SV:

| | |
|----------------------|------------|
| Data di inizio stage | 16.11.2020 |
| Data di fine stage | 16.08.2021 |
| Mesi computati | 9 |

2. Mandatory internship agreement (all students)

Planned dates of start and end of the traineeship period:

From:
To:
that is months.

3. Convention de stage en entreprise pour étudiant (only for France)

ARTICLE 3 – DUREE

Le stage est fixé pour la période suivante : du _____ au _____
A raison de 35 heures par semaine.

4. Placement scholarship form (only for SEMP scholarship applicants)

(to go to the next country).

Dates of Internship:

Insurance policies (not to be paid by the University)¹

POST-STAGE

Even at the end of the placement the exact dates of registration **must be reported on the documents.**

1. Registration on SV:

| | |
|----------------------|--|
| Data di inizio stage | 05.08.2019 |
| Data di fine stage | 31.07.2020 ⚠ la fine è stata posticipata, era prevista per il 30.06.2020 |
| Mesi computati | 12 |

2. Certificate of practical activity (all students)

We hereby declare that the above mentioned student has successfully completed the internship at our studio

from _____ **Till** _____ **that is** _____ **months**

3. Certificate of Attendance (for SEMP grant applicants only)

at _____ *(name of host institution)*
from _____ *(date of arrival, dd-mm-20yy)*
to _____ *(date of departure, dd-mm-20yy)*