

# CURRICULAR INTERNSHIP ACTIVATION PROCEDURE

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## ACTIVATION REQUEST

The employer registers and uploads the new request on the Luiss Internship Platform.

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## DOCUMENTS REVIEW AND SIGNING

The employer receives the internship training project form and the agreement via email, which both need to be signed digitally with DocuSign. The student then receives an email with only the training project form which to be signed digitally with DocuSign. **Please note:** the internship cannot start before documents have been signed by all parties.

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## INTERNSHIP: ENDING AND FINAL EVALUATION

Within 24 hours of the conclusion of the internship, the student receives an automatic email with a questionnaire to evaluate the shared experience. After the student confirmation, also the employer receives the questionnaire via mail.



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## PERSONAL INFORMATION COMMUNICATION

The student shares with the employer: the Social Security Number (codice fiscale) and the number of ECTS to be obtained, as stated in the study plan.

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## DATA CONFIRMATION

The employer and the student are sent an automatic email asking them to review the training project form FACSIMILE and to approve the submitted data. **Please note:** it's essential to verify carefully all data before proceeding with data confirmation.

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## INTERNSHIP: BEGINNING

The employer and the student receive the documents signed by all parties: the internship is now active. The Study Program Director has 7 days to preemptively evaluate if the proposed internship activities are consistent with the attended course of study, and, if applicable, in line with the recognition of the credits in the study plan.

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## POTENTIAL ECTS RECOGNITION

Only after both questionnaires have been filled out will the Career Service be able to send a request for validation of ECTS to the Student Office and the Vice Rector's Office. **Please note:** the recognition procedure requires at least 14 working days.