FIRST-LEVEL LAUREA (EQUIVALENT TO A BACHELOR OF SCIENCE) IN MANAGEMENT,
ECONOMICS AND INDUSTRIAL ENGINEERING
Educational System 270/04 – ON-THE-JOB TRAINING Programme

HOW TO OBTAIN A THREE-YEAR LAUREA
(EQUIVALENT TO A BACHELOR OF SCIENCE)
Internship (20 ECTS)

This document sets out the method for obtaining a three-year Laurea (equivalent to a bachelor of science) (final test) for students enrolled in the ON-THE-JOB TRAINING programme (Educational System 270/04).

At the end of the internship, the student fills in the final internship assessment online, after receiving an email with links and instructions on the last day of the internship; the same procedure is followed by the business tutor, by the deadline set for enrolment in the graduation exam session.

After the assessments have been delivered, the final test consists of a FINAL REPORT concerning the internship conducted. This report shall be drawn up by the student as follows:

1) The report, of at most 50 pages, shall be prepared as
   follows:
   a. TITLE PAGE (1 page): includes the name and student identification number of the graduating student, as well as the names of the academic and business tutors
   b. EXECUTIVE SUMMARY (max. 2 pages)
   c. PRESENTATION OF THE COMPANY/BODY WHERE THE INTERNSHIP WAS CARRIED OUT (max. 4 pages)
   d. INITIAL OBJECTIVE OF THE INTERNSHIP
   e. ACTIVITIES CARRIED OUT AS PART OF THE INTERNSHIP (description of the activities carried out by the graduating student, specifying the timeframe and the correlation between the activities carried out and the models learned at university, and reporting any appropriate bibliographic references)
   f. ORIGINAL CONTRIBUTION OF THE GRADUATING STUDENT (description of the approach to the internship project adopted by the graduating student and of how the internship developed under the tutor's supervision)
   g. GOALS ACHIEVED (description of the results obtained, with reference to any appropriate performance indicators and any difficulties encountered)

2) The report shall be signed by the academic tutor and the business tutor.

3) The Examination Board will receive an electronic copy of the final report; therefore, no hard copy is required.

4) The presentation of the report will take place by video/online. The presentation should last at most 15 minutes. The final degree score will be awarded based on the average score obtained during the student's academic career, plus at most 7 points, as determined by the Examination Board on the basis of the report and the presentation made.

5) The academic tutor shall submit to the Examination Board a summary assessment of the project report, based on a set template.
50% of the increase making up the final degree score is determined by the academic tutor and 50% by the Examination Board.

REQUIREMENTS AND DEADLINES FOR THE JULY 2022 GRADUATION EXAM SESSION

- **7/07/2022:** deadline for sending the report to tesi-dig@polimi.it
- **7/07/2022:** deadline for enrolling in the graduation exam
- **13 or 14 July 2022:** deadline for submitting the report to the applicable Examination Board (the date and time slot will be emailed by tesi-dig@polimi.it as from 28/02)
- **20/07/2022:** award ceremony.

REQUIREMENTS AND DEADLINES FOR THE SEPTEMBER 2022 GRADUATION EXAM SESSION

- **10/09/2022:** deadline for sending the report to tesi-dig@polimi.it
- **10/09/2022:** deadline for enrolling in the graduation exam
- **20 or 21 September 2022:** deadline for submitting the report to the applicable Examination Board (the date and time slot will be emailed by tesi-dig@polimi.it as from 12/09)
- **28/09/2022:** award ceremony.