

# HOW TO CONCLUDE AN INTERNSHIP

Once the internship is concluded, it's necessary to fill out the ONLINE:

- “Questionario Tirocinante” (*Trainee Questionary*): [https://sol.unifi.it/stage/stud\\_jsp/login.jsp](https://sol.unifi.it/stage/stud_jsp/login.jsp)
- “Questionario Tutor aziendale” (*Company Tutor Questionary*): [https://sol.unifi.it/stage/firm\\_jsp/login.jsp](https://sol.unifi.it/stage/firm_jsp/login.jsp)
- “Questionario Tutor universitario” (*Academic Tutor Questionary*):  
[https://sol.unifi.it/stage/tutor\\_jsp/login.jsp](https://sol.unifi.it/stage/tutor_jsp/login.jsp)
- “Relazione Finale” (*Final Report*) – by the Company Tutor and the Academic Tutor

## Download and fill in the following document:

ICAD > <https://www.icad.unifi.it/vp-123-internship.html>

- **INTERNSHIP DAILY SCHEDULE - END OF INTERNSHIP FORM**

Present the “Internship Daily Schedule - End of Internship Form” to the Company Tutor so that he/she may sign and stamp the document.

- You must also create a **PORTFOLIO**, that demonstrates the activities and projects completed during the internship, and send it to the Academic Tutor for an evaluation.

Then,

Send these documents to [tirocini@architettura.unifi.it](mailto:tirocini@architettura.unifi.it)

## The Internship will be concluded

when both Tutors will have filled the “Relazione Finale” ONLINE.

## USEFUL CONTACTS

### Internship Office

- **Email address:**  
[tirocini@architettura.unifi.it](mailto:tirocini@architettura.unifi.it)
- **Phone numbers:**  
Sara Supino +39 055 2755434  
Marzia Benelli +39 055 2755395
- Link for making an appointment on Meet ([look the calendar](#))