

Internship Office

How to Activate an Internship

The requisites necessary to perform the internship differ according to the degree course they belong to and are present in the form of "self-certification of kinship and prerequisites".

The research of a company or a studio or an architect where the student could effect his/her internship must be conducted by the student itself, who can search in the database of the on-line services; here is possible to find affiliated companies/studio/architect or proceed with the agreement of new companies. The internship cannot be completed in a studio supported by a quantity surveyor, *geometra*, but may be completed by a studio of engineers only if an architect is present within the company.

Make sure the company/studio/architect is within the University's agreement

1. www.architettura.unifi.it > SOL Servizi on line
2. Click on *studenti* > "*Vuoi effettuare un tirocinio?*" Then insert the student ID number, *Matricola*, and password.
3. Click on "*Cerca azienda*" (in yellow on the left-hand side)
4. Search the company by name or region and province...
 - * If the studio is within the agreement (present within the SOL list) one can proceed with the match, '*Abbinamento*,' present in the internship office during open hours; call the number 055 2755395 (only when office is closed to public); or send an e-mail to tirocini@arch.unifi.it or if there are problems regarding english please write Ms. Tatangelo at donka.tatangelo@unifi.it
 - > If one chooses to send an e-mail instead of the other options listed above please mention the following information in the e-mail: name, surname, student ID number, phone number to which the student can be recontacted, and name of the company that one intends to complete his/her internship.

If the company is **NOT** within the University's agreement please see the file, "*Come convenzionare un'azienda*"

If the agreement with the company has **EXPIRED** it will **NOT** be possible to activate an internship with that company.

Compiling of the Agreement Module of the internship:

The internship project must be completed by the student together with the tutor of the studio/company/architect and not only by the student. The two must first come to an agreement.

1. www.architettura.unifi.it > SOL Servizi on line
2. Click on *studenti* > "*Vuoi effettuare un tirocinio?*" Then insert the student ID number, *Matricola*, and password.
3. Click on "*Adesioni e tirocini*" (in yellow on the left-hand side). If the *Abbinamento* has been effected, it will contain the module to edit the conditions agreed upon between company and student.
4. Click through "*Gestione tirocinio*" > then "*Compila progetto di tirocinio*"
5. Fill in all the editable portions with the following:

E-mail

The e-mail of the student must be that of the University (name.surname@stud.unifi.it) and accessible to the SOL page
Any other e-mail will not be considered valid.

Working Hours

When compiling the agreement module for the internship one CANNOT work

more than 35 hours / week for public entities;
or more than 35 hours / week for private studios
more than 8 hours / day

In the hours the days must be specified (ex: Monday-Friday) as well as the intervals of hours of entrance and exit (ex: 9:00-13:00 and 14:00-18:00).

Following the listed days and hours of work the following phrases must be added:

"The trainee for travel home to office and office to home uses: public / private / company"

"During traineeship, if company / studio means are used, the trainee must be accompanied from the company tutor (Name and Surname) "

* * In order to make visits to the construction site the Company Tutor must add the phrase:

"The Company Tutor (Name and Surname) declares that the student (Name and Surname) effects visits on construction sites.

NOTE: To effectuate construction site visits it is requested to have frequented the security course. If the intern will effect the construction site visits, it is also requested that at least a week before starting work that the Company Tutor send an e-mail signed from the subject guest and the Company Tutor must communicate the days and hours of access to the site.

The company is also obligated to send an e-mail to the Center for Employment, Labor Inspector, student, INAIL, CGIL, CISL, UIL and send a copy to tirocini@arch.unifi.it of the internship office.

For the security course if the student has followed the course must add the phrase:

"The intern declares to have followed the security course."

OR

if the student HASN'T followed the course must write instead:

"The intern declares to have not yet followed the security course."

NOTE: If the student has completed the security course, he/she must attach a photocopy of the certificate together with the internship agreement

As for the price of the insurance coverage since the academic year 2015/16 it has been included in the university taxes, therefore if the student is on time with their payments the student must certify by adding the phrase:
"The intern declares to be regularly in time with the payment of the university taxes."

NOTE: The insurance coverage is valid until April of the next year. For students graduating in the session of September / December / February / April, it is NOT necessary to pay the taxes relative to the academic year of the graduation.

EXAMPLE OF COMPILATION OF INTERNSHIP AGREEMENT

From Monday through Thursday from 9:00 to 13:00 and from 14:00 until 18:00; Friday from 9:00 to 13:00 and from 14:00 until 17:00.

For a total of 39 hours per week.

The intern in regards to transportation from house to office and vice versa will use a private method.

The company tutor (Name and Surname) declares that the student (Name and Surname) will not effect visits to the construction site.

The intern declares to have followed the security course.

The intern declares to be regularly in time with payments of the university taxes.

OBJECTIVES AND FORMALITIES OF INTERNSHIP (minimum of 400 characters - spaces included)

Write the objectives that the student must complete during the internship, in a clear and evident manner.

It is important to add the phrase: "in collaboration with the company tutor (name and surname)"

Period of Internship

- The period indicated must initiate at least three working days after the internship agreement has been accepted by the internship office.
- The period must guarantee the completion of the hours and the stability of the study plan (1 CFU = 25 hours)
- The period must be calculated with a few days more (put 2-3 days more).
- Remember to consider that only working days can count for one's hours. Pay particular attention to any events and holidays that may impact one's working hours during the internship.

University Tutor

- The university tutor is a regular, associated or research professor of the school chosen by the student. (do NOT insert teachers into the contract)

NOTE: the e-mail of the teacher much be that of the institution (name.surname@unifi.it) it can be found on their personal page. Any other e-mail will not be retained as valid.

6. Click "STAMPA PROGETTO"

Print THREE (3) COPIES to be signed by all participants (Intern, company tutor, university tutor), intended for:

- One (1) copy to be brought to the Internship office along with the self-certification, kinship and prerequisites (all can be downloaded from the forms section of the Degree Course)
- One (1) copy for the Intern
- One (1) copy for the company/studio

NOTE: Be sure that the company tutor has also placed his/her stamp over his/her signature. This is required of all three (3) copies. If the host organization and the company tutor are the same person, they must sign and stamp both available spaces. Projects missing one of the signatures will be considered invalid.

7. After at least THREE WORKING DAYS it is possible to start the internship.

ATTENTION:

- An internship cannot be activated if another internship is in course at the firm/studio/company. A space of ten (10) days if not more from the deadline of the precedent intern in course. It is asked to verify how many interns the company can assume.
- The student must always check the site of the school, www.architettura.unifi.it, and the advisories that are placed in evidence sometimes the student reception can undergo variations due to courses or even meetings of the staff members of the School.
- The internship cannot be carried out in studies whose owner is a relative (family member) up to the 4th degree.

8. DELIVER a copy to the School of Architecture Internship Office, Via della Mattonaia 8 - tirocini@arch.unifi.it, if there are problems regarding english please write Ms. Tatangelo at donka.tatangelo@unifi.it, in the days of opening to the public.

For the Urbanistic internships, contact the Empoli office, Mrs. Francesca Barontini - Via Paladini 40 - Empoli (FI) cdl.pianificazione@unifi.it in the days of opening to the public.

NOTE:

1. It is advised to carry out the internship after completing the safety course. If the course has been complete deliver a copy of the certificate.
2. To start the internship you must be in good standing with the university fees.