1) Registration on IUAV website and accreditation.

First of all the host institution has to register on IUAV web site. [https://iuav.esse3.cineca.it/Home.do](https://iuav.esse3.cineca.it/Home.do) (they have to select Company registration from the Menu on the top right of the page).
Within 24 hours they will receive an email with the credentials to access the University online services.

After a few days the host institution will receive an email from our Office confirming the company accreditation. In the same email they will find a “letter of intent” attached.
2) Letter of intent

- The letter of intent is an agreement between IUAV and the host institution and it is an essential document for setting up any internship with IUAV students.

- The letter of intent has to be filled, signed and sent back to our office, who will approve and register the document.

- Facsimile of Letter of intent
3) Training project

- At this point the host institution can enter in their IUAV web site Personal Area using the credentials they received by email.
- [https://iuav.esse3.cineca.it/Home.do](https://iuav.esse3.cineca.it/Home.do) Menu → login
- In their Personal Area they have to select the option "internship with a specific student"
- (from Menu → internships → Internship with a specific student) and fill in the training project of the student.
The system will automatically send the training project to our Office for approval.

Once approved by our office, the training project will have to be signed by the company, the student and the University tutor of the student.

The training project identifies goals, objectives, responsibilities, and a general description of the internship activities. It provides students with insurance coverage for the internship period specified in the document.
IUAV students are not allowed to start an internship without an approved and signed training project.
4) Final documents

- During the internship, the company tutor is required to sign the attendance register of the student.

- At the end of the internship the host structure is required to fill in a final report providing a description of the activities the student carried out and an assessment of his/her performance throughout the internship. It is the document confirming the student internship in a specific period of time.

- It is student’s responsibility to provide the company with these two documents.
Facsimile of attendance register and host company report