**Annex 1. Questionnaire for Internship Evaluation**

The completion of the internship final assessment questionnaire (**available only in Italian**) by the student is an indispensable condition for authorizing the recognition of internship credits in the student career. This compilation is allowed starting from the day following the internship end date.

Once completed, the questionnaire will always be visible to the host institution and to the academic tutor.

To access the questionnaire, log in to ESSE3 with your student credentials, click on the menu item ***i miei stage*** (my internships) in the **TIROCINI E STAGE** section and consequently on the ***vedi*** (see) item corresponding to the row of the internship concerned, in the column ***Questionari*** (Questionnaires)

All the evaluation questionnaires relating to internships will be shown, both those to be filled in / completed by the student, and those filled in by the company contact person.

The traffic light in the Status column shows the status of the questionnaire:

• red = questionnaire still to be filled in;

• green = completed questionnaire.

Then proceed with filling in the questionnaire by clicking on the name of the questionnaire in the column ***Nome*** (name).

At the end of the compilation, if you believe you have answered correctly, press the **Conferma** (Confirm) button, otherwise in order to make changes to the answers previously given, before definitively sending the questionnaire to the system, click on the ***Modifica*** (Modify) button; at the end of the changes, proceed by clicking ***Conferma*** (Confirm).

Warning: the questionnaire cannot be filled again for a second time.

At any time after completion, by accessing the page ***Valutazione*** (Evaluation), you can view the list of questionnaires divided into two sections:

**I miei questionari** (my questionnaires): by clicking on the name *Questionario di valutazione finale tirocinio a cura del tirocinante* (Internship final evaluation questionnaire by the trainee), a summary page will be shown with the list of completed or fillable questionnaires relating to the student

***Questionari in consultazione - Valutazione finale*** (Questionnaires in consultation - Final evaluation): by clicking on the name *Questionario di valutazione finale tirocinio a cura dell’azienda* (Internship final evaluation questionnaire by the company), the student will be given the opportunity to view the questionnaire in .pdf format completed by the company.