



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

**Internship Office**

**23,02,2022**

**CLABE - CLEF**

# Social Area Internship Office

You find our office in Via Filippo Re 8.

**At the moment the Internship Office guarantees operation only remotely.**

**The telephone counter is active from Monday to Friday from 9.00 to 12.00 : TEL. 051.2084030**

**You can write an email to: [ems.bo.serviziotirocini@unibo.it](mailto:ems.bo.serviziotirocini@unibo.it)**

**If you wish to contact the office via Microsoft Teams, request an appointment via email for a call / video call.**

# Social Area Internship Office

- We provide students with all information regarding the internship set up and support if needed to search for the right position;
- We give assistance in the drafting of CV and cover letter;

## **\*\*PLEASE NOTE\*\***

- You can contact our office any time via e-mail, if you send an email regarding the Internship procedure to other offices, put ours always in cc;
- If you write us an email, please wait for our answer before calling or writing back so we can manage all the requests in the most effective way;
- The Internship set up requires generally around 4/5 working days from the moment you accept the offer on line, please consider this time when you have to start an internship;
- You can start the internship **ONLY** after the download of the attendance sheet.

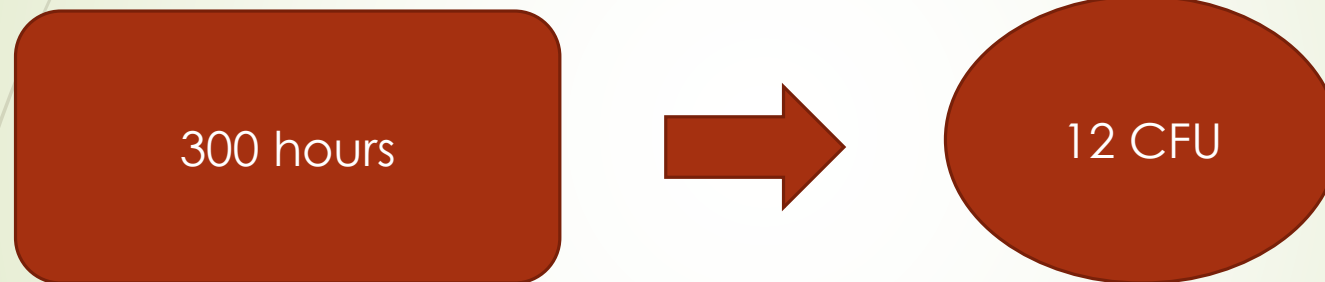
# Curricular Internship

The curricular internship is a training experience, included in the study plan of the degree programme, aimed at completing academic education through practical experiences in Italy or abroad.

Carrying out a curricular internship means spending a period of time working at a company or institution and earning university credits at the end of the activity. Taking up an internship is not mandatory but is an opportunity for you to learn, grow, and contribute in a professional setting.

# Clabe Curricular Internship

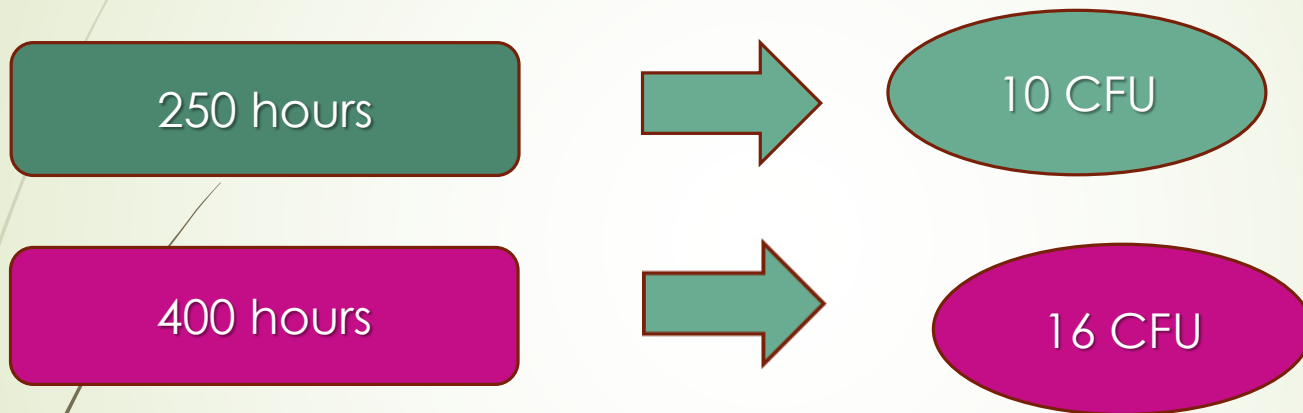
CLABE students can choose to include 1 Internship in their study plan among electives and carry it out **from the end of the II semester of the second year (during the Summer) or during the third year.**



Around 2 months if it's a full time internship - max 6 months

# Clef Curricular Internship

CLEF students can choose to include **1 Internship** in their study plan among electives and have the chance to carry it out in the summer the second year, or in the third year. Depending on the number of credits you are willing to gain, you can select **one** of the following internship options:



**You are allowed to pick one option.**

You have to stick with the internship option you selected on your study plan. E.G. If you selected the 10 CFU option, you can't change it on going into a 16 CFU internship.

- *There is also a possibility to conduct an internship within the **Dept. Of Economics' project BLESS** - You can find all the information on your course web site*

# Curricular Internship: Course Website

The screenshot shows the website for the First Cycle Degree/Bachelor in Business and Economics. The page is titled "Internships" and provides an overview of the program. It includes a navigation menu with options like HOME, PROGRAMME, ADMISSION, STUDYING, OPPORTUNITIES, NOTICE BOARD, and CONTACTS. The main content area explains that curricular internships are training experiences included in the study plan. It defines what an internship is, lists types of internships, and specifies that one internship can be selected to acquire 12 credits (CFU) for 300 hours. It also mentions when students can apply and provides contact information for the Internship Office.

ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA  
FIRST CYCLE DEGREE/BACHELOR IN  
**BUSINESS AND ECONOMICS**

HOME / STUDYING /  
**Internships**

The curricular internship is a training experience, included in the study plan of the degree programme, aimed at completing academic education through practical experiences.

**What is an internship**  
A **curricular internship** is an experience intended to complete your University education by carrying out practical work in structures within or outside the University, in Italy or abroad, and to obtain the credits expected for your course of study.

**Types of internships included in your Degree Programme**  
The Degree Programme includes:  
- **One internship** that you can select among the electives to acquire **12 credits (CFU) for 300 hours**

**When can you apply**  
You can set up your internship from the second semester of the second year and/or during the third year, after selecting it in your study plan (please read the information on how to [modify the study plan](#)).

**Commission Board/Academic Tutor: Prof.ssa Maria Giulia Roversi Monaco**

**ARE YOU A COMPANY/INSTITUTION AND WOULD LIKE TO HOST AN INTERN?\***  
[Are you a company or an institution? Information on how to offer an internship](#)

**FAQ ON INTERNSHIPS FOR STUDENTS**  
[FAQ on internships for students](#)

**CONTACTS**  
INTERNSHIP OFFICE  
Email: [ams\\_hn\\_senut@intercni@unibo.it](mailto:ams_hn_senut@intercni@unibo.it)

The screenshot shows the website for the First Cycle Degree/Bachelor in Economics and Finance. The page is titled "Internships" and provides an overview of the program. It includes a navigation menu with options like HOME, PROGRAMME, ADMISSION, STUDYING, OPPORTUNITIES, NOTICE BOARD, and CONTACTS. The main content area explains that curricular internships are training experiences included in the study plan. It defines what an internship is, lists types of internships, and specifies that one internship can be selected to acquire 10 or 16 CFU. It also mentions when students can apply and provides contact information for the Internship Office.

ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA  
FIRST CYCLE DEGREE/BACHELOR IN  
**ECONOMICS AND FINANCE**

HOME / STUDYING /  
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**What is an internship**  
A curricular internship is an experience intended to complete your University education by carrying out practical work in structures within or outside the University, in Italy or abroad, and to obtain the credits expected for your course of study.

**Types of internships included in your Degree Programme**  
You can select **one** of the following internship options in the electives:  
- **250 working hours -> 10 CFU**  
- **400 working hours -> 16 CFU**

→ [There is a possibility to conduct an internship within the Dept. Of Economics' project BLESS - more info in the relevant attachment in this page.](#)  
→ [Find here information on possible internships abroad.](#)

**ARE YOU A COMPANY/INSTITUTION AND WOULD LIKE TO HOST AN INTERN?\***  
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Email: [ams\\_hn\\_senut@intercni@unibo.it](mailto:ams_hn_senut@intercni@unibo.it)



## HOW TO APPLY:

You can use the **University Internship online service** which enables you to check both:



- the list of all the companies/organizations with which the University has an agreement
- the available internship offers

<https://tirocini-studenti.unibo.it/tirocini/studenti/loginStudenti.htm>

# Curricular Internship:

It is also possible to

search for new companies and internships autonomously, in this case, you need to send the company the instructions on how to set up an agreement. Then please email the Internship Office with the name of the company and an indication of a reference person;

**Don't start any activity without having accomplished the mandatory procedure and download the attendance sheet!!!**  

# Curricular Internship:

## ➤ Once finished the internship:

At the end of the internship, you have to upload on the online system the attendance sheet, which has to be filled in and signed. Then, you will be directed to the online final evaluation form.

Once the attendance sheet and the online final evaluation form is completed, the Internship office will validate the activity and the academic tutor will register your internship on your online career.

## International Mobility Programmes 1/2

Erasmus + Internship Mobility is a 2/3 month European Internship program financed by the European Commission.

**The 22/23 call will be published around the beginning of March 2022.**

Both students and graduates can carry it out

(NOTE: Graduates must apply when they are still students)

You receive a grant per month from the EU and internships should start in a period between the beginning of September and the end of June.

## International Mobility Programmes (2/2)

The EP experience can be recognized:

- as your curricular internship in order to get the credits expected for it;
- as extra-credits not necessary to gain your degree.

PLEASE NOTE:

For information regarding the call requirements, please contact the International Department Office (DIRI): [erasmus.placement@unibo.it](mailto:erasmus.placement@unibo.it)

For information regarding your CV, contacts with companies and credits registration, please contact the internship office: [ems.bo.serviziotirocini@unibo.it](mailto:ems.bo.serviziotirocini@unibo.it)

# Recognition of an external working activity as a curricular internship

## How to submit your request:

If you already have carried out a **work or internship experience** that is consistent with the subjects and goals of your Degree programme, you may apply for its recognition as a curricular internship.

You may submit your request anytime in the academic year, as long as: the activity is consistent, in its contents and aims, with your Degree programme; you have included the relevant internship option in your study plan before submitting the request of recognition.

**The maximum number of credits that can be recognised from external working activities is 12.**

To apply for recognition you need to submit the documents you find on your course web site to the Student Administration Office following the directions on line.



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UNIVERSITÀ DI BOLOGNA

**AFORM – Area Formazione e Dottorato**  
**Ufficio Tirocini Area Sociale**  
**Via Filippo Re 8 - Bologna**

**Email: [ems.bo.serviziotirocini@unibo.it](mailto:ems.bo.serviziotirocini@unibo.it)**