

TRAINEE MANUAL
USER GUIDE FOR STUDENTI ONLINE – TIROCINI
(INTERNSHIPS)
FOR THE ACTIVATION OF
CURRICULAR INTERNSHIP AND FINAL DISSERTATION
INTERNSHIP

ACTIVATION ITER OF [INTERNSHIPS](https://www.studenti.unibo.it) >
[studenti.unibo.it](https://www.studenti.unibo.it) -TIROCINI

STEP 1: HOW TO APPLY

- For **external internships** (companies/institutions):
 - accept the “ad personam” (only for you) offer published for you by the company/body
 - apply for an offer of your interest already published by the company/body
 - submit “autocandidatura” (self-application) to the company/body of your interest
- For **internal internships** (Unibo structures/offices):
 - applies for an internship (see the specific section below)
- The Internship Office checks the data entered, the Academic Tutor validates the internship program and the Internship Commission approves (or requests changes)

STEP 2: SIGNING THE INTERNSHIP PROGRAMME AND PRINTING THE ATTENDANCE REGISTER

- After approval of the Internship Commission the student and the host organization will receive an email of alert, asking them to electronically sign the internship program online (with a specific button “firma”).
- After that the student and host have signed the programme, the student must download and print out the attendance register. The internship can begin from the start date indicated in the attendance register (not before).

STEP 3: CONCLUSION OF THE INTERNSHIP

- Once the required amount of hours has been reached:
 - click on “Gestisci la fine del tirocinio” and upload the complete attendance register of all pages, complete with necessary signatures, to SOL – Tirocini
 - upload student’s final report
 - fill in the online questionnaire about the internship (compilation is mandatory);
 - make sure that the company tutor has also filled in the online questionnaire, which is then necessary for the reporting of the internship.
 - The Internship Office verifies and validates the attendance register.

STEP 4: INTERNSHIP RECORDING

After the closure of the online internship, the activity must be registered/recorded on Almaesami by the Internship Commission.

The internship registration modalities on Almaesami are determined by the Internship Commission of the Degree Course, for more information see the section > “What to do at the end of the internship”.

RESPONSE TO AN OPEN TRAINEESHIP OFFER

(Inserted by the company/entity in order to look for trainees, it can be addressed to one or more degree courses)

- On SOL Tirocini, go to Offerte > Tirocinio curriculare > Seleziona l'offerta desiderata > Presenta richiesta
 - For **curricular internships**: the academic tutor will be assigned to you by the Internship Commission
 - For **traineeships final exam**: the Academic Tutor corresponds to your thesis supervisor. In case of "autocandidatura" please attach your curriculum and motivation letter in a single .pdf fileAnd after:
Send request (Invia richiesta)

The screenshot shows the 'Richiesta di tirocinio' (Internship Request) form on the StudentiOnline portal of the University of Bologna. The page header includes the university logo and name. The left sidebar contains navigation links: Home, Tirocini (selected), Offerte, Aziende/Enti, and Esci. The main content area is titled 'Richiesta di tirocinio' and contains the following fields and buttons:

- Approvazione offerta**: A dropdown menu.
- Compatibilità con carriera**: A dropdown menu.
- Tutor Accademico Richiesto**: A text input field with a 'Cerca il tutor' button to its right.
- Allega curriculum e motivazioni (pdf o doc Max 2Mb) ***: A file upload area with a 'Scegli file' button and the text 'Nessun file selezionato'.
- Tirocinio per tesi**: A checkbox.
- Note**: A large text area for entering additional information.

At the bottom right of the form, there are two buttons: 'Invia richiesta' (Send request) and 'Annulla' (Cancel).

RESPONSE TO AN “AD PERSONAM” OFFER OF INTERSHIP

(Inserted by the company/body for a specific student already selected)

- On SOL - Tirocini, go to the section Offerte Tirocini «ad personam» > Select the offer reserved for you > **Submit request (Presenta richiesta)**
- You will see the same screen that appears for open vacancies; enter the name of the Academic Tutor and **submit request (Invia richiesta)** (no need to attach CV)

The screenshot shows the 'Tirocini - Welcome' page for students. The header includes the Alma Mater Studiorum logo and the text 'UNIVERSITÀ DI BOLOGNA AMBIENTE DI TEST'. A left sidebar contains navigation links: Home, Tirocini, Offerte, Aziende/Enti, and Esci. The main content area is titled 'Home page studenti' and includes a search box for 'NOME COGNOME STUDENTE'. Below this are two yellow informational boxes: one for 'Tirocini curriculari' and another for a 'Corso online su sicurezza e salute nei luoghi di studio e tirocinio'. The page features two tables for 'Tirocini curriculari da svolgere', each with columns for 'Codice', 'Descrizione', and 'Crediti'. At the bottom, a section titled 'Offerte di tirocinio Ad Personam' is highlighted with a red arrow. This section contains a table with columns for 'Id', 'Azienda/Ente', 'Tipologia Di Tirocinio', and 'Oggetto / Area D'inserimento'.

Id	Azienda/Ente	Tipologia Di Tirocinio	Oggetto / Area D'inserimento
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AUTOCANDIDATURA (SELF-CANDIDATE)

- In SOL - Tirocini go to Aziende/Enti (Companies/Entities): you will see the complete list of organizations that accept self-applications, divided by areas of expertise and location
- Select the institution to view details, then “Presenta Autocandidatura” (submit self-application)
- Select Curricular Internship and go to the internship application screen

Notice: this first phase it is not necessary to indicate the name of the academic tutor

- **Send request (Invia richiesta)**

UNIVERSITÀ DI BOLOGNA

Student Online

Aziende/Enti

Aziende/Enti convenzionate

Questo è l'elenco delle aziende/enti convenzionate e che accettano autocandidature. Per vedere il dettaglio dell'azienda/ente e proporre eventualmente la tua candidatura, clicca sulla freccina corrispondente all'azienda/ente di tuo interesse.

Filtri ricerca

Denominazione Provincia

Parola chiave Nazionalità

Settori di attività

Cerca

Ragione Sociale	Città/Provincia/Nazione	Descrizione Azienda/Ente	Settori Di Attività
AAK TELE-SCIENCE, INC.	DAVIS STATI UNITI D'AMERICA STATI UNITI D'AMERICA	AAK's revolutionary cloud-based platform uses machine learning to connect scientists with their pe...	Produzione di software, consulenza informatica e attività connesse Studi di ingegneria e architettura Aerospaziale e difesa Attività ed istituti di ricerca scientifica tecnica e di sviluppo Agricoltura silvicoltura e pesca
EMANUELA LA ROSA	BOLOGNA BOLOGNA ITALIA	STUDIO NOTARILE REDAZIONE ATTI DI COMPRAVENDITA SOCIETARI REDAZIONE DI TESTAMENTI	Studi legali, notariali e di commercialisti
European Youth Think-Tank	STRASBOURG FRANCIA FRANCIA	The European Youth Think Tank (EYTT) is a start-up created by young people for young people, with ...	Attività ed Istituti di ricerca scientifica tecnica e di sviluppo

INTERNSHIP AT THE UNIVERSITY OF BOLOGNA

- After agreeing on the objectives and activities of the internship with the Academic Tutor and the Tutor of the host institution (they can be the same person), select "ALMA MATER STUDIORUM - UNIVERSITY OF BOLOGNA" from the list of companies/institutions and click on **Presenta richiesta** (apply)
- Fill in the required fields and **Invia richiesta** (send request)

Compatibilità con carriera ■ (tirocinio non presente in carriera)

Tutor Accademico Richiesto Cerca il tutor

Allega curriculum e motivazioni (pdf o doc Max 2Mb) Scegli file Nessun file selezionato

Tirocinio per tesi

Note

Soggetto ospitante *

Nome Referente Soggetto ospitante *

Cognome Referente Soggetto ospitante *

Email Referente Soggetto ospitante *

Laboratorio/Ufficio *

Località sede del tirocinio

Nazione *

Regione sede *

Comune sede *

Indirizzo della sede operativa del tirocinio *

Data presunta di inizio

Data presunta di fine

Durata totale in ore

Numero CFU

Tempi di accesso ai locali aziendali * dalle alle (compresa pausa pranzo)

Ulteriori indicazioni sull'accesso ai locali aziendali *

Durante il tirocinio sono possibili trasferite presso sedi diverse dalla sede principale del tirocinio, da programmare in accordo con il tutor del soggetto ospitante e comunicare all'ufficio tirocini

Obiettivi

Oggetto dell'offerta *

Obiettivi in termini di capacità e conoscenze da acquisire durante il tirocinio ed attività previste per raggiungerli *

Attività previste *

Dichiaro di aver concordato i dati inseriti con il tutor e il referente del soggetto ospitante *

Data of the Host (Soggetto Ospitante) and the Contact Person (nominativo del Referente)

The duration of the internship is determined by the number of CFU associated with it in the educational plan of the course (1 CFU = min.25/max.30 hours)

Specify in detail the training objectives and activities agreed with the Tutor