

INTERNSHIP

Rules & Instructions

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<https://corsi.unibo.it/2cycle/ArchitectureCreativePractices/studying>

Internship

- Curricular Internships
- Internships abroad
- Request for the recognition of university credits for working, extra-curricular, other activities



<https://corsi.unibo.it/2cycle/ArchitectureCreativePractices/internships>



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Second Cycle Degree/Two Year Master in

Architecture and creative practices for the City and Landscape

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Curricular Internships

What to do to carry out an internship at a company, public body or internal university structure.

What is an internship

The internship activity is an experience planned to complete your academic education with practical work at companies, public offices or labs within the University of Bologna.

Types of internships included in your Degree Programme

- internship 6 credits (mandatory)
- Internship abroad for preparation of the Final Examination 12 credits (elective)
- Internship for preparation of the final examination 12 credits (elective)

Internship and internships for preparation of the final examination can be totally independent and gained in two separate hosting structures or can be linked and gained in the same hosting structure.

When can you apply

Are you a company or an institution?

[Information on how to propose an internship](#)

Contacts

Internship Office

How can we help you: Activate and manage a curricular internship or one for the preparation for the final dissertation, in Italy and abroad, outside of international mobility programmes.

When can you apply

Internships can be performed starting from the academic year in which they are contemplated in the study plan.

- You got in touch with a Company/Institution which is disposed to welcome you as an intern
- You are searching for an internship opportunity
- You want to carry out your internship at the University of Bologna
- You want to do the internship abroad
- What to do during the internship
- What to do at the end of your internship

You might also be interested in

- [FAQ on Internship for students](#)
- [Internship Board](#)
- [University Internship regulations](#)
- [Health and Safety mandatory training](#)

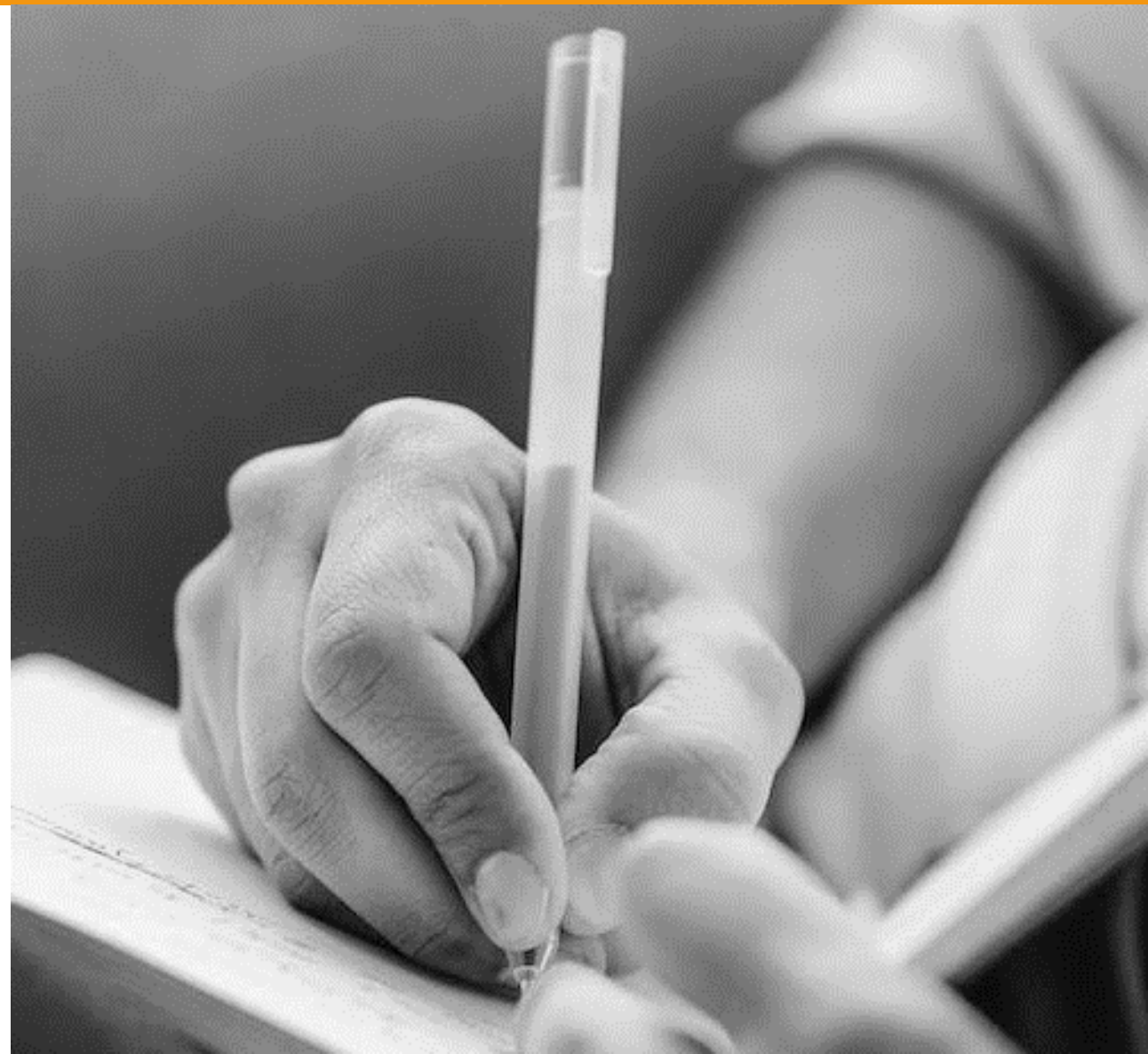
Attachments

- [Handbook for interns](#) [.pdf 330Kb]

Highlights

- [Template letter of presentation/CV](#) [.pdf 74Kb]
- [Template internship final report](#) [.pdf 71Kb]
- [Template internship for thesis final report](#) [.pdf 70Kb]
- [Example of portfolio](#) [.pdf 10831Kb]

- 01 Include the internship in the study plan
- 02 Application procedure
- 03 Agreement
- 04 Internship
- 05 Starting the internship
- 06 Duration
- 07 Final report
- 08 Registration
- 09 References
- 10 Activity achievements
- 11 Other information



01 Include the internship in the study plan ●●●●●●●●●●

During the second term students are expected to choose their elective courses and complete their internship before (a slight overlapping is also admitted) they develop their final examination Thesis. However, two main options are possible:

1. **a) Internship** [CFU 6] 150 min / 180 max hours - compulsory **and (if any)**
b) Internship for Preparation for the Final Examination [CFU 12] 300 min / 360 max hours - optional
Are totally independent and gained in two separate hosting structures and during different periods.
2. **a) Internship** [CFU 6] 150 min / 180 max hours - compulsory +
b) Internship for Preparation for the Final Examination [CFU 12] 300 min / 360 max hours - optional
Are linked and gained in the same hosting structure during following periods.
 1. Requires two separate procedures.
 2. Requires two separate but connected procedures.
 2. Usually proceeds with the final thesis adopting the supervisor of the hosting institution as possible thesis co-supervisor.

01 Include the internship in the study plan ●●●●●●●●●●

Curricular internship is mandatory.

To apply for an internship, log on exclusively to the internships:

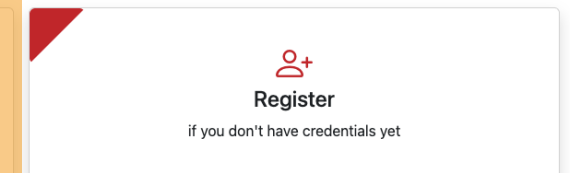
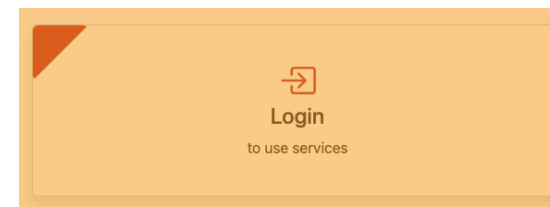
<https://studenti.unibo.it/sol/welcome.htm?siteLanguage=en>

Students' applications will be directly accessible to the Internship Commission to complete the evaluation process.



Studenti Online is the online area reserved for the students of the Alma Mater Studiorum - University of Bologna, which allows students to **easily carry out online** all useful procedures during their university career, **from enrolment to graduation**.

You can find all the information for your university career in the "Study" section of the [University website](#)



The **companies and institutions eligible for selection must have an agreement with the University of Bologna** and can be:


a)

Public or private Companies or Institutions already included in the database of partnered Companies/Institutions.

b)

Public or private Companies or Institutions contacted by the student (internship agreement procedure to be finalized).

Warning! The internship cannot be carried out in host organisations whose legal representative, director or business associate has family ties with the student applicant.



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StudentiOnline

- Home
- Internships
 - Offers
 - Companies
- Log out

Aziende/Enti

Companies/Public bodies

The following is the list of organizations accepting autonomous applications. To check the organization and send your application click on the corresponding box

Search filters

Company/Public body name
Province
-- all --

Keyword
Country
-- all --

Field
-- all --

Search

Company/Public Body Name	Location	Company Description	Field	
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	>
Associazione Culturale Perséphone	BOLOGNA BOLOGNA ITALIA	L'Associazione Culturale PERSÉPHONE è nata a Bologna nel 2001 con l'intento di ricercare, promuovere...	Attività artistiche, sportive e di intrattenimento Attività artistiche, sportive e di intrattenimento Attività artistiche, sportive e di intrattenimento	>
E VENTURES	MILANO MILANO ITALIA	Agenzia di marketing e management, specializzati nel settore della musica	Altre attività	>
EMANUELA LA ROSA	BOLOGNA BOLOGNA ITALIA	STUDIO NOTARILE REDAZIONE ATTI DI COMPRAVENDITA SOCIETARI REDAZIONE DI TESTAMENTI	Studi legali, notarili 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 Attività ed Istituti di	>

The student may **submit a request, via the online platform**, by the following modalities:

a)

Application in reply to an **“targeted” offer** published by the host organisation.

b)

Application in reply to an **“open” offer** published by the host organisation (feedback from the company is required).

c)

Self-application (feedback from the company is required).



The **Company/Institution must have an agreement** with the University of Bologna.

If not, the instructions on how to finalize the agreement can be found here:

<https://tirocini.unibo.it/tirocini/welcomeEsterni.htm?siteLanguage=en>

and proceed clicking “Register”.

The student in contact with the company to be affiliated must send the link to the person in charge of the organisation and copy (CC) beatrice.turillazzi@unibo.it in the exchange.



UNIVERSITÀ DI BOLOGNA

Internships

Internships and agreements service

The internships and agreements service aims to facilitate

Service access:

- If your business/organisation is already registered with the University of Bologna

Login »

Forgot your password? [Retrieve](#)

- If you are not yet registered with the University of Bologna for the first time

Register »

1.

The request to the company or organisation

The internship application may be submitted **only via the internship platform**

The submission of the application / self-application does not fulfil the internship activation procedure, **it is necessary to monitor the internship application to check the progress of the request.**





2. The Country

In the internship platform, students can **filter** companies/bodies by country.



3. The application

The internship application can be completed and submitted **at any time**.

Meetings can be agreed by e-mail in the two weeks before the deadline to facilitate matching.



4. Types of internships

a) Internship [CFU 6]

150 min / 180 max hours

COMPULSORY

Which can be usually completed in approximately one month assuming a full-time working day of 8 hours within the hosting structure.
Part-time longer periods can be agreed depending on the host availability.

It can be carried out in Italy or abroad.
No salary or additional grants are provided.

ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

SECOND CYCLE DEGREE/TWO YEAR MASTER IN
ARCHITECTURE AND CREATIVE PRACTICES FOR
THE CITY AND LANDSCAPE

HOME PROGRAMME ADMISSION STUDYING OPPORTUNITIES NOTICE BOARD CONTACTS

HOME / COURSE STRUCTURE DIAGRAM / PIANI DIDATTICI 2022-2023 /

Second Year

1) Mandatory courses

		PERIOD (?)	TYPE (?)	SSD (?)	CFU (?)
95860	MAKING THE CITIES RESILIENT LAB I.C.	1			
95863	ENVIRONMENTAL DESIGN FOR FUTURE CITIES	1	C	ICAR/12	3
95861	LOW-ENERGY BUILDINGS AND CITIES	1	B	ING-IND/11	6
95862	OPTIMIZING ECONOMIC AND ENVIRONMENTAL EFFECTIVENESS	1	B	ICAR/22	6
95839	STRUCTURING THE CITY BY DESIGN LAB I.C.	1			
95841	ARCHITECTURAL DESIGN III	1	C	ICAR/14	3
95842	STRUCTURAL CONCEPT DESIGN	1	B	ICAR/08	6
95843	SUSTAINABLE FEATURES OF THE URBAN SYSTEMS	1	B	ICAR/20	6
60749	Internship	2	F		6

4. Types of internships

b) Internship for Preparation for the Final Examination (PFE) [CFU 12] 300 min / 360 max hours OPTIONAL

Which can be usually completed in approximately two months assuming a full-time working day of 8 hours within the hosting structure.
Part-time longer periods can be agreed depending on the host availability.

It can be carried out in Italy or abroad.
No salary or additional grants are provided.

SECOND CYCLE DEGREE/TWO YEAR MASTER IN
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Second Year

2) Final examination (15 CFU)

As part of their final exam, students may choose to carry out practical and research activities within companies/institutions external to Unibo, or within Unibo laboratories. Such preparatory activities may be registered in students' records to specify the type of work carried out., either on a pass/fail basis or with a grade, depending on the cases. Students may therefore choose to carry out their final exam only (Group A) or the final exam + an activity, to be chosen among: internship for the preparation of the final thesis, internship for the preparation abroad of the final thesis, or preparation abroad of the final thesis (Group B).

1.1) GROUP A (MAX LIMIT 15 CFU)

		PERIOD ?	TYPE ?	CFU ?
60750	Final Examination	O	E	15

1.2) GROUP B (MAX LIMIT 15 CFU)

		PERIOD ?	TYPE ?	CFU ?
84551	Internship Abroad for Preparation of the Final Examination	1	E	12
86296	Internship for Preparation for the Final Examination	1	E	12
84548	Preparation for the Final Examination Abroad	1	E	12
86301	Final Examination	O	E	3

5.

Approvals (not in the student's hands)

- The **host organisation** fills the internship programme.
- The **internship service** (UT) verifies the administrative data for validation.
- The **Academic Tutor** evaluates the curricular internship final report and approves it.
- The **Internship Commission** evaluates the internship programmes and validates them.



1.

To start the internship (only if within the Alma Mater), you must have completed the safety courses.

Registration is made through the "booking" area of the online student platform.

<https://site.unibo.it/tutela-promozione-salute-sicurezza/it/corsi-di-formazione/formazione-obbligatoria-su-sicurezza-e-salute-per-svolgimento-di-tirocinio-tesi-laboratorio>



2.

The internship programme must bear the electronic signatures of the student, the host organisation tutor, and the Internship Board, to be affixed through the SOL-Internships platform.

In the case an internship starts without the required documents are correctly uploaded, eventually completed hours cannot be accounted and the internship cannot be validated (as it officially results not being started).



The duration of the internship may vary from a minimum of 150/180 hours to a maximum of 300/360 hours depending on the credits (CFU).

In order to simplify the procedures currently established for the management of early termination and extension of internship, **both types of internships will be activated by default for a duration of 12 months**, although the actual duration will still be determined by the number of CFUs associated to the internship in the teaching programme (1 CFU=25/30 hours). It is responsibility of the student to enter the ending date of the internship (i.e. when the scheduled number of hours has been reached) on the platform.

The following remain under the responsibility of the Internships Commissions: withdrawal, interruption and suspension of the internship.



After completing the working hours of the internship, the Tutor at the Host Organisation must:

- sign the **attendance record book** of the student to confirm the working hours and period of the internship;
- sign the **internship final report** written by the student (or any other documentation, if required from the Degree Programme);
- fill out the **questionnaire at the end of the internship** (mandatory for the student, optional for the host organisation).

The attendance record book must be fully compiled. No more than 8 hours a day and 40 hours a week can be done and reported. Sign where indicated.



The internship office checks the documentation uploaded by the student and approves it.

The student may take the exam of Internships placements by registering for the exam on the AlmaEsami portal, after completing the internship procedure via the application, **and presenting the final report.**

The final assessment of internship qualification does not contribute to the average exam grade.

Note: To have the curricular internship registered select an exam session on Almaesami (if you can't find it please get in touch with professor Turillazzi: beatrice.turillazzi@unibo.it).

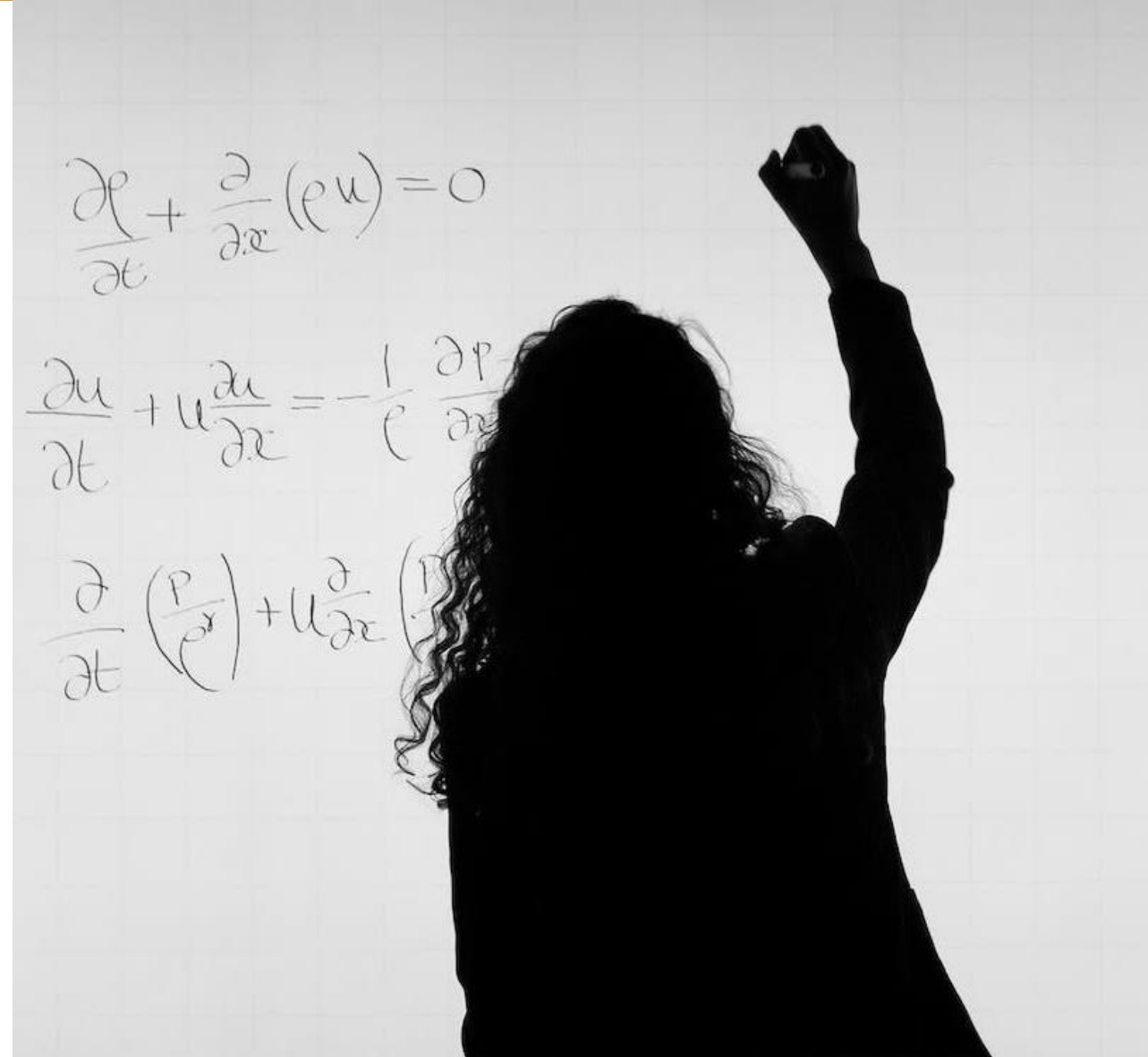
The internship board requires no personal meeting with students for the registration of the internship for final examination on Almaesami.



a) The Academic Tutor

The Academic Tutor is assigned in relation to the company:

- must be a professor or researcher,
- must be a teacher of the ACPCL course (researcher or professor, not research fellow, not doctoral candidate),
- must sign the internship application,
- must sign the final report,
- can facilitate the relationship between student and company (if necessary),
- may interact with the internship commission for the final assessment of eligibility.



b) The Tutor of the Hosting Company

The Company Tutor is assigned by the host company:

- must sign the application for the placement,
- must sign the final report,
- may confer with the Internship Commission for the final assessment of suitability.



Article 7 Results of the Activity

The regulation of intellectual property rights over any results produced as part of the internship activity is referred to specific agreements to this effect between the trainee and the Host Organisation.

The above-mentioned agreements shall in any case be without prejudice to the trainee's moral right to the authorship of any results produced and to the right to publication thereof, without prejudice to the protection of any confidential information of the Host Organisation.

In order to disseminate the content of internship activities, the company must have a release form signed by the student, who is nevertheless invited to check what is published.

On the other hand, there are strict rules for the use of the Unibo logo; the company can write directly to comunicazione@unibo.it (usually the use of the University seal is never granted, but it is possible to quote the name of the University).





Each student can apply providing a cover letter, CV and a portfolio.

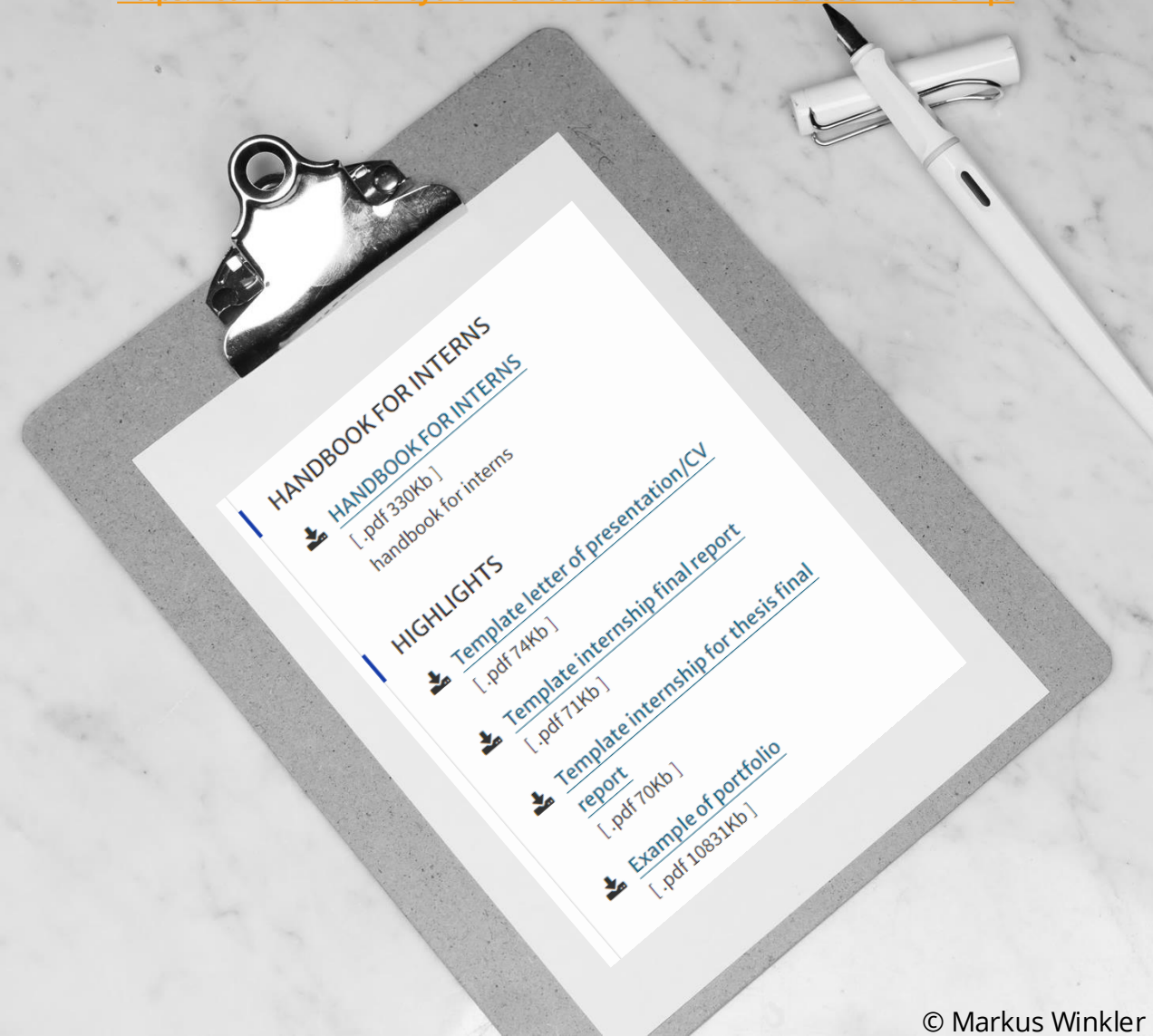
The **letter** has to possibly state:

- Which is the preferential interest of the applicant with relation to the hosting structure activities,
- Why it is relevant with relation to his/her current/future studies,
- Which the ambition of the candidate with reference to his/her current capacities and future expectations,
- Which the skills and capacities the candidate owns and/or wants to improve,
- What the candidates offers and what his/her expectations,
- One sentence motivation is not mandatory but helps in defining the applicant.

A template and an example of **CV/portfolio** will be provided.

The internship (both typologies) can be gained in the following hosting structure typologies:

- Architectural firm
- Research institution
- University or Research centre
- Company in the building sector
- Municipality/City office



<https://corsi.unibo.it/2cycle/ArchitectureCreativePractices/studying>

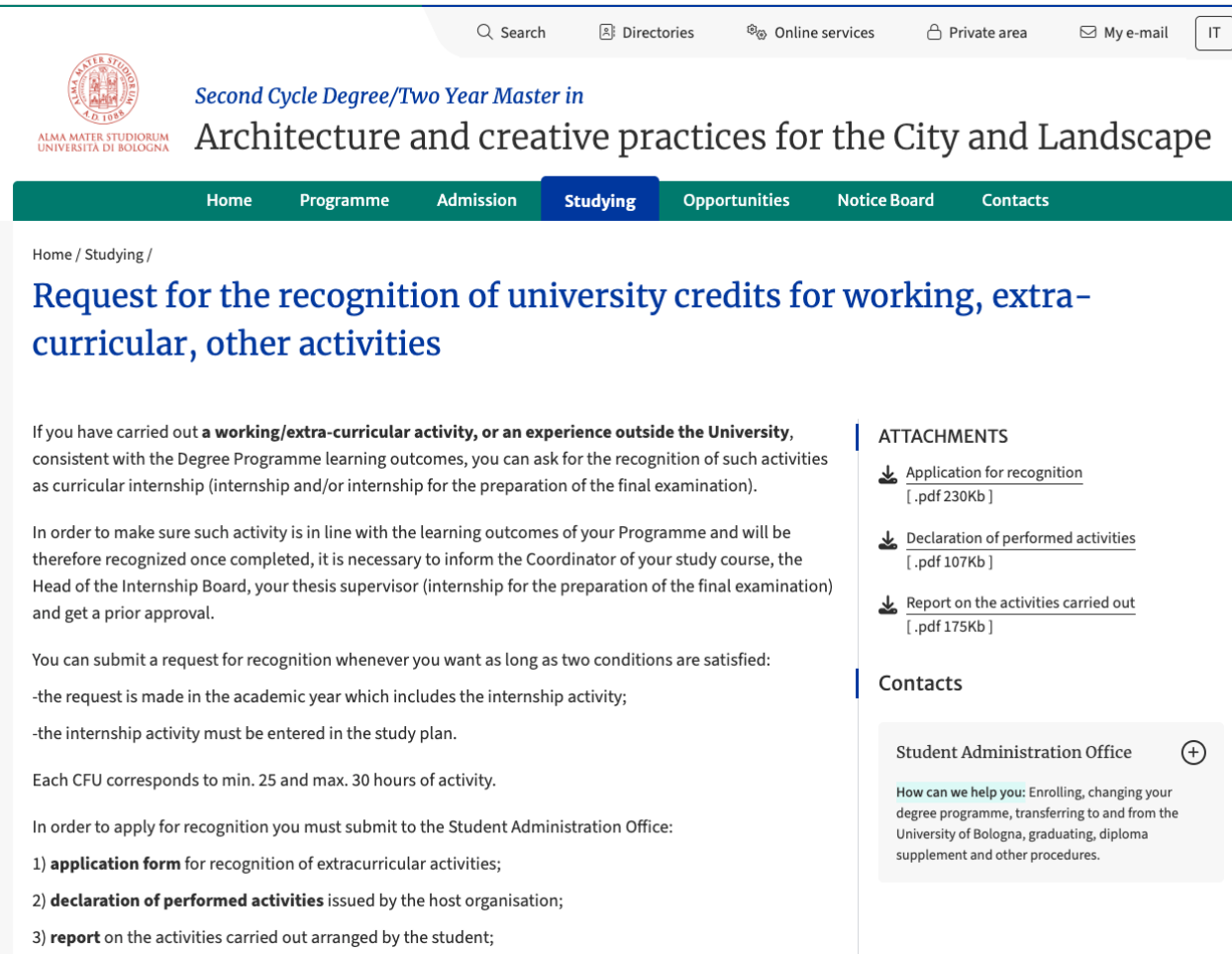
Internship

- Curricular Internships
- Internships abroad
- Request for the recognition of university credits for working, extra-curricular, other activities




<https://corsi.unibo.it/2cycle/ArchitectureCreativePractices/recognition-of-work-activities-as-a-curricular-internship>

See the Study Plan Guide Lines



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Request for the recognition of university credits for working, extra-curricular, other activities

If you have carried out a **working/extra-curricular activity, or an experience outside the University**, consistent with the Degree Programme learning outcomes, you can ask for the recognition of such activities as curricular internship (internship and/or internship for the preparation of the final examination).

In order to make sure such activity is in line with the learning outcomes of your Programme and will be therefore recognized once completed, it is necessary to inform the Coordinator of your study course, the Head of the Internship Board, your thesis supervisor (internship for the preparation of the final examination) and get a prior approval.

You can submit a request for recognition whenever you want as long as two conditions are satisfied:




- the request is made in the academic year which includes the internship activity;
- the internship activity must be entered in the study plan.

Each CFU corresponds to min. 25 and max. 30 hours of activity.


In order to apply for recognition you must submit to the Student Administration Office:

- 1) **application form** for recognition of extracurricular activities;
- 2) **declaration of performed activities** issued by the host organisation;
- 3) **report** on the activities carried out arranged by the student;

ATTACHMENTS

-  [Application for recognition](#)
[.pdf 230Kb]
-  [Declaration of performed activities](#)
[.pdf 107Kb]
-  [Report on the activities carried out](#)
[.pdf 175Kb]

Contacts

Student Administration Office 

How can we help you: Enrolling, changing your degree programme, transferring to and from the University of Bologna, graduating, diploma supplement and other procedures.

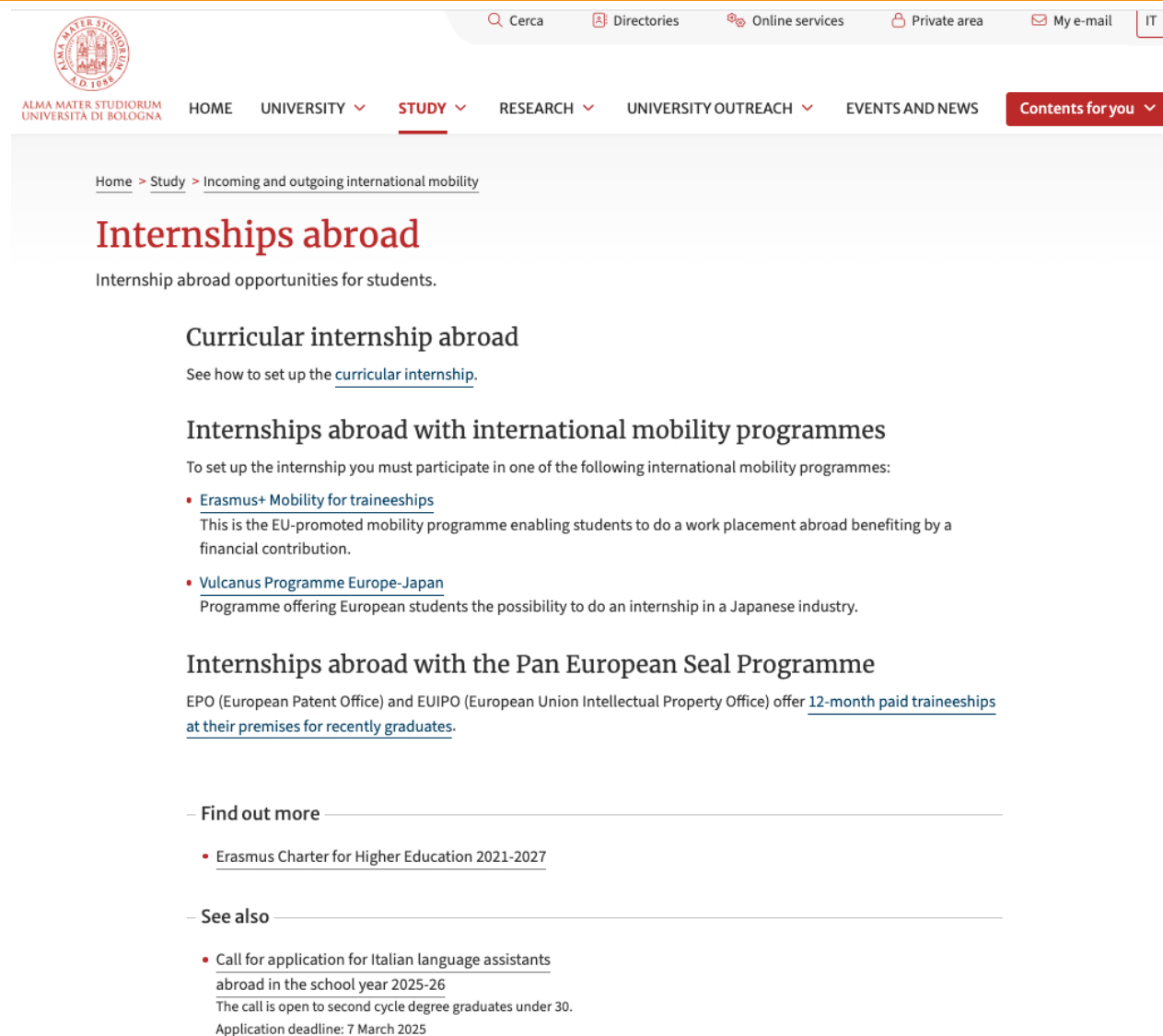
<https://corsi.unibo.it/2cycle/ArchitectureCreativePractices/studying>

Internship

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<https://www.unibo.it/en/study/incoming-outgoing-international-mobility/internship-abroad/internship-abroad>



The screenshot shows the website of the University of Bologna, specifically the 'Internships abroad' page. The header features the university's logo and navigation links: HOME, UNIVERSITY, STUDY (highlighted), RESEARCH, UNIVERSITY OUTREACH, and EVENTS AND NEWS. A red button labeled 'Contents for you' is also present. Below the header, a breadcrumb trail reads: Home > Study > Incoming and outgoing international mobility. The main title 'Internships abroad' is displayed in a large, bold, red font. Underneath, a subtitle states: 'Internship abroad opportunities for students.' The page is divided into three main sections: 'Curricular internship abroad', 'Internships abroad with international mobility programmes', and 'Internships abroad with the Pan European Seal Programme'. Each section provides detailed information and links to relevant resources.

Curricular internship abroad
See how to set up the [curricular internship](#).

Internships abroad with international mobility programmes
To set up the internship you must participate in one of the following international mobility programmes:

- [Erasmus+ Mobility for traineeships](#)
This is the EU-promoted mobility programme enabling students to do a work placement abroad benefiting by a financial contribution.
- [Vulcanus Programme Europe-Japan](#)
Programme offering European students the possibility to do an internship in a Japanese industry.

Internships abroad with the Pan European Seal Programme
EPO (European Patent Office) and EUIPO (European Union Intellectual Property Office) offer [12-month paid traineeships at their premises for recently graduates](#).

Find out more

- [Erasmus Charter for Higher Education 2021-2027](#)

See also

- [Call for application for Italian language assistants abroad in the school year 2025-26](#)
The call is open to second cycle degree graduates under 30.
Application deadline: 7 March 2025

INTERNSHIP OFFICE

E-mail:
ingarc.tirocini.bo@unibo.it

Tel: 051 2084070
Viale del Risorgimento 2, 40126 Bologna

INTERNSHIP AGREEMENT OFFICE

Email:
aform.convenzionitirociniareascientifica@unibo.it

Tel: 051 2084088
Via Filippo Re 8, 40126 Bologna

Please, be aware that the Internship Office and the Internship Agreement Office are temporarily CLOSED and ensure the operation only remotely.

The telephone desks are open on Monday, Tuesday, Thursday and Friday from 10.00 am to 12.00 am

If you need information on how to manage your stay in Italy during your mobility, you can refer to the **INTERNATIONAL DESK** (internationaldesk@unibo.it).

In order to apply for a **VISA**, you must obtain an invitation letter from the host organization and, in any case, you must contact the representative offices of the country of destination to understand the rules and procedures for visa requirements.

Save the date!

The Internship Office is organizing a presentation on curricular internships for students enrolled in international programs on next

October 8

(a communication will be sent via e-mail)

INTERNSHIP

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ARCHITECTURE
CPCL
CREATIVE PRACTICES
IN CITIES AND LANDSCAPES