



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

# **CURRICULAR INTERNSHIPS**

## **Engineering Second Cycle Degrees**

**Bologna Campus**

**ARIN**

**Area innovazione**

**Internship Office of the Scientific Area**

Bologna,

**Before starting ...**

**SAVE THIS  
INFORMATION**

FOR INFORMATION ON THE PROCEDURE

Refer to the [internship page](#) on your Course of Study website.

REFERENCE OFFICE

**Internship Office**

- [ingarc.tirocini.bo@unibo.it](mailto:ingarc.tirocini.bo@unibo.it)
- 051.2084070 (Monday, Tuesday, Thursday and Friday 10 – 12 am).

It is possible to arrange by email an appointment on MS Teams.



# CURRICULAR INTERNSHIPS

## What is it

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, in Italy or abroad, and allows you to acquire the number of credits (**CFU**) required by the [Course Structure Diagram](#).

## Types of internships

- **Internship** or **internship in preparation for the final examination** (the purpose is always the for the preparation of the final thesis)
- It can be **compulsory** or **elective** (after you entered the activity in your study plan). Refer the the [preparation of the study plan](#) page.
- For insurance reasons and consistency with the purposes of the activity, the activation **procedures** are always **distinct** according to the type of internship chosen (even in the same Company or Lab).
- It can be carried out **in person**, **remotely** or **both**.



# DURATION OF THE INTERNSHIP

## How is it calculated

The duration of the internship is determined by the **number of credits** required by your study plan (1 credit  $\equiv$  25 hours of activity):

n. CFU x 25 h = minimum duration  
n. CFU x 30 h = maximum duration

*Cannot be authorized hours of activity lower or higher than the established limits.*

## Execution period

The hours of activity must be executed within **12 months** from the starting date (it corresponds to the insurance coverage period guaranteed by the University).

## When you can apply

- The internship can be performed from the **academic year** in which is **contemplated in the study plan**.
- *After* entering the corresponding type of internship that you are going to apply for.



# WHERE YOU CAN CARRY OUT YOUR INTERNSHIP

## At the University of Bologna

In this case the host organization is usually a laboratory of a Department of the University, but it can also be another kind of organizational structure (SMA, Central Administration Areas, etc.).

## In a Host Organization

The host organizations are Companies, Public Institutions, Consortia, research centers, professional offices, laboratories, etc., in Italy or abroad.

For being able to carry out an internship in a Host Organization (outside of the University) make sure there is an **agreement** between the Host Organization and Unibo before you apply for the internship. It is possible to check it on [SOL-Tirocini](#) or by contacting the Curricular Internship Agreements Service ([convenzioni.tirocini@unibo.it](mailto:convenzioni.tirocini@unibo.it)).

You can find detailed information about the agreement with the University on the Internship page [section dedicated to companies](#).



# EXPERIENCES ABROAD

## To obtain an economic contribution

You can apply for:

- An Erasmus+ mobility program
- An International mobility opportunity offered by your Department

Through [SOL-Mobilità internazionale - AlmaRM](#)

REFERENCE OFFICE FOR ERASMUS+ and DISSERTATION ABROAD

**International Mobility Office** ([engineeringarchitecture.international@unibo.it](mailto:engineeringarchitecture.international@unibo.it))

*Otherwise*

## Without an economic contribution

You can get in touch with a Company/Institution based abroad and apply for the internship following the same steps required for the internship in Italy, logging on

[SOL-Tirocini](#).



# EVERYTHING ONLINE: SOL-TIROCINI



The activation procedure, management and closure of the internship, take place entirely online: **log in** on [SOL-Tirocini](#) with your **Academic credentials**.



All people involved in the procedure receive an automatic **notification email** on the progress of the internship request and the instruction on what needs to be done next: **check** periodically your **@studio.unibo.it** email.

To check the progress of your application you can always log on SOL-Tirocini.

Information on the procedure are available on the [INTERNSHIP](#) page of your Course of Study website



# ACTIVATION PROCEDURE

## Application / self-application

- For internships **within** the University: submit the application through [SOL-Tirocini](#)

*You can find the guidelines for the application in the [Handbook for Interns](#)*

- For internships **in a Host Organization** : it is possible to apply for an existing open internship offer published by a partnered Company/Institution **or** submit a self-application to those Companies/Institutions already partnered with Unibo by consulting the list on SOL-Tirocini.

## Internship offer for a targeted student

The Company/Institution with whom you got in touch and already agreed on the internship programme can **publish a targeted offer** to the singular student selected as an intern, following the procedure on the Internship [page dedicated to Companies](#).





# APPLYING INSIDE UNIBO

## Before sending the application

- Choose your **Academic Tutor** (for the internship in preparation for the final examination corresponds to your thesis supervisor) and your **Tutor of the Host Organization** (they are the Academic figure who will guide you in your activities inside the laboratory and they may correspond to the Academic Tutor).
- Agree on the internship program (**Object and Activities**) with your Tutor/s.

Make sure you have done first the compulsory Health and Safety courses:

- **General Training:** Module 1
- **Specific Training - Low Risk:** Module 2

Further information available on your [Course of Study website](#).



# APPLYING INSIDE UNIBO

## Submission of the application

1. Log in on **SOL-Tirocini** and select “Apply for an internship within an office or lab of UNIBO” visible on the Home page:

Internships within an office or lab of the University of Bologna

To carry out an internship within an office or lab of the University of Bologna, as agreed with your Academic tutor and the reference person of the office or lab, click:

[Apply for an internship within an office or lab of UNIBO](#)

2. Fill in all the fields of the request.
3. The internship Office will verify your request and the Academic Tutor will validate the program.
4. After the approval of the Internship Board, you will be able to complete the activation of the internship by signing the internship program.
5. Download from **SOL-Tirocini** the attendance record book, where you will find the authorised period of the internship, which may differ from the original internship offer (within which you have to complete the required hours).



# APPLYING FOR INTERNSHIPS OUTSIDE UNIBO

## Are you searching for an internship?

On [SOL-Tirocini](#):

- **Apply** for an existing open offer published for your Course of Study in the Offer section

*otherwise*

- Submit a **self-application** for a Company of your interest consulting the list of the Companies/Institution already partnered with Unibo

 Home
Internships
.. Offers
.. Companies
Log out

## Are you already interested in a specific Company/Institution?

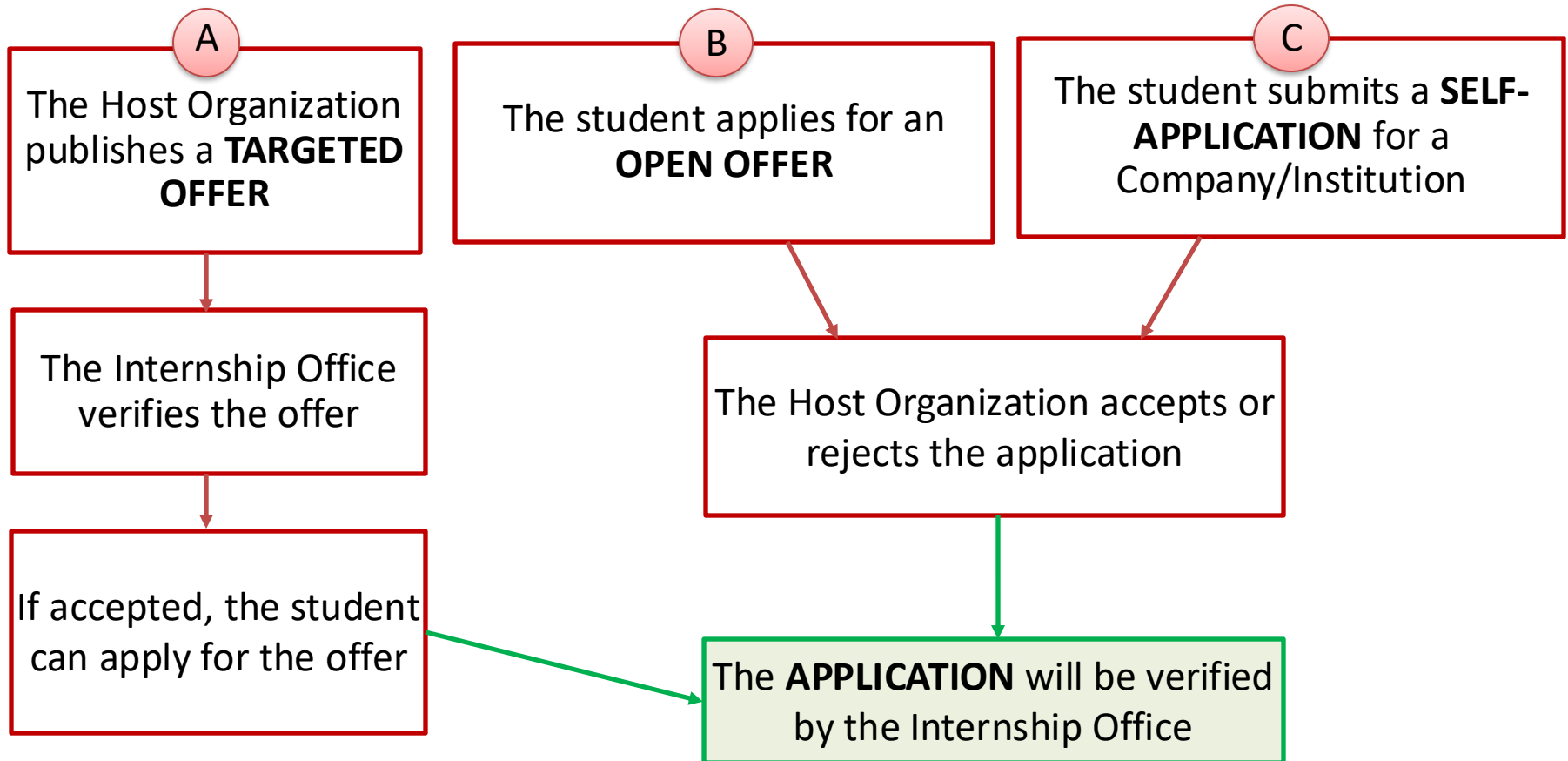
- Make sure exists an **agreement** with the University.
- In case the Host Organization **is not partnered** with Unibo, it will have to **register** on SOL- Tirocini for the conclusion of the agreement.
- Then the Host Organization will be able to publish a **targeted offer** for the *student selected as an intern* (visible to them only).
- Once verified by the Internship Office, you will have to **apply** for the offer (following the steps on slide 10).

All the information for the Host Organizations are available in the [dedicated section](#) of the Internship page.



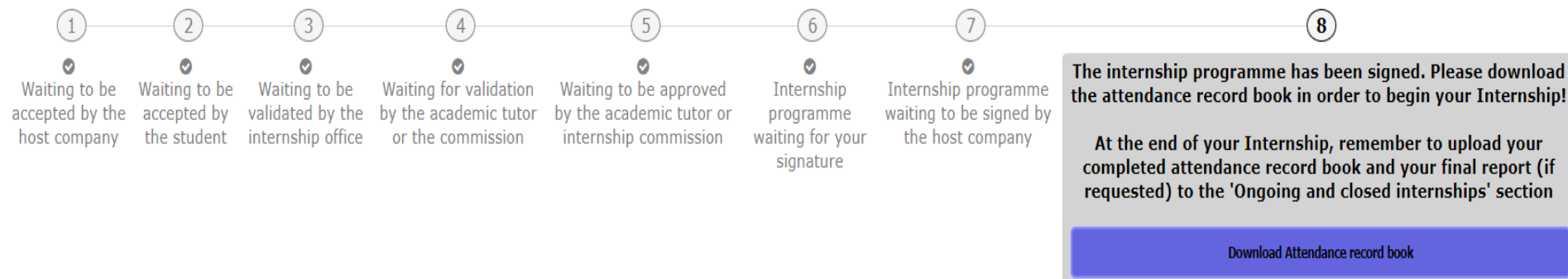
# APPLYING FOR INTERNSHIP OUTSIDE UNIBO

## Submitting the application



# AFTER SENDING THE APPLICATION

You can always check the status of your application on SOL-Tirocini:



And by checking your Academic email (*@studio.unibo.it*)



**The internship can start ONLY after reaching point 8 and downloading the attendance record book**



# USEFUL INFORMATION

- You can join the initiatives of the [Job Placement](#) for support to the draft on your Curriculum Vitae and/or simulate job interviews with Companies.
- Whether you carry out **a working/extra-curricular experience** consistent with your degree programme you can follow the procedure for [credits recognition](#) as an alternative to applying for the internship on SOL-Tirocini.

REFERENCE OFFICE FOR CREDITS RECOGNITION

**Student Administration Office**

Email: [seging@unibo.it](mailto:seging@unibo.it)

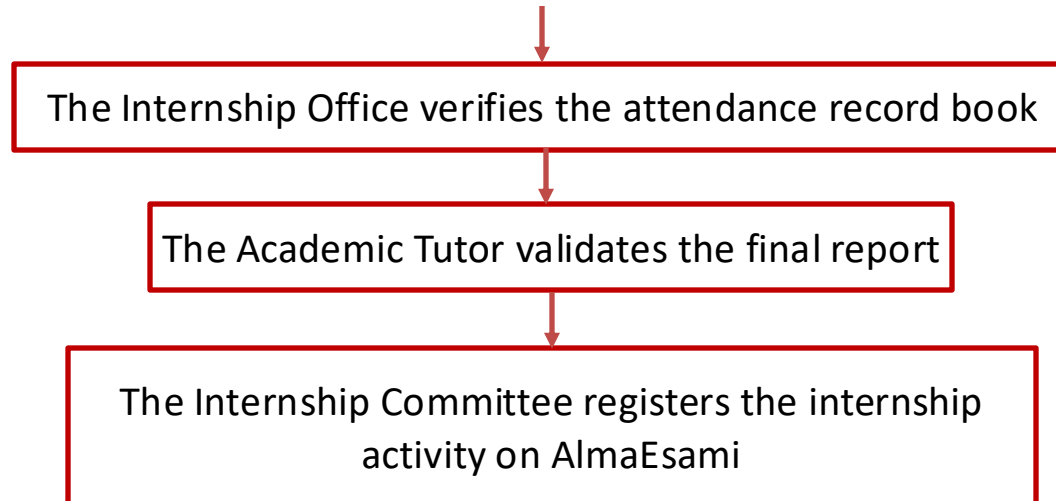
Tel: 051 2093929



# CLOSURE OF THE INTERNSHIP

## After you have completed the internship

1. Log in on [SOL-Tirocini](#)
2. Upload only **page 1 and 2** of the attendance record book in the provided field
3. Upload the Internship final report/Evaluation of the Tutor in the provided field (if your Course of Study requires it, you can find the drafting guidelines on the Internship page)
4. Fill out the mandatory questionnaire



The procedure for the closure of the internship is specified in the paragraph «***What to do at the end of the internship***» on the [Internship page](#) of your Course of Study website.



# COMPILATION OF THE ATTENDANCE RECORD BOOK



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## REGISTRO PRESENZE TIROCINIO CURRICULARE CURRICULAR INTERNSHIP ATTENDANCE RECORD BOOK

<b>Nome del tirocinante:</b> <i>Intern's First Name</i>	
<b>Cognome del tirocinante:</b> <i>Intern's Family Name</i>	
<b>Matricola:</b> <i>Student ID number</i>	
<b>Corso di studio:</b> <i>Degree Programme</i>	
<b>Periodo di tirocinio (dal al):</b> <i>Internship period (from to)</i>	12/10/2023 - 11/10/2024
<b>Ore di tirocinio:</b> <i>Internship hours</i>	Min. 300 - Max. 360
<b>Crediti Formativi Universitari:</b> <i>University credits</i>	12
<b>Soggetto ospitante:</b> <i>Host Organisation</i>	
<b>Tutor soggetto ospitante:</b> <i>Host Organisation Tutor</i>	
<b>Tutor accademico:</b> <i>Academic Tutor</i>	

## Attestazione di tirocinio Internship certification

Io sottoscritto/i, the undersigned, attesto che/certify that ha regolarmente completato il tirocinio e svolto/has regularly completed the internship and performed 358 ore di tirocinio/internship hours dal/from 13/10/23 al/to 26/01/24.

Data/Date 6/02/2024

Firma **TUTOR SOGGETTO OSPITANTE**/HOST ORGANISATION TUTOR'S Signature

Questa pagina può essere firmata digitalmente o con firma autografa (se la firma viene apposta in forma digitale, non è richiesto il timbro)/This page can be handwritten or electronically signed. The stamp is not due in case of electronic signature.

FIRMA

TIMBRO DEL SOGGETTO OSPITANTE/  
STAMP OF THE HOST ORGANISATION

TIMBRO

Note  
Comments

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## DURING THE INTERNSHIP

- **Variations that might occur** from the approved programme (i.e. programme change, Tutor changes, suspension, cancellation...) must be communicated by sending an e-mail to the Internship Office with the Academic Tutor and the Tutor at the Host Organization in copy c/c
- If you need to **travel to other locations** (business trip) not included in the approved internship programme, you can ask for the extension of the insurance coverage by contacting the Academic Tutor by mail (with the Internship Office and Tutor at the Host Organization in copy c/c) and wait for his/her authorization



# FOR ANY DOUBTS OR QUESTIONS

## About the procedure

- Refer to the [Internship page](#) on your Course of Study website.
- Contact the **Internship Office of the Scientific Area** writing to [ingarc.tirocini@unibo.it](mailto:ingarc.tirocini@unibo.it) or calling **051.2084070** (Monday, Tuesday, Thursday and Friday 10 – 12 am).
- Possible support via Teams by appointment.

## About educational or scientific content

- Ask your Academic Tutor or the Internship Board of your Course of Study.

## About the agreement between the Companies/Institutions

- Refer to the [section dedicated](#) to Companies on the Internship page.
- Contact the **Curricular Internship Agreements Service** writing to [convenzioni.tirocini@unibo.it](mailto:convenzioni.tirocini@unibo.it) or calling **051.2084088** (Monday, Tuesday, Thursday and Friday 10 – 12 am)





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# Internship Office of the Scientific Area

ARIN

Innovation Area

[ingarc.tirocini.bo@unibo.it](mailto:ingarc.tirocini.bo@unibo.it)

[www.unibo.it](http://www.unibo.it)