

# HANDBOOK FOR INTERNS

## Index

- **How to submit an application for an “ad personam” offer**  
Candidacy A .....page 2
  - **How to submit an application for an “open” offer**  
Candidacy B .....page 7
  - **How to submit a spontaneous application**  
Self-candidacy .....page 14
  - **How to submit an application for an internship at the University of Bologna .....page 20**
- 

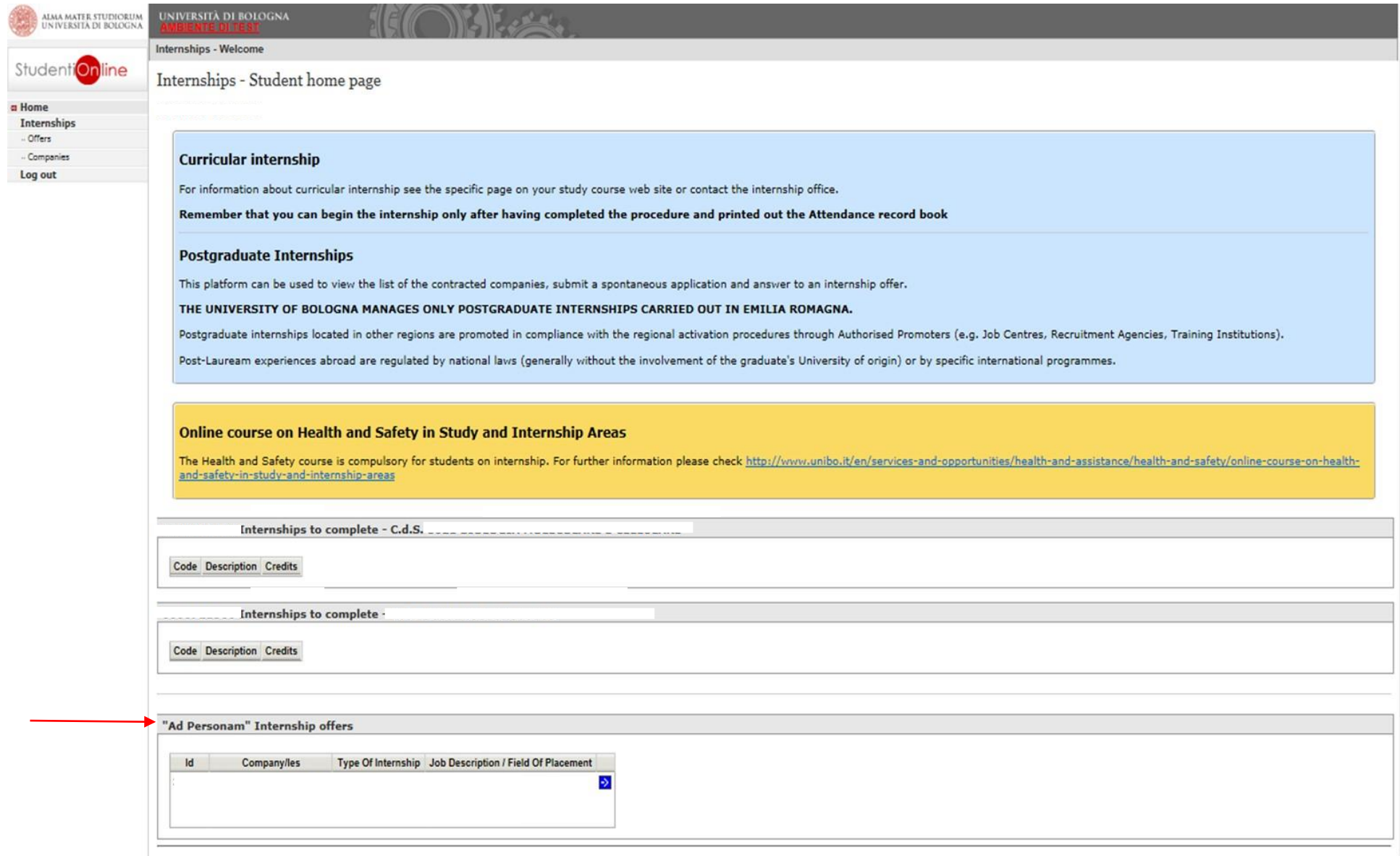
**(After the approval of the Internship Programme by the Commission)**

- **How to download the Internship Programme .....page 25**
- **How to download the Internship attendance Record Book .....page 27**
- **What to do at the end of the internship .....page 30**

## Candidacy A – in reply to an “ad personam offer”

If you have already agreed the contents of the internship to be carried out at host organization already partnered with the University of Bologna for “curricular internships” and “internships for final examination”, please log on  and press the button  to enter the Internship app and fill out web forms.

1. After logging-in, you have to go in the section “ad personam offers” and click  in order to see the offers and start the application



The screenshot displays the 'StudentOnline' interface for the University of Bologna. The top navigation bar includes the university logo and the text 'UNIVERSITÀ DI BOLOGNA AMBIENTE DI TEST'. Below this, the page title is 'Internships - Welcome' and 'Internships - Student home page'. A left-hand menu contains links for 'Home', 'Internships', 'Offers', 'Companies', and 'Log out'. The main content area is divided into several sections:

- Curricular internship:** A blue box containing text about curricular internships, a note to complete the attendance record book, and information about postgraduate internships. It states: 'THE UNIVERSITY OF BOLOGNA MANAGES ONLY POSTGRADUATE INTERNSHIPS CARRIED OUT IN EMILIA ROMAGNA.' and provides details on regional and international regulations.
- Online course on Health and Safety in Study and Internship Areas:** A yellow box with a link to a compulsory course for students on internship.
- Internships to complete - C.d.S.:** A table header with columns for 'Code', 'Description', and 'Credits'.
- Internships to complete:** Another table header with columns for 'Code', 'Description', and 'Credits'.
- "Ad Personam" Internship offers:** A table header with columns for 'Id', 'Company/ies', 'Type Of Internship', and 'Job Description / Field Of Placement'. A red arrow points to this section, and a blue arrow icon is visible in the bottom right corner of the table area.

2.

click on “send request” in order to start the application

The screenshot shows the 'Student Online' interface for the University of Bologna. The main content area displays an 'Internship offer n. 1111111111'. A red arrow points to the 'Send request' button in the top navigation bar. The offer details are as follows:

- Approval:** The offer has been accepted by your faculty.
- Compatibility with study course:** Internship not listed in the study plan.
- Company/ies:** [Redacted]
- Type:** Curricular Internship
- Job description:** [Redacted]
- Field of placement:** [Redacted]
- Details of the Internship Programme:**
  - Country: ITALIA
  - Province: BOLOGNA
  - City: BOLOGNA
  - Address: [Redacted]
  - Job description (ISTAT format x.x.x.x.x): [Redacted]
  - Estimated start date: 02/03/2020
  - Estimated end date: 29/06/2020
  - Duration: 100 Ore
  - Working hours: from 08:00:00 to 09:00:00 (lunch break included)
- Additional information on working hours and activities:** Durante lo svolgimento del tirocinio sono possibili trasferite o spostamenti temporanei presso sedi diverse dalla sede principale del tirocinio, da definire e programmare in accordo con il responsabile del tirocinio
- Benefit/Compensation:**
  - Monthly benefit/compensation (in euro): [Redacted]
  - Method of payment: [Redacted]
- Objectives:**
  - Objectives: [Redacted]
  - Activities: [Redacted]
  - Publication start date: 04/02/2020
  - Publication expiration date: 28/02/2020
- Other data:**
  - Name of the contact person: [Redacted]
  - Family name of the contact person: [Redacted]
  - Position of the contact person: [Redacted]
  - Language skills required: [Redacted]
  - Computer skills required: [Redacted]
  - Notes:
    - Available for business trips outside Italy: N
    - Available for business trips within Italy: N
    - Currently employed: N
- Recipients:**
  - This internship offer is addressed to one specified applicant: [Redacted]

The offer is addressed only to specific students :

• **Student's NAME and SURNAME** (addressee of the “ad personam” offer)

3. click on “research Tutor” in order to indicate the name of the Professor you chose as Academic Tutor for the internship (before doing it, you must already have contacted him/her) and click on “Send request”

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UNIVERSITÀ DI BOLOGNA

UNIVERSITÀ DI BOLOGNA  
AMBIENTE DI TESTI

Tirocini - Richiesta di tirocinio

StudentiOnline

Home  
Internships  
Offers  
Companies  
Log out

### Richiesta di tirocinio

Presenta una richiesta di tirocinio

Approval  The offer has been accepted by your faculty  
Compatibility with study course  (Internship not listed in the study plan)

Academic tutor requested

Attach CV and cover letter (pdf o doc Max 2Mb)

Internship for Dissertation

Student introductory notes

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The Academic Tutor is chosen autonomously by the student. He/she has to be chosen between professors and structured researchers of the University of Bologna.

For internship for dissertation, the Academic Tutor must be the thesis Supervisor (in this case an adjunct professor can also be indicated).

You have to select this checkbox **only** if you chose this activity in your study plan (e.g. “Internship for preparation for the final examination”)

After clicking on **Send Request**, you have to wait in order to see the screen showed in the next page.

4. After clicking on “Send Request”, the application procedure ends and your request of internship has been successfully saved.



The screenshot displays the 'StudentiOnline' interface for the University of Bologna. The header includes the university logo and name. The main content area shows a confirmation message: 'Richiesta salvata' (Request saved) and 'La tua richiesta di tirocinio è stata salvata con successo' (Your internship request has been successfully saved). Two buttons are visible: 'Stampa richiesta' (Print request) and 'Go back to the homepage'. The footer contains the 'unibo.it' logo and copyright information.

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AMBITO DI TEST

Tirocini - Richiesta di tirocinio

StudentiOnline

Home

Internships

.. Offers

.. Companies

Log out

Richiesta salvata

La tua richiesta di tirocinio è stata salvata con successo

Stampa richiesta

Go back to the homepage

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At this point, the process restarts from the step “Approval of the Internship”.

## Candidacy B – in reply to an “open” offer

If you want to apply to an “open” internship offer published by a Company/Institution, you must log-in by using your University credentials

Accedi - Internet Explorer

https://cas-formazione.unibo.it/cas/login?service=https%3A%2F%2Ftirocini.unibo.it%2Ftirocini

Eile Modifica Visualizza Preferiti Strumenti 2

Convert Select

**DSA**

Inserisci le credenziali istituzionali di Ateneo.

mario.rossi@studio.unibo.it

Password

Accedi

Non riesci ad accedere?

Hai dimenticato le credenziali? | Vuoi cambiare la password?

**Informazioni sulle credenziali**  
Scegli il tipo di credenziali che usi:

- @studio.unibo.it
- @unibo.it
- @esterni.unibo.it

ALMA MATER STUDIORUM  
UNIVERSITA DI BOLOGNA

Informativa sulla Privacy

**STUDENT'S LOG-IN**

- After logging-in:  
1. click on "Offers"

The screenshot shows the StudentOnline portal interface. At the top left, there is the logo of the University of Bologna (Alma Mater Studiorum) and the text 'UNIVERSITÀ DI BOLOGNA AMBIENTE DI STUDI'. Below this is the 'StudentOnline' logo. A navigation menu on the left side includes 'Home', 'Internships', 'Offers', 'Companies', and 'Log out'. A red arrow points to the 'Offers' menu item. The main content area is titled 'Internships - Welcome' and 'Internships - Student home page'. It displays the user's name 'LORENZO CORAZZI' and several informational sections: 'Curricular internship', 'Postgraduate Internships', and 'Online course on Health and Safety in Study and Internship Areas'. At the bottom, there are two sections for 'Internships to complete - C.d.S.' and one for 'Internship requests' which contains a table with columns for Id, Host Organisation, Object, Date/Hour Of Submission, Type Of Internship, Type, and Status. The table shows one entry: 'Curricular internship' with 'Su offerta' and a status of 'Accepted by the host organization'.

ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

UNIVERSITÀ DI BOLOGNA  
AMBIENTE DI STUDI

StudentOnline

Home  
Internships  
Offers  
Companies  
Log out

Internships - Welcome

Internships - Student home page

LORENZO CORAZZI

**Curricular internship**

For information about curricular internship see the specific page on your study course web site or contact the internship office.

**Remember that you can begin the internship only after having completed the procedure and printed out the Attendance record book**

**Postgraduate Internships**

This platform can be used to view the list of the contracted companies, submit a spontaneous application and answer to an internship offer.

**THE UNIVERSITY OF BOLOGNA MANAGES ONLY POSTGRADUATE INTERNSHIPS CARRIED OUT IN EMILIA ROMAGNA.**

Postgraduate internships located in other regions are promoted in compliance with the regional activation procedures through Authorised Promoters (e.g. Job Centres, Recruitment Agencies, Training Institutions).

Post-Lauream experiences abroad are regulated by national laws (generally without the involvement of the graduate's University of origin) or by specific international programmes.

**Online course on Health and Safety in Study and Internship Areas**

The Health and Safety course is compulsory for students on internship. For further information please check <http://www.unibo.it/en/services-and-opportunities/health-and-assistance/health-and-safety/online-course-on-health-and-safety-in-study-and-internship-areas>

Internships to complete - C.d.S.

Code	Description	Credits
------	-------------	---------

Internships to complete - C.d.S.

Code	Description	Credits
------	-------------	---------

**Internship requests**

Id	Host Organisation	Object	Date/Hour Of Submission	Type Of Internship	Type	Status
				Curricular internship	Su offerta	Accepted by the host organization

**Ongoing and closed internships**

No ongoing or closed internships



## 2. Click on “Curricular Internship”

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AMBIENTE DI TESTI



Tirocini - Seleziona tipo tirocinio

StudentiOnline

Home  
Internships  
Offers  
Companies  
Log out

Type of Internship

Select the type of internship

Name	Description	
Postgraduate internship (only in Italy)	Internship for new graduates who have completed their studies within the last twelve months, aimed at providing direct knowledge of and entry into the work environment. It is an option which allows students to obtain real work experience (although, as with internship as part of the student learning process, it does not constitute employment), concurrent with or following the period of study.	
Curricular internship	Student internship which forms part of a course of study leading to the diploma, with practical training activities carried out also in structures outside the University. This internship also provides a first contact with the work environment.	

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3. Now, you would be able to see all the internship opportunities reserved for your Degree course and you can select the one you prefer

The screenshot shows the 'StudentOnline' interface for 'Curricular internship' management. The page includes a navigation menu on the left with options like Home, Internships, Offers, Companies, and Log out. The main content area features a search filter section with fields for 'Company/Public body name', 'Course type' (set to 'Second Degree Courses'), 'Faculty', and 'Course', along with a 'Search' button. Below the search filters is a table with columns: 'Id', 'Company/ies', 'Country', 'N.request/N.position', and 'Job Description / Field Of Placement'. The table is currently empty, and a red bracket on the right side of the table indicates that it is intended to display search results.

UNIVERSITÀ DI BOLOGNA  
AMBIENTE DI TEST

Back to type of Internship

Internships - Internship offer management

StudentOnline

Home

Internships

Offers

Companies

Log out

Curricular internship

Search filters

Company/Public body name

Course type: Second Degree Courses

Faculty

Course

Search

Id	Company/ies	Country	N.request/N.position	Job Description / Field Of Placement
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#### 4. You can apply by clicking on “send request”

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StudentiOnline

Home  
Internships  
Offers  
Companies  
Log out

Internship offer list: Send request

Tirocini

### Internship offer n.

Internship offer detail

Approval:  The offer has been accepted by your faculty  
Compatibility with study course:  (Internship not listed in the study plan)

Companies: Ducati Motor Holding S.p.a.

Type

Type of Internship: Curricular Internship

Internship details

Job description: .  
Field of placement: .  
Learning outcomes of the traineeship: .  
Contents or tasks of the traineeship: .  
Theoretical and applied knowledge, personal skills and competences (organisational skills, team work, etc): .  
Number of positions available:  
Duration: 300 (Ore)  
Estimated start date: 31/03/2020  
Estimated end date: 31/12/2020  
Work location: .  
Country: ITALIA  
Province: BOLOGNA  
City: BOLOGNA  
Financial contribution available: N  
Publication start date: 04/02/2020  
Publication expiration date: 28/02/2020

Other data

Name of the contact person: .  
Family name of the contact person: .  
Position of the contact person: .  
Language skills required:  
Computer skills required:  
Notes:  
Available for business trips outside Italy: N  
Available for business trips within Italy: N  
Currently employed: N

Recipients

Courses: .....

5. Click on “Search Tutor” in order to find the name of the Professor you want to suggest as Academic Tutor and press on “Send request”

The screenshot shows the 'Richiesta di tirocinio' (Internship Request) form on the Student Online portal. The form includes the following fields and options:

- Approval:** A green box indicates 'The offer has been accepted by your faculty'. A red box indicates 'Compatibility with study course (Internship not listed in the study plan)'. A red arrow points to the 'Cerca il tutor' button.
- Academic tutor requested:** A text input field with a 'Cerca il tutor' button. A red box contains the text: 'The Academic Tutor is chosen autonomously by the student. He/she has to be chosen between professors and structured researchers of the University of Bologna. For internship for dissertation, the Academic Tutor must be the thesis Supervisor (in this case an adjunct professor can also be indicated)'. A red arrow points from this box to the input field.
- Attach CV and cover letter (pdf o doc Max 2Mb):** A file upload field with an 'Sfogli...' button. A red box contains the text: 'You have to attach your CV'. A red arrow points from this box to the 'Sfogli...' button.
- Internship for Dissertation:** A checkbox. A red box contains the text: 'You have to select this checkbox **only** if you chose this activity in your study plan (e.g. "Internship for preparation for the final examination")'. A red arrow points from this box to the checkbox.
- Student introductory notes:** A text area. A red box contains the text: 'notes are discretionary'. A red arrow points from this box to the text area.
- Buttons:** 'Send request' and 'Cancel' buttons at the bottom. A red arrow points to the 'Send request' button.

At the bottom of the page, there is a copyright notice: '©Copyright 2008 [build.3322 del 2020-01-17 15:40:12 CET - Server: jtest/127.0.1.1] - Informativa sulla Privacy ALMA MATER STUDIORUM - Università di Bologna - Via Zamboni, 33 - 40126 Bologna'.

6. After clicking on “Send Request”, the application procedure ends and your request of internship has been successfully saved.



The screenshot displays the 'StudentiOnline' interface for the University of Bologna. The header includes the university logo and name. The main navigation menu on the left lists 'Home', 'Internships', 'Offers', 'Companies', and 'Log out'. The central content area shows a confirmation message: 'Richiesta salvata' (Request saved) and 'La tua richiesta di tirocinio è stata salvata con successo' (Your internship request has been successfully saved). Below the message are two buttons: 'Stampa richiesta' (Print request) and 'Go back to the homepage'. The footer contains the 'unibo.it' logo and copyright information: '©Copyright 2008 [build.3322 del 2020-01-17 15:40:12 CET - Server: jtest127.0.1.1] - [Informativa sulla Privacy](#) ALMA MATER STUDIORUM - Università di Bologna - Via Zamboni, 33 - 40126 Bologna'.

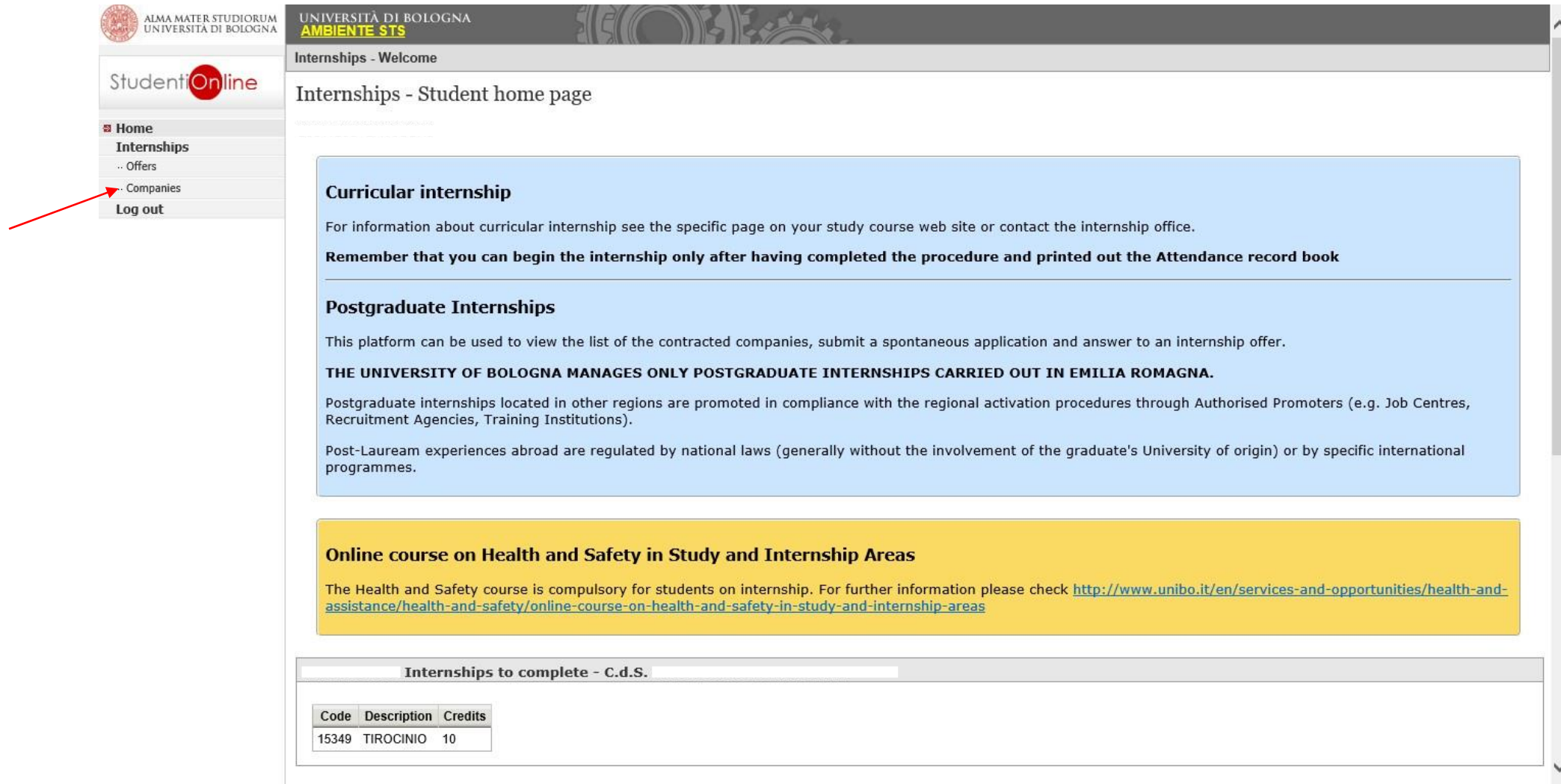
As you send the application, the Company receives a notification via email. The evaluation of the application is up to the Company.

If the evaluation is positive, the host organization has to fill the **Internship Programme** and the student receives an email that invites him/her to accept it; from this moment, the process restarts from the step “Approval of the Internship”.

# Self – candidacy

If you want to present a spontaneous application for an internship in an already partnered organization:

1. after logging-in, click on “Companies”



The screenshot shows the StudentiOnline interface for the University of Bologna. The left sidebar contains a navigation menu with the following items: Home, Internships, Offers, Companies (highlighted with a red arrow), and Log out. The main content area is titled 'Internships - Welcome' and 'Internships - Student home page'. It features three main sections: 'Curricular internship', 'Postgraduate Internships', and 'Online course on Health and Safety in Study and Internship Areas'. The 'Curricular internship' section includes a note about starting the internship after completing the attendance record book. The 'Postgraduate Internships' section states that the university manages only postgraduate internships in Emilia Romagna. The 'Online course on Health and Safety in Study and Internship Areas' section provides a link to the course information. At the bottom, there is a table titled 'Internships to complete - C.d.S.' with one entry: Code 15349, Description TIROCINIO, and Credits 10.

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**AMBIENTE STS**

StudentiOnline

- Home
- Internships
- .. Offers
- Companies
- Log out

Internships - Welcome

Internships - Student home page

### Curricular internship

For information about curricular internship see the specific page on your study course web site or contact the internship office.

**Remember that you can begin the internship only after having completed the procedure and printed out the Attendance record book**

### Postgraduate Internships

This platform can be used to view the list of the contracted companies, submit a spontaneous application and answer to an internship offer.

**THE UNIVERSITY OF BOLOGNA MANAGES ONLY POSTGRADUATE INTERNSHIPS CARRIED OUT IN EMILIA ROMAGNA.**

Postgraduate internships located in other regions are promoted in compliance with the regional activation procedures through Authorised Promoters (e.g. Job Centres, Recruitment Agencies, Training Institutions).

Post-Lauream experiences abroad are regulated by national laws (generally without the involvement of the graduate's University of origin) or by specific international programmes.

### Online course on Health and Safety in Study and Internship Areas

The Health and Safety course is compulsory for students on internship. For further information please check <http://www.unibo.it/en/services-and-opportunities/health-and-assistance/health-and-safety/online-course-on-health-and-safety-in-study-and-internship-areas>

Internships to complete - C.d.S.

Code	Description	Credits
15349	TIROCINIO	10

2. insert the complete name of the Company/Public body you are interested in, and click on “Search”

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Aziende/Enti

StudentiOnline

Home  
Internships  
.. Offers  
.. Companies  
Log out

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

Keyword

Country

Field

Search

Company/Public Body Name	Location	Company Description	Field
			<a href="#">→</a>
			<a href="#">→</a>
			<a href="#">→</a>
			<a href="#">→</a>
			<a href="#">→</a>
			<a href="#">→</a>
			<a href="#">→</a>
			<a href="#">→</a>
			<a href="#">→</a>

3. Click on [→](#) in order to select the Company that you are applying for

4. click on "send autonomous application"

The screenshot displays the 'StudentiOnline' interface for the University of Bologna. The top navigation bar includes the university logo, the text 'ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA', and 'UNIVERSITÀ DI BOLOGNA AMBIENTE STS'. Below this, there are links for 'Back to list' and 'Printable version', and the word 'Company' on the right. The left sidebar contains a menu with 'Home', 'Internships' (expanded to show 'Offers' and 'Companies'), and 'Log out'. The main content area is titled 'Company detail' and contains a form with the following fields: 'Company/Public body name:', 'Business type:', 'Description:', 'Sector:', 'Country:', 'State/Province:', 'City:', 'Town/District:', 'Address:', and 'CAP:'. Below these fields is a section titled 'Information related to the Agreement with' followed by a button labeled 'Send autonomous application', which is highlighted by a red arrow. Further down are fields for 'Note:', 'First name of the contact person:', 'Email:', and 'Web site:'. The footer of the page features the 'unibo.it' logo and copyright information: '©Copyright 2008 [build.3326 del 2020-01-27 16:58:13 CET - Server: jtest/127.0.1.1] - Informativa sulla Privacy ALMA MATER STUDIORUM - Università di Bologna - Via Zamboni, 33 - 40126 Bologna'.



5. select "Curricular Internship" by clicking the button →

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Tirocini - Seleziona tipo tirocinio

StudentiOnline

Home

Internships

.. Offers

.. Companies

Log out

### Type of Internship

Select the type of internship

Name	Description	
Postgraduate internship (only in Italy)	Internship for new graduates who have completed their studies within the last twelve months, aimed at providing direct knowledge of and entry into the work environment. It is an option which allows students to obtain real work experience (although, as with internship as part of the student learning process, it does not constitute employment), concurrent with or following the period of study.	→
Curricular internship	Student internship which forms part of a course of study leading to the diploma, with practical training activities carried out also in structures outside the University. This internship also provides a first contact with the work environment.	→

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6. Click on "Search Tutor" in order to fill in the section with the name of the Professor you want as Academic Tutor and then click on "SendRequest"

The screenshot shows the 'Richiesta di tirocinio' (Internship Request) form on the University of Bologna's 'StudentiOnline' portal. The form includes a navigation menu on the left with 'Home', 'Internships', 'Offers', 'Companies', and 'Log out'. The main content area is titled 'Richiesta di tirocinio' and 'Presenta una richiesta di tirocinio'. A light blue box contains instructions: 'Quando presenti richiesta devi sempre inserire il nominativo del Tutor accademico che intendi proporre per il tirocinio.' It lists two scenarios: 1. 'ad personam' offers require validation from the academic tutor and the commission. 2. 'open' or self-nomination offers require acceptance and program compilation from the host subject and commission. Below this, it states that an email with further instructions will be sent to the institutional email address (nome.cognome@studio.unibo.it). A text box for contact information is provided: 'Per ulteriori informazioni contatta l'Ufficio Tirocini dell'area scientifica [redacted]'. The form fields include: 'Compatibility with study course' (checked), 'Academic tutor requested' (text input with 'Cerca il tutor' button), 'Attach CV and cover letter (pdf o doc Max 2Mb)\*' (file upload with 'Sfoglia...' button), 'Internship for Dissertation' (checkbox), and 'Student introductory notes' (text area). At the bottom are 'Send request' and 'Cancel' buttons. Red annotations provide additional context: a box on the left explains that the academic tutor is chosen by the student; a box above the CV upload button states 'You have to attach your CV'; a box above the 'Internship for Dissertation' checkbox states 'You have to select this checkbox only if you chose this activity in your study plan (e.g. "Internship for preparation for the final examination")'; and a box below the notes text area states 'notes are discretionary'.

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UNIVERSITÀ DI BOLOGNA  
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Tirocini - Richiesta di tirocinio

### Richiesta di tirocinio

Presenta una richiesta di tirocinio

Quando presenti richiesta devi sempre inserire il nominativo del Tutor accademico che intendi proporre per il tirocinio.

1. Se presenti candidatura in risposta a un'offerta "ad personam" (a te riservata) devi attendere:
  - la validazione del programma di tirocinio da parte del Tutor accademico;
  - l'approvazione della richiesta da parte della Commissione Tirocini del tuo corso di studio.
2. Se presenti candidatura in risposta a un'offerta "aperta" oppure autocandidatura devi attendere:
  - l'accettazione della richiesta e la compilazione del programma di tirocinio da parte del Soggetto Ospitante;
  - la validazione del programma di tirocinio da parte del Tutor accademico;
  - l'approvazione della richiesta da parte della Commissione Tirocini del tuo corso di studio.

Successivamente, riceverai al tuo indirizzo di posta elettronica istituzionale (nome.cognome@studio.unibo.it) un'email con ulteriori istruzioni per completare l'avvio del tirocinio.

Per ulteriori informazioni contatta l'Ufficio Tirocini dell'area scientifica [redacted]

Compatibility with study course

Academic tutor requested

Attach CV and cover letter (pdf o doc Max 2Mb)\*

Internship for Dissertation

Student introductory notes

The **Academic Tutor** is chosen autonomously by the student. He/she has to be chosen between professors and structured researchers of the University of Bologna.

For internship for dissertation, the Academic Tutor must be the thesis Supervisor (in this case an adjunct professor can also be indicated).

notes are discretionary

You have to attach your CV

You have to select this checkbox only if you chose this activity in your study plan (e.g. "Internship for preparation for the final examination")

7. After clicking on “Send Request” the application procedure ends and your request of internship has been successfully saved.



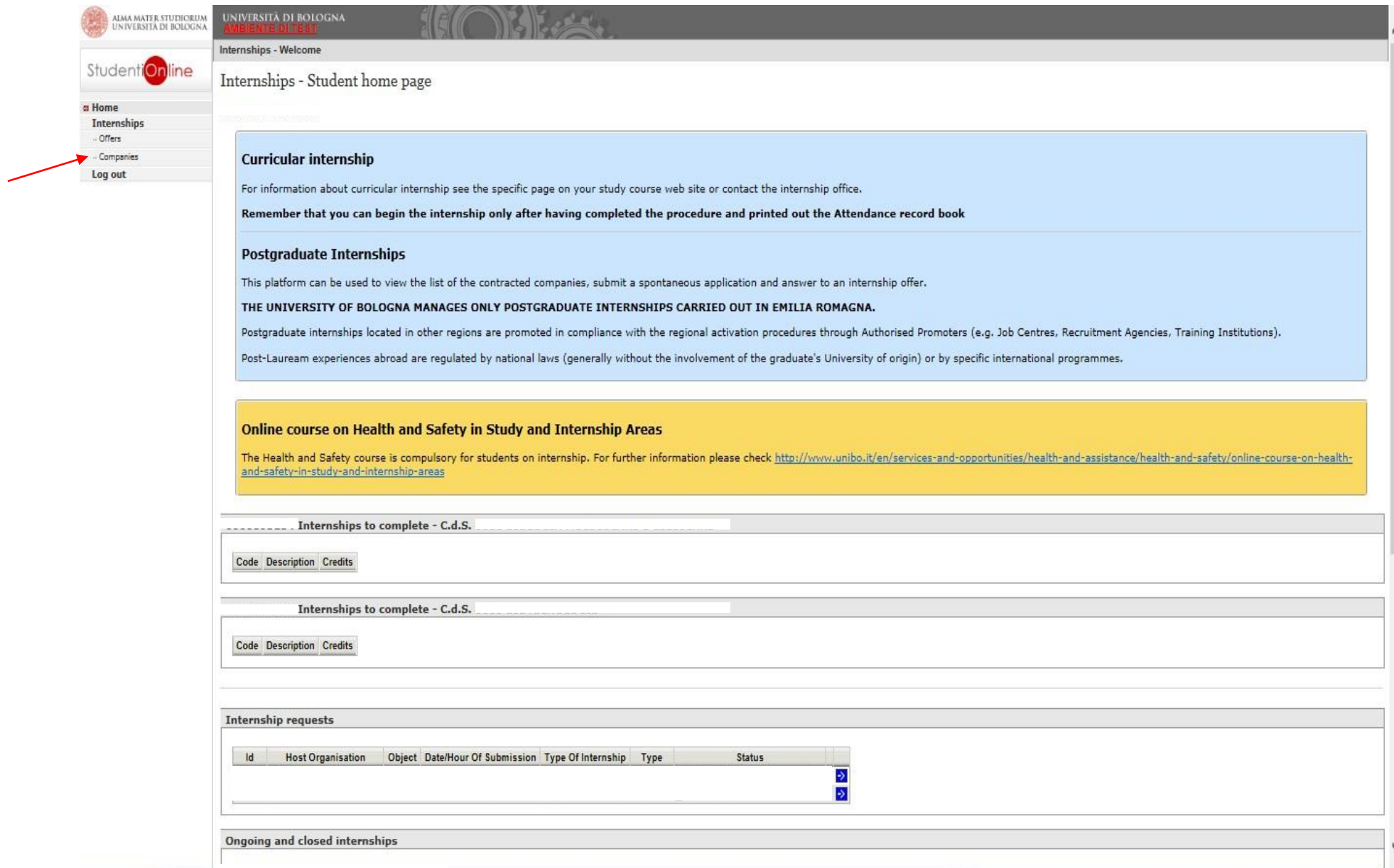
The screenshot displays the StudentiOnline interface. At the top left, the Alma Mater Studiorum logo is visible. The main header includes the text "UNIVERSITÀ DI BOLOGNA" and "AMBIENTE STS". Below this, a navigation bar shows "Tirocini - Richiesta di tirocinio". The central content area features the heading "Richiesta salvata" and the message "La tua richiesta di tirocinio è stata salvata con successo". A blue button labeled "Go back to the homepage" is positioned to the right. On the left side, a vertical menu lists "Home", "Internships", "Offers", "Companies", and "Log out". The footer contains the "unibo.it" logo and copyright information: "@Copyright 2008 [build.3326 del 2020-01-27 16:58:13 CET - Server: jtest/127.0.1.1] - [Informativa sulla Privacy](#) ALMA MATER STUDIORUM - Università di Bologna - Via Zamboni, 33 - 40126 Bologna".

After this step, the Company receives a notification via email. The evaluation of the self-candidacy is up to the Company.

If the evaluation is positive, the host organization has to fill the **Internship Programme** and the student receives an email that invites him/her to accept it; from now the process restarts from the step “Activation of the Traineeship”

# Candidacy for an Internship at the University of Bologna

1. After logging-in, click on “Companies”



The screenshot displays the StudentOnline portal for the University of Bologna. The top navigation bar includes the university logo and the text 'UNIVERSITA DI BOLOGNA AMBITO DI INIZIATIVE'. Below this, the page title is 'Internships - Welcome' and 'Internships - Student home page'. A left-hand navigation menu contains the following items: Home, Internships, Offers, Companies, and Log out. A red arrow points to the 'Companies' menu item. The main content area features a blue box with the following text:

**Curricular internship**  
For information about curricular internship see the specific page on your study course web site or contact the internship office.  
**Remember that you can begin the internship only after having completed the procedure and printed out the Attendance record book**

**Postgraduate Internships**  
This platform can be used to view the list of the contracted companies, submit a spontaneous application and answer to an internship offer.  
**THE UNIVERSITY OF BOLOGNA MANAGES ONLY POSTGRADUATE INTERNSHIPS CARRIED OUT IN EMILIA ROMAGNA.**  
Postgraduate internships located in other regions are promoted in compliance with the regional activation procedures through Authorised Promoters (e.g. Job Centres, Recruitment Agencies, Training Institutions).  
Post-Lauream experiences abroad are regulated by national laws (generally without the involvement of the graduate's University of origin) or by specific international programmes.

A yellow box contains the following text:

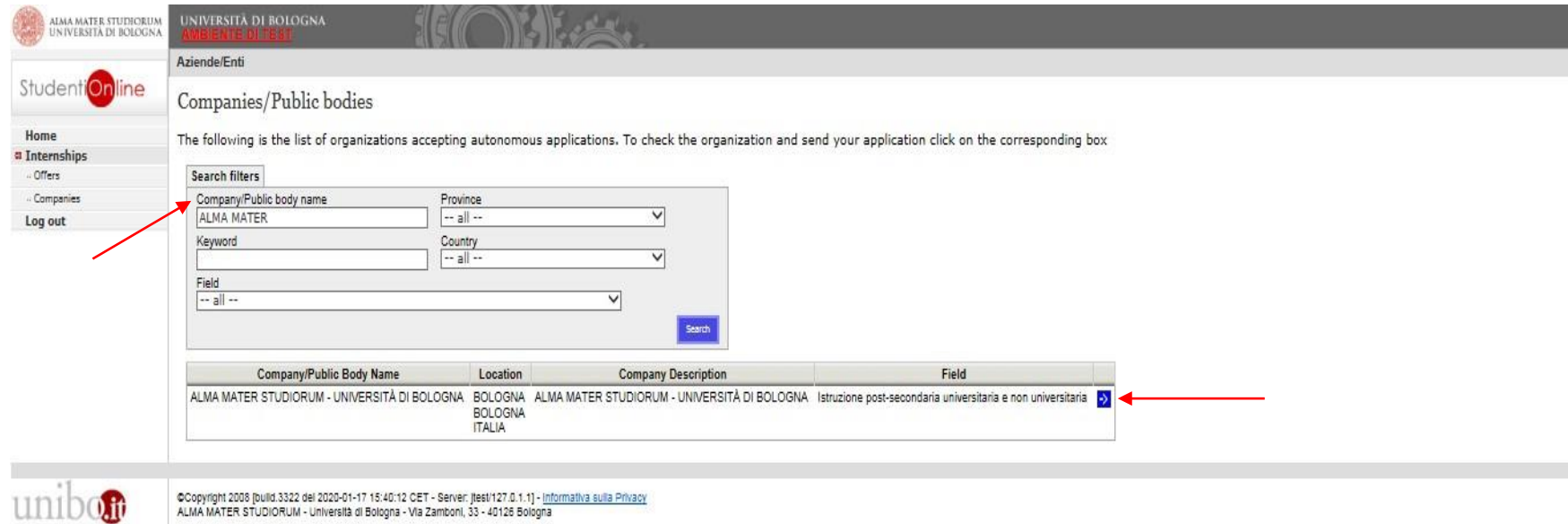
**Online course on Health and Safety in Study and Internship Areas**  
The Health and Safety course is compulsory for students on internship. For further information please check <http://www.unibo.it/en/services-and-opportunities/health-and-assistance/health-and-safety/online-course-on-health-and-safety-in-study-and-internship-areas>

Below these boxes are two sections titled 'Internships to complete - C.d.S.', each with a table header: Code | Description | Credits.

The 'Internship requests' section contains a table with the following columns: Id, Host Organisation, Object, Date/Hour Of Submission, Type Of Internship, Type, and Status. There are two blue arrows pointing to the right in the bottom right corner of this table.

The bottom section is titled 'Ongoing and closed internships'.


2. Insert "ALMA MATER STUDIORUM" in the section "Company/Public body name" and click on "Search" and then on 



The screenshot shows the 'StudentOnline' portal for the University of Bologna. The main heading is 'Aziende/Enti' and 'Companies/Public bodies'. Below this, there is a search filter section with the following fields:

- Company/Public body name: ALMA MATER
- Province: -- all --
- Keyword: (empty)
- Country: -- all --
- Field: -- all --

A blue 'Search' button is located at the bottom right of the search filters. Below the search filters, a table displays the search results:

Company/Public Body Name	Location	Company Description	Field
ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA	BOLOGNA BOLOGNA ITALIA	ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA	Istruzione post-secondaria universitaria e non universitaria 

At the bottom of the page, there is a footer with the 'unibo.it' logo and copyright information: '©Copyright 2008 [build.3322 del 2020-01-17 15:40:12 CET - Server: [test/127.0.1.1] - Informativa sulla Privacy] ALMA MATER STUDIORUM - Università di Bologna - Via Zamboni, 33 - 40126 Bologna'.

### 3. click on “send application”

The screenshot shows the 'StudentiOnline' interface for the University of Bologna. The main content area is titled 'Company detail' and displays the following information:

- Company/Public body name: ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA
- Business type: Università/Istituto di istruzione superiore
- Description: ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA
- Sector: Istruzione post-secondaria universitaria e non universitaria
- Country: ITALIA
- State/Province: BOLOGNA
- City: BOLOGNA
- Town/District: Via Zamboni 33
- Address: Via Zamboni 33
- CAP: 40126

Below the company details, there is a section titled 'Informazioni relative ai tirocini interni all'Alma Mater Studiorum - Università di Bologna'. A red arrow points to a blue button labeled 'Send application'.

Note: L'Alma Mater Studiorum - Università di Bologna permette lo svolgimento di tirocini curriculari all'interno delle proprie strutture. Prima di presentare una candidatura è necessario definire un argomento e una struttura presso cui svolgere il tirocinio con un referente dell'Università

At the bottom of the page, the 'unibo.it' logo is visible on the left, and the copyright information is on the right: ©Copyright 2008 [build.3322 del 2020-01-17 15:40:12 CET - Server: jtest127.0.1.1] - [Informativa sulla Privacy](#) ALMA MATER STUDIORUM - Università di Bologna - Via Zamboni, 33 - 40126 Bologna

#### 4. Fill in all the sections with the information needed (already agreed with the Academic Tutor and the Contact person of the Host Organization) and click on “Send request”

**Richiesta di tirocinio**  
Presenta una richiesta di tirocinio

Prima di compilare la richiesta consulta le informazioni relative ai tirocini Interni presenti sul sito web del tuo corso di studi

Competibility with study course  (Internship not listed in the study plan)

Academic tutor requested  [Cerca il tutor](#)

Attach CV and cover letter (pdf o doc Max 2Mg)  [Sfoglia...](#)

Internship for Dissertation

Student introductory notes

Use the drop-down menu in order to select the Unibo Department where your internship takes place

Internship location \*

Host Organization Supervisor Name \*

Host Organization Supervisor Surname \*

Host Organization Supervisor Email \*

Laboratory/Office \*

Fill in this section with the name/contacts of the Supervisor of the Host Organization and the name of the Laboratory/Office.

Località sede del tirocinio

Nazione \*

Regione sede \*

Comune sede \*

Address \*

Estimated start date

Estimated end date

Total amount of hours

ECTS no.

Working hours \* from  to  (lunch break included)

Additional information on working hours and activities \*

Durante lo svolgimento del tirocinio sono possibili trasferte o spostamenti temporanei presso sedi diverse dalla sede principale del tirocinio, da definire e programmare in accordo con il responsabile del tirocinio

Each internship will be activated for 12 months (by default) starting from the beginning date written on the Attendance Register. **The real duration of the internship is determined by the number of ECTS forecasted by the Study Plan of the student (for example: curricular traineeship of 6 ECTS=min. 150 hours/max.180 hours).**

Objectives

Object \*

Objectives \*

Activities \*

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

[Send request](#) [Cancel](#)



5. After clicking on “Send Request”, the application procedure ends and your request of internship has been successfully saved.



The screenshot displays the 'StudentiOnline' interface for the University of Bologna. The header includes the university's name and logo. The main content area shows a confirmation message: 'Richiesta salvata' (Request saved) and 'La tua richiesta di tirocinio è stata salvata con successo' (Your internship request has been successfully saved). Two blue buttons are visible: 'Stampa richiesta' (Print request) and 'Go back to the homepage'. The footer contains the 'unibo.it' logo and copyright information.

ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

UNIVERSITÀ DI BOLOGNA  
AMBITO DI TESTI

Tirocini - Richiesta di tirocinio

StudentiOnline

Home  
Internships  
.. Offers  
.. Companies  
Log out

Richiesta salvata

La tua richiesta di tirocinio è stata salvata con successo

Stampa richiesta

Go back to the homepage

unibo.it

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From this moment, the process restarts from the step “Approval of the Internship”.



# Download the Internship Programme

After the approval of the internship by the Internship Commission, you must: 1.click on

“Download the Internship Programme”

2. sign it and have it signed by the Supervisor of the Host Organization\*

The screenshot shows a web interface for an internship application. On the left is a navigation menu with 'Home', 'Internships', 'Offers', 'Companies', and 'Log out'. The main content area has a status bar at the top: 'Status of the application: Approved by the commission' with a green progress indicator. Below this is a 'Details' section with a sub-tab 'Host organisation details'. The form contains several fields: 'Notice' (text area), 'Type of Internship' (dropdown menu with 'Curricular internship' selected), 'Object \*' (text field with '-tirocinio'), 'Host Organisation' (text field), 'Applicant' (text field), 'Degree programme' (text field), 'Date/Hour of Submission' (text field), 'Academic tutor requested' (text field), 'Academic tutor assigned \*' (text field), 'Attach CV and cover letter (Max 2M) \*' (text field), 'Internship for Dissertation' (checkbox), and 'Student introductory notes' (text area). At the bottom of the form, there is a section titled 'Details of the Internship Programme' with a note 'All fields marked with \* are mandatory'. This section contains a 'Download Internship Programme' button (highlighted with a red box), an 'Agreement Ref. No. \*' field, a 'Date of the conclusion (date of signature) \*' field, and an 'Upload documento firmato' button. A green checkmark is visible next to the text 'The offer must be compatible with your study career'.

\* In case of internship outside University's facilities, a copy of an Identity Document of the Supervisor of the Host Organization who signs the Internship Programme is required.

3. Then, upload the Internship Programme signed and stamped by the Host Organization and click on “Save”

Home  
Internships  
.. Offers  
.. Companies  
Log out

**Status of the application: Approved by the commission**

**Details** Host organisation details

Notice

Type of Internship Curricular internship

Object \* -tirocinio

Host Organisation

Applicant

Degree programme

Date/Hour of Submission

Academic tutor requested

Academic tutor assigned \*

Attach CV and cover letter (Max 2M) \*

Internship for Dissertation

Student introductory notes

The offer must be compatible with your study career

Details of the Internship Programme All fields marked with \* are mandatory

Download Internship Programme

Agreement Ref. No. \*

Date of the conclusion (date of signature) \*

Signed internship programme (PDF, dimensione massima 2Mb): Upload documento firmato



# Download the Attendance Register

1. After the validation of the Internship Programme from the InternshipOffice, you have to download the Attendance Register where you have to write down all the hours you will spend at the Host Organization
2. You can begin the activity on the **starting day** (onwards) reported in the Attendance Register

The screenshot displays the 'Internships to complete - C.d.S.' section of the InternshipOffice. It features a table for 'Internship requests' with columns: Id, Host Organisation, Object, Date/Hour Of Submission, Type Of Internship, Type, and Status. A single entry is visible with the status 'Approved by the commission' and a right-pointing arrow.

Below this is the 'Ongoing and closed internships' section, which provides detailed information for a specific internship:

- Type of Internship:** Curricular internship
- Company:** ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA
- Job description:** (empty field)
- Planned start date:** 01/02/2020
- Planned end date:** 31/01/2021
- Signed internship programme:** (empty field)

At the bottom of this section, there are two buttons: 'Download sign-in sheet' (highlighted with a red box) and 'Manage end of internship'.

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Internships

## End of internship information

When you conclude your internship, please fill in the following data. The end date must be the last day of your sign-in sheet

La data di fine effettiva del tirocinio deve corrispondere all'ultimo giorno di presenza presso la struttura ospitante, così come registrata nel registro presenze.

Dopo il caricamento della documentazione attestante il regolare svolgimento del tirocinio e la compilazione del questionario devi attendere la chiusura del tirocinio da parte dell'Ufficio Tirocini.

Per conoscere la documentazione richiesta dalla Commissione Tirocini e le modalità di registrazione del tirocinio in Almaesami consulta la sezione tirocini del sito web del tuo corso di studio.

Per ulteriori informazioni contatta l'Ufficio Tirocini a supporto della Scuola di Scienze.

End date \*



← write down the **last day** you were at the Host Organization (it must be the same day set out on the Attendance Register)

Final attendance record book\* (PDF, massimo 3Mb)  Sfoglia...



← upload the **Attendance Register** completed with signature and stamp of the Host Organization Supervisor

Final report\* (PDF, massimo 3Mb)  Sfoglia...



← upload the **Final Report** of internship only if it's required by you Degree course

Note



The data will be analyzed only after you fill the questionnaire in

Finally, save the procedure



The **evaluation form** must be completed in order to finalize your internship

Id	Host Organisation	Object	Date/ hour of Submission	Type of Internship	Type	Status
491158	ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA					<span style="color: green;">■</span> Approved by the commission <a href="#">-&gt;</a>

**Ongoing and closed internships**  

---

**Type of Internship**  
Curricular internship

**Company**  
ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA

**Job description**


**Planned start date**  
01/02/2020

**Planned end date**  
31/01/2021


**Signed internship programme**

**Declared end date**  
27/02/2020


**Final attendance record book**

 Attention! The document won't be validated until you won't fill in the questionnaire

**Final report**

 Attention! The document won't be validated until you won't fill in the questionnaire

**Evaluation form**

Evaluation form to be filled in [Fill in the evaluation form](#) 

## What to do at the end of the internship\*

After filling out the compulsory questionnaire:

- ✓ Attendance Register will be checked by Internship Office and if no further modifications are needed, it will be validated
- ✓ Final Report will be checked by your Academic Tutor and if no further modifications are needed, it will be validated
- ✓ Lastly, the Internship Board receives an email confirming that the internship has been regularly ended and it will be recorded in AlmaEsami

\*N.B. You are supposed to read carefully what your Degree course specifies in regards to the whole procedure:

DEGREE COURSE WEBSITE > STUDYING > INTERNSHIP (curricular and/or for thesis project)