

Internships: how to apply, opportunities and regulations

Internship Office of the Ravenna Campus campusravenna.tirocini@unibo.it



What is an Internship?

Internships are learning activities that allow students to obtain credits, acquire practical skills, and make the initial contact with the world of work. They can be mandatory or eligible, depending on the study course programme.

They are usually performed during the second year of study and need to be added to your Study Plan.

Students will be able to submit their study plan exclusively in the following time frame:

- First period: usually October November
- Second period: usually February March

The study plan can be submitted by students regularly enrolled to the relevant academic year. The study plan must filled out according to the Course Structure Diagram, referring to the academic year of your first enrollment.



What internship? Historic buildings rehabilitation





75467 Internship M (12 CFU - 300 h): through international mobility or through internship platform (on SOL)

PLEASE NOTE: this is an elective course, if you choose 75466 Research on Historic Building M you cannot do this internship



84551 Internship Abroad for Preparation of the Final Examination (12 CFU – 300 h): through international mobility or through internship platform (on SOL)



86296 Internship for Preparation for the Final Examination (12 CFU - 300 h): internship through internship platform (on SOL)



What internship? Offshore Engineering





60749 Internship (6 CFU - 150 h): eligible activity at 1° or 2° year, through international mobility or through internship platform (on SOL)



84551 Internship Abroad for Preparation of the Final Examination (15 CFU – 375 h): through international mobility or through internship platform (on SOL)



86296 Internship for Preparation for the Final Examination (15 CFU - 375 h): internship through internship platform (on SOL)



Application procedure through «Internship» platform on SOL







Students can only submit their requests through the internship app on Studenti OnLine

Offers: to view offers related to your degree course and apply for which you interested in.

Companies: to check the list of structures which have an agreement with the University of Bologna and submit applications.

Internship procedure for HBR <u>CLICK HERE</u>
Internship procedure for Offshore Engineering <u>CLICK HERE</u>



Internship with partnered host structure



If you already contacted/have an agreement with a partnered Host Structure:

• In Offer section apply to an internship offer already published and targeted to you ("ad personam")



If you do not have an agreement with a specific company and are looking for one:

- In Offer section apply to an internship offer already published and targeted to all students enrolled on one or more degree programmes
- In Companies section address to one or more Host Structures already registered on the internship platform (self-candidacy)

and wait for a reply.



Internship with non-partnered host structure

The **Host Structure** has to register in the internship platform to request an internship agreement.



Students have to contact the Internships Office of Ravenna Campus at least TWO MONTHS BEFORE the starting date of the internship in order to activate the agreement procedure and open a new partnership with the Host Structure.

PLEASE NOTE:

activation of an agreement requires a lot of time, once the procedure is started it is not possible to change company



How to activate an internship - Offers

- 1. On Internship platform select «curricular internship»
- 2. Browse between Offers
- 3. Once you have selected the offer you want to apply for, if it has been approved, you can click the blue button on the top of the page «Submit request» and:
 - Identify an Academic Tutor among the professors of the University of Bologna (please note: internship for thesis =thesis supervisor)
 - attach the CV and the motivation letter in one pdf file
 - insert the flag if it is an internship for thesis
- 4. Internship Office validation
- Academic tutor validation
- 6. Internship Board evaluation
- 7. Wait for approval = CHECK YOUR INBOX!



How to activate an internship - Autonomous application

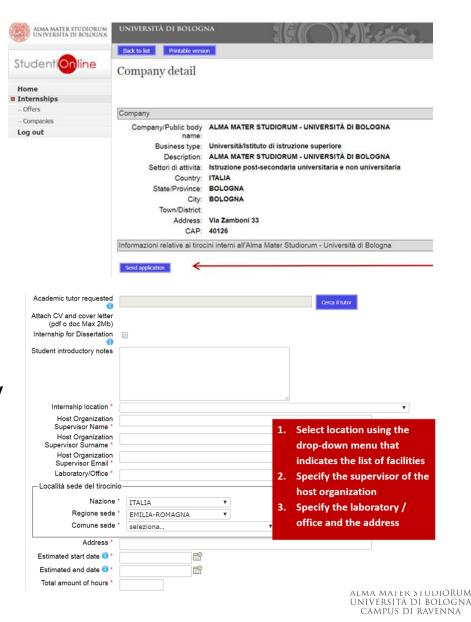
- 1. On Internship platform select «curricular internship»
- 2. Browse between Companies
- 3. Choose a company and click on the blue button «send autonomous application»
- 4. Select the type of internship and follow the instructions
- 5. Choose an Academic Tutor among the professors of the University of Bologna (please note: internship for thesis =thesis supervisor)
- 6. host organization receive an e-mail, check the request and complete the internship program if approves
- 7. Internship Office validation
- 8. Academic tutor validation
- 9. Internship Board evaluation
- 10. Wait for approval = CHECK YOUR INBOX!



How to activate an internship within UNIBO

Internships within the University (departments, laboratories...),

- 1. Contact the academic tutor and the contact person of the host structure (if different)
- 2. Define an internship (objectives and activities)
- 3. Select Companies list on Internship platform
- select ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA and click on the blue button «Send Application»
- 5. fill in all the mandatory data (CV, location, address, dates)
- 6. (mandatory) declare that all the data you filled in have agreed by the tutor and the contact person of the organization
- 7. Send request
- 8. Wait for approval = CHECK YOUR INBOX!



Approval of internship request \checkmark



Always check your email inbox

you will be informed by e-mail about your internship application progress

After the Internship Board approval:

- before starting the internship both you and the contact person in the host structure must sign the program (by clicking a button on the platform)
- 2. Download the ATTENDANCE REGISTER and enjoy your internship!

Important: approval of the internship commission and validation of the academic tutor (if required) on application replace the signatures on the paper document.





Safety training (mandatory)



Students on traineeships are considered **equivalent to workers** and must be trained on safety in the workplace by taking the two modules of the safety courses organised by Unibo **BEFORE** starting the internship.

You will find instructions and links to the modules on your profile in the internship platform

in the yellow box





What to do at the end of the internship



- 1. go to the Internship platform
- 2. enter your internship position
- 3. declare the end of the internship by indicating the effective ending date
- 4. upload the Attendance Register complete with signature of the Host Institution Contact Person and stamp of the Company
- 5. upload the Final Internship Report, signed by the Host Institution Contact Person
- 6. Button >> Save
- 7. fill out the mandatory questionnaire regarding the internship experience.

And finally...

Once validated by the Internship Office, book the relevant exam call for the internship you carried out and the relevant offices will proceed with the credits recognition.





Recognition of extra-curricular activities

- working experience outside University consistent to the degree programme
- recognition as curricular internship
- you must have the internship in your study plan

Submit to the Student Administration Office (via registered letter or in person – write to segravenna@unibo.it):

- the recognition request of credits for extra-university activities duly stamped (duty stamp € 16), filled in and signed
- 2. the certificate of the activity carried out filled in and signed by the host organization;
- 3. the **final report**, which description of **activities**, **tools and methodology countersigned** by the responsible person in charge of the activity in the hosting company/institution.

Any other documents outside these mentioned above won't be accepted.

Find al the documentation **HERE**

PLEASE NOTE: the recognition can be rejected if negatively evaluated by the Degree Programme Board

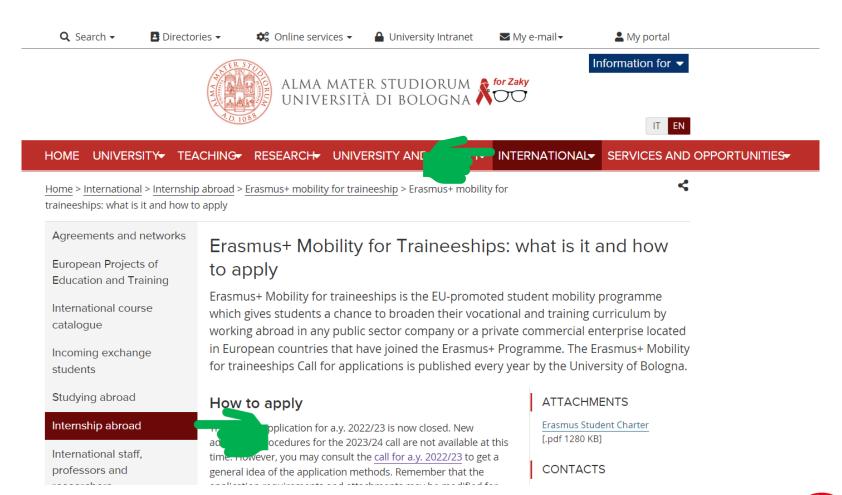




The Erasmus+Placement call is usually published in March

INTERNATIONAL







Where can you go



The countries of destination are:

- * the 27 European Union Member States: Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, the Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden and Hungary;
- * the 3 Countries of the European Economic Area: Island, Liechtenstein and Norway;
- * the accession candidate countries: North Macedonia, Serbia, Turkey.



Lenght of traineeship



The duration of traineeships under this programme is from 2 to 12 months and students may receive a EU grant (400/500 euro) up to a maximum of 3 months.



What internship?

Historic Buildings Rehabilitation

75467 Internship M = 12 CFU - 300 h

OR/and

 84551 Internship Abroad for Preparation of the Final Examination (12 CFU – 300 h): through international mobility or through internship platform (on SOL)

Offshore Engineering

• 60749 Internship (6 CFU - 150 h)

OR/and

 84551 Internship Abroad for Preparation of the Final Examination (15 CFU – 375 h): through international mobility or through internship platform (on SOL)



PLEASE NOTE

- Internship cannot be recognized by exams \rightarrow you must do a practical activity
- ERASMUS+ Placement as a postgraduate: it is possible to do it, but you must be a student until the call deadline. Then you can graduate and leave for your E+Placement as a graduate student
- You cannot exceed 12 months between Erasmus+Placement and Erasmus+Study



Contacts

GUIDANCE, INTERNSHIPS AND INTERNATIONAL RELATIONS OFFICE

Internship procedure, internship activation and guidance <u>campusravenna.tirocini@unibo.it</u>

> Erasmus+Placement, international mobility campusravenna.internazionale@unibo.it

Information for international students (residence permit, administrative support) <u>internationaldesk.ra@unibo.it</u>

Offshore Engineering
Degree Programme Tutor
offshore@unibo.it

HBR
Degree Programme Tutor
hbr@unibo.it





Thank you for your attention!

