



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
CAMPUS DI RAVENNA

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 be 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



STUDENTIONLINE

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 [CLICK HERE](#)
Internship procedure for Offshore Engineering [CLICK HERE](#)



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
5. 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
4. 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!

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UNIVERSITÀ DI BOLOGNA

StudentOnline

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Company detail

Company

Company/Public body name: ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA

Business type: Università/Istituto di istruzione superiore

Description: ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA

Settori di attività: Istruzione post-secondaria universitaria e non universitaria

Country: ITALIA

State/Province: BOLOGNA

City: BOLOGNA

Town/District:

Address: Via Zamboni 33

CAP: 40126

Informazioni relative ai tirocini interni all'Alma Mater Studiorum - Università di Bologna

Send application

Academic tutor requested Cerca il tutor

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

Internship for Dissertation

Student introductory notes

Internship location *

Host Organization Supervisor Name *

Host Organization Supervisor Surname *

Host Organization Supervisor Email *

Laboratory/Office *

Località sede del tirocinio

Nazione * ITALIA

Regione sede * EMILIA-ROMAGNA

Comune sede * seleziona..

Address *

Estimated start date *

Estimated end date *

Total amount of hours *

1. Select location using the drop-down menu that indicates the list of facilities
2. Specify the supervisor of the host organization
3. Specify the laboratory / office and the address

Approval of internship request ✓

Always check your email inbox

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

After the Internship Board approval:

1. 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

The screenshot shows the 'StudentiOnline' interface for the University of Bologna. A red arrow points to a yellow highlighted box containing the following text:

[Avvisi relativi a tirocini curriculari - Studenti](#)
[Avvisi relativi a tirocini post laurea - Laureati](#)
[Informazioni su Corso online su sicurezza e salute nei luoghi di studio e tirocinio](#)

Gli studenti che svolgono tirocini secondo il Testo Unico sulla Sicurezza (decreto legislativo 81/08) sono equiparati, per quanto riguarda la loro sicurezza, ai lavoratori e, come questi ultimi, devono essere formati sulla sicurezza nei luoghi di lavoro. La Formazione generale (Modulo 1) e specifica (modulo 2) sono disponibili in modalità e-learning. Per tutte le informazioni e modalità di svolgimento consulta la pagina <http://www.unibo.it/it/servizi-e-opportunita/salute-e-assistenza/salute-e-sicurezza/sicurezza-e-salute-nei-luoghi-di-studio-e-tirocinio>

0000781687 Tirocini curriculari da svolgere - C.d.S. 8836 BENI ARCHEOLOGICI, ARTISTICI E DEL PAESAGGIO: STORIA, TUTELA E VALORIZ

Codice	Descrizione	Crediti
--------	-------------	---------

Tirocinio in una struttura di Ateneo
Se vuoi svolgere un tirocinio in una struttura di Ateneo clicca su:
[Presenta richiesta tirocinio in UNIBO](#)

Richieste di tirocinio effettuate
Non risultano richieste

Tirocini in corso o conclusi
Non risultano tirocini in corso o conclusi

inibo ©Copyright 2008 [20685 del 23.11.2022-12:26 - Server: lccsp-java-11/127.0.1.1] - [Informativa sulla Privacy](#)
ALMA MATER STUDIORUM - Università di Bologna - Via Zamboni, 33 - 40126 Bologna



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):

1. 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 all the documentation **HERE**

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





Erasmus Placement call

The Erasmus+ Placement call is usually published in March

INTERNATIONAL



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International staff, professors and researchers

Erasmus+ Mobility for Traineeships: what is it and how to apply

Erasmus+ Mobility for traineeships is the EU-promoted student mobility programme which gives students a chance to broaden their vocational and training curriculum by working abroad in any public sector company or a private commercial enterprise located in European countries that have joined the Erasmus+ Programme. The Erasmus+ Mobility for traineeships Call for applications is published every year by the University of Bologna.

How to apply

The application for a.y. 2022/23 is now closed. New admission procedures for the 2023/24 call are not available at this time. However, you may consult the [call for a.y. 2022/23](#) to get a general idea of the application methods. Remember that the application requirements and attachments may be modified for

ATTACHMENTS

[Erasmus Student Charter](#) [pdf 1280 KB]

CONTACTS



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.



Length 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** → 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

campusravenna.tirocini@unibo.it

Erasmus+Placement, international mobility

campusravenna.internazionale@unibo.it

Information for international students (residence permit, administrative support)

internationaldesk.ra@unibo.it

Offshore Engineering
Degree Programme Tutor
offshore@unibo.it

HBR
Degree Programme Tutor
hbr@unibo.it





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Thank you for your attention!

