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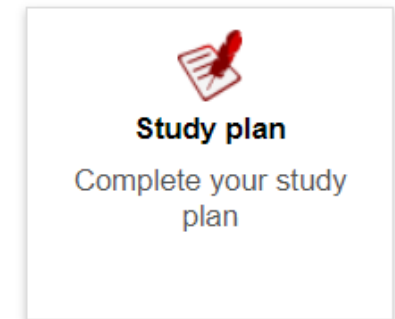
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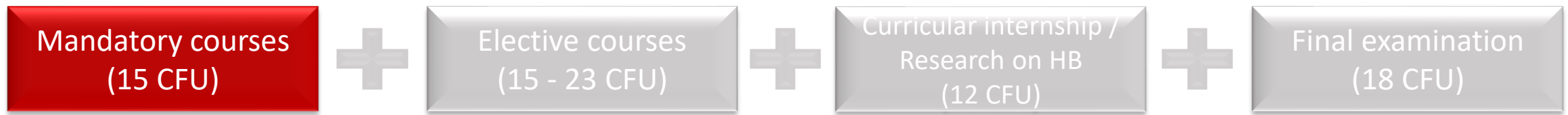
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### Study plan:

- 2 time-frames to submit the study plan for whole 2<sup>nd</sup> year on Studenti online:
  - 1<sup>st</sup> time-frame: October – November
  - 2<sup>nd</sup> time-frame: February – March
  - The exact dates will be updated here: [Study plan info](#)
- Study Plan cannot be changed outside these time frames
- If you don't have a course in your Study Plan you **CANNOT** take the exam
- Once you take exam and accept grade for a course it **CANNOT** be changed anymore





### 1) Mandatory courses

		PERIOD ?	TYPE ?	SSD ?	CFU ?
75459	Laboratory of Structural Diagnostics and Rehabilitation M c.i.	1			
75460	Structural Diagnostics and Seismic Assessment M	1	B	ICAR/09	9
75461	Structural Strengthening and Rehabilitation M	2	B	ICAR/09	6





You can choose from:

- **Suggested courses** (preapproved by study board) : [Course Structure Diagram](#) (select according to year of enrolment)

4) Courses freely chosen by the students (15 - 23 CFU)

Choose at least 15 credits. The course board suggests to attend to the following courses:

		PERIOD ?	TYPE ?	SSD ?	CFU ?
75452	Geomatic Engineering for Cultural Heritage M	1	D	ICAR/06	6
75463	Mineralogical and Petrographical Characterization of Natural and Artificial Stone Materials M	1	D	GEO/09	8
73936	Economy and Programming of the Job in the Construction Sector M	2	D	ING-IND/35	6
75464	Environmental Impact on Materials, Deterioration and Ageing M	2	D	FIS/07	6
75462	Laboratory of Geotechnical Engineering for the Preservation of Historic Buildings M	2	D	ICAR/07	3

Soft skills (max limit 23 CFU)

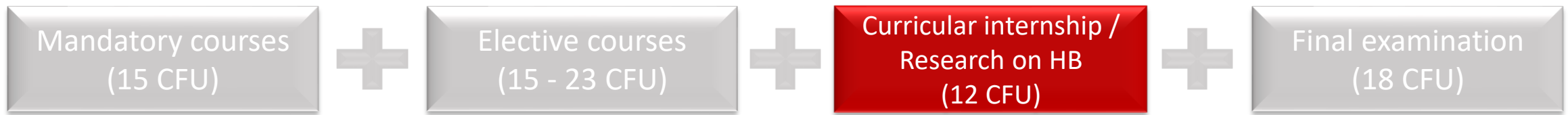
Among the transferable skills activities (Soft skills) students may choose, while submitting the study plan, any edition activated in the Campuses.

89457	Information Literacy in English - Ravenna	CT1	D		3
86671	Soft Skills to be Effective at Work - Ravenna	CT1	D		3
86700	Information Literacy - Ravenna 1	CT2	D		3

- **Any course from UNIBO**, related to HBR degree (to be approved by the board after submission of study plan)

[UNIBO Course catalogue](#)





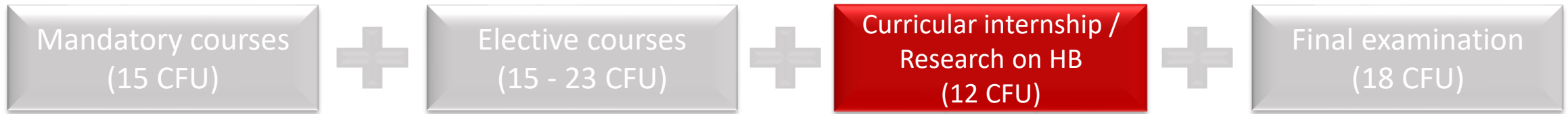
- **75467 - Curricular internship:**

- can be done:
  - a) In a company that you find by yourself (must be added as partner company before start of the activity)
  - b) In a company that is already a partner of UNIBO (check offers in “Internship” on student online)
  - c) With a professor in a laboratory of UNIBO
- It is done in 2nd year, and it must be completed before starting Thesis
- To find an academic tutor ( a professor at UNIBO) for the internship, you can contact the internship office for help
- You need to complete [Health and safety training courses](#) ( *for online modul 1 and 2 use mozilla firefox* )
- 12 CFU = min. 300 hours / max. 360 hours
- For any support regarding internship contact [campusravenna.tirocini@unibo.it](mailto:campusravenna.tirocini@unibo.it)
- [curricular internship info](#)

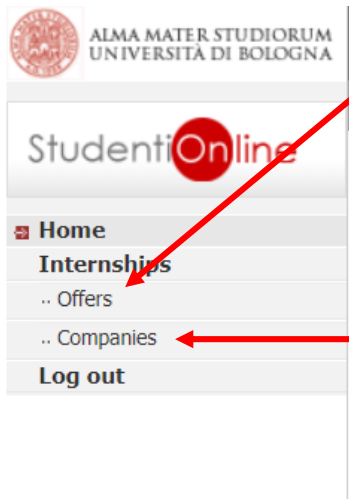
- **75466 - Research on Historic buildings:**

- Alternative to curricular internship if you have a problem to find actual internship
- Research related to the topic of the final dissertation with a professor you want to write thesis with
- Before adding it to Study Plan, contact Prof. Antonini who is in charge of RoHB explaining your reasons, in order to have a prior approval
- [Research on HB info](#)





To search for companies that have offers or already hosted students enter to the internship application:



To see list of opened offers, choose option “**Offers**”

- You can open each offer and check if it is accepted by your course of study, how many places they offer etc.
- Then you can send request directly through the internship application, but it is better to contact the company directly via mail/phone first and ask if the position is still available

To see list of companies that already hosted UNIBO students in past choose “**Companies**”

- The list is **INDICATIVE** so it is advised to contact the company directly ( by mail, or phone) and only after agreement with the company apply through the internship application
- It is useless to apply for too many companies without contacting them directly because they might not be checking the applications so it will fall on deaf ears





a) **86301 Final examination (18 CFU) = only Thesis**

b) **60750 Final examination (6 CFU) + 84551 Internship abroad (12 CFU)**

- [info Erasmus for Traineeship](#) – for period of 2 -3 months, you can ask for prolongation of the period but **WITHOUT** additional grant (the application is managed through AlmaRM)

c) **60750 Final examination (6 CFU) + 86296 Internship (12 CFU)**

- In a company in Italy or at UNIBO (the application is managed through Internships app)
- you can continue in the same company as curricular internship, but you must do **2 SEPARATE** applications (12+12 CFU)

d) **60750 Final examination (6 CFU) + 84548 Preparation abroad (12 CFU)**

- At some foreign university (managed through AlmaRM)
- [Scholarship for thesis preparation abroad](#)



The first step is to decide topic & professor (supervisor of UNIBO), then you should agree with her/him which options is the most suitable - the possibilities for internship/period abroad should be discussed with her/him because if you do an internship abroad but without supervisor the credits **WILL NOT** be recognized

[Final examination: modalities](#) – dates, general rules, fees



## Postgraduation internship abroad

- You have a possibility to do an internship abroad after you graduate and apply either for
  - the Erasmus + mobility for traineeships: [info Erasmus for Traineeship](#)
  - the call for applications for preparation of the master's thesis abroad: [Scholarship for thesis preparation abroad](#)
- The duration is 2 – 3 months, you can decide to prolong your stay but **WITHOUT** additional grand
- You have to find a company by yourself ( the procedure is same as if you were looking for a regular job) but on the next page you can find an indicative list of companies that have already hosted HBR students for postgraduation internship in past



You **MUST** apply while you are still student so before graduation and before deadline of the specific call





## Postgraduation internship abroad

- List of companies and universities that have already hosted HBR students for postgraduation internship:

Name of the company / university	Erasmus code	Country
University College Dublin, National University of Ireland, Dublin	IRLDUBLIN02	Ireland
Carlos Quevedo Rojas	BE 0055	Spain
BOSE INTERNATIONAL PLANNIN AND ARCHITECTURE Sp. z.o.o.	BE 0055	Poland
NIO Architects	BE 0055	Netherlands
Orproject	BE 0055	UK
Technical University of Crete	G KRITIS09	Greece
Delft University of Technology	NL DELFT01	Netherlands
Stefano Riva Unipessoal Lda	BE 0055	Portugal
Miguel Amado Arquitectos, LDA	BE 0055	Portugal



## Curricular internship and preparation for thesis – general info

- The credits for the activity can be recognized **ONLY** if you correctly register it via Studenti Online-Internship app and close it (see following pages) and you have the corresponding activity also in your study plan
- If you did curricular internship and internship for preparation of thesis at the same company, **you must do 2 separate applications** and close both of them:
  - for curricular internship: upload the report + register of your working hours (min. 300 hours)
  - for preparation of thesis: upload the register of your working hours (min. 300 hours)
- Keep in mind the deadlines for possession of requisites (deadline by which you must have all credits registered ) for your chosen date of graduation: [Final examination: modalities](#)
- Once you have closed your internship, go to AlmaEsami and book an exam for internship published by prof. Colla (you do not have to show up at the exam, it is just for the credits to be registered)



# How to close the internship

At the end of your internship go to the internship application at Studenti online and find your ongoing internships:

**Ongoing and closed internships**

Id 205109

**Type of Internship**  
Curricular internship

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

**Job description**  
computational analysis of historic masonry structures

**Planned start date**  
01/10/2021

**Planned end date**  
30/09/2022

**Signed internship programme**  
[1185332\\_programmaTirocinio.pdf](#) The document has been validated

[Download sign-in sheet](#) [Manage end of internship](#)

1) Download the register that must be filled-in by you and signed by the supervisor

2) Once you have the report and register prepared, click here



# How to close the internship

Once you select “Manage end of internship” this window will appear:

## 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


Terminato il tirocinio carica in applicativo il registro presenze compilato e la tua relazione finale. Poi attendi l'approvazione dei documenti in applicativo. Ottenuta l'approvazione, iscriviti all'appello di tirocinio su almaesami e presentati di persona alla prova di tirocinio.

Dear Student, as soon as the Internship period will be concluded, you have to upload here:

1. The Internship Attendance Register already filled in and signed;
2. the Final Report signed by the academic tutor.

All the documents must be approved by the HBR Internship Board.


Once approved, you can register to the internship session on almaesami and present yourself on the day of the exam.

End date \*   ← Enter the end date

Final attendance record book\* (PDF, massimo 3Mb)  No file chosen ← Upload the signed register

Final report\* (PDF, massimo 3Mb)  No file chosen ← Upload the report

Note

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

Save all and complete the questionnaire that will appear once you saved



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