

Procedure for publishing an Internship Offer

aimed at **selecting a student** or
addressed to a specific student
for a
curricular internship*

* A **curricular internship** is an activity in the frame of the study programme of the student.

Tirocini - Università di Bologna - Internet Explorer

<https://tirocini.unibo.it/tirocini/welcomeEsterni.htm?siteLanguage=en>

ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

UNIVERSITÀ DI BOLOGNA
AMBIENTE DI TEST

Internships

Internships and agreements service

The internships and agreements service aims to facilitate contact between the university, students, graduates and businesses interested in internships

Service access:

- If your business/organisation is already registered with the University of Bologna use your personal account (@esterni.unibo.it)

[Login >](#)

Forgot your password? [Retrieve](#)

- If you are not yet registered with the University of Bologna for this service, please press the button "Register" to fill out a request for an internship cooperation agreement and obtain your account

[Register >](#)

WWW.UNIBO.IT

Change language
Italiano

unibo.it

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<https://tirocini-test.unibo.it/tirocini/welcomeEsterni.htm?siteLanguage=it> 100%

Accedi - Internet Explorer
https://cas-formazione.unibo.it/cas/login?service=https%3A%2F%2Ftirocini-test.unibo.it%2Fcas/login

File Modifica Visualizza Preferiti Strumenti ?

Convert Select

Pagina Sicurezza Strumenti ?

Log-in using "access credentials" assigned during the registration

DSA

Inserisci le credenziali istituzionali di Ateneo.

mario.rossi@unibo.it, 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

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Esterni - Tirocini - Università di Bologna - Internet Explorer

https://tirocini-test.unibo.it/tirocini/esterni/homePageEsterni.htm

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Internships - Welcome

Home page company/public body

Welcome in your company's private pages. Here you can manage all the information about your company/public body

Online internships and agreements website

In this website you can:

- a. publish offers of curricular internship
- b. receive the applications of the students interested to get an internship.

Once selected the candidate to activate an internship it is necessary:

1. to accept the application of the candidate
2. to complete the program of internship

The postgraduate internship can be activated only in Italy

Company details

Company/Public body name:
Country:
Vat Number:
Taxpayer Identification Number:

[Detail](#)

Active internship offers

[New internship offer](#)

Id	Type Of Internship	Job Description / Field Of Placement	Estimated Start Date	Status
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Internship request to accept

Id	Date/Hour Of Submission	Applicant	Degree Course	Type Of Internship	Estimated Start Date	Job Description / Field Of Placement	Acc
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100%



If you wish to publish an offer aimed to select students (no addressed to an already selected one), tag "NO". In this case all students of the programmes you select are allowed to apply to your offer. Then skip to page 8

Offerta di tirocinio - Tirocinio x

Sicuro | <https://tirocini-test.unibo.it/tirocini/esterni/offertatirocinio.htm?siteLanguage=en>

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Internships - Internship offer

Type

Agreement* 16566 08/06/2017 Scuola di Lettere e Beni culturali ▼

Type of Internship*

- 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.
- 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.

This internship offer is addressed to one specified applicant No Si

Back Continue

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If you wish to address your internship offer to a student that you have already selected, tag YES then proceed to page 6

Offerta di tirocinio - Tirocini - Università di Bologna - Internet Explorer

https://tirocini-test.unibo.it/tirocini/esterni/offerta tirocinio.htm?nuovareg=true

File Modifica Visualizza Preferiti Strumenti ?

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Home

Agreements

- .. Details of your company
- .. Agreements
- .. Contact person list

Internships

- .. Internship offers
- .. Internship applications
- .. In progress

Administration

- .. Change password

Log out

Change language

Italiano

Internships - Internship offer

Type > Internship details > Other data > Recipients > Confirmation

Type

Agreement* Internship agreement 11/03/2009 Facoltà di Ingegneria

Type of Internship*

- Curricular internship**
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This internship offer is addressed to one specified applicant

- No
- Si**

Back Continue

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You have already selected your intern, please fill out his/hers Tax Identification Number. Then go to page 8

The screenshot shows a web browser window with the URL <https://tirocini-test.unibo.it/tirocini/esterni/offertatirocinio.htm>. The page is titled "Internships - Internship offer" and is part of the "AMBIENTE DI TEST" environment. The breadcrumb trail is: Type > Recipients > Internship details > Other data > Confirmation. The main heading is "Recipients" with the instruction "Fill in to find your trainee". There is an empty search input field followed by an "Add" button, which is highlighted with a red arrow. Below this is a table with the following data:

Taxpayer Identification Number	Family Name	First Name
SPDMRC94E23L424A	SPEDICATI	MARCO

At the bottom of the table, there is a "Back" button and a "Continue" button, with a red arrow pointing to the "Continue" button. The footer of the page includes the Unibo logo and copyright information: ©Copyright 2008 [build 3056 del 2017-12-01 14:15:07 CET - Server: jtest/127.0.1.1] - [Informativa sulla Privacy](#) ALMA MATER STUDIORUM - Università di Bologna - Via Zamboni, 33 - 40126 Bologna.

Offerta di tirocinio - Tirocinio x

Sicuro | https://tirocini-test.unibo.it/tirocini/esterni/offertatirocinio.htm

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Home
Agreements
.. Details of your company
.. Agreements
.. Contact person list
Internships
.. Internship offers
.. Internship applications
.. In progress
Administration
.. Change password
Log out
Change language
Italiano

Internships - Internship offer

Type » **Internship details** » Other data » Recipients » Confirmation

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* Hours

Number of working hours per week

Estimated start date

Estimated end date

Work location

Country*

State/Province*

City*

Financial contribution available Yes No

Publication start date*

Publication expiration date*

The actual duration of every internship is always determined by the number of ECTS (academic credits) associated with it in the didactic plan of the student's degree programme, assuming that 1 ECTS lasts from a minimum of 25 up to a maximum of 30 hours (eg: curriculum internship - 12 ECTS = min:300 hours / max:360 hours).

Students can't perform more than 40 internship hours per week.

Each internship will be automatically activated for a period of 12 months, lasting from the start date indicated on the attendance register that the student has to download before the internship starts (please see above about the actual duration).

A financial contribution is not compulsory for curricular internships, unless differently foreseen by laws regulating internships outside Italy. Host Institutions are free to autonomously assign a scholarship and/or recognise subsidies to students.

It is strongly suggested to publish offers for a minimum period of 30 days

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Internships - Internship offer

Type | Recipients | Internship details | **Other data** | Confirmation

Other data

Name of the contact person*
Family name of the contact person*
Position of the contact person*
Email of the contact person*
Language skills required
 Bulgarian
 Czech
 Danish
 Estonian
 Finnish
 French
 Irish
Computer skills required
Notes
Available for business trips outside Italy Yes No
Available for business trips within Italy Yes No
Currently employed Yes No
 We declare that the candidate has an adequate knowledge of the main language of the internship to carry out the training placement at our company (optional)



The contact person has to:

- monitor the student's activities for the whole duration of the internship;
- attest the number of internship hours performed by the student on behalf of the host institution;
- approve the final report uploaded by the student at the end of the internship for the evaluation of the Internship Board.



Offerta di tirocinio - Tirocinio x

Sicuro | https://tirocini-test.unibo.it/tirocini/esterni/offertatirocinio.htm

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Internships - Internship offer

Type » Internship details » Other data » **Recipients** » Confirmation

Select courses

Choose the degree level, School, Department and Courses eligible for your offer

First Degree Courses Second Degree Courses

School/Department Engineering

[Tutti i corsi di laurea triennale]		
DESIGN DEL PRODOTTO INDUSTRIALE	Bologna	->
INGEGNERIA CHIMICA	Bologna	->
INGEGNERIA CHIMICA E BIOCHIMICA	Bologna	->
INGEGNERIA CIVILE	Bologna	->

Selected Courses

Back Continue

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An internship offer can be addressed to both **First Degree Courses** and **Second Degree Courses**, please read infos about [the Italian University System](#) if you wish to know more.

The first step is to select the **School/Department**, afterwards it is possible to select one or more Courses.

The full list of degree programmes of the University of Bologna is available on <http://www.unibo.it/en/teaching/degree-programmes>.

Offerta di tirocinio - Tirocinio x

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Internships - Internship offer

Type » Internship details » Other data » Recipients » **Confirmation**

Confirmation

Type

Agreement:
Type of 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:
Number of working hours per week:
Estimated start date:
Estimated end date:
Work location:
Country:
State/Province:
City:
Financial contribution available:
Publication start date:
Publication expiration date:

Other data

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

Recipients

Courses:

Back Save

The screenshot shows a web browser window with the address bar displaying "https://tirocini-test.unibo.it/tirocini/esterni/offertatirocinio.htm". The page header includes the logos for "ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA" and "UNIVERSITÀ DI BOLOGNA AMBIENTE DI TEST". A left sidebar menu contains sections for "Home", "Agreements", "Internships", "Administration", "Log out", and "Change language". The main content area is titled "Internships - Internship offer" and "Confirmation", with the message "Your internship offer has been loaded successfully." and a "Go back to the homepage" button. The footer contains the "unibo.it" logo and copyright information: "©Copyright 2008 [build.3056 del 2017-12-01 14:15:07 CET - Server: jtest/127.0.1.1] - Informativa sulla Privacy ALMA MATER STUDIORUM - Università di Bologna - Via Zamboni, 33 - 40126 Bologna".

Once this part of the procedure is completed, UNIBO Internship Office evaluates it and addresses to the correct degree courses

If the internship proposal is approved by our office, it is visible to students who may apply for it.