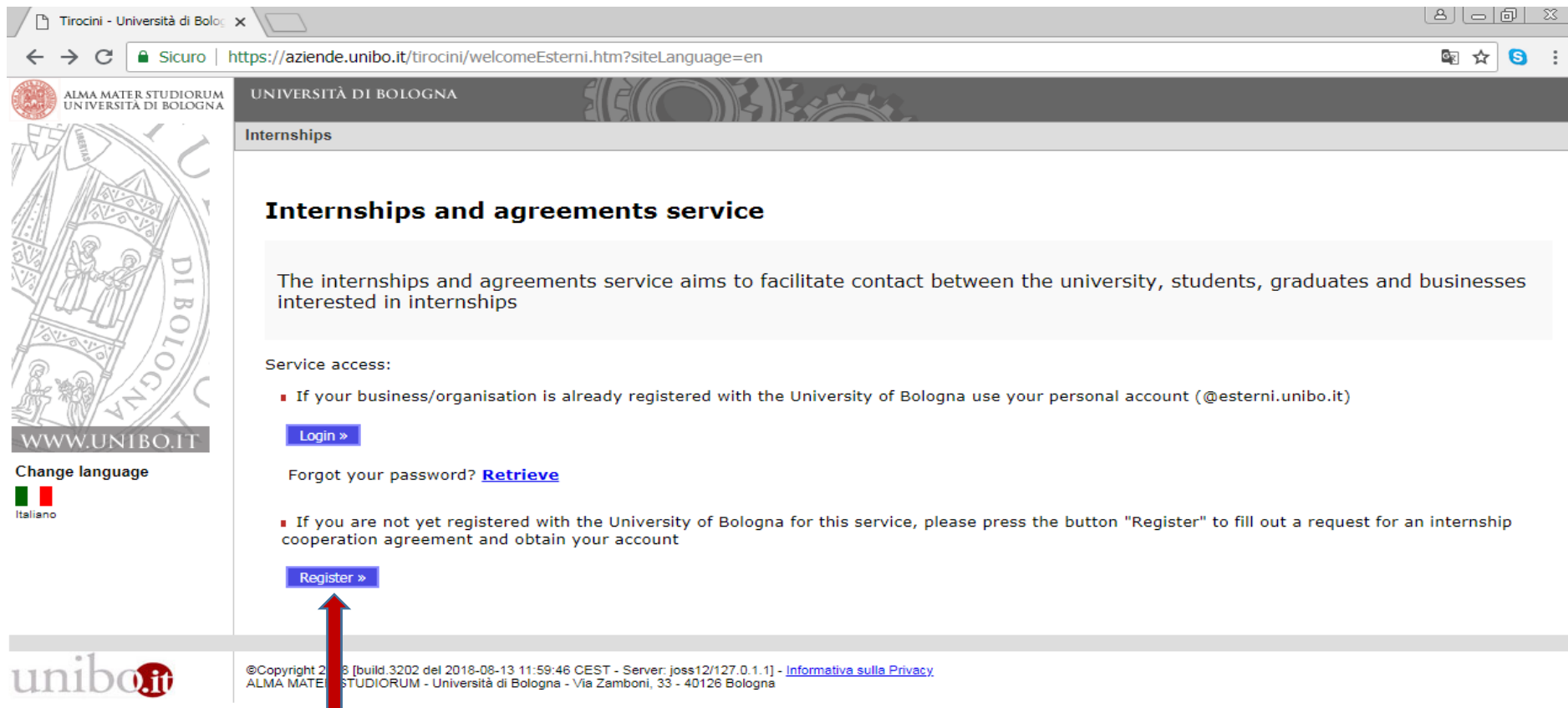


INTERNSHIP OFFICE (Humanities Area)

New Hosting Organization registration guide

Organizations wishing to host UNIBO students as interns, need to register to UNIBO Internship App

<https://tirocini.unibo.it/tirocini/welcomeEsterni.htm?siteLanguage=en> and complete required fields as follows.



The screenshot shows a web browser window with the URL <https://aziende.unibo.it/tirocini/welcomeEsterni.htm?siteLanguage=en>. The page header includes the University of Bologna logo and the text 'UNIVERSITÀ DI BOLOGNA'. The main content area is titled 'Internships and agreements service' and contains the following text:

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 >](#)
- 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 >](#)

The 'Register >' button is highlighted with a red arrow. The footer of the page includes the 'unibo.it' logo and copyright information: ©Copyright 2018 [build.3202 del 2018-08-13 11:59:46 CEST - Server: joss12/127.0.1.1] - [Informativa sulla Privacy](#) ALMA MATER STUDIORUM - Università di Bologna - Via Zamboni, 33 - 40126 Bologna

2. Select the **Country** where is based the Organization, insert its **National ID** and click on **Continue**



ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA

TIROCINI



Identification of the company / public body

Submit some information to permit us to identify the company/public body that you wish to register and to check that it is not yet in our files.

Country * Please remember to submit the company/public body's Country and VAT number and not the one of the person applying.

Norway

Company/Public Body VAT Number *

123ABC

The fields marked with an asterisc* are mandatory

Back

Continue



3. Select Internship agreement and click on Continue



ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA

TIROCINI



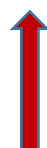
Purpose

Select the type of agreement you wish to register for

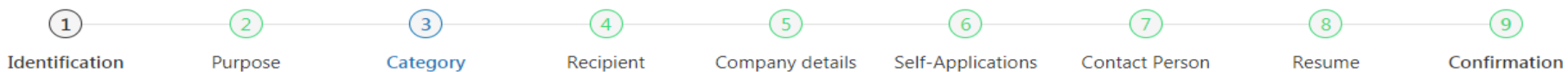
- Purpose *
- Internship agreement
 - Abilitazione ad Eventi di Job Placement
 - Registration in the Suppliers' Register

The fields marked with an asterisc* are mandatory

[Back](#) [Continue](#)



4. Select **Normal agreement activation** and click on **Continue**




Sector or group agreements

Choose the type of agreement you want to activate: *

- Normal agreement activation**
Choose this option if you are the representative of a company that does not adhere to any category/group framework agreements (this is the most common case)
- Category/group agreement activation**
Choose this option only if you are the representative of a trade association or group of companies and you intend to activate a framework agreement that may later join in by more companies
- Registration to a category/group agreement**
I intend to adhere to the following category/group framework agreement:

The fields marked with an asterisk* are mandatory

5. Select the **University office** you have been in touch with for the startup of the internship and click on **Continue**

 ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA
TIROCINI

1 Identification 2 Purpose 3 Category 4 Recipient 5 Company details 6 Self-Applications 7 Contact Person 8 Resume 9 Confirmation

Structure or office of destination

Select the structure or University office you have been in touch with and you want to address your request to. If you are not yet in touch with anybody please select "International internship office".

Recipient* Ufficio Coordinamento tirocini

- Polo di Cesena
- Corsi di Studio di Informatica e Scienze di Internet
- Corsi di Studio di Scienze Geologiche
- Corsi di Studio in Biotecnologie
- Facoltà di Scienze Matematiche Fisiche e Naturali (Corsi di Studio sede di Cesena)
- Facoltà di Agraria
- Facoltà di Agraria (Corsi di Studio sede di Cesena)
- Facoltà di Architettura
- Facoltà di Chimica Industriale
- Facoltà di Chimica Industriale (Corsi di Studio sede di Ravenna)
- Facoltà di Chimica Industriale(Corsi di Studio sede di Rimini)
- Facoltà di Conservazione dei Beni Culturali
- Facoltà di Economia
- Facoltà di Economia - Forlì
- Facoltà di Economia - Rimini
- Facoltà di Farmacia
- Facoltà di Farmacia (Corsi di Studio sede di Rimini)
- Facoltà di Giurisprudenza
- Facoltà di Giurisprudenza (Corsi di Studio sede di Ravenna)
- Facoltà di Ingegneria
- Facoltà di Ingegneria (Corsi di Studio sede di Ravenna)
- Facoltà di Lettere e Filosofia
- Facoltà di Lettere e Filosofia (Corsi di Studio sede di Rimini)
- Facoltà di Lingue e Letterature Straniere
- Facoltà di Medicina e Chirurgia
- Facoltà di Medicina e Chirurgia (Corsi di Studio sede di Ravenna)
- Facoltà di Medicina e Chirurgia (Corsi di Studio sede di Rimini)
- Facoltà di Medicina Veterinaria
- Facoltà di Medicina Veterinaria (Corsi di Studio sede di Cesena)
- Facoltà di Psicologia
- Facoltà di Psicologia (Corsi di Studio sede di Bologna)
- Facoltà di Scienze della Formazione
- Facoltà di Scienze della Formazione (Corsi di Studio sede di Rimini)
- Facoltà di Scienze Matematiche Fisiche e Naturali
- Facoltà di Scienze Matematiche Fisiche e Naturali (Corsi di Studio sede di Ravenna)
- Facoltà di Scienze Motorie
- Facoltà di Scienze Motorie (Corsi di Studio sede di Rimini)
- Facoltà di Scienze Politiche
- Political Sciences (Ravenna)
- Facoltà di Scienze Politiche "Roberto Ruffini" (Corsi di Studio sede di Forlì)
- Facoltà di Scienze Statistiche
- Facoltà di Scienze Statistiche (Corsi di Studio sede di Rimini)
- Ingegneria Seconda Facoltà (Corsi di Studio sede di Cesena)
- Ingegneria Seconda Facoltà (Corsi di Studio sede di Forlì)
- Scuola Superiore di Lingue Moderne per Interpreti e Traduttori
- Tirocini Formativi Attivi

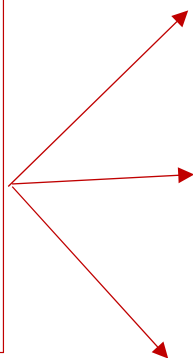
The fields marked with an asterisk* are mandatory

Humanities Area:


Lingue e letterature straniere = Foreign languages and literature

Studi Umanistici = Human studies - Bologna

Education sciences = Scienze dell'educazione e della formazione



6. Fill out your Organization details and do not forget to complete the required fields for your **website** (please enclose a presentation of your Organization if it hasn't a website and/or it is not working and/or is under construction) and **Continue**

 ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA
TIROCINI

① Identification ② Purpose ③ Category ④ Recipient ⑤ **Company details** ⑥ Self-Applications ⑦ Contact Person ⑧ Resume ⑨ Confirmation

Company details

Please fill out the following fields

Company/Public Body details

Type of company/public body *
 Association/Non-profit organization, NGO
 Cooperative company
 Foundation
 Legally constituted consortium
 Legally constituted partnership
 Limited liability company
 Network/agreements
 Professional company
 Public body (research institutions excl.)
 Research institution
 Sole trader
 University/Higher Education Institute

Name *

Description and company activities * (min 50 - max 1000 characters)

0 characters entered

Company/Public Body National ID (e.g. VAT number)

Activity field *

Company size *
 no employees
 small company (from 1 to 50 employees)
 medium company (from 51 to 500 employees)
 large company (501 or more employees)

Company/Public Body address

State/Province *

City *

Town/District

Address *

Postcode *

Company/Public Body contact details

Phone *

Fax

Email *

I agree that my email address be used for receiving questionnaires from university evaluation agencies

Web site

Notes

Attachment

The fields marked with an asterisk are mandatory



7. Fill out the box and type in requested details only if your Organization wishes to accept self-applications from students. If not, click straight on **Continue**



ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA
TIROCINI



Self-Applications

Please specify if your company/public body accepts self-applications from students, out of the internship offers you publish. If you do, please give details about the divisions where you accept interns.

Company divisions and activities you accept interns for

Self-Applications

I agree that the information about my company (without personal contact details) are visible with restricted access to students and staff of the University of Bologna

First name of the contact person

Family name of the contact person

Phone

Email

Web site



8. Complete the required fields for **Contact person details** as follows (*mandatory fields are indicated with a **), click on **Continue** first and on **Save** afterwards.

Contact Person: the person who will use the internship app and receive the password to access to it (he/she is entitled to enable other colleagues)

Administrative contact person: the responsible for relationships and agreements with the University of Bologna (he/she usually belongs to the HR Dpt.)

Legal representative: the person normally in charge of legal affairs who represents the Host Structure (he/she is entitled to sign the internship agreement)

The **Contact Person** and the **Administrative contact person** can be the same person.



Contact person details

Please fill out the contact person details.

Your date and country of birth are compulsory info for us in respect of the current Italian laws. When related to the "contact person", these info are necessary to provide a username and a password according to the law on the protection of personal data; the username and password provided by the system are required to enter the system next time. When related to the "legal representative", these info are necessary to sign the training agreement and the transcript of work.

Contact person

This is the person who will receive the first account and who can enable other users of his/her company/public body to log in.

First name *

Family name *

Phone *

Mobile + 39

Email *

Position

Country *

Do you possess an Italian taxpayer identification number? * Yes No

Sex * M F

Date of birth (dd/mm/yyyy) *

Country of birth *

Administrative contact person

This is the person who will be contacted for any communication regarding the agreement.

Insert Administrative contact person * Same Contact person Insert new

First name *

Family name *

Phone *

Mobile + 39

Email *

Position

Country *

Do you possess an Italian taxpayer identification number? * Yes No

Sex * M F

Date of birth (dd/mm/yyyy) *



Thank for your time and patience, your request has been saved successfully

Your data have been saved but it's not been possible at the moment to create your personal username and password. You'll be contacted as soon as possible.

Print the PDF with the summary of your application

[Open pdf](#)

[Return to start page](#)

VERY IMPORTANT

Upon successful completion of the registration procedure, the system will display a **Confirmation** page and your Organization will receive:
- an automated confirmation message;

- a further message from the Internship Office with further instructions on how to settle the internship agreement with the University of Bologna, **to be finalized before posting internship offers on this web application and/or hosting students as interns.**