



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
CAMPUS DI RAVENNA

INTERNATIONAL COOPERATION ON HUMAN RIGHTS AND INTERCULTURAL HERITAGE I-CONTACT

Informative session - INTERNSHIPS

May 26th, 2025

CONTENTS

- Overview
- Possible internships
- Study plan
- Curricular and Extra Curricular Internships
- Internship for the Final Examination
- Fieldwork
- MAECI CRUI
- Erasmus + Placement
- Q&A



Internships (2nd year)

Internships are non-mandatory learning activities that allow students to obtain credits, acquire practical skills, and make the initial contact with the world of work.

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

They normally take place from beginning of October onwards (after you're able to add the activity in your Study Plan).

All the detailed information on different types of internships, their duration, and recognition can be found [here](#).



Overview

| Type of Internship | Study Plan | Where? | What kind of internship? | Insurance ? | Remuneration? |
|--|--|-----------------|--|---------------|---|
| 95685 6 CFU = 150 h | In section 3 elective activities | Italy or Abroad | <ul style="list-style-type: none"> - Curricular - Erasmus + Internship - Fieldwork - Maeci Crui - Extra curricular | NO/YES | NO/YES |
| 85509 8 CFU = 200 h | In section 4 instead of the workshops | Italy or Abroad | <ul style="list-style-type: none"> - Curricular - Erasmus + Internship - Fieldwork - Maeci Crui - Extra curricular | NO/YES | NO/YES |
| 86267 12 CFU = 300h Internship for preparation of final dissertation | In the final examination section | abroad | <ul style="list-style-type: none"> - Erasmus + Internship - Fieldwork - MAECI CRUI | YES | YES=> you will receive compensation from the EU |
| MAECI CRUI (max 16 CFU) | YES: where you want (6cfu, 8 cfu, Internship for the final examination section) | abroad | It is a Ministry call, <u>ONLY for Italian citizens</u> | YES | YES |



Internships (2nd year)

3) Elective learning activities (12 - 24 CFU)

The student can indicate an activity among those included in the Master's Degree or choose among the

PI

| | |
|-------|---|
| 95708 | HISTORY OF RELATIONS BETWEEN EUROPE AND LATIN AMERICA IN CONTEMPORARY AGE |
| 95980 | GLOBALIZATION, DEMOCRACY AND HUMAN RIGHTS |
| 95690 | HISTORY AND INSTITUTIONS OF ASIA |
| 94473 | Contemporary History of North Africa and Middle East |
| 95691 | LANDSCAPES OF POST-URBANITY: NATURE, INFRASTRUCTURE, SEMANTICS |
| 85507 | Arabic Language |
| 95685 | INTERNSHIPS (6 CFU) |

soft skills (max limit 12 CFU)

| | |
|-------|---|
| 89457 | Information Literacy in English - Ravenna |
| 73387 | Creativity and Innovation M |
| 81799 | Project Management and Soft Skills M |
| 94126 | SUSTAINABLE DEVELOPMENT AND ONE HEALTH - RIMINI |

4) One Activity to be chosen among (8 CFU)

PI

| | |
|-------|--|
| 85511 | Workshop on Monitoring and Evaluation of Development Cooperation Projects |
| 85509 | Internships |
| 95693 | WORKSHOP ON INNOVATIVE, TRANSCULTURAL AND PARTICIPATORY METHODOLOGIES - Not available for the year 2021/2022 |
| 95694 | WORKSHOP ON MANAGEMENT AND DESIGN OF EU INTERNATIONAL COOPERATION AND DEVELOPMENT PROJECTS - Not available for the year 2021/2022 |
| 95692 | WORKSHOP ON PROJECTS FOR INVENTORYING, PRESERVING, AND DISSEMINATING INNOVATIVE TRADITIONAL KNOWLEDGE - Not available for the year 2021/2022 |

TYPES of INTERNSHIPS:

Internship 6 credits [CFU/ECTS] = 150 hours

Internship 8 credits [CFU/ECTS] = 200 hours

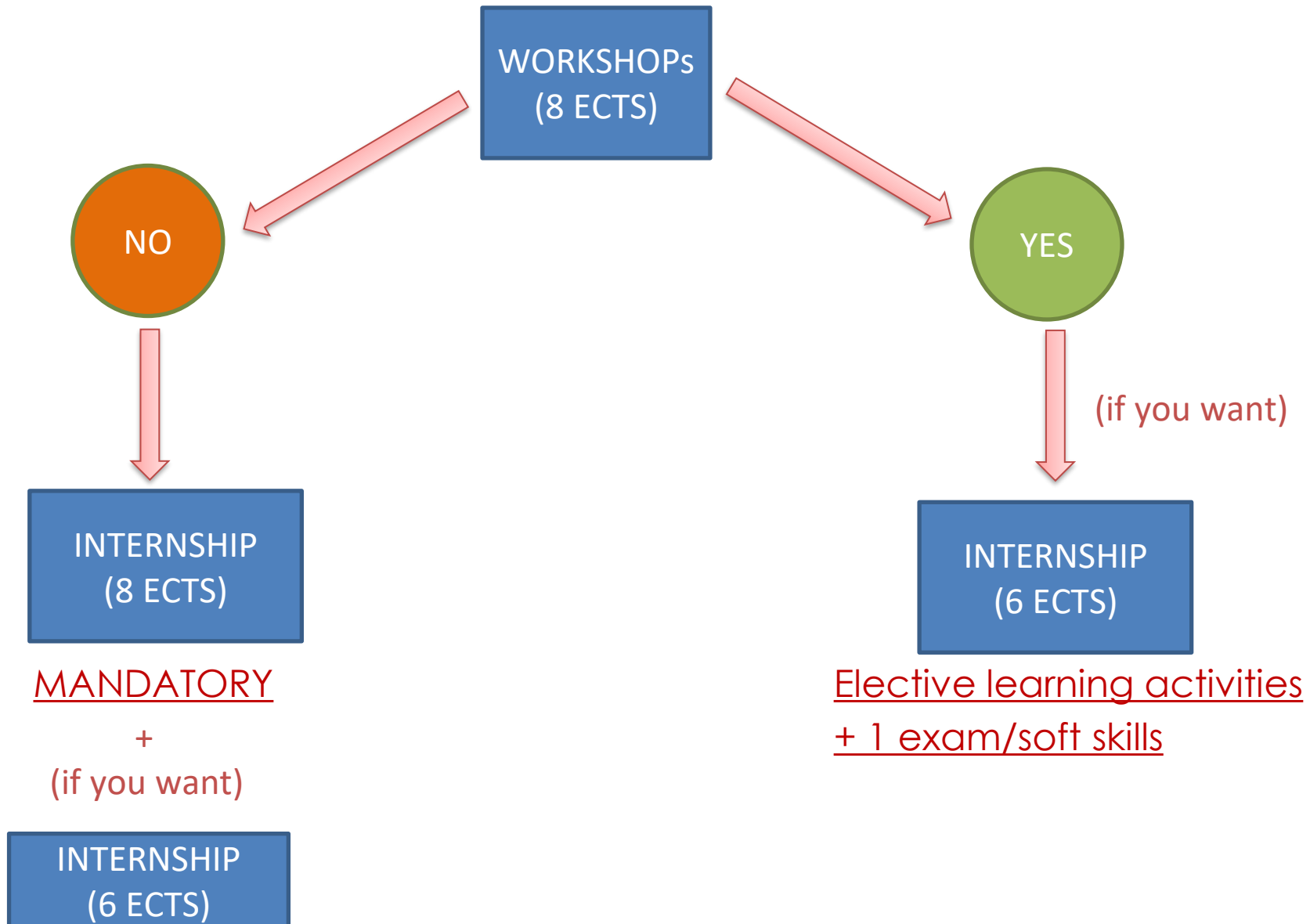
OPTIONS:

1. You can choose to **do TWO internships** > select the 6cfu internship in section 3 of the Study Plan and the 8cfu one in section 4

1. You can choose to do the **6cfu Internship AND the workshops** (total 8cfu) > 6cfu section 3, workshops section 4



Please remind that...



Study Plan

The study plan is the complete set of exams that you need to sit in order to graduate. Some exams are **compulsory**, while others are **elective**.

A study plan can be presented by properly enrolled students who have **paid their tuition fees** and, in the case of international students, hold a **valid residence permit**.

WHERE?

- 'Preparing the Study Plan'
- Vademecum - section with a Step-by-step guide on how to fill in the Study Plan.

The open windows for the 2025/2026 A.Y. Are yet to be published:

- **First period**: normally from **early October to late November**

- **Second period**: from **early January to late March**

If you have submitted the Study Plan during the first period, you will be able to then change it during the second opening.

→ Out of the windows you **CANNOT** change the study plan



CURRICULAR INTERNSHIPS

It means that is an INTERNSHIP **activated with the university and an hosting institution**

1. you will get HEALTH INSURANCE coverage by UNIBO;
2. you will GET the CREDITS for sure *if you complete the hours required*, after the internship commission of the department has approved your internship (october, december, february, april, june, july).

- **HOW to START a CURRICULAR INTERNSHIP?**

1. The process is carried out on SOL, under the **area tirocini**
2. There you can find the companies affiliated with the university=> there are 2 sections: one area where you can see any CURRENT available offer (=open places for internship); and another one on which you can see companies affiliated w/ unibo but w/o an open offer (self-application)
3. Once the company accepts you, you can start the administrative registration of the internship
 - You need to find an academic tutor competent in that field (a professor that will sign the documents connected to your internship)
 - Select the chosen company and then complete the form online
4. Safety Course
 - Select the chosen company and then complete the form online



CURRICULAR INTERNSHIPS

- **What if the company is not affiliated?**
 - You need to write to *uffici tirocini* in order to create a collaboration with the university and the company. Remember to put the company in cc in the email.
 - This process will take about TWO MONTHS, so plan accordingly.
- **What happens after the INTERNSHIP is ACTIVATED?**
 - You can monitor your internship on your SOL platform, under the Tirocini area
 - There will be a series of documents you need to download, fill in and upload to get the credits (i.e. daily signature to monitor your hours, etc.)
 - Once you've completed the hours needed, you will have to ask the academic tutor to validate them and then you will upload them in the Tirocini area on SOL
 - The Internship Committee reunites in a meeting and deliberates on the validation of the activity. Bear in mind the deadlines for graduation requirements!
 - If everything is correct, your credits will be registered.




CURRICULAR INTERNSHIPS

Requests in progress


Bookings

You have no pending requests


[See all »](#)




Admission application
Take part in the selection




Registration
Enrol in a Degree Programme




Exams - AlmaEsami
Enrol for exams and progress tests




Bookings
Register for entrance exams, language test, job placement ...




Transport pass application
Apply for TPER transport pass at a subsidised price




Fee situation - Enrolment
Check your fee situation and make payments




Certificates and self-certifications
Print self-certifications and certificates with stamp




On-line records book
Check your university career




Calls
Opportunities offered to you by the University




Language exam recognition
Request language exam recognition




Study plan
Complete your study plan




Graduation
Launch the graduation procedure




Programme transfer
Request to transfer to another Degree Programme




Transfer
Request transfer to another university




Withdraw from studies
Complete the application for withdrawal from studies




Suspension of studies
Request Suspension of studies




International mobility - AlmaRM
International exchange programmes




Internships
Find internship offers and host organisations
Activate the internship




Job placement
Search the job vacancy noticeboard




Badge duplicate
Fill in the badge duplicate application




Inserisci il tuo CV
Inserisci il tuo CV per Almalaurea



Extension of the study period as part time student
Apply for the extension of the study period as



Shortening of the degree program
Apply for career shortening



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Tirocini

Offerte

Aziende/Enti

Esci

UNIVERSITÀ DI BOLOGNA

Tirocini - Welcome

Tirocini - Home page studenti

di ARIANNA BASSI

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

0000977641 Tirocini curriculari da svolgere - C.d.S. 9237 INTERNATIONAL COOPERATION ON HUMAN RIGHTS AND INTERCULTURAL HERITAGE

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 UNIDIP

Richieste di tirocinio effettuate

Non risultano richieste

Tirocini in corso o conclusi

Non risultano tirocini in corso o conclusi

unibo

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Tirocini - Selezione tipo tirocinio

Tipo di tirocinio

Seleziona il tipo di tirocinio

| Nome | Descrizione |
|---|--|
| Tirocinio post laurea | Rivolto ai laureati che abbiano terminato gli studi da non più di dodici mesi, finalizzato alla conoscenza diretta all'inserimento nel mondo del lavoro e consente di realizzare una reale esperienza lavorativa (pur non costituendo un rapporto di lavoro) successivamente al periodo di studio. I tirocini che hanno luogo in Regioni diverse dall'Emilia Romagna sono promossi secondo le rispettive normative e l'attivazione è gestita dai soggetti promotori autorizzati (es. Centri per l'impiego, Agenzie per il lavoro, Enti di formazione). |
| Tirocinio curriculare | Tirocinio curricolare: rivolto agli studenti, completa il percorso di studio per il conseguimento del diploma con attività formative pratiche. |
| Tirocinio prova finale: prevede la partecipazione continuativa dello studente ad attività pratiche presso il soggetto ospitante, necessarie a predisporre l'elaborato finale o la tesi di laurea. | |

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Offerte di tirocinio: Tirocinio curriculare

| Ricerca | | | | |
|--|---|--------------------------------------|-----------------|---|
| Determinazione Accademia/ente | | | | |
| <div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div> | | | | |
| Tipo di corso | | Ambito | | |
| Laurea di secondo livello | | Studi umanistici | | |
| Corsi | | <div> <div></div> <div></div> </div> | | |
| CORSO INTERNAZIONALE COOPERATION ON HUMAN RIGHTS AND INTERCULTURAL HERITAGE / COOPERAZIONE INTERNAZIONALE, TUTELA DEI DIRITTI UMANI E DEI BENI ETNO-CULTURALI NEL MEDITERRANEO E IN EUROASIA (Laurea di secondo livello) | | | | |
| <div> <div></div> <div></div> </div> | | | | |
| M | Ateneo/Ente | Nazione | N.Rich/No.Posti | <div> <div></div> <div></div> </div> |
| 47849 | DIGITALISM GROUP S.r.l. | SPAGNA | 0 | Human Resources International: Dipartimento di Risorse umane |
| 47874 | MONTENEGRO SRL | ITALIA | 3 | HR Talent Trainee |
| 47920 | HEEALS | INDIA | 29 | Gender Equity & Health Education Environment India |
| 47843 | Yusufel | ITALIA | 192 | Supporto implementazione progetti locali ed europei Project manager |
| 47840 | Agencia per i Peacebuilding | ITALIA | 21 | Supporto a ricerca e organizzazione dei Bologna Peacebuilding Forum 2023 |
| 47785 | MADONNA DELLA CARITA' COOPERATIVA SOCIALE ARL | ITALIA | 94 | SENZA DIMORIA? dalla strada al progetto "Immigrati. Centro di Asilo e unità di strada |
| 47783 | MADONNA DELLA CARITA' COOPERATIVA SOCIALE ARL | ITALIA | 32 | LAZZARDI VANTAGGI PER UN ALTRA OPPORTUNITA' Lazzardi Centro emigrazione del sud |
| 47728 | Articolazione Biologia edv | ITALIA | 42 | Supporto al percorso di adattamento della gestione richiedenti e sbocchi di protezione internazionale |
| 47769 | The Soundcheck - Sound Communication | ITALIA | 12 | Archivistica Biologia: Casa Marella |
| 47748 | Centro per la Pace "Annalesse Tourist" | ITALIA | 22 | Rotazione genetica The Soundcheck - Pagine indipendenti - Ombreson - Le Pagine - Ma Che se siamo gli altri |
| 47572 | ALMA MATER STUDIUM - UNIVERSITA' DI BOLOGNA | ITALIA | 1510 | Tracce presso il Centro per la pace di Forlì Centro pace |
| 47567 | INDEPENDENT MEDIA SRL | ITALIA | 93 | Personi esaltati e sulle ponti presso MEUS (Univ Europe degli Studenti) |
| 47553 | MADONNA DELLA CARITA' COOPERATIVA SOCIALE ARL | ITALIA | 94 | SA - SISTEMA MUSICALE DI ATENEO |
| 47529 | MADONNA DELLA CARITA' COOPERATIVA SOCIALE ARL | ITALIA | 14 | Search Engine Optimization and Marketing Ricerca genetica Biologia: indipendenti di Borsa |
| 47502 | MA RIO MA 2 DI MACCIOCCHI MASSIMILIANO | ITALIA | 142 | REmporifiumi: sostegno alle famiglie in condizioni di temporanea difficoltà REmporifiumi |
| 47565 | MAVI Met at Work s.p.a. Agenzia per il lavoro | ITALIA | 91 | PROFUGHI E RICHIEDENTI DI PROTEZIONE INTERNAZIONALE Asilo immigrazione e asilo politico |
| 47550 | MAVI Met at Work s.p.a. Agenzia per il lavoro | ITALIA | 31 | TRACCO DI BIOCHIMICO DI ABBIAMENTO MACRO DIFFUSION BIOCHIMICO |
| 47585 | Randstad Italia spa | ITALIA | 11 | TRACCO CURRICULARE AMBITO RISORSE UMANE-LIVSO Filiale di Lago |
| | | | | TRACCO CURRICULARE AMBITO RISORSE UMANE-CESENA Filiale di Cesena |
| | | | | Tracchio concuzione - Account Manager Ambiente per lavoro - Biologia: Centro di Ricerca |

Aziende/Enti convenzionate

Questo è l'elenco delle aziende/enti convenzionati e che accettano autocandidature. Per vedere il dettaglio dell'azienda/ente e proporre eventualmente la tua candidatura, clicca sulla freccina corrispondente all'azienda/ente di tuo interesse.

Filtri ricerca

| | |
|---------------------------------------|----------------------------|
| Denominazione <input type="text"/> | Provincia -- tutte -- |
| Parola chiave <input type="text"/> | Nazionalità -- tutte -- |
| Settori di attività -- tutti -- | |

[Cerca](#)

| Regione | Città/Provincia/Nazione | Descrizione Azienda/Ente | Settori Di Attività |
|--|---|---|---|
| AAK TELE-SCIENCE, INC. | DAVIS STATI UNITI D'AMERICA STATI UNITI D'AMERICA | AAK's revolutionary cloud-based platform uses machine learning to connect scientists with their pe... | Produzione di software, consulenza informatica e attività connesse Studi di ingegneria e architettura Aerospaziale e difesa Attività dei istituti di ricerca scientifica tecnica e di sviluppo Agricoltura silvicultura e pesca |
| Associazione Culturale Persèphone | BOLOGNA BOLOGNA ITALIA | L'Associazione Culturale PERSEPHONE è nata a Bologna nel 2001 con l'intento di ricercare, promuovere... | Attività artistiche, sportive e di intrattenimento Attività artistico, sportive e di intrattenimento Attività artistico, sportive e di intrattenimento |
| E-VENTURES | MILANO MILANO MILANO | Agencia di marketing e management, specialisti nel settore della musica | Attività artistiche, sportive e di intrattenimento |
| EMANUELA LA ROSA | BOLOGNA BOLOGNA ITALIA | STUDIO NOTARILE REDAZIONE ATTI DI COMPRENDIMENTI SOCIETARI REDAZIONE DI TESTAMENTI | Studi legali, notari e di commercialisti |
| European Youth Think-Tank | STRASBOURG FRANCIA FRANCIA | The European Youth Think Tank (EYTT) is a start-up created by young people for young people, with ... | Attività dei istituti di ricerca scientifica tecnica e di sviluppo Attività dei istituti di ricerca scientifica tecnica e di sviluppo |
| I fanciulli cooperativa sociale | SOLENNIS CASOLIURI ITALIA | Gestione della scuola dell'infanzia paritaria Maria bambina | Istituzione preesistente |
| IL CULEGIO IN FIORE | VIGEVOLA MODENA ITALIA | Inventore di molte marche leader del settore, ampia scelta di dogline ufficiali, le borse, oggetti... | Commercio all'ingrosso e al dettaglio |
| LA CASSA DI RAVENNA S.p.A | RAVENNA RAVENNA ITALIA | CREDITO | Attività finanziarie, assicurative e bancarie e studi promotori finanziari |
| Palmabutorio C.R.I. di Medicina | MEDICINA BOLOGNA ITALIA | Palmabutorio, visite specialistiche, fisioterapia e riabilitazione | Sanità, assistenza sociale, studi medici e odontoiatrici, psicologia Sanità, assistenza sociale, studi medici e odontoiatrici, psicologia |
| Studio di Consulenza del Lavoro CIRCELIO GIACOMINI | ORTA NUOVA FOGGIA ITALIA | STUDIO DI CONSULENZA DEL LAVORO E CONSULENZA FISCALE E TRIBUTARIA=br>br> | Studi di consulenza organizzativa, aziendale e del lavoro |
| A.P.P GROUP S.R.L.S | | Produzioni cinematografiche, Attività editoriali / Pubblicazioni periodici, riviste e quotidiani / o... | attività editoriali, grafiche ed audiovisive |



CURRICULAR INTERNSHIPS

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di LINA MARIA ALEJO DELVASTO

[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](#)

0001024908 Tirocini curriculari da svolgere - C.d.S. 9237 INTERNATIONAL COOPERATION ON HUMAN RIGHTS AND INTERCULTURAL HERITAGE

| Codice | Descrizione | Crediti |
|--------|---------------------|---------|
| 85509 | INTERNSHIPS | 8 |
| 95685 | INTERNSHIPS (6 CFU) | 6 |

0000838175 Tirocini curriculari da svolgere - C.d.S. 8853 SCIENZE POLITICHE, SOCIALI E INTERNAZIONALI

Richieste di tirocinio effettuate

| Id | Azienda/Ente | Oggetto Dell'offerta | Data Presentazione | Tipologia Di Tirocinio | Tipo | Stato | |
|--------|-------------------|---|---------------------|------------------------|------------|--------------------------------|--|
| 619810 | Comune di Ravenna | RUOLO E ATTIVITA' DEL SERVIZIO POLITICHE IMMIGRAZIONI | 03/10/2022 08:51:13 | Tirocinio curriculare | Su offerta | Programma di tirocinio firmato | Scarica programma di tirocinio → |

Tirocini in corso o conclusi

Id 230151

Registo presenze

[Scarica il registro presenze](#)

Richiesta di tirocinio collegata numero

619810 [Visualizza dettaglio Richiesta di tirocinio](#)

Tipologia di tirocinio

Tirocinio curriculare

Azienda/Ente

Comune di Ravenna

Oggetto del tirocinio

RUOLO E ATTIVITA' DEL SERVIZIO POLITICHE IMMIGRAZIONI

Inizio previsto

10/10/2022

Fine prevista

11/04/2023

[Gestisci la fine del tirocinio](#)



EXTRA-CURRICULAR INTERNSHIPS

When do we talk about an extra-curricular internship?

When it IS NOT activated through the University portal...WHY?

- when the company cannot create a collaboration with the University
- When the internship happened before the second year (NOT RECOMMENDED)
- If the internship starts before the student completes the request on the portal

What are the CONSEQUENCES?

- NO HEALTH INSURANCE/NO ACTIVATION at Unibo
- NO GUARANTEE of recognition/CREDITS

...But...

⇒ UNIBO offers the UNIQUE opportunity to ASK for RECOGNITION of an EXTRA CURRICULAR INTERNSHIP!

⇒ IT IS NOT the NORMAL process

⇒ IT IS a COMPLICATED system and IT IS not certain



EXTRA-CURRICULAR INTERNSHIPS

What to do IF you want to get recognition of an extra-curricular internship as curricular (=get the CREDITS)?

- You need to fill in three documents:
 1. The report
 2. The certificate of working activity
 3. Request for the recognition of university credits
- The documents have to be brought to SegRavenna after an appointment request.
- Then you will have to wait for the appointed Committee to reunite in order to approve or not your internship

WHERE?

- 'Curricular and Extra-curricular Internships' => Documents for the recognition!
- Vademecum - Internship section



EXTRA-CURRICULAR INTERNSHIPS

IMPORTANT: the Committee DOES NOT reunite every month, so keep this into consideration if you NEED the credits registered by a certain date to graduate!

(VERY RISKY: they could say no, and your graduation can't happen!!)

OTHER IMPORTANT INFO:

- Only activities done AFTER you enrolled in the I-CONTACT programme could be evaluated

WHERE?

- 'Curricular and Extra-curricular Internships' => Documents for the recognition!
- Vademecum - Internship section



OPTIONS to PREPARE the DISSERTATION

PART II: PREPARATION OF MASTER'S DEGREE DISSERTATION

6. Preparing the Final Dissertation: in Italy, abroad, or during an internship

When deciding on how to organize the preparation for the Final Dissertation, one should take into consideration the different options that are available:

- **Option 1:** select '**Final examination**' of 16 CFU (code 60750). This is considered to be the standard preparation of the final dissertation.
 - **NOTE:** You can still use all the materials and information that you gathered during your various experiences (for instance Erasmus, internships, etc.) to write the dissertation. It simply will not be mentioned in your Study Plan.
- **Option 2:** select '**Final examination**' of 4 CFU (code 86333) from the Study Plan, and **combine** this with one of the following options:
 - **Preparation for the final examination abroad (86266)** (12 CFU): doing research for your thesis abroad, either at a university or Research Institute;
 - **Internship for the preparation for the Final Examination (86267)** (12 CFU): doing a practical internship, during which students can gather material and gain useful knowledge for their dissertation.

| 5) Final assessment (16 CFU) | | PERIOD (?) | TYPE (?) | CFU (?) |
|------------------------------|--|------------|----------|---------|
| 60750 | Final Examination | 1 | E | 16 |
| 86333 | Final Examination (4 Ects) | 1 | E | 4 |
| 86266 | Preparation for The Final Examination Abroad (12 Cfus) Students must enter by themselves in their study plan the learning activity "Preparation for the final examination abroad", but it will only be recognized if performed as part of grants for the preparation of the finale examination abroad or mobility programs of the University of Bologna for study abroad. | 1 | E | 12 |
| 86267 | Internship for Preparation for the Final Examination (12 CFU) | E | E | 12 |

- **WHERE?** 'Final Examination Modalities'
- **WHAT?** 'Guidelines ofr the preparation of the master's degree dissertation'



INTERNSHIP FOR FINAL EXAMINATION (86267)

– 12 cfu–

An **internship for final examination** is a curricular internship carried out for the purpose of preparing the dissertation, based on an internship programme agreed with the Supervisor.

- The activities (at least 300 hours) can be carried out at universities, research institutions, NGOs, companies, local authorities, etc.
- Students need to apply **to either the Erasmus+ traineeship or Fieldwork** calls for application
 - **WHERE?** It's a MOBILITY => **AlmaRM portal**
 - **WHEN? It depends...** The calls will be published in the dedicated section of the University website and on the notice board of the I-CONTACT program.
- **REIMBURSEMENT & HEALTH INSURANCE:** If applicable, a successful candidate **will receive reimbursement of expenses and insurance cover.**

WHERE? 'Final Examination Modalities' and 'Preparing the Dissertation Abroad: regulations'



INTERNSHIP FOR FINAL EXAMINATION (86267)

– 12 cfu-

- **IMPORTANT:** the credits for the 'internship for the preparation for the final dissertation' will be registered ONLY if the student has the added activity in their study plan.
- **SUGGESTION:**
 - Since many calls for these projects come out after the closure of the Study Plan modification period, we recommend students **to plan ahead** and select one of these options **before** the Study Plan modification window closes!
 - In the case in which the **student should not get selected** for any of these calls and/or should not find an autonomous research project, the administration **will be able** to change the Study Plan into 'Final Examination' (60750).
 - Just remember this will happen **ONLY if you cannot find** an internship and only upon a timely request written to the administration.

WHERE? 'Final Examination Modalities' and 'Preparing the Dissertation Abroad: regulations'



CONTACTS

- **WEBSITE**

- Curricular and Extra Curricular Internships
- Internships abroad
- Final Examination=> Guidelines
- Preparation of the final examination abroad: regulations
- Post-Graduation Internship

- **MATERIAL**

- Guidelines for the preparation of the Master's dissertation
- Vademecum

- **STUDENTS' EXPERIENCES!**

- **OFFICES**

- **Internship office of Ravenna:**
campusravenna.tirocini@unibo.it
- **Mobility Office (Erasmus + studying/training; Overseas; etc.)**
campusravenna.internazionale@unibo.it
- **Administration Office** (for request of recognition: Extra- curricular internship & autonomous preparation of the thesis abroad):
segravenna@unibo.it
- **Tutors** for general questions:
cdl.icontact-tutor@unibo.it
- **Program Coordinator:** Carlotta Severi icontact.info@unibo.it



GUIDANCE: Prof. Antoine Pierre Charles Dolcerocca



For guidance on choosing an internship that fits your academic path, if you have doubts on what could fit better your career idea (Not for administrative issues)

Contact:

antoine.dolcerocca@unibo.it



MAECI – CRUI = italian students only

Curricular internships (16 CFU) for undergraduate students at the Offices abroad (Embassy, Consulate, Italian Cultural Institutes, etc) of the Ministero degli Affari Esteri e della Cooperazione Internazionale

What internship can be recognized?

95685 → 6 CFU

85509 → 8 CFU

95685 + 85509 → 14 CFU

86267 → 12 CFU

3) Elective learning activities (12 - 24 CFU)

The student can indicate an activity among those included in the Master's Degree activities. Minimum 12 CFU.

| | |
|-------|--|
| 95690 | <u>HISTORY AND INSTITUTIONS OF ASIA</u> |
| 95708 | <u>HISTORY OF RELATIONS BETWEEN EUROPE AND LATIN AMERICA IN CONTEMPORARY AGE</u> |
| 94473 | Contemporary History of North Africa and Middle East |
| 95980 | <u>GLOBALIZATION, DEMOCRACY AND HUMAN RIGHTS</u> |
| 95691 | <u>LANDSCAPES OF POST-URBANITY: NATURE, INFRASTRUCTURE, SEMANTICS</u> |
| 85507 | Arabic Language |
| 95685 | INTERNSHIPS (6 CFU) |

4) One Activity to be chosen among (8 CFU)

| | |
|-------|--|
| 85511 | <u>Workshop on Monitoring and Evaluation of Development Cooperation Projects</u> |
| 85509 | Internships (8 CFU) |



Regardless of what you decide to recognize, you must do 400 hours



Student status must be possessed at the time of application and maintained throughout all the duration of the internship (no graduate students)

FIELDWORK

The programme offers the possibility of spending a period with NGOs (non-governmental organisations) or other entities active in development cooperation, carrying out activities "in the field" in third countries where such NGOs or other entities operate.

- **What internship can be recognized?**

95685 → 6 CFU

85509 → 8 CFU

95685 + 85509 → 14 CFU = 350 h

Or

86267 Internship for the preparation of the final dissertation abroad

Erasmus+ Placement



ERASMUS+ PLACEMENT

Call for application is published every March.

However, you may consult the **call for a.y. 2025/26** to get a general idea of the application modalities and requirements

STUDY



**INCOMING AND
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The Ravenna Campus offers a unique experience that allows you to connect closely with the history, art and ecosystem of a highly stimulating city. An international context that guarantees opportunities for growth and cultural exchanges in a dynamic and welcoming environment.



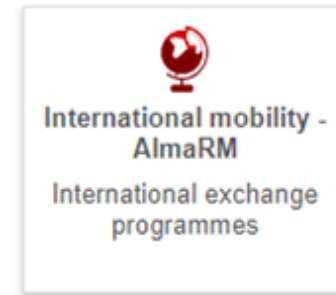
The Campus in figures



ALMA MATER STUDIORUM
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CAMPUS DI RAVENNA

ERASMUS+ PLACEMENT

Application procedure through SOL (Studenti OnLine) →
International mobility – AlmaRm



1. **FIND A COMPANY** (independently or via available companies lists)
2. **COMPLETE THE ONLINE APPLICATION PROCEDURE**
3. **RANKING LISTS, ACCEPTANCE, WITHDRAWAL, LATE ENTRY**
4. **START YOUR MOBILITY FOR TRAINEESHIP**
5. **ONCE FINISHED, ASK FOR RECOGNITION OF TRAINEESHIP**



DESTINATION COUNTRIES

The countries where it is possible to carry out the traineeship are:

- **EU Member States (26):** Austria, Belgium, Bulgaria, Czech Republic, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and Hungary.
- **Third countries associated to the programme:** Iceland, Liechtenstein, Republic of North Macedonia, Norway, Serbia and Turkey.
- **The following third countries not associated to the programme:** **United Kingdom** and **Switzerland**.
Mobility grants will be covered by European funds equivalent to those destined to EU member states and third countries associated to the programme. Students who will apply for an exchange in the United Kingdom or in Switzerland are subject to all the requirements for EU Member States and third countries associated to the programme specified in this Call.

NB. Mobilities at universities/higher education institutions in United Kingdom and Switzerland are not eligible.



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 6 months**.

The traineeship may indicatively begin on any date between **September (June/July** for two – months traineeships only), and **must end by July** at the latest, on penalty of the contribution being withdrawn.

More precise information will only be provided upon publication of the 26/27 call for applications.



INTERNSHIPS OVERVIEW

3) Elective learning activities (12 - 24 CFU)

The student can indicate an activity among those included in the Master's Degree or choose among the recommended activities. Minimum 12 CFU.

| | | PERIOD? | TYPE? | SSD ? | CFU ? |
|-------|---|---------|-------|---------|-------|
| 95690 | HISTORY AND INSTITUTIONS OF ASIA | 1 | D | SPS/14 | 6 |
| 95708 | HISTORY OF RELATIONS BETWEEN EUROPE AND LATIN AMERICA IN CONTEMPORARY AGE | 2 | D | SPS/05 | 6 |
| 94473 | Contemporary History of North Africa and Middle East | 2 | D | SPS/13 | 6 |
| 95980 | GLOBALIZATION, DEMOCRACY AND HUMAN RIGHTS | 2 | D | SPS/02 | 6 |
| 95691 | LANDSCAPES OF POST-URBANITY: NATURE, INFRASTRUCTURE, SEMANTICS | 2 | D | ICAR/15 | 6 |
| 85507 | Arabic Language | 3 | D | L-OR/12 | 6 |
| 95685 | INTERNSHIPS (6 CFU) | S | D | | 6 |

95685 → 6 CFU = 150 h

85509 → 8 CFU = 200 h

You can also do both of them in the same Erasmus + Placement mobility

95685 + 85509 → 14 CFU = 350 h

4) One Activity to be chosen among (8 CFU)

| | | PERIOD? | TYPE? | CFU ? |
|-------|--|---------|-------|-------|
| 85511 | Workshop on Monitoring and Evaluation of Development Cooperation Projects | 1 | F | 4 |
| 85509 | Internships | 1 | F | 8 |
| 95693 | WORKSHOP ON INNOVATIVE, TRANSCULTURAL AND PARTICIPATORY METHODOLOGIES - Not available for the year 2022/2023 | 1 | F | 4 |

86267 → 12 CFU = 300h

86267 + 95685 → 18 CFU = 450h

86267 + 85509 → 20 CFU = 500h

PLEASE NOTE: There must be congruence between the internship activity and the thesis topic

5) Final assessment (16 CFU)

| | | PERIOD? | TYPE? | CFU ? |
|-------|--|---------|-------|-------|
| 60750 | Final Examination | 1 | E | 16 |
| 86333 | Final Examination (4 Ects) | 1 | E | 4 |
| 86266 | Preparation for The Final Examination Abroad (12 Cfus) Students must enter by themselves in their study plan the learning activity "Preparation for the final examination abroad", but it will only be recognized if performed as part of grants for the preparation of the finale examination abroad or mobility programs of the University of Bologna for study abroad. | 1 | E | 12 |
| 86267 | Internship for Preparation for the Final Examination (12 CFU) | S | E | 12 |



PLEASE NOTE!

- **Internship can not 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
- During the mobility **you cannot take or recognise exams at Unibo**





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Q&A SESSION



ALMA MATER STUDIORUM
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