ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
CAMPUS DI RAVENNA

INTERNATIONAL COOPERATION ON HUMAN RIGHTS AND INTERCULTURAL HERITAGE

I-CONTACT

Informative session - INTERNSHIPS

May 13th, 2026

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Internships (2nd year)

Internships are:

- optional, non-mandatory learning activities
- allow students to earn academic credits (CFU)
- gain practical skills
- first contact with the job market

They are usually performed **from the second year of study** (starting from September/October) **and need to be added to your Study Plan**.

Information on different types of internships, their duration, and recognition can be found here.

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**.

Students must be regularly enrolled, have paid tuition fees, and (if applicable) hold a valid residence permit

Modification windows for the 2026/2027 A.Y. have not yet been published:

- **First period**: usually 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.

→ Outside these windows you CANNOT change the study plan

WHERE?

- ‘ Preparing the Study Plan’
- Vademecum – section (Admission->Guidance) with a Step-by-step guide on how to fill in the Study Plan.

Internships (2nd year)

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

		CFU
85511	Workshop on Monitoring and Evaluation of Development Cooperation Projects - Not available for the year 2025/2026	4
85509	Internships - Not available for the year 2025/2026	8
95693	Workshop on Innovative, Transcultural and Participatory Methodologies - Not available for the year 2025/2026	4
95694	Workshop on Management and Design of EU International Cooperation and Development Projects - Not available for the year 2025/2026	4
95692	Workshop on Projects for Inventoryng, Preserving, and Disseminating Innovative Traditional Knowledge - Not available for the year 2025/2026	4

Elective learning activities (12 CFU)

One courses to be chosen among (6 - 12 CFU)

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

		SSD	CFU
85507	Arabic Language - Not available for the year 2025/2026	L-OR/12	6
94473	Contemporary History of North Africa and Middle East - Not available for the year 2025/2026	SPS/13	6
B5070	ENVIRONMENTAL CRISES AND NATURAL RESOURCES MANAGEMENT - Not available for the year 2025/2026	SPS/13	6
95980	Globalization, Democracy and Human Rights - Not available for the year 2025/2026	SPS/02	6
95690	History and Institutions of Asia - Not available for the year 2025/2026	SPS/14	6
95708	History of Relations between Europe and Latin America in Contemporary Age - Not available for the year 2025/2026	SPS/05	6
75073	Humanitarian Communication - Not available for the year 2025/2026	SPS/08	6
95685	Internships (6 CFU) - Not available for the year 2025/2026		6
95691	Landscapes of Post-Urbanity: Nature, Infrastructure, Semantics - Not available for the year 2025/2026	ICAR/15	6
93501	REMAPPING THE POST-SOVIET SPACE - Not available for the year 2025/2026	SPS/06	6
88263	Statistical Analysis and Modelling - Not available for the year 2025/2026	SECS-S/01	6
99159	The International Law on Sustainable Development - Not available for the year 2025/2026	IUS/13	6

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 «Elective Learning activities» section of the Study Plan and the 8cfu one in section 4
2. You can choose to do the **6cfu Internship AND the workshops** (total 8cfu) > 6cfu «Elective Learning activities» section , workshops section 4.

Study Plan

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Possible internships

Type of Internship	Study Plan	Where?	What kind of internship?	Insurance?	Remuneration?
95685 6 CFU = 150 h	In section «Elective Learning activities»	Italy or Abroad	- Curricular - Erasmus + Internship - Field work - Maeci Crui - Extra curricular	NO/YES	NO/YES
85509 8 CFU = 200 h	In section 4 instead of the worskshops	Italy or Abroad	- Curricular - Erasmus + Internship - Field work - Maeci Crui - Extra curricular	NO/YES	NO/YES
86267 12 CFU = 300h Internship for preparation of final dissertation	In the «final assessment» section	Abroad	- Erasmus + Internship - Field work - MAECI CRUI	YES	YES

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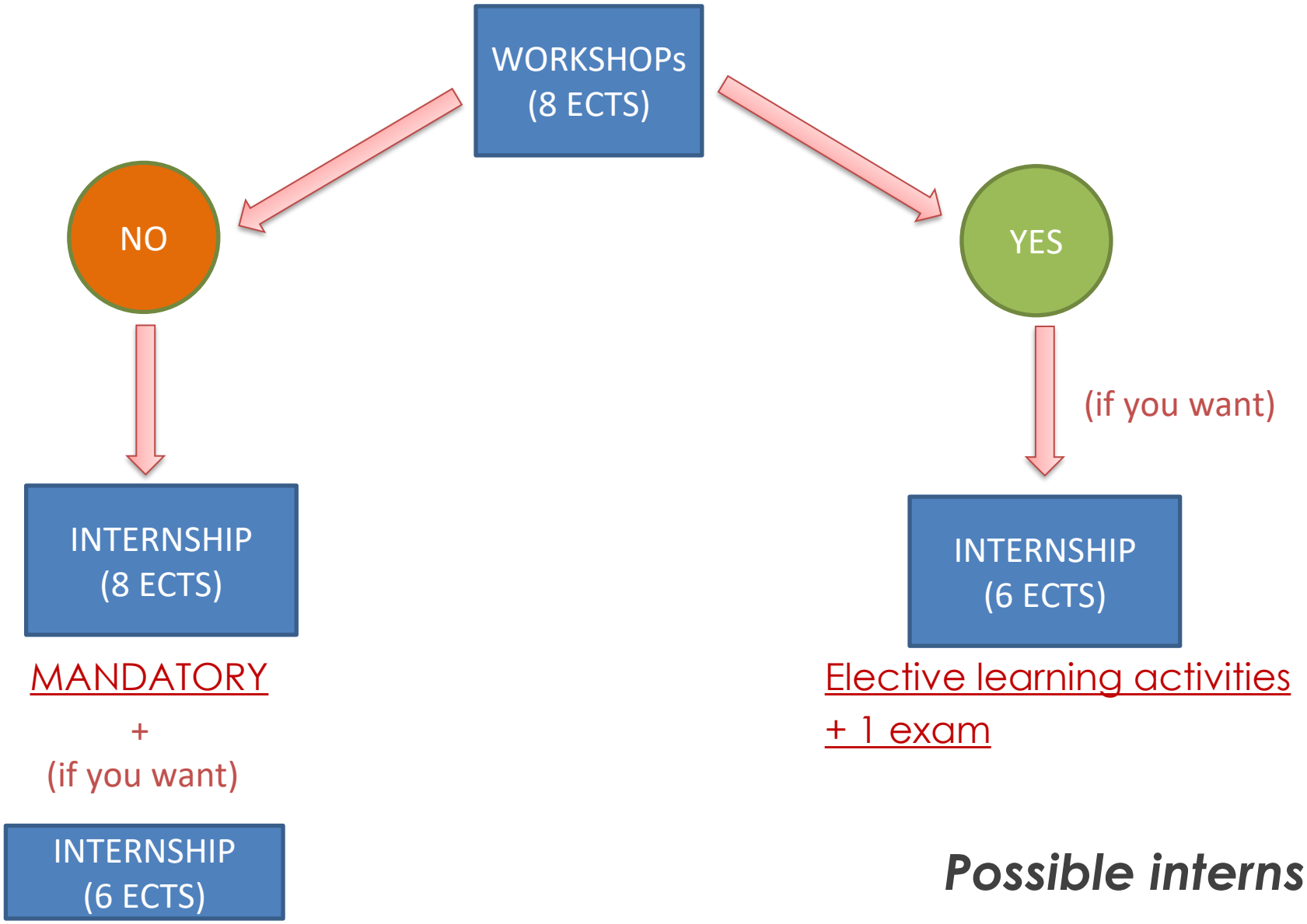
Please note that…



Possible internships

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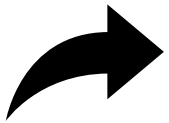
Curricular Internships

Activated through **the University and an hosting institution**

Full insurance coverage and guaranteed academic credits upon completion and approval.



the Internship Commission of the Department approves your internship (it meets in specific periods).

- **HOW to START a CURRICULAR INTERNSHIP?**
  1. Activated via **SOL**, under the section **<Tirocini>**
  2. You can find any CURRENT available offer **or** all the affiliated companies without an open offer → self application
  3. Once the company accepts your application, 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, submit the required documents and complete the form online
  4. Mandatory Safety Course

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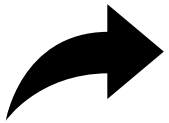
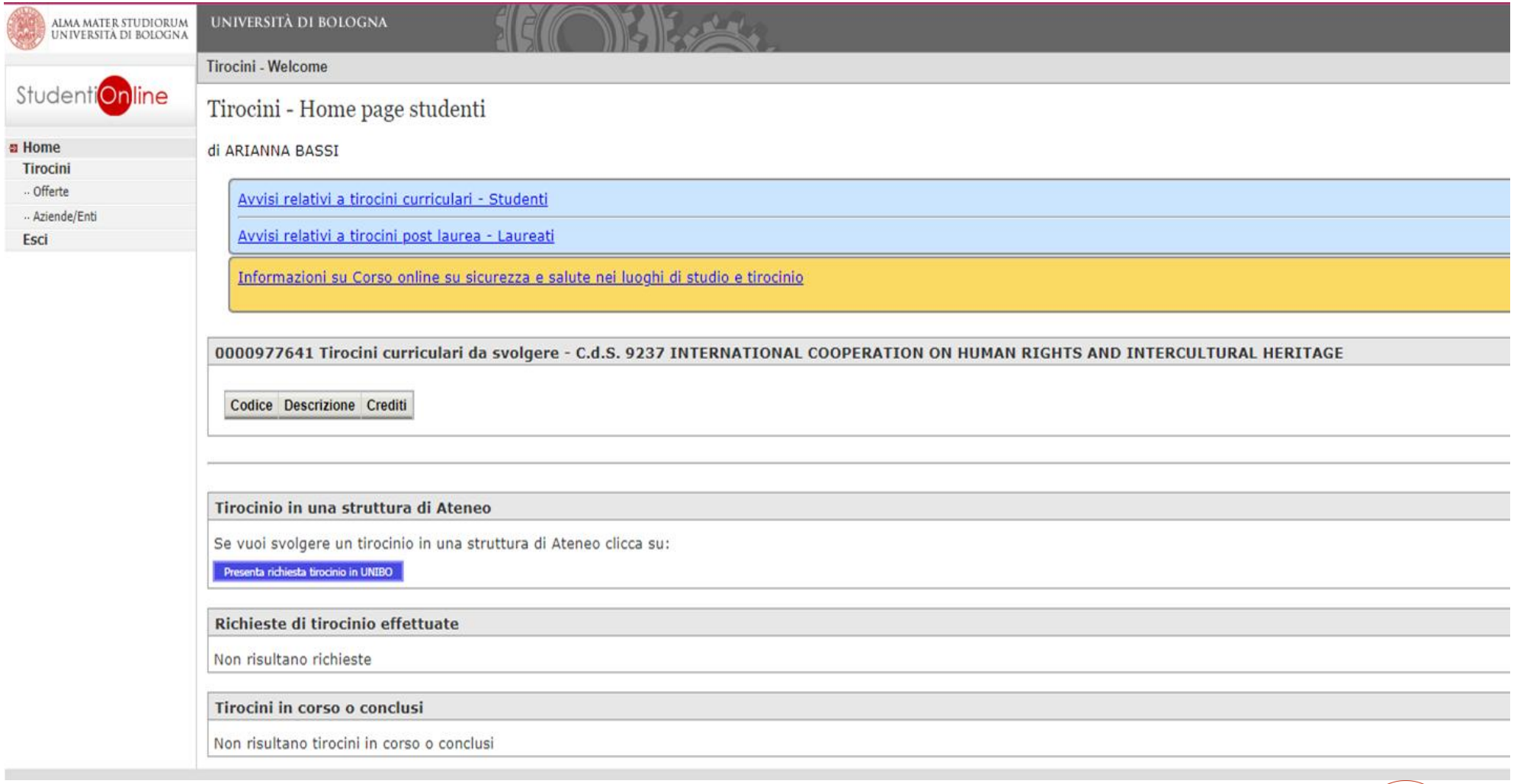
- **What if the company is not affiliated?**
  - Contact the *ufficio tirocini* in order to create a collaboration with the university and the company. Remember to put the company in cc in the email.
  - This process will take about TWO MONTHS, so plan accordingly.

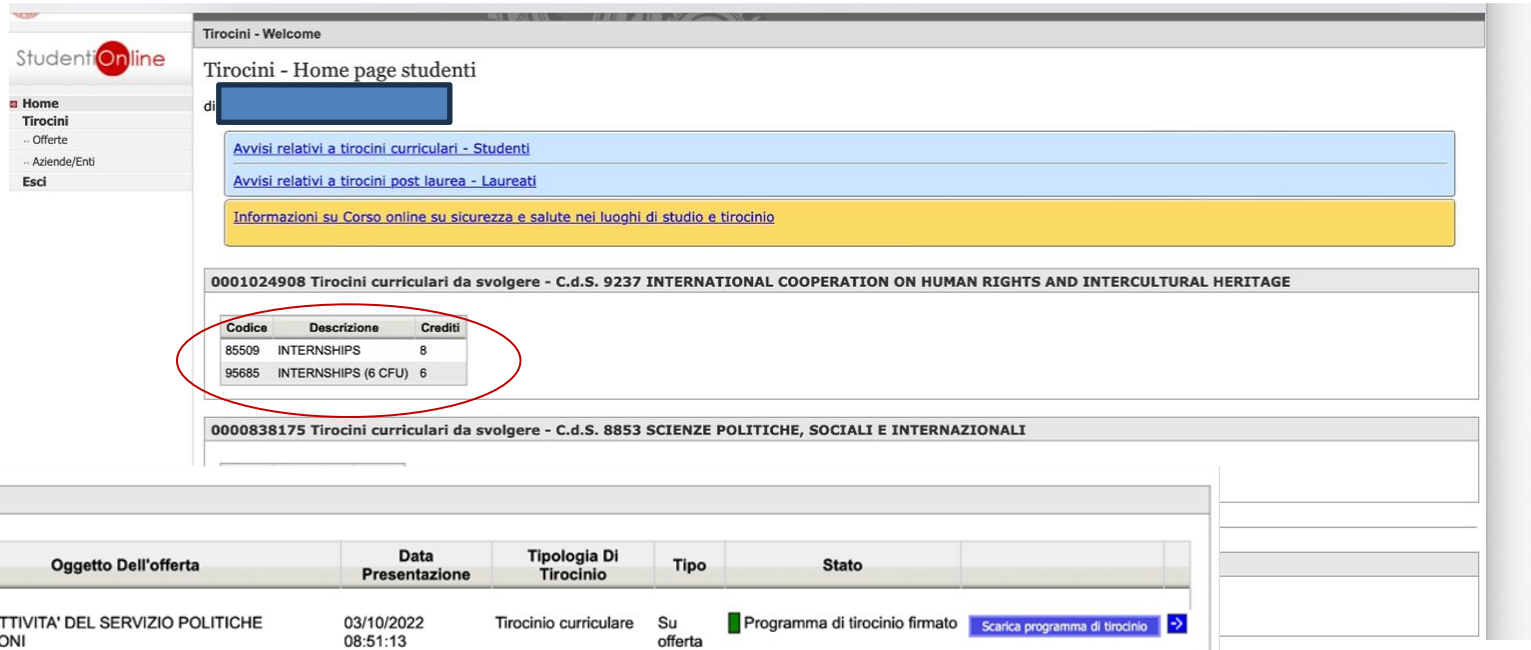
- **What happens after the INTERNSHIP is ACTIVATED?**
  - You can **monitor** your internship on SOL
  - Download, fill in and upload the required **documents** (i.e. daily signature to monitor your hours, etc.)
  - **Academic tutor** validation and final activity report
  - The Internship Commettee meets and deliberates on the validation of the activity. Bear in mind the deadlines for graduation requirements!
  - Your credits will be registered.

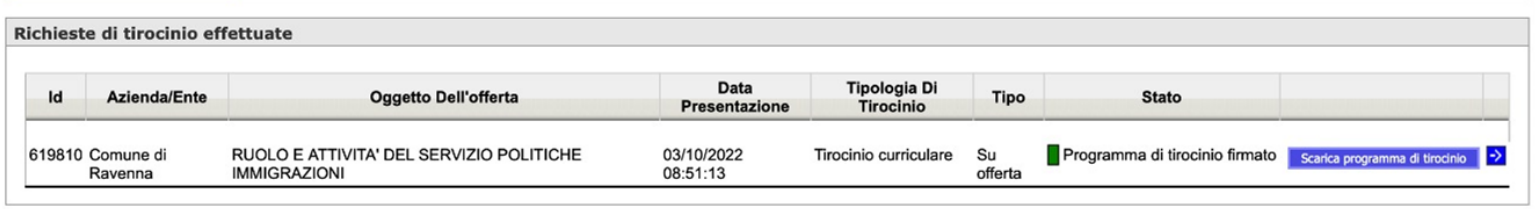
Internships

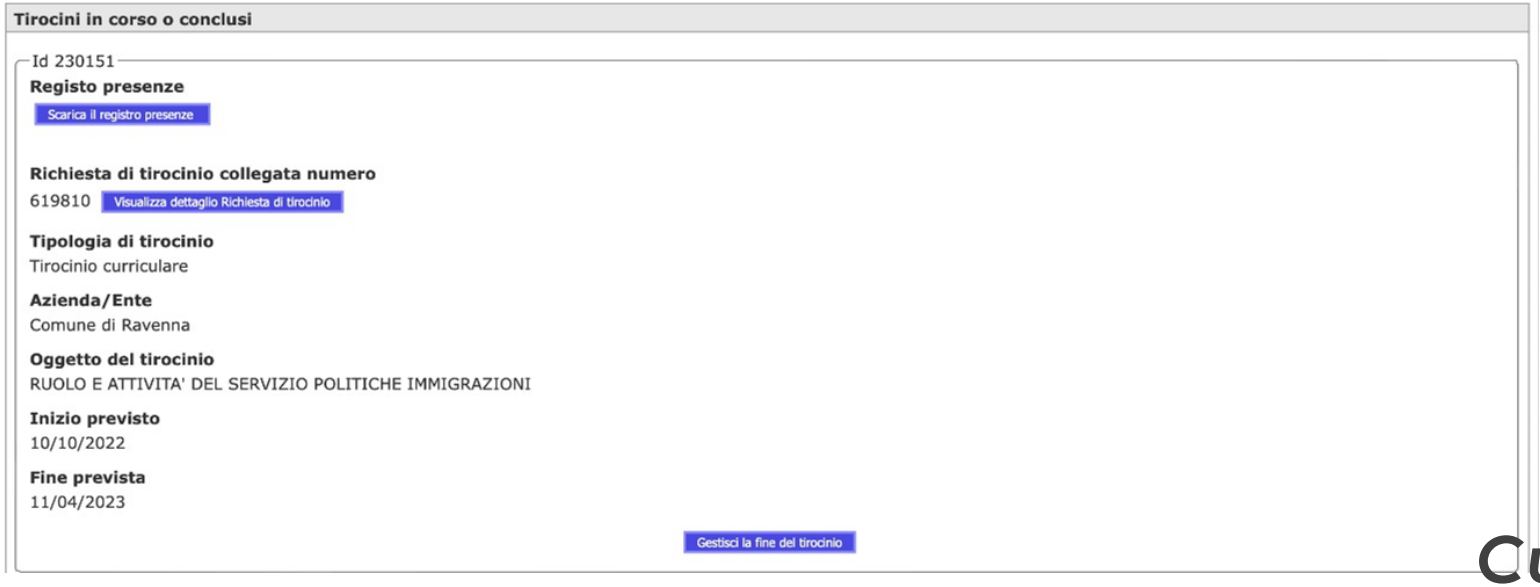
Find internship offers and host organisations
Activate the internship











Curricular Internships

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

What are the CONSEQUENCES?

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

…But…

⇒ You can ASK for RECOGNITION of an EXTRA CURRICULAR INTERNSHIP

⇒IT IS NOT the ORDINARY process

⇒IT TAKES TIME and the outcome is not guaranteed

Recognition process – extra curricular internship

1. **Report**
2. **The certificate of working activity**
3. **Request for the recognition of university credits**

- Submit the documents to SegRavenna after an appointment request.
- Wait for the appointed Committee to meet in order to decide whether to approve the 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!

OTHER IMPORTANT INFO:

- Only activities done AFTER your enrolment in the I-CONTACT programme could be evaluated

WHERE?

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

Internship for the final examination

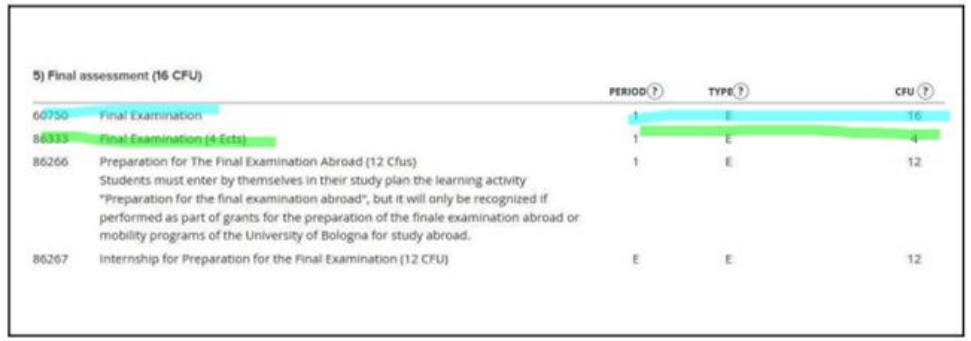
OPTIONS to PREPARE the DISSERTATION

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 for the preparation of the master's degree dissertation'

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INTERNSHIP FOR FINAL EXAMINATION (86267) – 12 cfu

Curricular internship carried out **ABROAD** for the purpose of preparing the dissertation, based on an internship programme agreed with the Supervisor.

- At least 300 hours of activity, carried out at NGOs, companies, local authorities, etc.
- Students need to apply **to either the Erasmus+ traineeship or Field work** 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'

- **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 the outcome of the applications to these calls often 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!
  - If the **student is not selected** for any of these calls, 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'

Some mobility programmes:

1. Maeci-Crui
2. Field work
3. Erasmus +

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Italian students only

Curricular internships (16 CFU) at Embassies, Consulates, 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

86267 → 12 CFU

Or: no activity recognised if you already did all the intership in your study plan

3) Elective learning activities (12 - 24 CFU)

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

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

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

85511	Workshop on Monitoring and Evaluation of Development Cooperation Projects
85509	Internships (8 CFU)

Regardless of what you decide to recognize, you must do 3 months of full-time internship

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

- Other conditions can be required:

- A weighed average not under a certain score
- A certain numbers of CFUs
- ….

- The call for application indicates the period when the internship must be done (the last call: from September to December – January to April).

Field work

Spending a period with NGOs or other organisations active in the area of development cooperation, carrying out activities "in the field" abroad.

- **Which 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

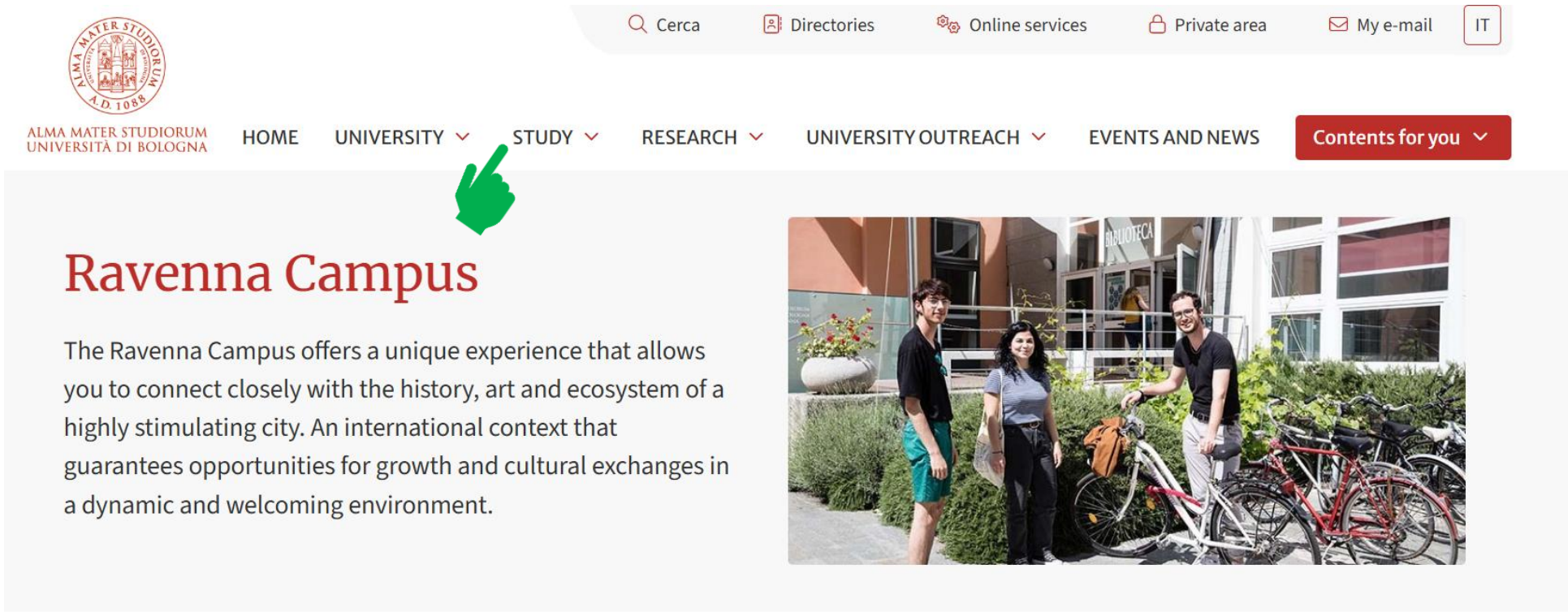
Student status must be possessed at the time of application and maintained throughout all the duration of the internship
(no graduate students)

Students need to have an internship activity in their study plan to apply
(or if first year students, can apply only for position starting from their second year)

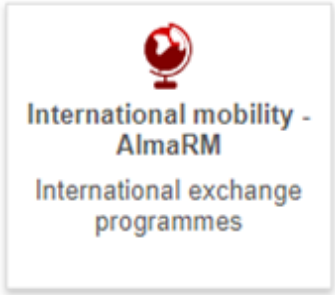
Erasmus+ Placement

Call for application is published around March.

However, you may consult the **call for a.y. 2026/27** to get a general idea of the application modalities and requirements



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**.
- **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**.

LENGTH OF TRAINEESHIP

95685→ 6 CFU = 150 h

85509 → 8 CFU = 200 h

95685 + 85509→ 14 CFU = 350 h

Or

86267 Internship for the preparation of the final dissertation abroad

86267 + 95685→ 18 CFU = 450h

86267 + 85509 → 20 CFU = 500h

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

The duration of traineeships under this programme is **from 2 to 6 months** and students may receive **EU grants.**

The traineeship may start from September onwards and must end by July.

More precise information will only be provided upon publication of the 27/28 call for applications.

PLEASE NOTE!

- 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** (Erasmus+ Placement **and** Erasmus+ Study)

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

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): https://sportelli.unibo.it/pages/home?redirect=%2Fservices%2F15
  - **Tutors** for general questions: cdl.icontact-tutor@unibo.it
  - **Program Coordinator**: Elisabetta Cereda 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 you career idea (Not for administrative issues)

Contact:

antoine.dolcerocca@unibo.it

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Q&A SESSION

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