



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
CAMPUS DI RAVENNA

INTERNATIONAL COOPERATION ON HUMAN RIGHTS AND INTERCULTURAL HERITAGE

I-CONTACT

Informative session - INTERNSHIP

September 19th, 2023

CONTENTS

- Overview
- Possible internships
- Study plan
- Curricular and Extra Curricular Internships
- Internship for the Final Examination
- 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 - 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 - 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 	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 th

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 MANGEMENT AND DESIGN OF EU INTERNATIONAL COOPERATION AND DEVELOPMENT PROJECTS - Not available for the year 2021/2022
95692	WORKSHOP ON PROJECTS FOR INVENTORYNG, 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

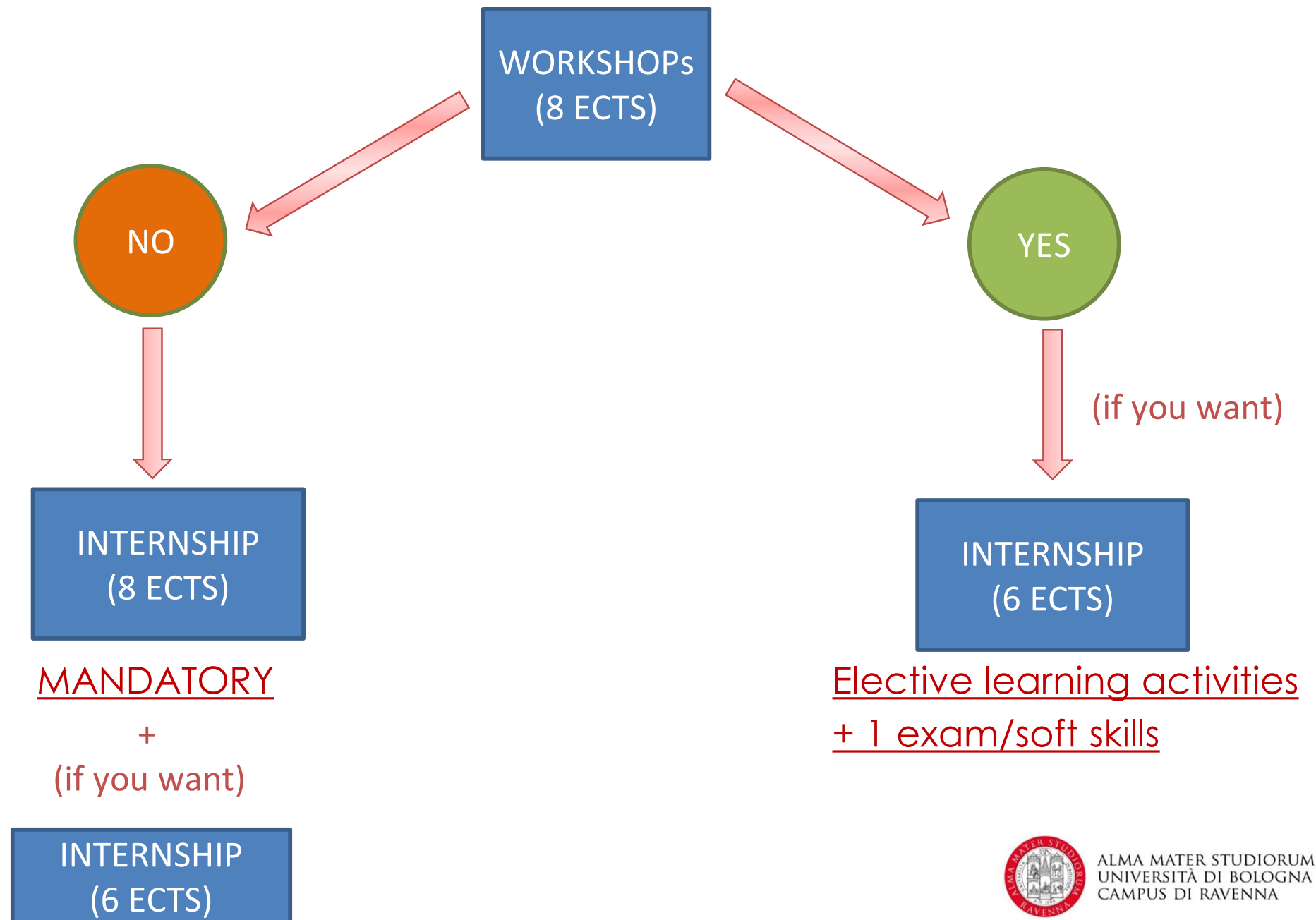
OPTIONS:

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**.

The open windows for the 2022/2023 A.Y. are:

- **First period:** from **7th October to 29th November 2023**

- **Second period:** from 8th January to 5th April 2024

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

WHERE?

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



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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 administration will start the process of checking all the documents and, if everything is correct, they will register your credits!




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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- Home
- Tirocini
- Offerte
- Aziende/Enti
- Esci


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Tirocini - Welcome
Tirocini - Home page studenti
di ARIANNA BASSI
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[Avvisi relativi a tirocini post laurea - Laureati](#)
[Informazioni su Corso online su sicurezza e salute nei luoghi di studio e tirocinio](#)

Codice	Descrizione	Crediti
0000977641 Tirocini curriculari da svolgere - C.d.S. 9237 INTERNATIONAL COOPERATION ON HUMAN RIGHTS AND INTERCULTURAL HERITAGE		
Tirocinio in una struttura di Ateneo Se vuoi svolgere un tirocinio in una struttura di Ateneo clicca su: Presenta richiesta tirocinio in UNIBO		
Richieste di tirocinio effettuate Non risultano richieste		
Tirocini in corso o conclusi Non risultano tirocini in corso o conclusi		



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CURRICULAR INTERNSHIPS



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[Aziende/Enti](#)
[Esci](#)

Tirocini - Seleziona 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 curriculare: 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

Filtri ricerca

Denominazione azienda:

Tipo di corso:

Lauree di secondo livello:

Area:

Corsi:

INTERNATIONAL COOPERATION ON HUMAN RIGHTS AND INTERCULTURAL HERITAGE / COOPERAZIONE INTERNAZIONALE, TUTELA DEI DIRITTI UMANI E DEI BENI ETNO-CULTURALI NEL MEDITERRANEO E IN EURASIA (Laurea di secondo livello)

ID	Azienda/Ente	Nazione	N.Rich./N.Posti	Oggetto / Area d'Inserimento	
47848	DIGITALIX GROUP S.L.	SPAGNA	9	Human Resources International Department di Risorse umane	<input type="button" value="X"/>
47874	MONTENEGRO SRL	ITALIA	3	HR Talent Trainer	<input type="button" value="X"/>
47830	HEEALS	INDIA	29	Gender Equality & Health Education Environment India	<input type="button" value="X"/>
47763	Yshuf	ITALIA	192	Supporto implementazione progetti locali ed europei Progetti europei	<input type="button" value="X"/>
47740	Agenzia per il Peacebuilding	ITALIA	21	Supporto a ricerca e organizzazione del Bologna Peacebuilding Forum 2023 Sede principale AP	<input type="button" value="X"/>
47795	MADONNA DELLA CARITA' COOPERATIVA SOCIALE ARL	ITALIA	04	SENZA DIMORA: dalla strada al progetto Housingfirst Housingfirst, Centro d'Ascolto e unità di strada	<input type="button" value="X"/>
47780	MADONNA DELLA CARITA' COOPERATIVA SOCIALE ARL	ITALIA	3/2	LAZZAROLI VINTAGE PER UN'ALTRA OPPORTUNITA' Lazzaroli Boutique vintage del lusso	<input type="button" value="X"/>
47728	AroSolidarietà Bologna odv	ITALIA	42	Supporto al percorso di autonomia delle persone richiedenti e titolari di protezione internazionale AroSolidarietà Bologna/ Casa Marika	<input type="button" value="X"/>
47769	The Soundcheck - Sound Communication	ITALIA	1/2	Redazione giornalistica The Soundcheck - Posta indipendente - Distorsioni Sonore - Le Pagine - Ma Che ne sanno gli altri	<input type="button" value="X"/>
47748	Centro per la Pace "Annalisa Tonelli"	ITALIA	2/2	Tirocinio presso il centro per la pace di Forlì Centro pace	<input type="button" value="X"/>
47572	ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA	ITALIA	15/10	percorso didattico e visite guidate presso MEUS (Museo Europeo degli Studenti) SMA - SISTEMA MUSEALE QUATREMO	<input type="button" value="X"/>
47572	INDEPENDENT MEDIA SRL	ITALIA	0/3	Search Engine Optimization and Marketing Redazione giornale finanziario indipendente di Borsa	<input type="button" value="X"/>
47535	MADONNA DELLA CARITA' COOPERATIVA SOCIALE ARL	ITALIA	04	EMporofinanzi: servizio alle famiglie in condizione di temporanea difficoltà EMporofinanzi	<input type="button" value="X"/>
47529	MADONNA DELLA CARITA' COOPERATIVA SOCIALE ARL	ITALIA	1/4	PROFUGHI E RICHIEDENTI DI PROTEZIONE INTERNAZIONALE Area immigrazione e asilo politico	<input type="button" value="X"/>
47542	MARO MA 2 DI MACIOCCI MASSIMILIANO	ITALIA	142	TIROCINIO IN SHOWROOM DI ABBIGLIAMENTO MACIOCCI SHOWROOM	<input type="button" value="X"/>
47363	MARY Men al Work s.p.a. Agenzia per il lavoro	ITALIA	0/1	TIROCINIO CURRICULARE AMBITO RISORSE UMANE-LUGO Filiale di Lugo	<input type="button" value="X"/>
47355	MARY Men al Work s.p.a. Agenzia per il lavoro	ITALIA	3/1	TIROCINIO CURRICULARE AMBITO RISORSE UMANE-CESENA Filiale di Cesena	<input type="button" value="X"/>
47258	Randstad Italia spa	ITALIA	1/1	Tirocinio curriculare - Account Manager Agenzia per il lavoro - Randstad Filiale di Cesena	<input type="button" value="X"/>

Aziende/Enti

Aziende/Enti convenzionate

Questo è l'elenco delle aziende/enti convenzionate 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:

Provincia:

Parola chiave:

Nazione:

Settori di attività:

Regione Sociale	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 pa...	Produzione di software, consulenza informatica e attività connesse Studi di ingegneria e architettura Aerospazio e difesa Attività ed istituti di ricerca scientifica tecnica e di sviluppo Agricoltura silvicoltura e pesca
Associazione Culturale Persephone	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 artistiche, sportive e di intrattenimento Attività artistiche, sportive e di intrattenimento
E VENTURES	MILANO MILANO ITALIA	Agenzia di marketing e management, specializzati nel settore della musica	Altre attività
EMANUELA LA ROSA	BOLOGNA BOLOGNA ITALIA	STUDIO NOTARILE REDAZIONE ATTI DI COMPRENDIMENTO 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 ed istituti di ricerca scientifica tecnica e di sviluppo Attività ed istituti di ricerca scientifica tecnica e di sviluppo
I Ricercatori cooperativa sociale	SOLEMANIS CAGLIARI ITALIA	Gestione della scuola dell'infanzia paritaria Maria Bambina	Istruzione prescolastica Istruzione prescolastica
IL CILIEGIO IN FIORE	VIGNOLA MODENA ITALIA	rivenditore di molte marche leader del settore, ampia scelta di disegni stufe, the, tisane, 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
Polambulatorio Città di Medicina	MEDICINA BOLOGNA ITALIA	Polambulatorio, visite specialistiche, fisioterapia e riabilitazione	Sanità, assistenza sociale, studi medici e odontoiatrici, psicologi Sanità, assistenza sociale, studi medici e odontoiatrici, psicologi
STUDIO DI CONSULENZA DEL LAVORO CIRIOELLO GIACOMMA	ORTA NOVA FOGGIA ITALIA	STUDIO DI CONSULENZA DEL LAVORO E CONSULENZA FISCALE E TRIBUTARIA 	Studi di consulenza organizzativa, aziendale e del lavoro
A & P GROUP S.R.L.S.	RAVNI	Produzioni cinematografiche. Attività editoriali. Pubblicazioni periodici, riviste e quotidiani. O...	Attività editoriali, grafiche ed audiovisive



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CAMPUS DI RAVENNA

CURRICULAR INTERNSHIPS

StudentOnline

Tirocini - Welcome

Tirocini - Home page studenti

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

Registro 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 council 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 Council 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
- **You can ask for recognition ONLY for code 95685 (6 cfu) or 8559 (8 cfu), not for both!** *(the Italian law limits the possibility to recognize credits for extra-curricular activities for max 12 credits, while both I-CONTACT internships are 14 credits)*

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 of 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.
 - **NOTE:** Fieldwork is STILL suspended due to the Covid pandemic, we don't know when/if it will be reinstituted
- **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'



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CAMPUS DI RAVENNA

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’



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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**, Stefano Brumat: icontact.info@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

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)

Erasmus+ Placement



Erasmus+ Placement call

New admission procedures for the **2024/25** call are not available at this time.

However, you may consult the **call for a.y. 2023/24** to get a general idea of the application methods on

INTERNATIONAL



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Home > International > Internship abroad > Erasmus+ mobility for traineeship > Erasmus+ mobility for traineeships: what is it and how to apply

Agreements and networks

European Projects of Education and Training

International course catalogue

Incoming exchange students

Studying abroad

Internship abroad

International staff, professors and

Erasmus+ Mobility for Traineeships: what is it and how to apply

Erasmus+ Mobility for traineeships is the EU-promoted student mobility programme which gives students a chance to broaden their vocational and training curriculum by working abroad in any public sector company or a private commercial enterprise located in European countries that have joined the Erasmus+ Programme. The Erasmus+ Mobility for traineeships Call for applications is published every year by the University of Bologna.

How to apply

Application for a.y. 2022/23 is now closed. New admission procedures for the 2023/24 call are not available at this time. However, you may consult the [call for a.y. 2022/23](#) to get a general idea of the application methods. Remember that the

ATTACHMENTS

[Erasmus Student Charter](#)
[.pdf 1280 KB]

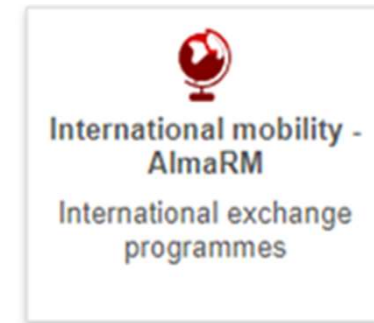
CONTACTS



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
CAMPUS DI RAVENNA

ERASMUS+ PLACEMENT PROCEDURE

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 of destination are:

- ❖ **the 27 European Union Member States:** Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, the Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden and Hungary;
- ❖ **the 3 Countries of the European Economic Area:** Island, Liechtenstein and Norway;
- ❖ **the accession candidate countries:** North Macedonia, Serbia, Turkey.



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 3 months**.

The traineeship may indicatively begin on any date between **1 September 2024 (30 June/30 July 2025** for two – months traineeships only), and **must end by 30 September 2025** at the latest, on penalty of the contribution being withdrawn.

More precise information will only be provided upon publication of the 24/25 call for applications.



Internships

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)	5	D		6

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

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	12

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

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



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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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