FAQ internships

1. Where can I find information about internship opportunities?
You can find all official internship information and opportunities on the Internship page of the course website. The course also provides a list of LEGO-partnership companies on the website. This is a helpful starting point but not an exhaustive list. Thousands of other registered companies (in Italy and abroad) are available through the internship portal.

2. How many internship options does the LEGO programme include?
The degree programme offers one curricular internship (225 hours – 9 credits) among the electives. You can also add to your study plan one of the following: "Internship for preparation of the final dissertation" (300 hours – 12 credits) or "Internship abroad for preparation of the final examination" (300 hours – 12 credits). The latter options allow you to gain 12 of the 18 credits associated with your dissertation. The internship topic must be consistent with your dissertation and agreed upon with your supervisor.

3. Can the internship report serve as my thesis?
No. The internship report can't be considered as your thesis. You may use your internship experience as a basis for your thesis, especially for the empirical part, but it must be developed into a proper thesis dissertation.

4. When can I start my internship?
You can start from the summer of the first year (around May or June), or anytime during the second year, after having included the internship activity in your study plan. Occasionally, internships may also start from mid-April (fourth term) of the first year.

5. How early should I start looking for an internship?
It's recommended to begin your search around two months before you plan to start. This gives you time to explore offers, contact companies, and complete any necessary registration steps.

6. How do I find internship opportunities?
All offers are published on the internship database available on Studenti Online (SOL – Internships). You can apply for existing offers, sending autonomous application to companies that are already partners, or propose a new agreement with a company not yet registered with the University. If you can't find a company on the portal, ask the internship office to check whether an agreement with the University of Bologna already exists.

7. How does the internship agreement work if I find a company myself?
If the company is not yet registered with the University of Bologna, send the company the registration link available on the internship webpage. Afterwards, inform the internship office of the company's name. The office will complete the agreement process, and once approved, the company can publish the offer for you and you can apply as usual. From the company's acceptance of your application, it takes about 5–6 working days for the office to complete the activation. You can start the internship only once the program is signed by both you and the company and the attendance sheet is available on SOL – Internships.

8. What about internships in companies run by relatives?

You cannot do an internship in a company where your parent (or another close relative within the second grade) is the CEO or owner, due to conflict of interest. However, it's fine if a relative works there as a regular employee.

9. Can I do my internship abroad?
Yes. You can carry out an internship abroad either through the regular internship procedure (using the online portal) or via the Erasmus+ for Traineeship programme, which provides financial support for internships abroad. The Erasmus+ for Traineeship call is usually published in March. You can carry out the internship as a student or graduate. If you want to carry it out after graduation, you must apply while still enrolled and not yet have graduated by the closing date of the call. The traineeship abroad as a new graduate must be carried out and completed within one year of obtaining the graduation and within the time limits set by the call.

10. Does the university have partnerships with international organizations (like OECD or UN)?
Large international organizations such as the OECD or UN do not usually sign agreements with universities. You must follow their own application procedures and deadlines. If selected, the course can recognize the internship later, provided it is consistent with your study programme. To submit the recognition request, you must follow the specific information you can find on the course web site.

11. Can international students do an internship in Italy without speaking Italian?
It is possible but can be challenging. In Bologna, only a few medium-sized or international companies use English as the working language, while in Milan there are more options.
If you do not speak Italian, you may prefer to apply abroad, where English is accepted.

12. Who is my academic tutor?
The academic tutor for LEGO internships is Professor Massimiliano Musi. He is responsible for approving your internship and registering it once completed.

13. How important is my grade average for getting an internship?
Grades are not the main factor. Companies focus more on your CV, experiences, language skills, and extracurricular activities (e.g., Erasmus, volunteering, student projects).

14. How can I make my internship application stand out?
Prepare a clear, professional one-page CV (avoid Europass unless required) and write a personalized cover letter explaining why you're interested in that company.
Use the University's CV review service (linked on the internship page) for quick feedback on the CV. A well-prepared CV and cover letter significantly increase your chances of being contacted for an interview.

15. What if I already did a relevant internship or job?
If you have already carried out an internship or work experience consistent with your degree programme, you can request its recognition as a curricular internship. You can submit the request at any time during the academic year, provided that the activity is relevant and the internship option is already included in your study plan. The maximum number of credits that can be recognized is 12.

16. What do I need to do at the end of my internship?
Before leaving your internship position, make sure your whole attendance sheet is fully filled in and signed. Then upload it on SOL – Internships and complete the evaluation form you will find there. Once both steps are completed, the Internship Office will validate your activity and your academic tutor will register it. It is not necessary to book a registration session on AlmaEsami.

17. Who can I contact if I still have questions?

The Internship Office operates only remotely and provides information and support for research, activation and management of your curricular internships.

The telephone counter (TEL 051.2084030) is active Monday, Tuesday, Thursday, and Friday from 10:00 am to 12:00 am. You can also write an email to ems.bo.serviziotirocini@unibo.it. If you wish to contact the office via Microsoft Teams, you can schedule an appointment via email for a call or video call.