

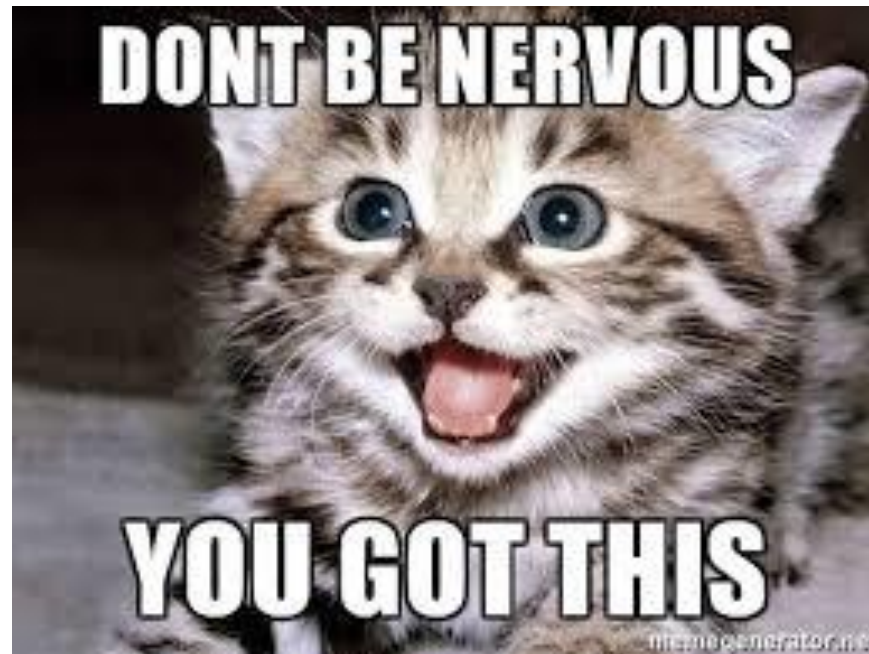
Internship for Final Examination



Some tips on how
to survive

PREMISE

- You don't have to understand EVERYTHING present on this powerpoint presentation!
- The steps that are important are the first 2, if you need anything SCoRe Staff is ALWAYS here to answer to your questions 😊



Procedure

Step 1

- What do you like?
- Whom can you ask to?



Step 2 - Asking yourself:

- Where do you want to do it?
- With or without scholarship?



Step 3

- Internal/External Internship
- With scholarship
 - Ciamician/Erasmus
 - F.Flaminia

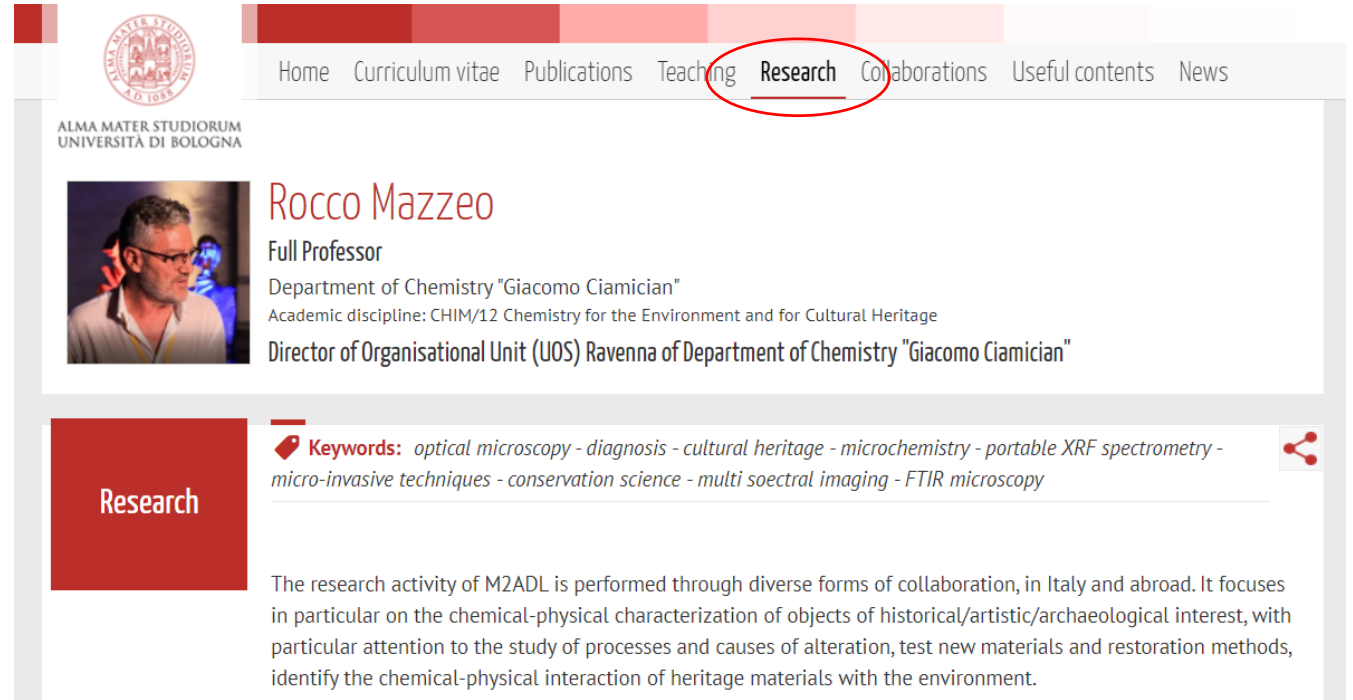


Step 4

- Study Plan

Step 1

- What do you like?
 - As you follow the lessons, take notes on things that tickle your interest(s)
 - Look on the professor's website if the research fields are interesting for you
- Whom can you ask to?
 - Professors – PhD Students – Research fellows



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Rocco Mazzeo
Full Professor
Department of Chemistry "Giacomo Ciamician"
Academic discipline: CHIM/12 Chemistry for the Environment and for Cultural Heritage
Director of Organisational Unit (UOS) Ravenna of Department of Chemistry "Giacomo Ciamician"

Research

Keywords: *optical microscopy - diagnosis - cultural heritage - microchemistry - portable XRF spectrometry - micro-invasive techniques - conservation science - multi soectral imaging - FTIR microscopy*

The research activity of M2ADL is performed through diverse forms of collaboration, in Italy and abroad. It focuses in particular on the chemical-physical characterization of objects of historical/artistic/archaeological interest, with particular attention to the study of processes and causes of alteration, test new materials and restoration methods, identify the chemical-physical interaction of heritage materials with the environment.

→ Asking is very important for you and **is not binding.**

Only **full professors, associate professors, assistant professors (researchers)** and **contract professors** holding a teaching activity within the University of Bologna can act as Supervisor.

Finding the supervisor is the first step!

Step 2

As you realize what you're passionate about, the questions you need to ask yourself are:

1. Where do I want to do it? In Italy, within the department or abroad?

Internal and External Internship

1. With or without a scholarship?
 1. Fondazione Flaminia
 2. Erasmus +
 3. Ciamician Scholarship



In every case the internship cannot start until the whole procedure has been properly fulfilled.

Step 3: Curricular Internship – What you need to know (no scholarship involved)

- It is done in 2nd year
- You need to have completed at least 50 CFU before starting
- **You need to find the Supervisor of the thesis project (a professor at UNIBO) for the internship**
- 18 CFU = min. 450 hours / max. 540 hours
- The internship can be internal or external:
 - 1. All **internal internships** are conducted at the University of Bologna laboratories.
 - 2. All **external internships** are conducted at host institutions and companies, public and private, trade associations, etc. in Italy or a foreign country, and they are governed by the specific framework agreements with the University of Bologna. To fulfill the terms of these framework agreements, students have to check in the [Internships and Agreements application](#) if host organizations outside the University of Bologna are present.

For any support regarding the internship contact campusravenna.tirocini@unibo.it or look on [curricular internship info](#)

Step 3a: Curricular External Internship

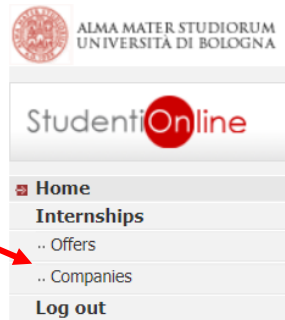
«I chose the internship with my supervisor and I know I want to do it in an external institution, what can I do?»



- In order to check if the host organizations outside the University of Bologna are present in the Internships and Agreements application enter in the Studenti Online application
- Then into the internship application



Then search for:



If the host organization is present, students can proceed with their application following the online procedure.

If the host organization is not present, it is possible to open a new agreement with Unibo. Students have to contact the [Internships Office of Ravenna Campus](#) at least **two months** before the starting date of the internship in order to activate the agreement procedure.

Students can start with their internship only if the specific framework agreement between institutions is already established and only after applying for the approval of the training project through the online application for internships.

ALWAYS CHECK WITH YOU SUPERVISOR FIRST !!

Example of procedure to open an internal internship

Details of the autonomous request no. [REDACTED]

1



Waiting to be validated by the internship office

2

Waiting for validation by the academic tutor or the commission

After you fill the request for the internship (details agreed with the supervisor) the request must be:

1. Validated by Ufficio Tirocini
2. Validated by your supervisor

3. Validated by the Internship Commission

4. Validated by YOU

3

Waiting to be approved by the academic tutor or internship commission

4

Internship programme waiting for your signature

Eventually you'll download the **attendance record** and you can start!



How to close the internship

At the end of your internship go to the internship application at Studenti online and find your ongoing internships:

Ongoing and closed internships

Id 205109

Type of Internship
Curricular internship

Company
ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA

Job description
computational analysis of historic masonry structures

Planned start date
01/10/2021

Planned end date
30/09/2022

Signed internship programme
[1185332_programmaTirocinio.pdf](#) The document has been validated

[Download sign-in sheet](#) [Manage end of internship](#)

1) Download the register that must be filled-in by you and signed by the supervisor

2) Once you have the report and register prepared, click here

- Once you select “Manage end of internship” this window will appear:

End of internship information

When you conclude your internship, please fill in the following data. The end date must be the last day of your sign-in sheet


Terminato il tirocinio carica in applicativo il registro presenze compilato e la tua relazione finale. Poi attendi l'approvazione dei documenti in applicativo. Ottenuta l'approvazione, iscriviti all'appello di tirocinio su almaesami e presentati di persona alla prova di tirocinio.

Dear Student, as soon as the Internship period will be concluded, you have to upload here:

1. The Internship Attendance Register already filled in and signed;
2. the Final Report signed by the academic tutor.

All the documents must be approved by the HBR Internship Board.

Once approved, you can register to the internship session on almaesami and present yourself on the day of the exam.

End date *  ← Enter the end date

Final attendance record book* (PDF, massimo 3Mb) No file chosen ← Upload the signed register

Final Report* (PDF, massimo 3Mb) No file chosen

Note



The data will be analyzed only after you fill the questionnaire in

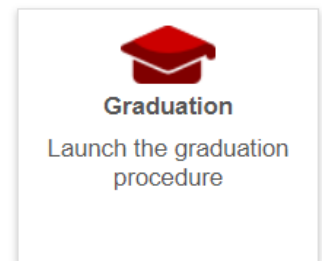
Save all and complete the questionnaire that will appear once you saved

Step 3b – Opportunities for internships ABROAD

- Erasmus+ mobility for traineeship (mainly EU countries + partners)
 - Call for applications published in March-May of your 1st year to leave during the 2nd year for Preparation of the final thesis abroad **NOT RECOMMENDED** for S.Co.Re students unless you have already agreed on the details of your thesis project with your chosen thesis Supervisor (host institution included) and have informed the Degree programme Director to obtain a proper pre-approval of the project.
 - Call for applications published in March-May of your 2nd year to leave as a recent graduate (or if you plan late graduation) **RECOMMENDED** for S.Co.Re students
- **Ciamician Scholarship** → **Highly recommended – best option!**

Step 3b: Step by step guide – Internship Abroad (Ciamician / Erasmus)

1. Find a host institution/laboratory where conduct your dissertation-oriented internship and a University of Bologna Professor who will be your Thesis Supervisor
2. Inform the Degree programme Director to have your internship/mobility approved by the Degree Programme
3. Follow the relevant procedure to apply for the activation of the internship specifically outlined in the call.
4. The thesis title, once agreed with the Supervisor, must be communicated to the Didactic Office (Ms. Carla Gironi) using the Thesis Title Module. This should be done **at least 6 months before the date of the final dissertation.**
5. Once the Thesis Title has been approved, the student can start with the application for admission to the final examination that must be submitted online on [StudentiOnline](#)
6. The validation of the credits is done on AlmaRM (you will find how to on the specific calls)



Step 3b: Fondazione Flaminia Scholarship

- **Highly recommended – best option (together with Ciamician)!** Every year few scholarships are offered to students enrolled into the 2nd year who intend to implement their experimental thesis abroad in host institutions/projects specifically designed for Score students - Last call for applications: [Experimental thesis grants](#)

BUT the bureaucratic procedure is the SAME as the internship without scholarship!

The registration of the CFU corresponding to the internship activity is done by booking the relevant exam session on AlmaEsami (you do not have to show up at the exam, it is just for the credits to be registered).

Step 3

- Internal/External Internship (with Fondazione Flaminia scholarship or without any funds):

STUDENTI ONLINE



Internships

Find internship offers
and host organisations
Activate the internship

- Internship **with** funds like Ciamician and Erasmus +:

STUDENTI ONLINE



**International mobility -
AlmaRM**

International exchange
programmes

Remember this
difference as the whole
procedure of the
internship is
consequently **different!**

Step 4: Study plan

- 2 time-frames to submit the study plan for the whole 2nd year on Studenti online:
 - 1st time-frame: October – December
 - 2nd time-frame: March
 - The exact dates will be updated here: [Study plan info](#)
- Study Plan cannot be changed outside these time frames
- If you don't have a course in your Study Plan you **CANNOT** take the exam
- Once you have taken the exam and accepted the grade it **CANNOT** be changed anymore



Study plan

Complete your study
plan

Step 4: Study plan

Second Year

Compulsory academic activities

		PERIOD ?	TYPE ?	SSD ?	CFU ?
37485	Chemical Methods of Examining Cultural Property	1	B	CHIM/12	6
37487	Computer Science Applications to Cultural Heritage	1	B	INF/01	6
37489	Processes in Conservation	1	C	L-ART/04	6
37494	Project	1	F		3
60750	Final examination	2	E		12

Free-choice academic activities - web plan (9 - 15 CFU)

Second year students must choose 9 CFU from the elective academic activities available and/or all the exams activated by the Degree Programmes within the categories LM-2 (Archeology), LM-89 (History of Art) and LM-24 (Engineering of Building Processes and Systems) defined by the Ministry of Education.

		PERIOD ?	TYPE ?	SSD ?	CFU ?
99571	ACOUSTICAL AND ELECTROMAGNETIC NDT METHODS FOR EXAMINING CULTURAL	1	D	ICAR/19	3
97472	Chemometrics for Cultural Heritage	1	D	CHIM/12	6
75373	Conservation Theory of Historic Buildings and Heritage Conservation M	1	D	ICAR/19	9
98590	ENGLISH FOR PROFESSIONAL PURPOSES LM - BOLOGNA 1	CT1	D		3
89457	Information Literacy in English - Ravenna - Not available for the year 2022/2023	CT1	D		3
99572	PREHISTORIC LITHIC TECHNOLOGY	1	D	BIO/08	3
89455	Patents & Trade Marks	CT1	D		3
97254	CREATIVITY AND INNOVATION LM - CESENA - Not available for the year 2022/2023	CT2	D		3
73387	Creativity and Innovation M	CT2	D		3
98591	ENGLISH FOR PROFESSIONAL PURPOSES LM - BOLOGNA 2	CT2	D		3
91935	FOUNDATIONS OF ENTREPRENEURSHIP - RIMINI	CT2	D		3
75405	Materials Preservation for Cultural Heritage M	2	D	ING-IND/22	6
81799	Project Management and Soft Skills M	CT2	D		3
94133	SCIENCE OF CLIMATE CHANGE AND CLIMATE ACTIONS	CT2	D		3
94122	SOFT SKILLS TO BE EFFECTIVE AT WORK	CT2	D		3
94123	SUSTAINABLE DEVELOPMENT AND ONE HEALTH - BOLOGNA	CT2	D		3
94126	SUSTAINABLE DEVELOPMENT AND ONE HEALTH - RIMINI	CT2	D		3

You can choose from:

- Suggested courses (preapproved by study board)
- Any course from UNIBO: In this case, you will have to ask for the Degree Programme Board approval by sending an email (including the code and name of the course unit you want to choose and the link to the course contents page) to the Programme Coordinator score@unibo.it within the deadline established for each window

Step 4: Study plan

Preparation for the Final examination (18 CFU)

As part of their final exam, students may choose to carry out practical and research activities within companies/institutions external to Unibo, or within Unibo laboratories. Such preparatory activities may be registered in students' records, either on a pass/fail basis or with a grade depending on the cases, to specify the type of work carried out. For those students who will opt for the internship for the preparation on the final thesis in Italy or abroad, or the preparation of the final thesis abroad, the final exam will be divided into two parts: the final exam itself and the internship or preparation of the final thesis abroad.

		PERIOD (?)	TYPE (?)	CFU (?)
94535	Internship Abroad for the Preparation of the Final Examination (18 CFU) If you select this activity, you intend to enter a competition for international mobility (e.g. <u>Thesis Abroad, Erasmus+, etc.</u>). You will agree with your thesis supervisor the company/institution who will host you and the activities to carry out.	2	E	18
88033	Internship for the Preparation for the Final Examination (18 CFU) If you select this activity, you intend to start an internship by applying on SOL – Internship (to know more go on your degree course's website > homepage > studying>internship for the preparation of the final thesis.	2	E	18



Internal/External Internship without funds IN ITALY

Project (3CFU)

- Graduating students, who already accomplished the obtainment of at least 50 credits (CFU) of S.Co.Re. degree programme, are allowed to prepare their thesis project to be submitted to prof. Rocco Mazzeo in order to obtain the 3CFU.
- **When** you should do it? **Around the beginning of the internship**
- **What** is this “thesis project”? It’s an **elaboration** on what you’re going to do on your internship

How to prepare 37494 Project (3CFU)

You’re going to have 2 lessons with Professor Mazzeo focused on it, do not worry!



1. Introduction
2. Research objectives
3. Experimental methodology
4. Expected results
5. Bibliography

Off topic: Postgraduation internship abroad

- You can do an internship abroad after you graduate by applying for the Erasmus + mobility for traineeships: [info Erasmus for Traineeship](#)
- The duration is 2 – 3 months, you can decide to prolong your stay but **WITHOUT** additional grant
- You have to find a company by yourself (the procedure is the same as if you were looking for a regular job). Below you can find an indicative list of companies that have already hosted SCoRe students for postgraduation internships in past

 You **MUST** apply while you are still a student so before graduation and before the deadline of the specific call

- List of companies and universities that have already hosted SCoRe students for postgraduation internships:

Name of the company / university	Erasmus code	Country
National Gallery Denmark (Statens Museum for Kunst), Centre for Art Technological Studies and Conservation (SMK-CATS)	BE 0055	Danmark
Brandenburgisches Landsamt für Denkmalpflege und Archeologisches Landesmuseum	BE 0055	Germany
Ghent University	B GENT01	Belgium
Consorcio CENIEH	BE 0055	Spain
Stiftung Preußischer Kulturbesitz	BE 0055	Germany

Name of the company / university	Erasmus code	Country
National Museum in Krakow	BE 0055	Poland
CSIC-EIM (Consejo Superior de Investigaciones Científicas)	BE 0055	Spain
National Museum in Krakow	BE 0055	Poland
Rijksdienst voor het Cultureel Erfgoed (Cultural Heritage Agency)	BE 0055	Netherlands
Universite de Cergy-Pontoise	F CERGY07	France
Centre national de la recherche scientifique (CNRS)	BE 0055	France
Rathgen-Forschungslabor Staatliche Museen zu Berlin	BE 0055	Germany
Consejo Superior de Investigaciones Científicas- CSIC	BE 0055	Spain
Faculty of Fine Arts, Complutense University of Madrid	E MADRID03	Spain
CNRS	BE 0055	France
Hercules Laboratory from the Evora University	BE 0055	Portugal