

## INTRODUCTION

Alma Mater Studiorum – University of Bologna encourages internship in order to give students the opportunity to acquire professional expertise through the execution of practical activities, to complete vocational education and to guide and support professional choices through the direct experience of the world of work.

The curricular internship is a training experience provided in the didactic plans characterized by the realization of practical experiences carried out in external or internal structures of the University, which favor the acquisition of skills consistent with the study plan.

The curricular internship for Master Degree thesis or final degree examination requires the student to take part in practical activities at the host organization, necessary to prepare the final dissertation or thesis on the basis of a project agreed upon with the supervisor.

Except for different national or European regulations, the internship has a nominal duration of 25 hours for each CFU assigned to this type of activity in the educational regulations of the Degree Program. The internship cannot be carried out in an institution which the legal manager, the partner or the responsible person has relationship within 2nd degree consanguinity or affinity to the applicant.

According to the study plan of the degree program, the internship can be compulsory or optional. If the internship is optional, the student need to select it in the study plan before starting the online activation procedure.

## HOW TO ACTIVATE A CURRICULAR INTERNSHIP

Before activating a curricular internship please check all the related information published on your degree program or in your School website.

The curricular internships are managed in the application at <https://tirocini-studenti.unibo.it> which you can access with your UNIBO account

You will have the following possibilities:

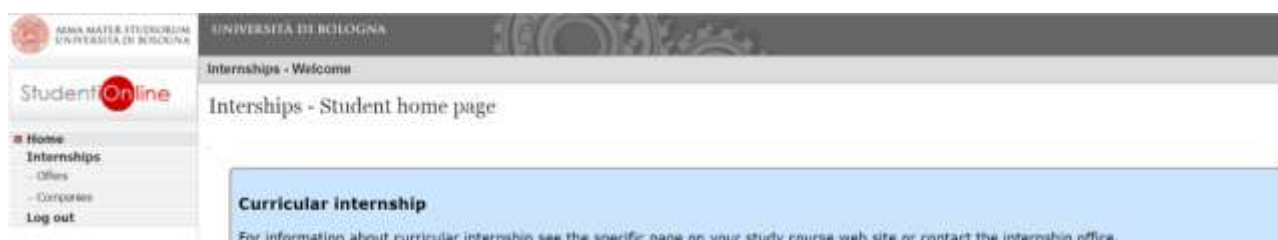
- apply for an internship offer, go through a possible job interview and wait for the results
- arrange an internship with the host organization which will have to issue an "ad personam" offer
- submit an application to a host organization (internal or external of the University of Bologna)

After login you can choose from the menu on the left (Fig.1):

- **Offers** - to view offers related to your degree course and apply for which you interested in. After sending a complete CV and motivation letter, the 'ad personam' offer will be visible directly on your home page

- **Companies** - to check the list of structures which have an agreement with the University of Bologna and submit applications.

**Fig. 1 – Students home page**



## Offers

If you are a current student, you will have to select the curricular internship; if you are a graduate, you will have to select the postgraduate internship (Fig.2).

**Fig. 2 – Type of internship**

The screenshot shows the 'Student Online' interface for the University of Bologna. The page title is 'Tirocini - Selezione tipo tirocinio' and the main heading is 'Type of Internship'. Below the heading, it says 'Select the type of internship'. There is a table with two columns: 'Name' and 'Description'. The table lists two types of internships: 'Postgraduate internship (only in Italy)' and 'Curricular internship'. A note at the bottom states: 'The deactivated internships are not compatible with your career status'. The footer includes the 'unibo' logo and copyright information.

Name	Description
Postgraduate internship (only in Italy)	Internship for new graduates who have completed their studies within the last twelve months, aimed at providing direct knowledge of and entry into the work environment. It is an option which allows students to obtain real work experience (although, as with internship as part of the student learning process, it does not constitute employment), concurrent with or following the period of study.
Curricular internship	Student internship which forms part of a course of study leading to the diploma, with practical training activities carried out also in structures outside the University. The internship also provides a first contact with the work environment.

On the internship offers page you can view those possible offers related to your course of study, among them you can select the one you are interested in.

**Fig. 3 – Internship Offers: Curricular Internship**

The screenshot shows the 'Student Online' interface for the University of Bologna, specifically the 'Curricular internship' offers page. The page title is 'Torna all'elenco dei tipi' and the main heading is 'Curricular internship'. Below the heading, there are search filters for 'Company/Public body name', 'Course type', 'Faculty', and 'Course'. A table lists three offers with columns: 'Id', 'Company/ies', 'Country', 'N.Request/N.Position', and 'Job Description / Field Of Placement'. A red callout box with a blue arrow points to the blue arrow icons in the table, with the text: 'Click the blue arrow to view the details of the offers'. The footer includes the 'unibo' logo and copyright information.

Id	Company/ies	Country	N.Request/N.Position	Job Description / Field Of Placement
327045				
327018				
311972				

Once you have selected the offer you want to apply for, if it has been approved, you can click the blue button 'Submit request'(Fig.4).

Fig. 4 – Internship offer n...

The screenshot shows the 'Offerta di tirocinio n. 277977' page. A red callout box with white text says: "After checking the details of the offer, if it has been approved, you can click 'Submit request'". An arrow points from this box to the 'Presenta richiesta' button in the top navigation bar. The page content includes:

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

Offerta di tirocinio n. 277977

Descrizione dell'offerta di tirocinio

Approvazione offerta:  L'offerta è stata approvata dalla tua facoltà

Compatibilità con carriera:

Azienda/Ente: IBM spa

Tipologia: [input type="text"]

Tipologia di tirocinio: Tirocinio curriculare

Dati principali

Oggetto del tirocinio: STAGISTA MIDDLE OFFICE

Area/settore di inserimento: Ufficio Trading

Obiettivi formativi del tirocinio: Acquisizione delle principali competenze inerenti la posizione: dare supporto all'attività di trading in relazione alle controparti (società da cui si acquista e a cui si vende energia), gestire i rapporti con le controparti.

Attività da svolgere in azienda/ente:

- Inserimento delle transazioni; • Gestione delle confirmation e dei settlement dei contratti; • Gestione dei rapporti con le controparti in relazione alle confirmation e ai settlement dei contratti; • Supporto alle attività del back-office: cash reconciliation delle transazioni; • Reportistica, gestione dei dati;
- Propensione al problem solving • Ottime capacità relazionali • Estrema professionalità • Capacità di lavorare in team • Estrema precisione e attenzione al dettaglio • Conoscenza di strumenti informatici per analisi e gestione dati, in particolare Excel (i candidati saranno sottoposti a test pratico) • Buona

Conoscenze teoriche e applicative, abilità trasversali (capacità organizzative, lavoro di gruppo, ecc) o obiettivi della classe di laurea:

- Propensione al problem solving • Ottime capacità relazionali • Estrema professionalità • Capacità di lavorare in team • Estrema precisione e attenzione al dettaglio • Conoscenza di strumenti informatici per analisi e gestione dati, in particolare Excel (i candidati saranno sottoposti a test pratico) • Buona

Numero di tirocinanti: [input type="text"]

Durata: [input type="text"]

Data d'inizio prevista: [input type="text"]

Data di fine prevista: [input type="text"]

Sede operativa del tirocinio: [input type="text"]

Nazione: [input type="text"]

Provincia: BOLOGNA

Comune: BOLOGNA

Sono previste indennità/rimborsi spese/borse di studio/premi: N

You should select the academic tutor among the professors and the researchers of the University of Bologna (in the case of internship for thesis the academic tutor is the thesis supervisor and also can be a contract professor), attach the CV and the motivation letter, insert the flag if yours will be an internship for thesis (Fig.5).

Fig. 5 – Internship Request

The screenshot shows the 'Richiesta di tirocinio' page. A red callout box with white text lists four steps: "1. Select the Academic Tutor", "2. Attach curriculum and motivation letter in a single file", "3. Specify if it is an internship for thesis", and "4. Send the request". An arrow points from step 4 to the 'Invia richiesta' button. The page content includes:

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

Tirocini - Richiesta di tirocinio

Richiesta di tirocinio

Presenta una richiesta di tirocinio

Il tutor tirocini è assegnato d [input type="text"] "sul sito del tuo corso di studi.

Your academic tutor is appoi [input type="text"] page of you course web site.

Approvazione offerta:  L'offerta è stata approvata dalla tua facoltà

Compatibilità con carriera:

Tutor Accademico Richiesto: [input type="text"]

Allega curriculum e motivazioni (pdf o doc. Max 2Mb) \* [input type="text"]

Tirocinio per tesi:

Note: [input type="text"]

After the submission, the contact person of the hosting structure will receive an email informing them that you have submitted a request.

## Autonomous applications to the external institutions

Selecting the item Companies, the list of companies which have accepted to receive autonomous applications will be displayed (Fig.6).

Fig. 6 – Companies and public organizations with an agreement

The screenshot shows the 'Aziende/Enti' section of the StudentOnline portal. It features a search filter box with fields for 'Company/Public body name', 'Keyword', 'Field', 'Province', and 'Country'. Below the search filters is a table listing companies and public organizations. A red callout box points to the search filters and the table, stating: 'Here is the list of affiliated companies which have accepted to receive Autonomous applications. It is possible to carry out the search using keywords and the drop-down list "Field"'. The table has columns for 'Company/Public Body Name', 'Location', 'Company Description', and 'Field'. The first row lists 'GreenWaves Technologies' with location 'VILLARD-BONNOT FRANCIA' and description 'GreenWaves Technologies develops IoT Application Processors based on Open Source IP blocks enablin...'. The second row lists 'Noi liberamente insieme' with location 'RIMINI ITALIA' and description 'Noi liberamente insieme' e costituita da utenti, famiglie e...'. The third row lists 'cooperative sociali Onlus al occupa di varie tematiche inerenti' with location 'FRANCIA' and description 'Attività artistiche, sportive e di intrattenimento Formazione Servizi alle imprese Sanità, assistenza sociale, studi medici e odontoiatrici, psicologi Servizi per la persona e la famiglia'. The fourth row lists 'Pubblicazioni periodici, riviste e quotidiani. Organizzazione di' with location 'FRANCIA' and description 'Produzione di software, consulenza informatica e...'. Each row has a blue button on the right side.

Once you have chosen the company or the institution to send request, you will have to click on the blue button 'send autonomous application' (Fig.7).

Fig. 7 – Company / organization detail

The screenshot shows the 'Company detail' page of the StudentOnline portal. It displays the following information: 'Company/Public body name', 'Business type', 'Description', 'Settori di attività', 'Country', 'State/Province', 'City', 'Town/District', 'Address', and 'CAP'. Below this information is a section titled 'Informazioni relative alla convenzione con Facoltà di Ingegneria'. At the bottom of this section is a blue button labeled 'Send autonomous application'. A red callout box points to this button, stating: 'Click on Submit request for autonomous application'. Below the button are fields for 'Note', 'First name of the contact person', and 'Family name of the contact person'.

Select the type of internship and follow the instructions.

After submitted the request, contact person of the host organization will receive an e-mail inviting him to check the request and complete the internship program, in case of acceptance.

The Internship Office will check the data entered in the internship program, confirm the name of the Academic Tutor and, if there are no elements to change, will declare the proposal as verified.

**Fig.8 – Details of the request**

ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

UNIVERSITÀ DI BOLOGNA  
AMBIENTE ELMIST

Torna all'elenco Stampa Accetta programma di tirocinio Richiedi modifica programma di tirocinio Rifiuta programma di tirocinio

StudentiOnline

Home  
Tirocini  
- Offerte  
- Aziende/Enti  
Esci

Dettaglio richiesta di autocandidatura n. 391170

Stato della richiesta: **Accettata dall'azienda/ente**

Dati richiesta Dati azienda/ente

Comunicazioni

Tipologia di tirocinio: Tirocinio curriculare

Oggetto dell'offerta: aaa

Azienda/Ente: INEOS MANUFACTURING ITALIA SPA

Richiedente: FIORINI ELEONORA

Iscritto a: 0936 INGEGNERIA GESTIONALE

Data Presentazione: 27/04/2016 12:53

Tutor Accademico Richiesto: [Cerca utenti]

## Autonomous applications to internal structures of the University

To activate the internships within the University (departments, laboratories, administration offices, ...), after agreeing the objectives and activities of the internship with the academic tutor and the contact person of the host structure (if different) you will have to select ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA in the Companies list and click on the blue button to send the application (Fig.9).

**Fig.9 – Send the application**

ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

UNIVERSITÀ DI BOLOGNA

Back to list Findable version Comp

StudentiOnline

Home  
Internships  
- Offers  
- Companies  
Log out

Company detail

Company

Company/Public body name: ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA

Business type: Università/Istituto di istruzione superiore

Description: ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA

Settori di attività: Istruzione post-secondaria universitaria e non universitaria

Country: ITALIA

State/Province: BOLOGNA

City: BOLOGNA

Town/District:

Address: Via Zamboni 33

CAP: 40126

Informazioni relative ai tirocini interni all'Alma Mater Studiorum - Università di Bologna

Send application

Click on the blue button to send the application

Note: L'Alma Mater Studiorum - Università di Bologna permette lo svolgimento di tirocini curricolari all'interno delle proprie strutture. Prima di presentare una candidatura è necessario definire un argomento e una struttura presso cui svolgere il tirocinio con un referente dell'Università.

You will have to fill in all the mandatory data on the Internship request page (Fig.10-11):

**Fig.10 – Specify the internship location**

Academic tutor requested

Attach CV and cover letter (pdf o doc Max 2Mb)

Internship for Dissertation

Student introductory notes

Internship location \*

Host Organization Supervisor Name \*

Host Organization Supervisor Surname \*

Host Organization Supervisor Email \*

Laboratory/Office \*

Località sede del tirocinio

Nazione \*

Regione sede \*

Comune sede \*

Address \*

Estimated start date \*

Estimated end date \*

Total amount of hours \*

1. Select location using the drop-down menu that indicates the list of facilities
2. Specify the supervisor of the host organization
3. Specify the laboratory / office and the address

At the end you will have to declare that all the data you filled in have agreed by the tutor and the contact person of the organization, then send the request (Fig.11).

**Fig.11 – Declare and send request**

Address \*

Estimated start date \*

Estimated end date \*

Total amount of hours \*

ECTS eq. \*

Working hours \* from  :  to  :  (lunch break included)

Additional information on working hours and activities \*

Objectives

Object \*

Objectives \*

Activities \*

Dichiaro di aver concordato i dati inseriti con il tutor e il referente del soggetto ospitante \*

1. Specify the objectives and activities of your internship
2. Declare that all the data you filled in have agreed by the tutor and the contact person of the organization
3. Send request

## Approval of internship request

You will be informed by e-mail about your internship application progress: acceptance by the host institution, approval, refusal, demand for changes from the Tutor (only if necessary) and from the commission. After the approval, you must download the internship program. Before the beginning of the internship you should obtain the signature of the contact person in the host structure and upload the program and a copy of the identity document of the person who has signed it (in one file). In case of internal internships that will take place at the University of Bologna, the copy of the identity document is not necessary.

Important: approval of the internship commission and validation of the academic tutor (if required) on application replace the signatures on the paper document.

You can download the internship program directly from the home page or in the details of your request (Fig.12)

**Fig. 12 – Home page after the approval of the commission**

The screenshot shows the 'Home page studenti' interface. It includes a yellow notification box about app updates, a section for an online course on safety and health, and a table of curricular internships. A red callout box points to a blue arrow icon in the 'Richieste di tirocinio effettuate' table, indicating where to download the program.

**0000758016 Tirocini curriculari da svolgere - C.d.S. 8038 ECONOMIA, MERCATI E ISTITUZIONI**

Codice	Descrizione	Crediti
71136	TIROCINIO	8

**Richieste di tirocinio effettuate**

Id	Azienda/Ente	Oggetto Dell'offerta	Data Presentazione	Tipologia Di Tirocinio	Tipo	Stato	
361222	Sgnam Srl	Assistente Marketing, Social Media e Vendite	29/10/2016 19:29:02	Tirocinio curriculare	Su offerta	<span style="background-color: yellow; border: 1px solid black; padding: 2px;"> </span>	<a href="#">→</a>
360957	UniCredit SpA	Competitive Benchmarking Analyst	27/10/2016 12:38:21	Tirocinio curriculare	Su offerta	<span style="background-color: yellow; border: 1px solid black; padding: 2px;"> </span>	<a href="#">→</a>
356781	iStarter Ltd	-HHHHH	29/09/2016 22:06:16	Tirocinio curriculare	Autocandidatura	<span style="background-color: green; border: 1px solid black; padding: 2px;"> </span>	<a href="#">→</a> <a href="#">Scarica programma di tirocinio da firmare</a> <a href="#">Carica programma di tirocinio firmato</a>

Fig. 13 – Request details and internship program

UNIVERSITÀ DI BOLOGNA  
AMBIENTE DI TEST

Torna all'elenco Stampa Tirocin

### Dettaglio richiesta di autocandidatura n. 356781

**Stato della richiesta: Approvata dalla commissione**

Dati richiesta	Dati offerta	Dati azienda/ente
Comunicazioni	<div style="border: 1px solid gray; height: 40px;"></div>	
Tipologia di tirocinio	Tirocinio curriculare	
Oggetto dell'offerta	-HHHHH	
Azienda/Ente	iStarter Ltd	
Richiedente	LANCELLOTTI SIMONE	
Iscritto a	8038 ECONOMIA, MERCATI E ISTITUZIONI	
Data Presentazione	29/09/2016 10:06	
Tutor Accademico Richiesto	SALITURO BRUNO	
Tutor Accademico Assegnato *	SALITURO BRUNO	
Allega curriculum e motivazioni (Max 2M) *		
Tirocinio per tesi	<input type="checkbox"/>	
Note	<div style="border: 1px solid gray; height: 40px;"></div>	
Approvazione offerta	<input checked="" type="checkbox"/> L'offerta è stata approvata dalla tua facoltà	
Compatibilità con carriera	<input checked="" type="checkbox"/>	

Dati relativi al Programma di tirocinio

I campi contrassegnati con \* sono obbligatori

[Scarica il documento del programma di tirocinio](#)

Rif. Convenzione \*:

Data di stipula della convenzione \*:

Documento firmato (PDF, dimensione massima 2Mb): [Upload documento firmato](#)

Informazioni aggiuntive relative al tirocinante

**Your internship request has been approved by the commission**

**You must download the internship program and upload the signed document**



**Fig. 14 – Internship program to be validated**

Dati relativi al Programma di tirocinio

I campi contrassegnati con \* sono obbligatori

Rif. Convenzione \*:  
 Data di stipula della  
 convezione \*:

Documento firmato (PDF, [504500\\_programmaTirocinio.pdf](#) Il documento è in corso di validazione da parte degli uffici  
 dimensione massima 2Mb):

Informazioni aggiuntive relative al tirocinante

You can download the attendance register only after the validation by the Internship Office (Fig.15).

**Fig. 15 – Documents validation and attendance register**

Home page studenti

Stiamo modificando l'applicativo per facilitare la gestione dei **tirocini curriculari** all'interno della piattaforma a partire dal prossimo anno accademico. Puoi continuare ad utilizzarlo per presentare le richieste di tirocinio e rispondere alle offerte

**Corso online su sicurezza e salute nei luoghi di studio e tirocinio**

Il corso è obbligatorio per tutti gli studenti che svolgono tirocini curriculari e formativi e di orientamento. Per tutte le informazioni e modalità di svolgimento consulta la pagina <http://www.unibo.it/it/servizi-e-opportunita/salute-e-assistenza/salute-e-sicurezza/sicurezza-e-salute-nei-luoghi-di-studio-e-tirocinio>

**0000758016 Tirocini curriculari da svolgere - C.d.S. 8038 ECONOMIA, MERCATI E ISTITUZIONI**

Codice	Descrizione	Crediti
71136	TIROCINIO	8

**Richieste di tirocinio effettuate**

Id	Azienda/Ente	Oggetto Dell'offerta	Data Presentazione	Tipologia Di Tirocinio	Tipo	Stato	
361222		Assistente Marketing, Social Media e Vendite	29/10/2016 19:29:02	Tirocinio curriculare	Su offerta	<span style="background-color: yellow;">■</span>	<a href="#">-&gt;</a>
360957		Competitive Benchmarking Analyst	27/10/2016 12:38:21	Tirocinio curriculare	Su offerta	<span style="background-color: yellow;">■</span>	<a href="#">-&gt;</a>
356781		-HHHHH	29/09/2016 22:06:16	Tirocinio curriculare	Autocandidatura	<span style="background-color: green;">■</span>	<a href="#">-&gt;</a>

**Tirocini in corso o conclusi**

**Tipologia di tirocinio**  
 Tirocinio curriculare

**Azienda/Ente**

**Oggetto del tirocinio**

**Inizio previsto**

**Fine prevista**

**Programma di tirocinio firmato**  
[504500\\_programmaTirocinio.pdf](#) Il documento è stato validato

**After the documents validation you will receive an email and you will be able to download the attendance register**

[Scarica il registro presenze](#) [Gestisci la fine del tirocinio](#)

## Internship execution

The internship's execution and its contents are indicated in the curricular internship program. In order to certify the attendance, you must indicate daily the date, number of hours and activities carried out in the register, which has to be countersigned by the contact person of the host structure. If required by your course of study, you will have to prepare the final report of the internship.

## Completion of the internship

After completing the internship, you will need to indicate the effective ending date, and upload the attendance register with stamp and signatures and the final report (if required). The documents will be verified by the offices and evaluated only after the completion of the evaluation questionnaire.

**Fig. 16 – Data related to the end of the internship**

UNIVERSITÀ DI BOLOGNA  
AMBIENTE DI TEST

Tirocini

### Dati relativi alla fine del tirocinio

Dopo la fine del tirocinio, compila i seguenti dati. La data di fine deve corrispondere all'ultima data presente nel registro presenze.

Ti ricordiamo che per verbalizzare il tirocinio dovrai iscriverti all'appello on line pubblicato su Alma Esami  
Please note that in order to register your internship you need to book the specific registration session online on Alma Esami

Data di fine del tirocinio\*

Registro presenze completo\* (PDF, massimo 3Mb)  Sfoglia...

Relazione finale (PDF, massimo 3Mb)  Sfoglia...

Note

**You need to enter the internship end date, attach the attendance register and the final report if required**

Attenzione! I dati inseriti saranno valutati solo dopo la compilazione del questionario

Salva Annulla

After filling the data about the end of the internship you will receive an e-mail with the link of the internship evaluation questionnaire. The completion of the questionnaire is compulsory for the registration of the internship. You can also find the link on your home page (Fig.17), in the section of internships in process or completed. At the end of the compilation you can decide whether to make the results of your evaluation questionnaire visible to referent of the host structure or not.

Fig. 17 – Home page: Internships in progress or completed

UNIVERSITÀ DI BOLOGNA  
AMBIENTE DI LAVORO

Tirocini - Welcome

### Home page studenti

Stiamo modificando l'applicativo per facilitare la gestione dei **tirocini curriculari** all'interno della piattaforma a partire dal prossimo anno accademico. Puoi continuare ad utilizzarlo per presentare le richieste di tirocinio e rispondere alle offerte

#### Tirocini in corso o conclusi

Id 113435

**Tipologia di tirocinio**

**Azienda/Ente**

**Oggetto del tirocinio**

**Inizio previsto**

**Fine prevista**

**Programma di tirocinio firmato**  
[504500\\_programmaTirocinio.pdf](#) Il documento è stato validato

**Data di fine dichiarata**

**Registro presenze completo**  
[504470\\_Registro\\_Presenze.pdf](#) ⚠ Attenzione! Il documento non sarà validato fino a quando non compilerai il questionario

**Relazione finale**  
[504471\\_Relazione\\_finale.pdf](#) ⚠ Attenzione! Il documento non sarà valutato fino a quando non compilerai il questionario

**Questionario**  
Il questionario non risulta ancora compilato. [Compila il questionario](#)

You can also find the link of the evaluation questionnaire in the section "internship in progress or completed" in the home page.

In the end, you will be notified by e-mail when the attendance register and the final internship report (if required) have been evaluated by the tutor or Internship Office, or if there are any demand for changes.

Then you will be able to validate the internship as required by your degree course.