



Registration request

Information for Organizations

Registration for organizations

- Address → <https://aziende.unibo.it>

Login company/public body

Start page for companies and public bodies that already have or who would like to establish an internship cooperation agreement with the University of Bologna

 LOGIN DI ATENEEO
DSA

Username

Password

If you are not yet registered with the University of Bologna for this service, please press the button "Register" to fill out a request for an internship cooperation agreement and obtain your account

Click on
«Register» in
order to start the
registration
process



Registration steps

1. Complete the registration procedure;
2. The Internship Office will submit the Registration request to the lecturers of the Internship Boards for preliminary approval of the agreement. The company will be able to check the status of the request through the online service.
3. Once approval has been obtained from the Internship Board, the office will contact the company via email and send the agreement form to print, sign and mail back to the office.

The agreement will then be signed and will also appear finalized in the online internship software.

Internship requests may be submitted only after the Agreement has been signed.



Registration

Registration companies or public bodies

Identification » Purpose » Recipient » Company details » Contact Person » Resume » Confirmation

Identification of the company / public body

Submit some information to permit us to identify the company/public body that you wish to register and to check that it is not yet in our files. Please remember to submit the company/public body's VAT number and not the one of the person applying.

The fields marked with an asterisc* are mandatory

Country*

Company/Public Body National ID
(e.g. VAT number)*

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Choice of agreement type

Accreditamento referente di Azienda/Ente già registrata

Motivazione » Destinatario » Dati referente » Riepilogo e Conferma » Esito

Purpose

Select the type of agreement you wish to register for

The fields marked with an asterisc* are mandatory

- Purpose* Internship agreement
 Abilitazione ad Eventi di Job Placement
 Registration in the Suppliers' Register

Click on
internship
agreement

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Specify category type

Registration companies or public bodies

Identification » Purpose » **Category** » Recipient » Company details » Self-Applications » Contact Person » Resume » Confirmation

Sector or group agreements

Choose the type of agreement you want to activate:

Normal agreement activation

Choose this option if you are the representative of a company that does not adhere to any category/group framework agreements (this is the most common case)

Category/group agreement activation

Choose this option only if you are the representative of a trade association or group of companies and you intend to activate a framework agreement that may later join in by more companies

Registration to a category/group agreement

Choose this option if you are the representative of a company that adheres to a category/group framework agreement of companies

I intend to adhere to the following category/group framework agreement:

--Nessuna

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Choice of registration request recipient

Motivazione , **Destinatario** , Dati referente , Riepilogo e Conferma , Esito

Structure or office of destination

Select the structure or University office you have been in touch with and you want to address your request to. If you are not yet in touch with anybody please select "International internship office".

The fields marked with an asterisc* are mandatory

Recipient*

- Ufficio Coordinamento tirocini
- Servizio Tirocinio e Relazioni Internazionali - Polo Cesena
- Corsi di Studio di Informatica e Scienze di Internet
- Corsi di Studio di Scienze Geologiche
- Corsi di Studio in Biotecnologie
- Facoltà di Scienze Matematiche Fisiche e Naturali (Corsi di Studio sede di Cesena)
- Facoltà di Agraria
- Facoltà di Agraria (Corsi di Studio sede di Cesena)
- Facoltà di Architettura
- Facoltà di Chimica Industriale
- Facoltà di Chimica Industriale (Corsi di Studio sede di Ravenna)
- Facoltà di Chimica Industriale(Corsi di Studio sede di Rimini)
- Facoltà di Conservazione dei Beni Culturali
- Facoltà di Economia
- Facoltà di Economia - Forlì
- Facoltà di Economia - Rimini
- Facoltà di Farmacia

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Main company data

Registration companies or public bodies

Identification » Purpose » Category » Recipient » **Company details** » Self-Applications » Contact Person » Resume » Confirmation

Company details

Please fill out the following fields

The fields marked with an asterisc* are mandatory

Company/Public Body details

Type of company/public body*

- Association/Non-profit organization, NGO
- Cooperative company
- Foundation
- Legally constituted consortium
- Legally constituted partnership
- Limited liability company
- Network/agreements
- Professional company
- Public body (research institutions excl.)
- Research institution
- Sole trader
- University/Higher Education Institute

Name*

Description and company activities (min 50 - max 1000 characters)*

Company/Public Body National ID

(e.g. VAT number)

Activity sector*

- Agriculture, forestry and fishing
- Mining and quarrying
- Manufacture of food products
- Manufacture of textiles
- Manufacture of chemicals and chemical products



Description of interns' activities

Registration companies or public bodies

Identification » Purpose » Category » Recipient » Company details » **Self-Applications** » Contact Person » Resume » Confirmation

Self-Applications

Please specify if your company/public body accepts self-applications from students, out of the internship offers you publish. If you do, please give details about the divisions where you accept interns.

I agree that the information about my company (without personal contact details) are visible with restricted access to students and staff of the University of Bologna
Company divisions and activities you accept interns for



Contact person

Registration companies or public bodies

Identification , Purpose , Category , Recipient , Company details , Self-Applications , **Contact Person** , Resume , Confirmation

Contact person details

Please fill out the contact person details.

Your date and country of birth are compulsory info for us in respect of the current Italian laws.

When related to the "contact person", these info are necessary to provide a username and a password according to the law on the protection of personal data; the username and password provided by the system are required to enter the system next time.

When related to the "legal representative", these info are necessary to sign the training agreement and the transcript of work.

The fields marked with an asterisk* are mandatory

Contact person

This is the person who will receive the first account and who can enable other users of his/her company/public body to log in.

First name*	<input type="text"/>
Family name*	<input type="text"/>
Phone*	<input type="text"/>
Mobile	+ 39 <input type="text"/>
Email*	<input type="text"/>
Position	<input type="text"/>
Country*	Italy <input type="text"/>
Italian Taxpayer Identification Number*	<input type="text"/>

Administrative contact person

This is the person who will be contacted for any communication regarding the agreement.

[Same as above](#)



N.B.

Once the registration procedure has been completed, a summary will appear with the credentials assigned to the administrator. The login credentials may also be assigned to other staff in the organization who work with internships.

WARNING!!! Please store login credentials in a safe place and write down your security question: this information is only accessible to you and, if lost, it cannot be recovered.



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