



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

LEGS

Curricular Internship

December 2, 2022

Internship options for LEGS students

CURRICULAR INTERNSHIP

INTERNSHIP FOR THE PREPARATION OF THE FINAL
EXAMINATION



LEGS Curricular Internship

The curricular internship allows you to have a **first experience in the job market** and at the same time to earn university ECTS

You can carry out the internship in private/public companies, public institutions, professional studios etc. **both in Italy and abroad.**

For LEGS Students, carrying out an internship is **not** compulsory



LEGS Curricular Internship

Internship options (max 18 ECTS):

12 ECTS

300 working hours

6 ECTS

150 working hours

18 ECTS

450 working hours

12 ECTS + 6 ECTS

450 working hours

LEGS students can carry out the internships starting **from the summer of their first year** or during the second year.

Internships may not last more than 6 months



LEGS Internship for the preparation for the final examination

Your course allows you to carry out another type of internship, specifically aimed to prepare your final examination:

Final Examination (24 CFU)

4) Final Examination (24 CFU)

		PERIOD ?	CFU ?
86298	FINAL EXAMINATION	1	6
60750	FINAL EXAMINATION	1	24
86300	FINAL EXAMINATION	1	18
86295	INTERNSHIP ABROAD FOR PREPARATION FOR THE FINAL EXAMINATION	1	12
84551	INTERNSHIP ABROAD FOR PREPARATION OF THE FINAL EXAMINATION	1	18
84549	INTERNSHIP FOR PREPARATION FOR THE FINAL EXAMINATION	1	6

PLEASE NOTE that

- The aim of the internship has to be **consistent with the topic of your thesis**, and agreed with your supervisor.



Internship for the preparation for the final examination

The ECTS coming for the internship for the preparation of the final examination are part of the final examination

Final examination (24 ECTS):

24 ECTS dissertation

or

6 ECTS internship (150 h) + 18 ECTS dissertation

or

12 ECTS internship abroad (300 h) + 12 ECTS dissertation

or

18 ECTS internship abroad (450 h) + 6 ECTS dissertation

In order to have your internship considered an internship in preparation for the final examination **you should send to the internship office a request to have it added to your study plan**



Pay attention!

If you decide to carry out a curricular internship **you must include it in your study plan**

The open windows for the 2022/2023 AY are:

- **First period:** from September 27 – to October 27
- **Second period (only for 1st year students):** from December 20 – to December 23
- **Third period:** from January 10 – to March 16

Please remember to insert in the study plan both the internship *and* an alternative exam with the same number of credits, in case the internship cannot be carried out

NB: internships for the preparation of the final examination can be added to the study plan in every moment



How to apply:

You can use the **University Internship database**, which enables you to check both:

- the list of all the companies/organizations with which the University has an agreement
- the available internship offers

<https://tirocini-studenti.unibo.it/tirocini/studenti/loginStudenti.htm>





Admission application
Take part in the selection



Registration
Enrol in a Degree Programme



Online teaching
Online teaching



Exams - AlmaEsami
Enrol for exams and progress tests



Survey on Master's Programmes
Evaluation about the programme and update of your CV



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



Diploma supplement
Request the Diploma Supplement



International mobility - AlmaRM
International exchange programmes



Internships
Find internship offers and host organisations
Activate the internship



Job placement
Search the job vacancy noticeboard



Studenti - Tirocini - Università

← → ↻ 🏠

🔒 https://tirocini.unibo.it/tirocini/studenti/homePageStudenti.htm

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📖 📅 🌐

StudentiOnline

Home

Tirocini

.. Offerte

.. Aziende/Enti

Esci

Tirocini - Welcome

Tirocini - Home page studenti

di

Tirocini curriculari - Studenti

Il tirocinante deve rispettare le disposizioni in vigore nella zona in cui è residente e quelle dove si svolge il tirocinio. Inoltre dovrà attenersi ai protocolli di sicurezza e alle norme di comportamento adottate dalle strutture ospitanti in relazione alle modalità di entrata e uscita e di utilizzo dei dispositivi di protezione individuale che verranno forniti.

I soggetti ospitanti devono garantire al tirocinante le condizioni di sicurezza e di igiene previste dalla normativa vigente, **come specificato nelle convenzioni per tirocini in essere.** Il rispetto della normativa per la sicurezza è in capo agli enti ospitanti che si dovranno attenere alle disposizioni specifiche riguardanti la fase emergenziale.

Le richieste di tirocinio **"in presenza" all'estero** saranno oggetto di specifiche valutazioni da parte delle Commissioni tirocini, in raccordo con gli Uffici tirocini. I tirocini effettuati nell'ambito del programma **Erasmus+ Tirocinio**, invece, sono regolamentati da specifiche norme comunitarie, pur nel rispetto delle previsioni contenute nei DPCM.

Per informazioni sull'attivazione del tirocinio curriculare consulta le pagine dedicate nel sito del tuo corso di studio o contatta l'ufficio tirocini di riferimento

Ricordati che potrai iniziare il tirocinio curriculare solo dopo aver ultimato la procedura e stampato il registro presenze

Tirocini post laurea - Laureati

Con il Decreto 82 del 17 maggio 2020 la Regione Emilia Romagna ha consentito dal 18 maggio la ripresa dello svolgimento dei tirocini post laurea in presenza.

Per attivare o riprendere il tirocinio 'in presenza' è **necessario che venga comunicato agli uffici tirocini, via mail, la volontà del tirocinante e del soggetto ospitante di avvalersi di questa possibilità e la data** nella quale si intende riprendere le attività. Gli uffici acquisiranno il parere del Tutor accademico. Solo con il parere positivo dei tre interlocutori (tirocinante, tutor accademico, ente ospitante) è possibile riattivare un tirocinio in presenza.

Aziende ed enti hanno l'obbligo di **rispettare la normativa sulla sicurezza e le disposizioni specifiche riguardanti la fase emergenziale**, di illustrare ai tirocinanti il **Protocollo di sicurezza aziendale** e di fornire i dispositivi di protezione previsti affinché il tirocinio si svolga in condizioni di sicurezza.



Offerte di tirocinio: Tirocinio curriculare

Filtri ricerca

Denominazione azienda/ente

Tipo di corso

Lauree di secondo livello

Ambito

Giurisprudenza

Corso

LEGAL STUDIES (Laurea di secondo livello)

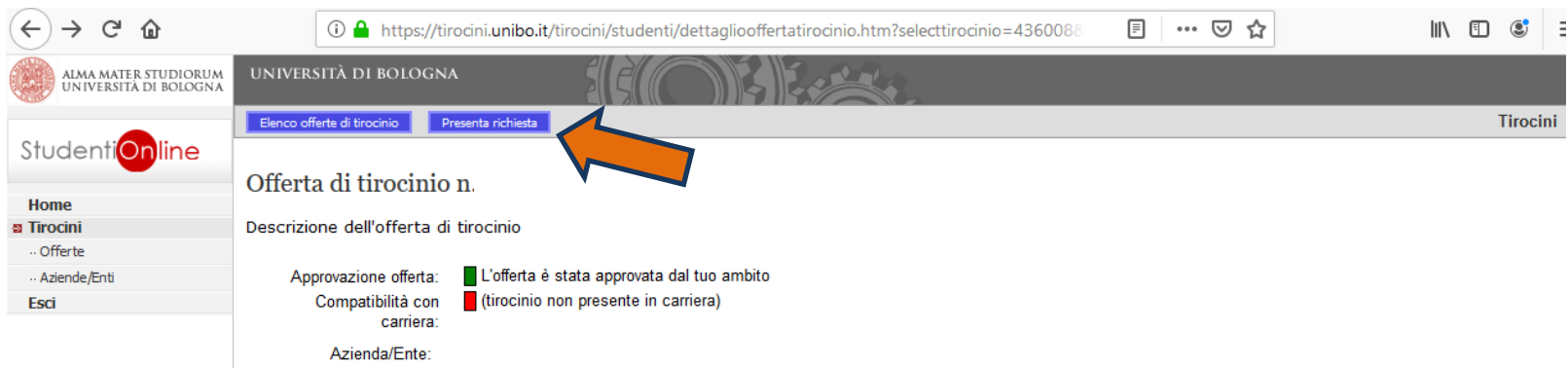
Cerca

Id	Azienda/Ente	Nazione	N.rich/n.posti	Oggetto / Area D'inserimento	
442141	CINECA CONSORZIO INTERUNIVERSITARIO	ITALIA	4/6	Sviluppo di servizi per gli studenti: attività di individuazione dei fabbisogni e verifica della loro corretta implementazione CINECA – Direzione Innovazione Servizi gestionali	➔
441412	SanaExpert GmbH	GERMANIA	3/1	HR Support - LinkedIn Content Creator Human Resource	➔
438995	PICO ADVISER GROUP S.R.L.	ITALIA	19/2	Formazione Assicurativa in società di brokeraggio Ufficio Tecnico/Commerciale/Marketing	➔
438914	Top Media Web & Research Srls	ITALIA	3/	Addetto all'area Risorse Umane/web/legale/eventi/comunicazione Consulenza alle aziende	➔
438340	SORIT SOCIETA' SERVIZI E RISCOSSIONI ITALIA S.P.A.	ITALIA	8/2	Economico/Giuridico/Finanziario servizio di riscossione tributi	➔
438237	LA CASSA DI RAVENNA s.p.a.	ITALIA	24/	Attività bancarie Settore Organizzazione, Crediti, Marketing, Contabilità, Controllo di Gestione	➔
435537	eSteps	ITALIA	35/2	Assistenza e ricerca legale Reparto Business e Policy - eSteps, Via Ferriera 4, Bologna	➔
435051	GLOBAL EXPORT DI ELISABETTA LEONI	ITALIA	16/2	Contrattualistica internazionale COMMERCIALE-VENDITE	➔
434658	PROLEVEN SRL	ITALIA	16/1	Addetto progetti formativi salute e sicurezza sul lavoro Reparto formazione/ commerciale marketing	➔
433931	ACME21 S.R.L. (start-up costituita a norma dell'art.4 comma 10bis del decreto legge 24 gennaio 2015, n.3)	ITALIA	11/4	scrittura testi e documenti comunicazione	➔
433928	ACME21 S.R.L. (start-up costituita a norma dell'art.4 comma 10bis del decreto legge 24 gennaio 2015, n.3)	ITALIA	26/3	management espansione nuovi mercati business develop	➔
433900	ACME21 S.R.L. (start-up costituita a norma dell'art.4 comma 10bis del decreto legge 24 gennaio 2015, n.3)	ITALIA	12/3	sviluppo marketing estero team marketing	➔
433322	Dott.ssa Roberta Catarzi	ITALIA	1/3	Tirocinio per Educatori, Tutor, Pedagogisti e figure connesse all'ambito minori e famiglia. Prato e / o altre province della regione Toscana	➔

How to apply:

Two possibilities:

- SEND AN INTERNSHIP REQUEST: go through the offers and apply by clicking on “Send request” (“presenta richiesta”). You will be asked to upload your CV + cover letter (1 file)



- “SPONTANEOUS APPLICATION”: go through the list of companies/organizations registered on the website and send your CV + cover letter to find out if they are willing to host you as an intern.

Please note: in this case you need to specify what you would like to do and when you would like to start.

What to do when a company is not present in the database?

If you found a company who wishes to host you as an intern, but this company is not present in our database:

Send us an e-mail including:

- a. Your name, course and matriculation number
- b. The name of the company and the activities you are going to do with them
- c. The name and the e-mail address of the company's contact person**

We will send them all the information needed to subscribe the agreement.



How to apply:

- 1) The company accepts your online application and prepares the work plan for the internship.
- 2) Our office validates your request
- 3) LEGS internship tutor approves the internship programme
- 4) You and hosting tutor can sign the program directly on the platform with a simple 'click'

This will allow you to print the “Curricular internship attendance record book ” from the online system and start the internship at the due date

🎯* Printing the Curricular internship attendance record book is essential to get the internship started! 🎯*



  **Don't start any activity without having accomplished the mandatory procedure!!!**  

Otherwise **you will not be covered by the insurance** against accidents at work and third-party liabilities and **you will not be able to earn any ECTS from the activity!**


All students carrying out an internship in Italy, within or outside Unibo, must complete [the compulsory modules on Health and Safety \(module 1 and 2\)](#)



Curricular Internship: LEGS Website

iti suggeriti ▾

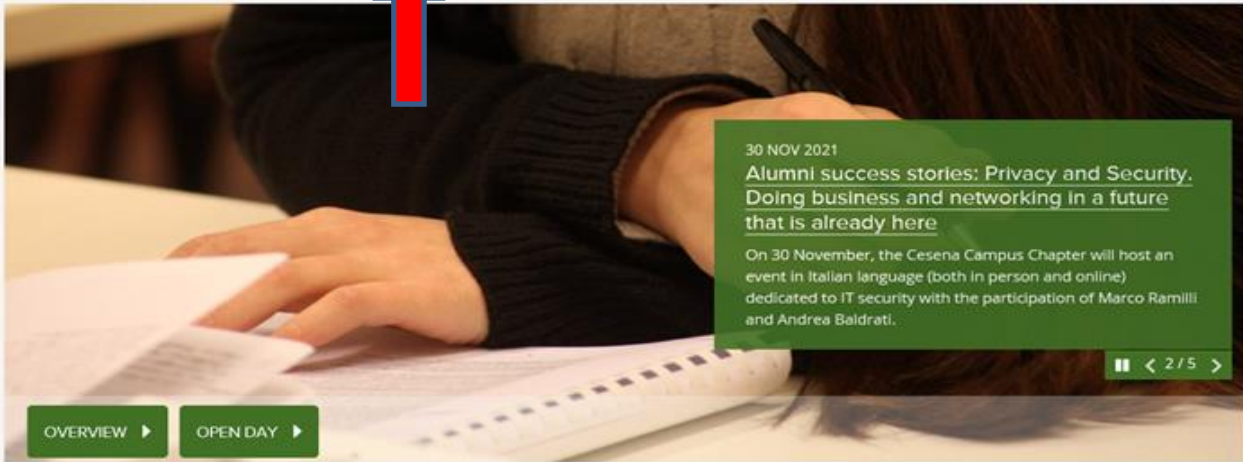
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 ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

SECOND CYCLE DEGREE/TWO YEAR MASTER IN
LEGAL STUDIES

HOME PROGRAMME ADMISSION STUDYING OPPORTUNITIES NOTICE BOARD CONTACTS IT EN

COVID-19 - Resuming activities safely - The measures adopted by the University of Bologna



30 NOV 2021
Alumni success stories: Privacy and Security. Doing business and networking in a future that is already here

On 30 November, the Cesena Campus Chapter will host an event in Italian language (both in person and online) dedicated to IT security with the participation of Marco Ramilli and Andrea Baldrati.

OVERVIEW ► OPEN DAY ►

PROGRAMME TYPE
Laurea Magistrale (Second cycle)

PLACE OF TEACHING
Bologna

LANGUAGE
English



Curricular Internship: LEGS Website

TEACHING ACTIVITIES

- [Course Structure Diagram](#)
- [Faculty](#)
- [Preparing the study plan](#)
- [Lecture attendance](#)
- [Exam dates](#)
- [Course Timetable](#)
- [Classrooms, labs and libraries](#)
- [Health and Safety mandatory training](#)



INTERNSHIP

- [Internships](#)



HOW TO

- [Transfer to a study programme running under the new degree programme system](#)
- [Activate an alias career](#)
- [Obtain student-athlete status](#)
- [Changing study programme within the university of Bologna](#)
- [Information to request certificates and duplicates](#)
- [Erasmus abroad](#)
- [Returning to and interrupting studies](#)
- [Transferring to another Italian university](#)

<https://corsi.unibo.it/2cycle/legal-studies/curricular-internship>



End of internship

At the end of the internship, you have to upload on the online system the **Curricular internship attendance record book** , duly filled in and signed. Then, you will be directed to the online final evaluation form.

Once the Curricular internship attendance record book and the online final evaluation form is completed, the Internship office will validate the activity and the academic tutor will register your internship on your career.



Social Area Internship Office

The Internship Office guarantees operations **only remotely**.

The service is available at the phone number (+39) 051 20 84020

The phone desk operates **Monday, Tuesday, Thursday and Friday from 9 am to 12 am**.

E-mail:

giuri.tirocini@unibo.it

If you wish to contact the office via Microsoft Teams, request an appointment via email for a call / video call.





ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

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