



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

# Info Day LEGS October 19, 2023 Internship Office

# 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 or 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:

12 ECTS

300 working hours

6 ECTS

150 working hours

18 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)

For those students who carry out an internship for the preparation for the final examination or the preparation for the final examination in Italy or abroad, the final examination will be divided in 2 parts: final examination and internship/preparation for the final examination in Italy or abroad.

		PERIOD (?)	CFU (?)
60750	Final Examination	1	24
86300	Final Examination	1	18
86298	Final Examination	1	6
84551	Internship Abroad For Preparation For The Final Examination	1	18
86295	Internship Abroad For Preparation For The Final Examination	1	12
84549	Internship For Preparation For The Final Examination	1	6
99692	FINAL EXAMINATION	2	12

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 (300 h) + 12 ECTS dissertation

or

18 ECTS internship (450 h) + 6 ECTS dissertation

In order to have your internship considered as 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** or you won't be able to start the procedure

The time windows to modify the study plan for the a.y. 2023/24 are:

- First period: from September 26 – to October 26
- Second period (**only for 1<sup>st</sup>-year students**): from December 19 – to December 22
- Third period: from January 10 – to March 04

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 online service**, 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



Students - Tirocini - Università

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

StudentiOnline

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

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



### Filtri ricerca

Denominazione azienda/ente

Tipo di corso Ambito  
 Lauree di secondo livello Giurisprudenza

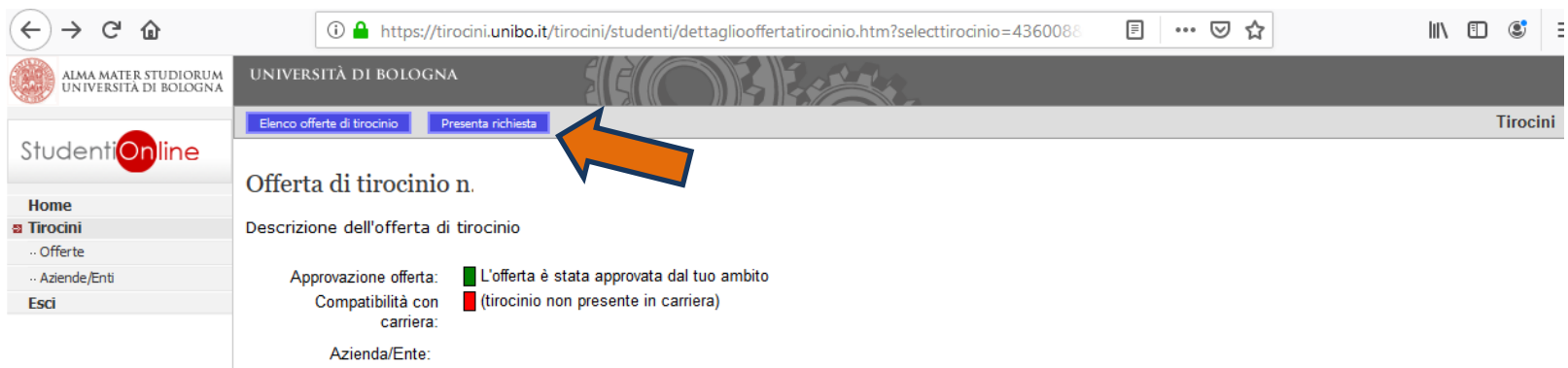
Corso  
 LEGAL STUDIES (Laurea di secondo livello) Cerca

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)



The screenshot shows a web browser window with the URL <https://tirocini.unibo.it/tirocini/studenti/dettagliooffertatirocinio.htm?selecttirocinio=4360088>. The page header includes the Alma Mater Studiorum Università di Bologna logo and the text 'UNIVERSITÀ DI BOLOGNA'. Below the header, there are two buttons: 'Elenco offerte di tirocinio' and 'Presenta richiesta'. An orange arrow points to the 'Presenta richiesta' button. The main content area is titled 'Offerta di tirocinio n.' and contains the following text: 'Descrizione dell'offerta di tirocinio', 'Approvazione offerta: ■ L'offerta è stata approvata dal tuo ambito', 'Compatibilità con carriera: ■ (tirocinio non presente in carriera)', and 'Azienda/Ente:'. On the left side, there is a navigation menu with 'StudentiOnline' and 'Tirocini' selected.

- “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:

## ➤ Before the beginning of the internship:

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. The host company and you receive an email with the directions to sign the internship program on line. **PLEASE, make sure that the program is fully signed.**
5. This will allow you to print the “attendance sheet” from the online system and start the internship at the due date

💡\* Printing the attendance sheet 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!**



## ➤ Once the internship is finished:

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

Once the attendance sheet 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 online career.





# Curricular Internship: LEGS Website

Browser address bar: <https://corsi.unibo.it/2cycle/legal-studies>

Navigation bar: HOME | PROGRAMME | ADMISSION | **STUDYING** | OPPORTUNITIES | NOTICE BOARD | CONTACTS

Language: IT | EN

Programme Type: Laurea Magistrale (Second cycle)

Place of Teaching: Bologna

Language: English



HOME /

# Studying

## 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](#)



## 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](#)
- [Leaving and returning to university](#)

## INTERNSHIP

- [Internships](#)
- [Request for the recognition of university credits for working, extra-curricular, other activities](#)



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



# Social Area Internship Office

At the moment the Internship Office guarantees operations **only remotely**.  
The telephone counter is available at the phone number (+39) 051 20  
84020

The telephone line is active on **Mondays, Tuesdays, Thursdays and Fridays**  
**from 9.00 to 12.00.**

E-mail:

[giuri.tirocini@unibo.it](mailto:giuri.tirocini@unibo.it)

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





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