



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

LEGS

22 ottobre 2024

Simona Mattioli

Ufficio Tirocini Area Sociale

Social Area Internship Office

The Internship Office is in Via Filippo Re 8.

We operate only remotely:

The telephone counter is active Monday, Tuesday, Thursday and Friday from 10,00 am to 12.00 am. - TEL 051.2084020

You can write an email to this address: giuri.tirocini@unibo.it

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



CURRICULAR INTERNSHIP

The curricular internship is a training experience, included in the study plan of the degree programme, aimed at completing academic education through practical experiences in Italy or abroad.

Carrying out a curricular internship means spending a period of time working at a company or institution and earning university credits at the end of the activity. **Taking up an internship is not mandatory (you may include it in your study plan among your electives), but is an opportunity for you to learn, grow, and contribute in a professional setting.**



LEGS Curricular Internship

The Degree Programme includes:

- Internship (Id 82282) for 6 credits (150 hours)
- Internship (Id 60749) for 12 credits (300 hours)
- Internship (Id 9748118) for 18 credits (450 hours)

** Please note, that you can carry out a maximum of 18 credits.

You can also add to your study plan one Internship for the preparation of the final dissertation. The final dissertation provides 24 credits.

The aim of such internship must be **consistent with the dissertation topic** and agreed with the supervisor.

In this case, once agreed the topic of your dissertation with your supervisor, you can ask the Internship office to add the internship to you career sending an email to giuri.tirocini@unibo.it.



LEGS Curricular Internship

When you can apply

You can carry out your internship **from the end of the second semester of the first year (during the Summer) onwards, up to your second year**, and anyway, after having selected the relevant option in your study plan.

You can start to apply around 2/3 months before the start of the internship.

Internship Academic Tutor: Prof. Daniele Senzani



Curricular Internship: LEGS Website

The screenshot shows a web browser window with the URL <https://corsi.unibo.it/2cycle/legal-studies>. The page header includes navigation links for Search, Directories, Online services, University Intranet, My e-mail, and My portal. The main content area features the Alma Mater Studiorum University of Bologna logo and the text "SECOND CYCLE DEGREE/TWO YEAR MASTER IN LEGAL STUDIES". A blue arrow points to the "STUDYING" link in the navigation menu. Below the navigation menu is a large image of a person writing in a notebook, with a green "OVERVIEW" button overlaid. At the bottom, there are three informational icons: a graduation cap for "PROGRAMME TYPE" (Laurea Magistrale (Second cycle)), a location pin for "PLACE OF TEACHING" (Bologna), and a globe for "LANGUAGE" (English).

HOW TO SET UP THE CURRICULAR INTERNSHIP

The University of Bologna has an internship database, called SOL-Internships. Companies and institutions that have an agreement with the University of Bologna may publish their internship offers there. You may, alternatively:

1. Apply for existing offers on the database;
2. Refer on the database to the list of partner companies and send them an autonomous application;
3. Set up a new internship agreement between Unibo and a company that is not our partner yet.

N.B. Students cannot carry out internships within a host organization whose legal representative, director or business associate has family ties with the student applicant.



CURRICULAR INTERNSHIP

PLEASE NOTE:

the authorized internship period is the one indicated in the attendance sheet (which may be different from the one in the offer or in the autonomous application) and that **it is not possible** to start the internship activity without having correctly completed the entire procedure, **under penalty of non-validation of the hours.**

The number of hours indicated in the attendance sheet must be respected.



WHAT TO DO AT THE END OF THE INTERNSHIP

In the following order:

1. Before leaving the internship position, make sure that your attendance sheet is duly filled in and signed.
2. Upload the whole attendance sheet on [SOL-Internships](#)
3. Fill in the evaluation form that you'll then be directed to (you will find the link after you will have uploaded the attendance sheet)
4. Once completed the points before, the Internship Office will validate the activity and your Internship Academic Tutor will register it. (It is not necessary to book a "registration session" on AlmaEsami).



Recognition of an external working activity as a curricular internship

How to submit your request:

If you already have carried out a **work or internship experience** that is consistent with the subjects and goals of your Degree programme, you may apply for its recognition as a curricular internship.

You may submit your request anytime in the academic year, as long as:

- the activity is consistent, in its contents and aims, with your Degree programme;
- you have included the relevant internship option in your study plan before submitting the request of recognition.

The maximum number of credits that can be recognised from external working activities is 12.

You need to submit the documents you find on your course web site to the Student Administration Office following the directions online





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