

How to apply for an RAship

- 1) Interested students should include the 150 hours (6 CFU) internship option in their study plan (the internship can be formalized once the first-year classes are over, i.e. starting from June of the first year).
- 2) The RAship will take place conditionally to a self-arranged agreement with a faculty member of LMEC, or of the Department of Economics. For information about the research topic, required tasks and the organization of the work, students should refer to the professor they intend to work with (Department Tutor).
- 3) In order to set up the RAship, students need to follow the following steps:
 - a. Access the University's [internship database](#)
 - b. Select under "AZIENDE": ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA
 - c. Click the button "Presenta richiesta"
 - d. Fill in all the mandatory fields in the page: Richiesta di tirocinio:
 - e. Select the Department of Economics from the Unibo structures' list
 - f. Insert the Department Tutor's first and last name
 - g. Insert the laboratory/office where the internship will be carried out
 - h. Insert the address of the Department and the other data requested, particularly the aim of the internship and the activities you will carry out/tasks you will perform.
- 4) Once the on line request has been sent, it will be validated by the internship office. Prof. Francesca Barigozzi will approve the RAship on line, then students will receive an email with instructions on how to print and sign their work plan. The signature of the Department tutor is also required. All the material must be uploaded on the internship database. Once the RAship will be approved, students have to download from the website their internship's **attendance sheet** - this is essential to get the RAship started.
- 5) Please note that the online course on [Health and safety](#) is mandatory and have to be taken before starting the RAship:
- 6) Students must complete the above procedure (which usually takes a couple of weeks) before starting the RAship. The internship must be carried out in the period in between the start and end dates which appear on the attendance sheet.