

Curricular Internship - Activation Modality for Institutions / Companies

INTRODUCTION

Alma Mater Studiorum – University of Bologna encourages internship in order to give students the opportunity to acquire professional expertise through the execution of practical activities, to complete vocational education and to guide and support professional choices through the direct experience of the world of work.

The curricular internship is a training experience provided in the didactic plans characterized by the realization of practical experiences carried out in external or internal structures of the University, which favor the acquisition of skills consistent with the study plan.

The curricular internship for Master Degree thesis or final degree examination requires the student to take part in practical activities at the host organization, necessary to prepare the final dissertation or thesis on the basis of a project agreed upon with the supervisor.

The trainee (the student) is covered by accident insurance and RCT ("*Responsabilità Civile verso Terzi*", third party liability) only during the period indicated in the internship program and approved by the Internship Commission.

HOW TO ACTIVATE A CURRICULAR INTERNSHIP

In order to activate a curricular internship, it is necessary to:

1. publish an internship offer and accept the selected candidate's request or publish an "ad personam" offer
2. accept student's autonomous application

1. Publish an internship offer

Connect to the internship application website at <https://aziende.unibo.it>, enter with credentials and select "Internship offers" from the menu on the left. Then click the blue button "New internship offer" and insert all the required information (Fig.1). Once the trainee (the student) has been selected from all the candidates, you will have to accept his/her internship request and fill in the internship program as explained in following pages.

To publish the "ad personam" offers, you will be asked to allocate the offer to a specific person and to enter your tax code.

Fig.1 - Offer publication



2. Accept student's application / autonomous application and fill in the internship program

It is possible to view the internship requests by selecting the 'Internship applications' item from the menu on the left in the home page (Fig.2). In the next step, the "Internship request management" page, you can check the request and student's CV by using the blue arrow button (Fig.3).

Fig.2 - Display internship requests

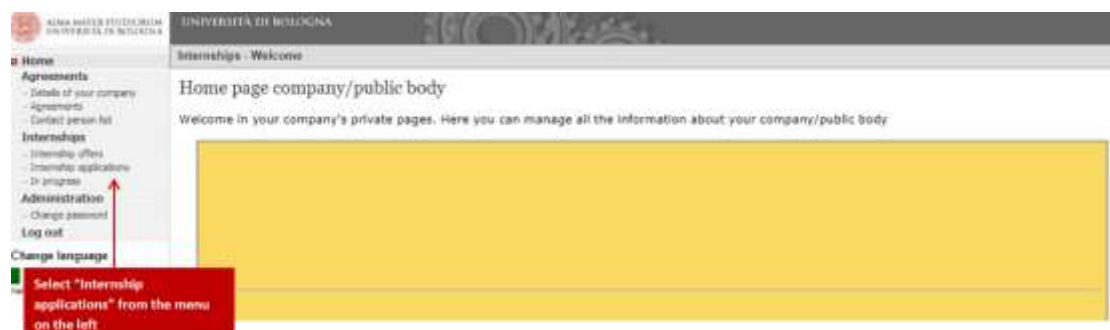


Fig.3 – Check the request and student's CV

Search filters

Researching by name:

Type of internship:

Project: Inside a RED Outside a RED

Status

- Visible to the host organization
- Accepted by the host organization
- Internship programme created by the student
- Verified by the office
- Verified by the academic tutor
- Approved by the commission
- Rejected by the office
- Rejected by the host organization
- Rejected by the student
- Rejected by the academic tutor
- Rejected by the commission
- Cancelled

ID	Date/Time of Submission	Applicant	Degree Course	Type of Internship	Estimated Start Date	Job Description / Field of Placement	Spontaneous Application	P.F. A/RER	State
				Tecnico curriculare	-		Si	No	
				Tecnico formativo e di orientamento	-		Si	No	
				Tecnico curriculare	-		Si	No	

Company details

Company/Public body name:
Country:
National identification Number:

Check the request and student's CV by using the blue arrow button

Fig.4 - Details of autonomous application (or internship) for the acceptance / rejection of the student's request

Navigation: Back to list, Print, Modify, Acceptance, Rejection

You are in: Home > Internship request management > Details of the Internship application no. > Details of the autonomous request no.

Use the blue buttons:

- "Acceptance" to accept the application of a student and complete the obligatory fields
- "Rejection" to refuse the application

Status of the application: Visible to the host organization

Details **Student**

Use the blue button "Acceptance" to accept the application and fill in the mandatory information. Or use the "Rejection" to refuse the application

Fig.5 - Data related to the internship program - A

Dati relativi al Programma di tirocinio I campi contrassegnati con * sono obbligatori

[Stampa lista documenti](#)

Rif. Convenzione *
Data di stipula della convenzione *

Informazioni aggiuntive relative al tirocinante

Telefono del tirocinante *
Necessita di permesso di soggiorno * No
 Sì, possiede un permesso per soggiornanti di lungo periodo
 Sì, possiede un permesso con scadenza

Soggetto ospitante

Email aziendale per comunicazioni relative al tirocinio * ←

Numero totale degli addetti nell'unità produttiva di riferimento
Numero dei tirocinanti attualmente ospitati nell'unità produttiva di riferimento *
Settore economico produttivo (Classi ATECO 2007 formato xx.xx.xx)
Visualizza elenco *
Sede del tirocinio* BOLOGNA - ITALIA
Indirizzo della sede del tirocinio *
Stabilimento/Reparto/Ufficio
Profilo professionale di inserimento (Codifica ISTAT formato x.x.x.x.x)
Visualizza elenco
Data presunta di inizio
Data presunta di fine ←
Durata totale in ore *
Numero CFU *

Indicate the e-mail of the contact person of the host organization who deals with the University for the administrative management of the internship (Human Resources, Administration, etc.)

The duration of the internship is linked to the number of ECTS credits (25 hours for each CFU assigned) indicated in the study plan. The maximum duration of internship for final thesis or final degree examination is defined in the regulations of each single courses of study and can not exceed 12 months.

Fig.6 - Data related to the internship program - B

The Tutor at the host organization is selected based on the role and skills possessed and should support the student during the internship.

This section must indicate the internship objectives in terms of skills and knowledge that the student will have to acquire during the internship and the activities to be carried out in order to achieve them.

Click 'Save draft' to save the entered data and have the possibility to modify the document at a later time or 'Save and accept' to permanently save the program

Save draft Save and accept Cancel

Fig.7 - Acceptance by the Institutions / Companies

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 Tirocini - Gestione Richiesta Tirocinio

Sei in: Home > Gestione richieste di tirocinio > Dettaglio richiesta di tirocinio n. > Conferma
Confirm: Acceptance by the Institution/Company
 Conferma: Accettazione da parte dell'azienda/ente

i Stai accettando la richiesta. Se sei sicuro clicca il pulsante conferma in basso nella pagina. Se necessario puoi inserire delle note relative all'accettazione nel box sottostante

Note sull'accettazione da parte dell'ente ospitante (campo non obbligatorio)

Conferma Annulla
 Confirm Cancel

The system will request to confirm the acceptance

Approval/modification request/rejection of the internship program

The internship program will be verified by the Internships Office and must be subsequently validated / approved by the Tutor and by the Internship Commission which may **request modification** to the program or **refuse** it.

The internship documents

Internship program: must be downloaded by the student after approved by the Tutor / Internship Commission and must be signed by the contact person of the host organization and the student. The signed document must be uploaded to the application page by the student together with the identity document of person from the host organization who signed the document. You can use the "Internship application" item on the left menu and click the blue arrow to view the documents.

Fig.8 - Internship program

Fig.9 – Download the internship program

Attendance register: downloadable for the student after uploaded the signed internship program. It must be countersigned, for the purpose of certifying the attendance and the activity carried out, by the responsible person of the host organization or the delegate. At the end of the internship it should be uploaded into the application page by the student.

Evaluation questionnaires: In order to monitor the progress and effectiveness of the curricular internships, the tutor of the host organization and the student will be asked to express their opinion on the internship experience by filling in the online evaluation questionnaire. After finished the internship, the tutor will receive an email inviting him/her to complete the evaluation questionnaire. The questionnaire can also be accessed from the home page (Fig.10) or “In progress (Svolgimenti)” item on the left menu.

Fig.10 – Link of the evaluation questionnaire on the home page

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Tirocini - Welcome

Home page aziende/enti

Benvenuto nell'area di gestione dei dati relativi alla tua azienda/ente

Dati azienda/ente

Ragione Sociale:
 Nazionalità:
 Partita Iva:
 Codice Fiscale:

[Dettagli](#)

Offerte di tirocinio attive

[Nuova offerta di tirocinio](#)

Id	Tipologia Di Tirocinio	Oggetto / Area D'inserimento	Data D'inizio Prevista	Stato
...				

Richieste di autocandidatura in lavorazione

Id	Data/Ora Presentazione	Richiedente	Corso	Tipologia Di Tirocinio	Data D'inizio Prevista	Oggetto / Area D'inserimento	Acc.
...							

Tirocini in corso di svolgimento

Id	Cognome	Nome	Corso	Tipo Tirocinio	Data Inizio	Data Fine	Stato
113275							

Compila il questionario cliccando sul seguente [link](#)

Link of the evaluation questionnaire on the home page

Fig.11 – Link of the evaluation questionnaire

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Tirocini - Gestione tirocini

Home

- Convenzioni
 - Dettaglio azienda/ente
 - Convenzioni
 - Referenti
- Tirocini**
 - Offerte di tirocinio
 - Richieste
 - Svolgimenti
- Job Placement
 - Gestione Offerte
- Amministrazione
 - Cambi sessioni

Esci

Change language

English

Sel in: Home > Gestione svolgimento di tirocinio

Gestione svolgimento di tirocinio

Filtri ricerca

Stato tirocinio: Iniziale In corso Terminato

Cognome richiedente:

Tipologia tirocinio:

Questionario Azienda/Ente:

[Cerca](#)

Id	Cognome	Nome	Corso	Tipo Tirocinio	Data Inizio	Data Fine	Stato
106436							
106468							
108291							
113275							

Compila il questionario cliccando sul seguente [link](#)

To find link of the evaluation questionnaire from "In Progress (Svolgimenti)" item

The data will be treated in aggregate form for statistical purposes.