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

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

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

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 course of study and can not exceed 12 months.
Fig. 7 - Acceptance by the Institutions / Companies

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

In the section "data related to the Internship Program" you can find the internship program document.
**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**
Fig. 11 – Link of the evaluation questionnaire
The data will be treated in aggregate form for statistical purposes.