



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

HOW TO REGISTER ON THE INTERNSHIP WEB PLATFORM FOR THE ACTIVATION OF CURRICULAR INTERNSHIPS

Innovation Area– ARIN
Internship Office scientific area

1) Go to <https://tirocini.unibo.it/tirocini/welcomeEsterni.htm?siteLanguage=en> and click on Register

Internships and agreements service

The internships and agreements service aims to facilitate contact between the university, students, graduates and businesses interested in internships

Service access:

- If your business/organisation is already registered with the University of Bologna use your personal account (@esterni.unibo.it)

[Login »](#)

Forgot your password? [Retrieve](#)

- If you are not yet registered with the University of Bologna for this service, please press the button "Register" to fill out a request for an internship cooperation agreement and obtain your account

[Register »](#)



2) Select the Country where the Company / Public body is based, insert its national ID and click on Continue



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TIROCINI



Identification of the company / public body

Submit some information to permit us to identify the company/public body that you wish to register and to check that it is not yet in our files.

Country * Please remember to submit the company/public body's Country and VAT number and not the one of the person applying.

Company/Public Body VAT Number *

The fields marked with an asterisc* are mandatory

3) Select Internship agreement and click on Continue



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TIROCINI

1

Motivazione

2

Destinatario

3

Dati referente

4

Riepilogo e Conferma

5

Esito

Purpose

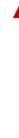
Select the type of agreement you wish to register for

- Purpose * Internship agreement
 Abilitazione ad Eventi di Job Placement

The fields marked with an asterisk* are mandatory

Back

Continue



4) Select the Faculty and/or the University office you have been in touch with for the start of the internship and click on Continue



Structure or office of destination

Please select the University department or office you have been in touch with and you want to address your agreement request to. In any case, the internship agreement will allow you to set up internships with all students of the University of Bologna.

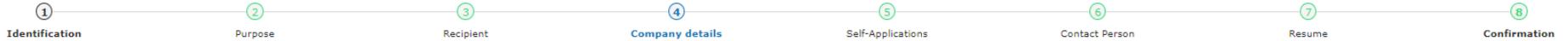
- Recipient*
- Economics and Management - Bologna
 - Economics and Management - Forlì
 - Economics and Management - Rimini
 - Pharmacy and Biotechnology - Bologna
 - Pharmacy and Biotechnology - Rimini
 - Law - Bologna
 - Law - Ravenna
 - Engineering, Architecture and Industrial Chemistry - Bologna
 - Engineering and Architecture - Cesena
 - Engineering and Architecture - Forlì
 - Engineering and Architecture - Ravenna
 - Foreign Languages and Literatures - Bologna
 - Medicine - Bologna
 - Medicine - Ravenna
 - Medicine - Rimini
 - Veterinary Medicine - Bologna
 - Veterinary Medicine - Cesena
 - Psychology - Cesena
 - Science - Bologna
 - Science - Ravenna
 - Science - Rimini
 - Agricultural and Food Sciences - Bologna
 - Agricultural and Food Sciences - Cesena
 - Education - Bologna
 - Education - Rimini
 - Sport Science - Bologna
 - Sport Science - Rimini
 - Political Sciences - Bologna
 - Political Sciences - Forlì
 - Political Sciences - Ravenna
 - Statistics - Bologna
 - Statistics - Rimini
 - Sociology - Bologna
 - Sociology - Forlì
 - Humanities - Bologna
 - Humanities - Ravenna
 - Humanities - Rimini
 - Interpreting and Translation - Forlì
 - Master
 - Postgraduate Internships

The fields marked with an asterisk* are mandatory

[Back](#) [Continue](#)



5a) Type in Company / Public Body details



Company details

Please fill out the following fields

Company/Public Body details

- Type of company/public body *
- Association/Non-profit organization, NGO
 - Cooperative company
 - Foundation
 - Legally constituted consortium
 - Legally constituted partnership
 - Limited liability company
 - Network/agreements
 - Professional company
 - Public body (research institutions excl.)
 - Research institution
 - Sole trader
 - University/Higher Education Institute

Name *

Description and company activities * (min 50 - max 1000 characters)

0 characters entered

Company/Public Body National ID

(e.g. VAT number)

Activity field *

- Company size *
- no employees
 - small company (from 1 to 50 employees)
 - medium company (from 51 to 500 employees)
 - large company (501 or more employees)



5b) Do not forget to complete the required fields for website, and click on Continue

Company/Public Body address

State/Province *

City *

Town/District

Address *

Postcode *

Company/Public Body contact details

Phone *

Fax

Email *

Digital Signature

I agree that my email address can be used for receiving questionnaires from university evaluation agencies

Web site

Notes

Attachment

 (Max 2Mb) Nessun file selezionato

The fields marked with an asterisk* are mandatory

Please enclose as attachment a presentation of the Company / Public body if the Host organization doesn't have a website or if the website is not working/is under construction

6) Thick the box and type in requested details only if the Company / Public body accepts self-applications from students. If not, click straight on Continue



Self-Applications

Please specify if your company/public body accepts self-applications from students, out of the internship offers you publish. If you do, please give details about the divisions where you accept interns.

Company divisions and activities you accept interns for

Self-Applications

I agree that the information about my company (without personal contact details) are visible with restricted access to students and staff of the University of Bologna

First name of the contact person

Family name of the contact person

Phone

Email

Web site



7a) Complete the required fields for Contact person details as follows (mandatory fields are indicated with a *)



Contact person details

Please fill out the contact person details.

Your date and country of birth are compulsory info for us in respect of the current Italian laws.

When related to the "contact person", these info are necessary to provide a username and a password according to the law on the protection of personal data; the username and password provided by the system are required to enter the system next time.

When related to the "legal representative", these info are necessary to sign the training agreement and the transcript of work.

Contact person

This is the person who will receive the first account and who can enable other users of his/her company/public body to log in.

First name *

Family name *

Phone *

Mobile +

Email *

Position

Country *

Do you possess an Italian taxpayer identification number? Yes No

Sex * M F

Date of birth (dd/mm/yyyy) * (dd/mm/yyyy)

Country of birth *

Contact person:
the person who will use the internship app and receive the password to access to it (he/she is entitled to enable other colleagues)



7b) Complete all the required fields (mandatory fields are indicated with a *) and click on Continue

Administrative contact person

This is the person who will be contacted for any communications regarding the agreement.

Insert Administrative contact person * Same Contact person
 Insert new

First name *

Family name *

Phone *

Mobile

Email *

Position

Country *

Do you possess an Italian taxpayer identification number? * Yes No

Sex * M F

Date of birth (dd/mm/yyyy) *

Country of birth *

Legal representative

Administrative contact person:
the responsible for relationships and agreements with the University of Bologna (he/she usually belongs to the HR Dpt.).
The Contact person and the Administrative contact person can be the same person

This is the person who will sign the agreement.

Insert Legal representative * Same Contact person
 Same Administrative contact person
 Insert new

First name *

Family name *

Phone *

Mobile

Email *

Position

Country *

Do you possess an Italian taxpayer identification number? * Yes No

Sex * M F

Date of birth (dd/mm/yyyy) *

Country of birth *

The fields marked with an asterisc* are mandatory

Legal representative:
the person normally in charge of legal affairs who represents the Host Organisation (he/she is entitled to sign he internship agreement)



8a) Check all the fields



Resume

If you save the data, you will confirm your registration in our data base and you will receive username and password to log in.

Registration information

Type of agreement

Recipient

Type of company/public body

Name of company/public body

Description and company activities

Vat number

Taxpayer Identification Number

Activity field

Country

Province

City

Town/District

Address

Postcode

Phone

Fax

Email

RCC

Digital Signature

I agree that my email address can be used for receiving questionnaires from university evaluation agencies

Web site

Notes

Accredited by the Regional School Office

Type of school

I agree that the information about my company (without personal contact details) are visible with restricted access to students and staff of the University of Bologna

Company divisions and activities you accept interns for



8b) Click on Save

Contact person

First name

Family name

Phone

Email

Position

Country

Sex

Date of birth (dd/mm/yyyy)

Country of birth

Administrative contact person

First name

Family name

Phone

Email

Position

Country

Sex

Date of birth (dd/mm/yyyy)

Country of birth

Legal representative

First name

Family name

Phone

Email

Position

Country

Sex

Date of birth (dd/mm/yyyy)

Country of birth

 Refresh

Please write the first string from the image and then click on the "Save" button below

OR

 0:00 / 0:00

If you can't see the image, please write the number string from the player and then click on the "Save" button below

Back Save



9) IMPORTANT! Upon successful completion of the registration procedure, the system will display a Confirmation page



Thank for your time and patience, your request has been saved successfully

Your data have been saved but it's not been possible at the moment to create your personal username and password. You'll be contacted as soon as possible.

Print the PDF with the summary of your application

[Open pdf](#)

[Return to start page](#)



Please note that at the end of the online registration process:

1. the internship office emails the internship agreement to the company/public body for its signature.

2. The company/public body sends the internship agreement back to the internship office for the signature on behalf of the University.

3. The internship office registers the final version of the document with signatures on the internship app. Afterwards, the host organization is entitled to publish an internship offer/programme:

a. for one or more student already selected as intern (*according to the procedure for publishing an internship offer targeted to a student already selected as intern*)

b. for searching one or more students to host as intern/s (*according to the procedure for publishing an internship offer for searching students to host as interns*)

4. Every single internship offer/programme must be:

- approved by the Academic tutor and the Internship Board
- electronically signed by all parties involved

before the internship starts.

5. The internship can start only after the student has downloaded the attendance record book where to attest the number of internship hours from the internship app!





ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Internship office

PHARMACY, BIOTECHNOLOGY AND SPORT SCIENCES

farbiomot.tirocinio@unibo.it, phone: 051 2084060, address: Via Filippo Re 8 - 40126 Bologna

ENGINEERING

ingarc.tirocini.bo@unibo.it, phone: 051 2084070, address: Viale del Risorgimento 2 - 40136 Bologna

SCIENCES

scienze.tirocini@unibo.it, phone: 051 2084060, address: Via Filippo Re 8 - 40126 Bologna

INTERNSHIP AGREEMENTS SERVICE

convenzioni.tirocini@unibo.it, phone: 051 2084088, address: Via Filippo Re 10 - 40126 Bologna