



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

# **PROCEDURE FOR PUBLISHING AN INTERNSHIP OFFER TARGETED TO A STUDENT ALREADY SELECTED AS INTERN**

Innovation Area– ARIN  
Internship Office scientific area

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



UNIVERSITÀ DI BOLOGNA

Internships

### 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 »](#)



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ALMA MATER STUDIORUM - Università di Bologna - Via Zamboni, 33 - 40126 Bologna



Log-in using credentials assigned after first registration on this platform



Choose an access option

-  Entra con SPID 
-  Entra con CIE 
-  Enter with UNIBO 



[Privacy policy](#)



**AgID** Agenzia per l'Italia Digitale



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## PLEASE NOTE:

- An internship offer can be published only if there is a valid internship agreement signed with the University of Bologna
- The whole internship activation process is managed through this platform, from the beginning to the closure
- The system delivers email (automated alert) to all people involved in the procedure, notifying actions to do and steps done
- An internship can only start after the Internship board has approved the request and the student has downloaded and printed the attendance record book (.pdf)



## 2) Click on «New internship offer»

Internships - Welcome

Home page company/public body

Welcome in your company's private pages. Here you can manage all the information about your company/public body

### Company details

Company details

### Active internship offers

New internship offer

Id	Type Of Internship	Job Description / Field Of Placement	Estimated Start Date	Status	
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### View filters

- show Internship requests in progress from self request
- show started Internship



### 3) Tick «Curricular internship» and «Yes» and click on «Continue»

Internships - Internship offer

Type » Internship details » Other data » Recipients » Confirmation

Type

Agreement\*

Type of Internship\*  Ct

Student internship which forms part of a course of study leading to the diploma, with practical training activities carried out also in structures outside the University. This internship also provides a first contact with the work environment.

Postgraduate internship (only in Italy)

Internships in Italy for graduates only. Graduates can look for offers in our internship platform and apply. In order to then activate the internship, graduates and companies must refer to the Promoters authorized by the Region in which the internship takes place.

This internship offer is addressed to one specified applicant  No  Yes

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



## 4) Insert the italian fiscal code of the student, then click on «Add» (once the full name of the student has been added) and click on «Continue»

The screenshot shows the 'Recipients' page in the 'Ambiente STS' system. The breadcrumb trail is: Type » Recipients » Internship details » Other data » Confirmation. The 'Recipients' section is titled 'Fill in to find your trainee'. It contains a form for the 'Italian taxpayer identification number' with an 'Add' button. Below this is a table with columns for 'Taxpayer Identification Number', 'Family Name', and 'First Name'. At the bottom of the form are 'Back' and 'Continue' buttons. A red arrow points to the 'Add' button, and another red arrow points to the 'Continue' button. The footer includes the copyright notice: ©Copyright 2008 [25592 del 18.05.2023-14:01 - Server: lcss-java-01/127.0.1.1] - Informativa sulla Privacy. ALMA MATER STUDIORUM - Università di Bologna - Via Zamboni, 33 - 40126 Bologna.

# 5) Please enter required fields on this page and click on «Continue»

Internships - Internship offer

Type » Recipients » **Internship details** » Other data » Confirmation

## Internship details

Job description\*

Field of placement\*

### Details of the Internship

Email for communication (It will be used for signature request)\*

Person in charge of the electronic signature\*  [add/modify contact person](#)

The internship will be carried out\*  On site  Blended  Remote

Internship address - Host organisation (street address, City, State, Country)\*

Job description (ISTAT format x.x.x.x.x)

Estimated start date\*

Estimated end date\*

Duration\*

Working hours\* from  to  (lunch break included)

Additional information on working hours and activities\*

### Benefit/Compensation (if provided)

Monthly benefit/Compensation (in euro)

Other benefits (canteen, ticket restaurant, ...)

### Objectives

Final examination

Objectives\*

Activities\*

### Dates of publication

Publication start date\*

Publication expiration date\*

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

## PLEASE NOTE

It is strongly recommended to publish an offer:

- at least 30 days before the estimated start date as it must be approved by the academic tutor and the Internship board
- for at least 30 days

The **duration of the internship** is determined by the number of academic credits (CFU) assigned to it in the study plan of the student (1 CFU=min.25/max.30 hours). The total amount of internship hours must be carried out within 12 months from the authorised internship start date.

**Objectives and Activities** must be agreed in accordance with the student and the tutor of the Host organisation.

The **start/end dates of the internship** may be modified during the activation process, please note that **authorised start/end dates** are those in the attendance record book that students must download and print before starting the internship.





# 6) Please enter all required fields on this page and click on «Continue»

## Other data

Name of the contact person\*

Family name of the contact person\*

Position of the contact person\*

Email of the contact person\*

Language skills required

- Bulgarian
- Czech
- Danish
- Estonian
- Finnish
- French
- Irish

Computer skills required

Notes

Available for business trips outside Italy Yes  No

Available for business trips within Italy Yes  No

Currently employed Yes  No

We declare that the candidate has an adequate knowledge of the main language of the internship to carry out the training placement at our company (optional)

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



# 7) Please check entered data and click on «Save» (without saving all the data will be lost and you have to start from scratch)

Internships - Internship offer

Type: [Recipients](#) > [Internship details](#) > [Other data](#) > **Confirmation**

### Confirmation

Type

Agreement: 2504 21/05/2021 Facoltà di Scienze Matematiche, Fisiche e Naturali  
Type of Internship: Curricular internship

Internship details

Job description: to be filled in by the Host organisation  
Field of placement: to be filled in by the Host organisation

Details of the Internship Programme

Email for communication (It will be used for signature request): host.organizzazione@email.com  
Person in charge of the electronic signature  
Economic Sector (Class AT/CCO 2007, format xx.xx.xx)  
Internship address - Host organisation (street address, City, State, Country)  
Job description (IS/TA format s.s.s.s.s)  
Estimated start date  
Estimated end date  
Duration  
Working hours  
Additional information on working hours and activities: **Internship not indicated in the programme must be approved by the Academic tutor in advance. The intern must send an email to the Academic tutor, copying the tutor of the Host Organization and the Internship Office, and wait for her/his authorization which will ensure the insurance coverage.**

Benefit/Compensation

Monthly benefit/Compensation (in euro)  
Method of payment

Objectives

Objectives: to be filled in by the Host organisation  
Activities: to be filled in by the Host organisation  
Publication start date:  
Publication expiration date:

Other data

Name of the contact person: to be filled in by the Host organisation  
Family name of the contact person: to be filled in by the Host organisation  
Position of the contact person: to be filled in by the Host organisation  
Email of the contact person: host.organizzazione@email.com  
Il numero di tirocinanti contemporaneamente dal responsabile del tirocinio non è superiore a 3:  
Language skills required  
Computer skills required:  
Notes:  
Available for business trips outside Italy: **N**  
Available for business trips within Italy: **N**  
Currently employed: **N**  
We declare that the candidate has an adequate knowledge of the main language of the internship to carry out the training placement at our company (optional): **N**

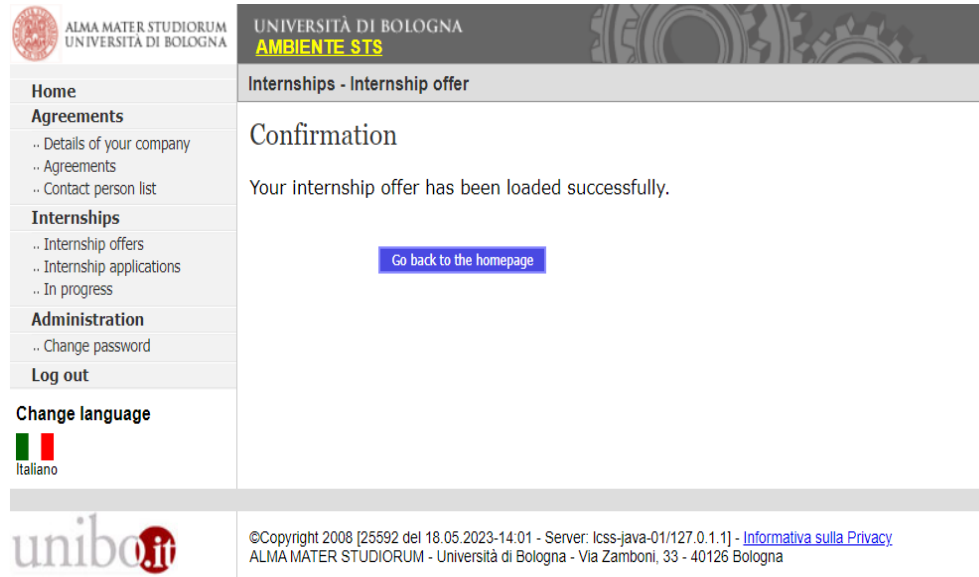
Recipients

Students:

[Back](#) [Save](#)



# 8) If you read this message the internship offer has been saved. Please read next page about future steps



The screenshot displays the user interface of the Alma Mater Studiorum University of Bologna website. The top navigation bar includes the university's name and the 'AMBIENTE STS' logo. A left sidebar menu lists various sections: Home, Agreements (with sub-items: Details of your company, Agreements, Contact person list), Internships (with sub-items: Internship offers, Internship applications, In progress), Administration (with sub-item: Change password), and Log out. Below the menu is a 'Change language' section with an Italian flag icon and the text 'Italiano'. The main content area is titled 'Internships - Internship offer' and shows a 'Confirmation' message: 'Your internship offer has been loaded successfully.' A blue button labeled 'Go back to the homepage' is centered below the message. The footer contains the 'unibo.it' logo and copyright information: '©Copyright 2008 [25592 del 18.05.2023-14:01 - Server: lcss-java-01/127.0.1.1] - Informativa sulla Privacy' and the university's address: 'ALMA MATER STUDIORUM - Università di Bologna - Via Zamboni, 33 - 40126 Bologna'.

After you have published the internship ad personam offer:

1. the **Internship office** checks and accepts it
2. the **student** enters the full name of the academic tutor and accepts it
3. the **academic tutor** validates it
4. the **Internship board** approves it by authorising the online internship programme
5. both the **student** and the **tutor of the Host organisation** electronically sign the online internship programme
6. the **student** must download and print the **attendance record book** where are stated the period of the internship and the number of hours he/she is authorised to carry out

### **Internship can start!**

At the end of the internship the student must declare the last day of presence at the Host organisation on the internship platform and upload the attendance record book, duly filled in and signed by the tutor of the Host organisation, jointly with other documents (only if required by the Degree programme the student is enrolled on).

Remember that the host Organisation tutor's signature on the attendance record book can't be prior to the last declared day of the internship.

If a student wishes to activate more than one internship at the same Host organisation (for instance, an internship and an internship for final examination), it is necessary to publish as many offers as there are internships to be activated.





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## Internship office

### **PHARMACY, BIOTECHNOLOGY AND SPORT SCIENCES**

[farbiomot.tirocinio@unibo.it](mailto:farbiomot.tirocinio@unibo.it), phone: 051 2084060, address: Via Filippo Re 8 - 40126 Bologna

### **ENGINEERING**

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

### **SCIENCES**

[scienze.tirocini@unibo.it](mailto:scienze.tirocini@unibo.it), phone: 051 2084060, address: Via Filippo Re 8 - 40126 Bologna

### **INTERNSHIP AGREEMENTS SERVICE**

[convenzioni.tirocini@unibo.it](mailto:convenzioni.tirocini@unibo.it), phone: 051 2084088, address: Via Filippo Re 10 - 40126 Bologna