



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

PROCEDURE FOR PUBLISHING AN INTERNSHIP OFFER FOR SEARCHING STUDENTS TO HOST AS INTERNS

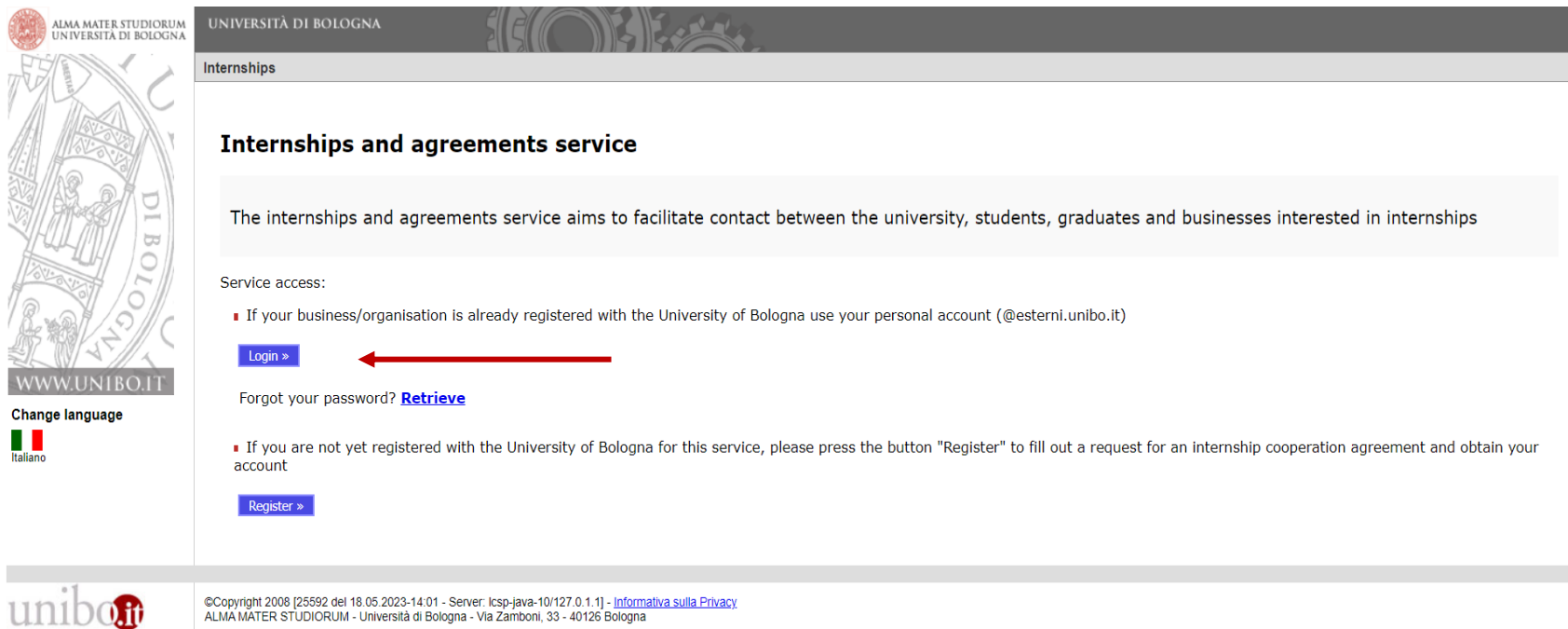
Innovation Area– ARIN
Internship Office scientific area

PLEASE NOTE:

- An internship offer can be published only if there is a valid internship agreement signed with the University of Bologna
- It is suggested to publish an «open» offer at least 60 days before internship estimated start date
- 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 internship programme and the student has downloaded and printed the attendance record book (.pdf)



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



ALMA MATER STUDIORUM
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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 »](#)


WWW.UNIBO.IT

Change language

Italiano

unibo

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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 



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 «No» 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) Please enter required fields on this page and click on «Continue»

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AMBIENTE STS

Home

Agreements
.. Details of your company
.. Agreements
.. Contact person list

Internships
.. Internship offers
.. Internship applications
.. In progress

Administration
.. Change password

Log out

Change language
Italiano

Internships - Internship offer

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

Internship details

Job description* to be filled in by the Host organisation

Field of placement* to be filled in by the Host organisation

Learning outcomes of the traineeship* to be filled in by the Host organisation

Contents or tasks of the traineeship* to be filled in by the Host organisation

Theoretical and applied knowledge, personal skills and competences (organisational skills, team work, etc) to be filled in by the Host organisation

Number of positions available

Duration Hours

Number of working hours per week

Estimated start date

Estimated end date

Work location

Financial contribution available Yes No

Publication start date*

Publication expiration date*

Back Continue

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To be filled in by the Host organisation

The number of internship hours depends on the number of academic credits (CFU) assigned to the internship/s that the student has in the study plan (1 CFU=min.25/max.30 hours)

The **estimated start/end dates of the internship** may be modified during the activation process; the final authorised period is stated in the attendance record book that students must download and print before they start the internship

It is strongly recommended to publish an offer for no less than 60 days

5) 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](#)



6) Please select the correct Area of the study course/s you are interested in and select first/second Degree Courses to address the internship offer/s to the right context and click on «Continue»

Internships - Internship offer

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

Select courses

Choose the degree level, Area and Courses eligible for your offer

First Degree Courses | Second Degree Courses

Area: Economics and Management

[Tutti i corsi di laurea triennale]		>
BUSINESS AND ECONOMICS	Bologna	>
ECONOMIA AZIENDALE	Bologna	>
ECONOMIA DEL TURISMO	Rimini	>
ECONOMIA DELL'IMPRESA	Rimini	>

Selected Courses

Internships - Internship offer

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

Select courses

Choose the degree level, Area and Courses eligible for your offer

First Degree Courses | **Second Degree Courses**

Area: Economics and Management

DIGITAL TRANSFORMATION MANAGEMENT	Cesena	>
[Tutti i corsi di laurea di secondo livello]		>
AMMINISTRAZIONE E GESTIONE D'IMPRESA	Rimini	>
DIREZIONE AZIENDALE/INTERNATIONAL MANAGEMENT	Bologna	>
ECONOMIA	Bologna	>

Selected Courses

The University of Bologna is a multicampus organization, the full list of first cycle (bachelor) and second cycle degree (master) is available on <https://www.unibo.it/en/teaching/degree-programmes> (the same offer/s can be addressed to students of different campus attending the same courses).

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

Confirmation

Type

Agreement:

Type of Internship:

Internship details

Job description: to be filled in by the Host organisation
Field of placement: to be filled in by the Host organisation
Learning outcomes of the traineeship: to be filled in by the Host organisation
Contents or tasks of the traineeship: to be filled in by the Host organisation
Theoretical and applied knowledge, personal skills and competences (organisational skills, team work, etc): to be filled in by the Host organisation
Number of positions available:
Number of working hours per week:
Estimated start date:
Estimated end date:
Financial contribution available:
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.organisation@email.com
Language skills required:
Computer skills required:
Notes:
Available for business trips outside Italy: N
Available for business trips within Italy: N
Currently employed: N

Recipients

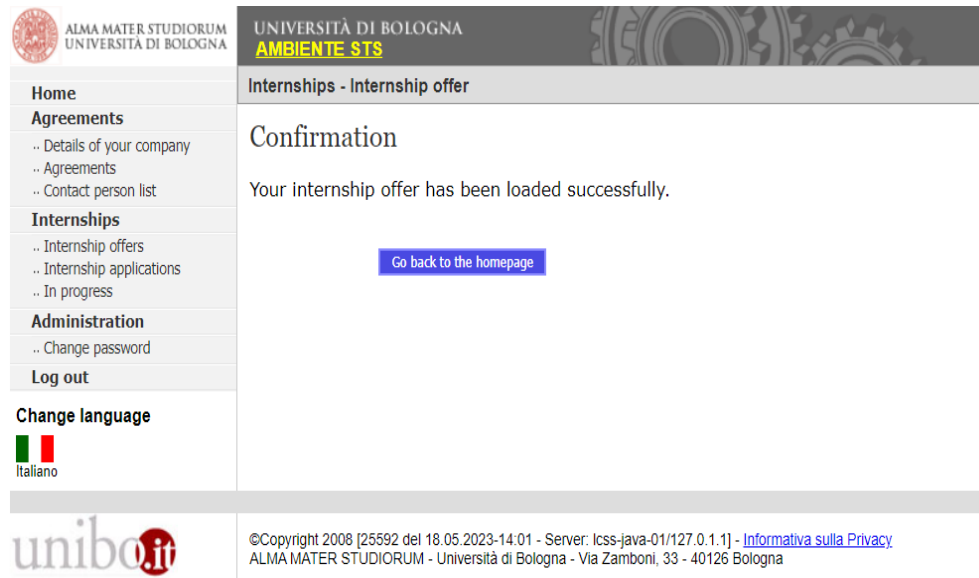
Courses:

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's website. The top navigation bar includes the university's name and the 'AMBIENTE STS' logo. The main content area shows a confirmation message: 'Confirmation' and 'Your internship offer has been loaded successfully.' A blue button labeled 'Go back to the homepage' is centered below the message. The left sidebar contains a menu with categories: 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), Log out, and Change language (with a flag icon and the text 'Italiano'). The footer contains the 'unibo.it' logo and copyright information: '©Copyright 2008 [25592 del 18.05.2023-14:01 - Server: lc3s-java-01/127.0.1.1] - Informativa sulla Privacy' and 'ALMA MATER STUDIORUM - Università di Bologna - Via Zamboni, 33 - 40126 Bologna'.

After you have entered the internship offer, the **Internship office** approves it.

The approval makes students in the position to apply for the offer during the publication period.

1. **students** submit the request (CV is required)
2. the **Host organisation**:
 1. will receive an email (automated alert) for every single application submitted by students and contact them for an interview or rejects their online application/s
 2. at the end of the selection process, publishes the internship programme targeted to the selected student
3. the selected **student** enters the full name of the academic tutor and accepts it
4. the **academic tutor** validates the online internship programme
5. the **Internship board** approves the online internship programme
6. both the **student** and the **tutor of the Host organisation** electronically sign the online internship programme
7. the **student** downloads 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.





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