

HANDBOOK FOR INTERNS

How to use student online (SOL)-internships

to start your **curricular internship** experience or **internship for the preparation of the final examination** experience

ACTIVATION PROCEDURE > [SOL - TIROCINI](#)

STEP 1: HOW TO SUBMIT YOUR REQUEST

- **Externali internships** (Companies, Institutions):
 - Accept the “ad personam offer” published by the Company and addressed to you
 - Apply for an open position published by the Company/ies you are interested in
 - Send your self candidacy to the Company/ies you are interested in
- **Inner internship** (Unibo laboratories):
 - submit your internship request
- The internship office verifies the information entered, the academic tutor validates the internship programme and the internship Commission approves (or can ask for a modification)

STEP 2: SIGNATURE OF THE INTERNSHIP PROGRAMME AND DOWNLOAD OF THE INTERNSHIP ATTENDANCE RECORD BOOK

- Once the Commission approves, the student and the Company receive an alert (via e-mail) asking them to digitally sign the internship programme via internship application
- When the internship programme has been signed by both parties, the student must download the internship attendance record book. The internship is authorized starting from the date stated in the internship programme.

STEP 3: END OF INTERNSHIP

- When you reach the internship hours due:
 - Click on “*manage the end of internship*” and upload on SOL-internship page 1 and 2 of the internship attendance record book. Please be sure it is duly signed.
 - Fill out the online questionnaire. It is mandatory.
- The internship office verifies and validates the internship attendance record book and the academic tutor validates the final report (if required) or, alternatively, he/she is asked to validate the position (usually for the internship for the preparation of the final examination)

STEP 4: CREDITS REGISTRATION

When the online procedure has ended, the internship activity must be registered on Almaesami by the internship Commission.

Ways credits registration occur are defined by the single courses Commission. Please refer to the web site of your course-internship section.

WHAT TO DO WHEN YOU SUBMIT YOUR CANDIDACY TO AN “OPEN OFFER”

(entered by the Company/Institution looking for interns. It can be addressed to several study courses)

- SOL - Internships, click on “Offers” > curricular internship > select the offer desired > enter your request
- Enter the academic tutor’s name:
 - curricular internships**: you have to identify a professor whose teaching activity is close to the internship subject
 - internship for the preparation of the final examination**: the academic tutor is your thesis supervisor

If it is about a selfcandidacy please attach your CV and cover letter.

Send your request

The screenshot displays the 'StudentiOnline' interface for the University of Bologna. The main heading is 'Tirocini - Richiesta di tirocinio'. The page title is 'Richiesta di tirocinio' with the subtitle 'Presenta una richiesta di tirocinio'. On the left, a navigation menu includes 'Home', 'Tirocini', 'Offerte', 'Aziende/Enti', and 'Esci'. The main content area contains the following fields and options:

- Approvazione offerta
- Compatibilità con carriera
- Tutor Accademico Richiesto: A text input field with a 'Cerca il tutor' button.
- Allega curriculum e motivazioni (pdf o doc Max 2Mb) *: A file selection area with a 'Scegli file' button and the text 'Nessun file selezionato'.
- Tirocinio per tesi: A checkbox.
- Note: A large text area for entering additional information.

At the bottom right, there are two buttons: 'Invia richiesta' and 'Annulla'.

WHAT TO DO WHEN YOU ACCEPT AN «AD PERSONAM» OFFER

(offer entered by the Company/Institution and addressed to a targeted student)

- SOL – Internships, click on “ad personam” offers » > Select the offer addressed to you > **Submit your request**
- Enter the academic tutor’s name and **Send your request** (you do not need to attach your CV)

The screenshot shows the 'Home page studenti' interface. At the top, there is a navigation menu with 'Home', 'Tirocini', 'Offerte', 'Aziende/Enti', and 'Esci'. The main content area is titled 'Home page studenti' and includes a search bar for the student's name. Below this, there are two yellow informational boxes: one for 'Tirocini curriculari' and another for a 'Corso online su sicurezza e salute nei luoghi di studio e tirocinio'. The page also features two tables for 'Tirocini curriculari da svolgere'. At the bottom, a section titled 'Offerte di tirocinio Ad Personam' is highlighted with a red arrow. This section contains a table with columns for 'Id', 'Azienda/Ente', 'Tipologia Di Tirocinio', and 'Oggetto / Area D'Inserimento'.

Id	Azienda/Ente	Tipologia Di Tirocinio	Oggetto / Area D'Inserimento
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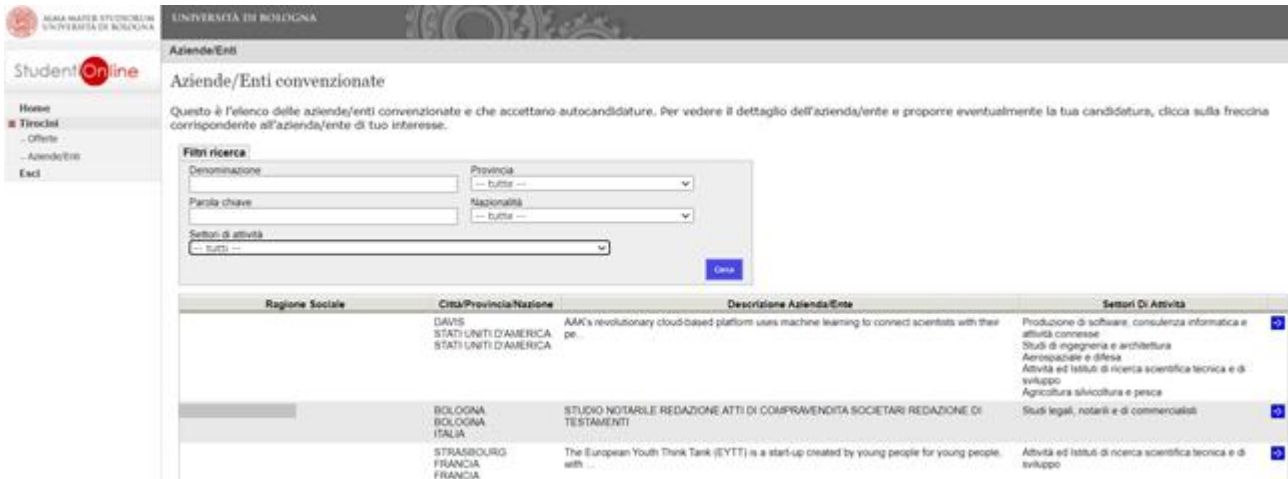
SELF CANDIDACY

(request submitted by the student)

- SOL – Internships, click on Companies/Institutions: you will see the complete list of Companies/Institutions which welcome self candidacy. Your search can be based on companies location and sector
- Select the Company/Institution to display the details, then submit your self candidacy
- Select curricular internship and apply

NB In this first step it is not necessary to enter the academic tutor's name

- **Send your request**



UNIVERSITÀ DI BOLOGNA

StudentOnline

Aziende/Enti convenzionate

Questo è l'elenco delle aziende/enti convenzionate e che accettano autocandidature. Per vedere il dettaglio dell'azienda/ente e proporre eventualmente la tua candidatura, clicca sulla freccina corrispondente all'azienda/ente di tuo interesse.

Filtri ricerca

Denominazione: Provincia:

Parola chiave: Nazionalità:

Settori di attività:

Regione Sociale	Città/Provincia/Nazione	Descrizione Azienda/Ente	Settori Di Attività
	DAVIS STATI UNITI D'AMERICA STATI UNITI D'AMERICA	AAAI's revolutionary cloud-based platform uses machine learning to connect scientists with their pe...	Produzione di software, consulenza informatica e attività connesse Studi di ingegneria e architettura Aeronautica e difesa Attività ed istituti di ricerca scientifica tecnica e di sviluppo Agricoltura silvicoltura e pesca
	BOLOGNA BOLOGNA ITALIA	STUDIO NOTARILE REDAZIONE ATTI DI COMPRAVENDITA SOCIETARI REDAZIONE DI TESTAMENTI	Studi legali, notari e di commercialisti
	STRASBOURG FRANCIA FRANCIA	The European Youth Think Tank (EYTT) is a start-up created by young people for young people. with ...	Attività ed istituti di ricerca scientifica tecnica e di sviluppo

INNER INTERNSHIP (UNIBO LABORATORIES)

- Once you have shared and agreed upon the internship activity and its targets with your academic tutor and host organization supervisor (it can be the same person), select among the Companies/Institutions “ALMA MATER STUDIORUM – UNIVERSITA’ DI BOLOGNA” e click on **Submit your request**.
- Fill out the compulsory information and **send your request**

Compatibilità con carriera (tirocinio non presente in carriera)

Tutor Accademico Richiesto

Allega curriculum e motivazioni (pdf o doc Max 2Mb) Nessun file selezionato

Tirocinio per tesi

Note

Soggetto ospitante *

Nome Referente Soggetto ospitante *

Cognome Referente Soggetto ospitante *

Email Referente Soggetto ospitante *

Laboratorio/Ufficio *

Località sede del tirocinio

Nazione *

Regione sede *

Comune sede *

Indirizzo della sede operativa del tirocinio *

Data presunta di inizio

Data presunta di fine

Durata totale in ore *

Numero CFU *

Tempi di accesso ai locali aziendali * dalle alle (compresa pausa pranzo)

Ulteriori indicazioni sull'accesso ai locali aziendali *

Obiettivi

Oggetto dell'offerta *

Obiettivi in termini di capacità e conoscenze da acquisire durante il tirocinio ed attività previste per raggiungerli *

Attività previste *

Dichiaro di aver concordato i dati inseriti con il tutor e il referente del soggetto ospitante *

Information about the host organization and name of the host organization supervisor

The length of the internship in terms of hours is determined by the number of credits associated to the internship activity (1 CFU=min.25/max.30 ore)

Specify in detail the internship activities and the purposes of it