



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

HOW TO ADD/REMOVE A PERSON FOR THE MANAGEMENT OF INTERNSHIPS OR MODIFY PERSONAL DATA OF USERS ALREADY REGISTERED

Innovation Area – ARIN
Internship Office Scientific Area

Please go to

<https://tirocini.unibo.it/tirocini/welcomeEsterni.htm?siteLanguage=en>

and click on «Login»

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 »



Enter username (@esterni.unibo.it) and password



Inserisci le credenziali istituzionali di Ateneo.

Accedi



Please click on «Contact person list»

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Change language


Italiano

Please note that: the internship does not under any circumstance replace company labour, professional services or absent staff with safety and hygiene conditions provided for by current legislation.

Before proceeding with the activation of the internship, you must:

- read the [Privacy Policy](#), the [Code of Ethics](#) and the [Internal Regulations](#)
- convey the information on privacy to those involved

Nella piattaforma tirocini è possibile:

To add a new user, click on «Add Contact», enter contact person details and click on «Save».

The Internship Office will process the request. Once approved, the credentials will be automatically generated and sent by email to the «Area administrator».

Add contact person

You are in: Home > Contact person list

Contact person list

It's possible to log in using Unibo credentials.

The internship programme can be electronically signed by the registered users only.

Only users registered as 'Area Administrator' may add new users.

You are in: Home > ... > Dati azienda/ente > Lista referenti > Dettaglio referente

Contact person details

Personal details

First name*

Family name*

Position*

Country*

Italian Taxpayer Identification Number*

Legal representative ☐

Contact details

Phone*

Mobile

Email*

Account details

User type*

General administration ☐

Area administrator ☒

User ☐

Authorised areas

☐ Internship

☐ Placement & Career Day

Save **Cancel**



To delete a user who is already registered, click on the «X» and confirm your choice

You are in: Home > Gestione aziende/enti > Company information > Contact person list

Contact person list

It's possible to log in using Unibo credentials.

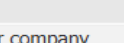
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Family Name	First Name	Position	L.R.	Account Type	User Name		
			S	Area administrator	@esterni.unibo.it	X	→
			N	Area administrator	@esterni.unibo.it	X	→

To edit the details of a person already registered (for example, if the phone number or the job title has changed), click on the blue arrow and click on «Modify» to enter the data and click on «Save».



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Change language

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Contact person details

Personal details

First name*

Family name*

Position*

Country*

Italian Taxpayer Identification Number*

Legal representative ☒

Contact details

Phone*

Mobile

Email*

Account details

User Name

User type*

General administration ☐

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