Procedure for publishing an
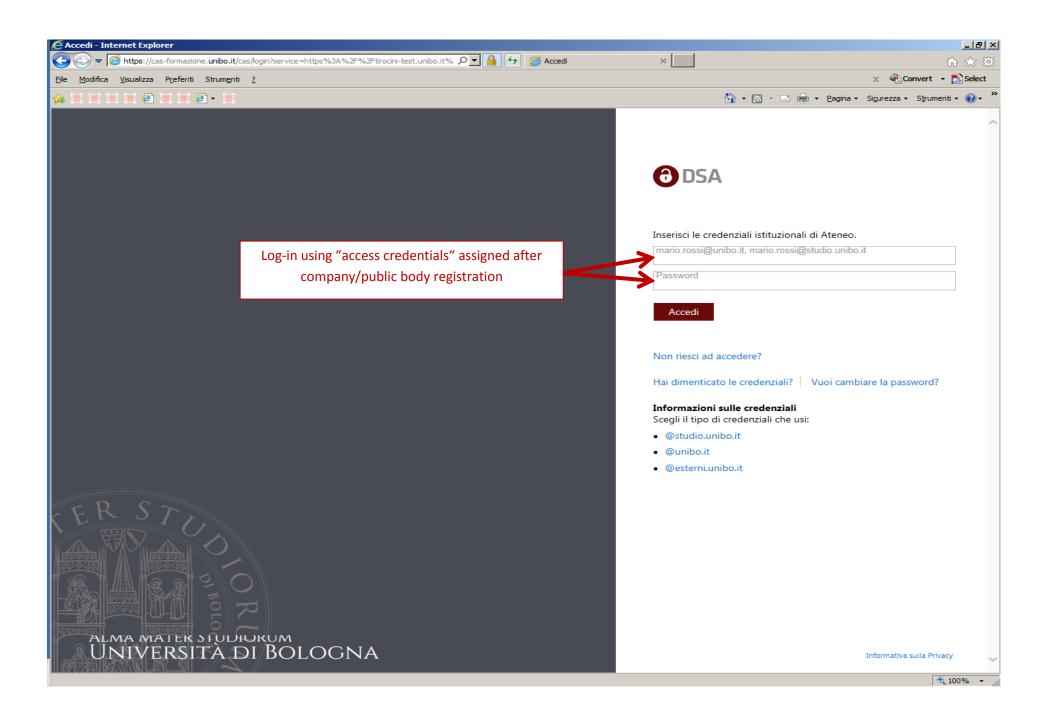
Internship Offer

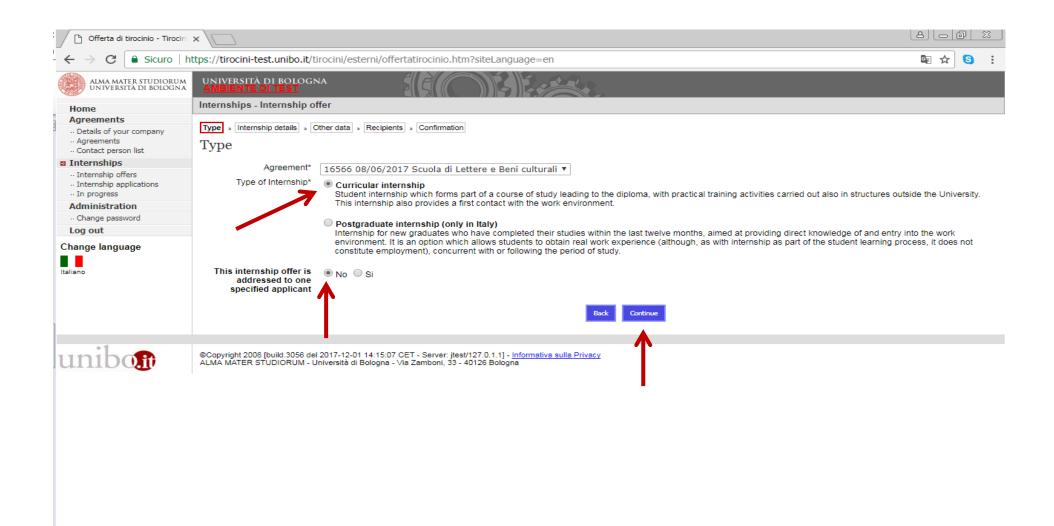# aimed at selecting a student for a

curricular internship*
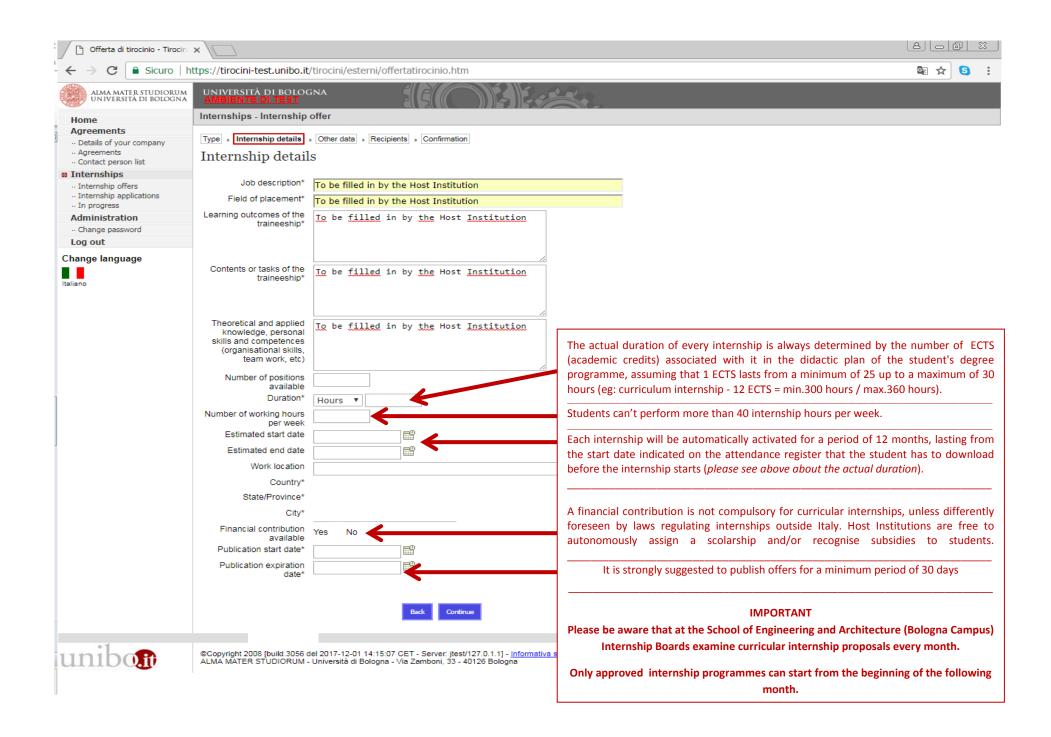
* A **curricular internship** is an internship configured as a module of the study programme the student is enrolled on, even when aimed at developing the final examination/master thesis.

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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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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

Online internships and agreements website

In this website you can:

a. publish offers of curricular internship
b. receive the applications of the students interested to get an internship.

Once selected the candidate to activate an internship it is necessary:

1. to accept the application of the candidate
2. to complete the program of internship

The postgraduate internship can be activated only in Italy

Company details

Company/Public body name:
Country:
Vat Number:
Taxpayer Identification Number:

Detail

Active internship offers

New internship offer

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

Internship request to accept

Id	Date/Hour Of Submission	Applicant	Degree Course	Type Of Internship	Estimated Start Date	Job Description / Field Of Placement	Acc

100%

Sicuro | https://tirocini-test.unibo.it/tirocini/esterni/offertatirocinio.htm?siteLanguage=en

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Internships - Internship offer

Type » Internship details » Other data » Recipients » Confirmation

Type

Agreement*   16566 08/06/2017 Scuola di Lettere e Beni culturali ▼

Type of Internship*   ● **Curricular internship**
                      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)**
                      Internship for new graduates who have completed their studies within the last twelve months, aimed at providing direct knowledge of and entry into the work environment. It is an option which allows students to obtain real work experience (although, as with internship as part of the student learning process, it does not constitute employment), concurrent with or following the period of study.

This internship offer is   ● No   ○ Si
addressed to one
specified applicant

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Internships - Internship offer

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

Internship details

Job description*	To be filled in by the Host Institution
Field of placement*	To be filled in by the Host Institution
Learning outcomes of the traineeship*	To be filled in by the Host Institution
Contents or tasks of the traineeship*	To be filled in by the Host Institution
Theoretical and applied knowledge, personal skills and competences (organisational skills, team work, etc)	To be filled in by the Host Institution
Number of positions available	
Duration*	Hours ▾
Number of working hours per week	
Estimated start date	📅
Estimated end date	📅
Work location	
Country*	
State/Province*	
City*	
Financial contribution available	Yes No
Publication start date*	📅
Publication expiration date*	📅

[Back] [Continue]

The actual duration of every internship is always determined by the number of ECTS (academic credits) associated with it in the didactic plan of the student's degree programme, assuming that 1 ECTS lasts from a minimum of 25 up to a maximum of 30 hours (eg: curriculum internship - 12 ECTS = min.300 hours / max.360 hours).

Students can't perform more than 40 internship hours per week.

Each internship will be automatically activated for a period of 12 months, lasting from the start date indicated on the attendance register that the student has to download before the internship starts (*please see above about the actual duration*).

A financial contribution is not compulsory for curricular internships, unless differently foreseen by laws regulating internships outside Italy. Host Institutions are free to autonomously assign a scolarship and/or recognise subsidies to students.

It is strongly suggested to publish offers for a minimum period of 30 days

IMPORTANT
Please be aware that at the School of Engineering and Architecture (Bologna Campus) Internship Boards examine curricular internship proposals every month.

Only approved internship programmes can start from the beginning of the following month.

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Type » Recipients » Internship details » Other data » Confirmation

Other data

Name of the contact person*	To be filled in by the Host Institution
Family name of the contact person*	To be filled in by the Host Institution
Position of the contact person*	To be filled in by the Host Institution
Email of the contact person*	To be filled in by the Host Institution

Language skills required
☐ Bulgarian
☐ Czech
☐ Danish
☐ Estonian
☐ Finnish
☐ French
☐ Irish

Computer skills required | To be filled in by the Host Institution

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) ☐

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The contact person has to:
- monitor the student's activities for the whole duration of the internship;
- attest the number of internship hours performed by the student on behalf of the host institution;
- approve the final report uploaded by the student at the end of the internship for the evaluation of the Internship Board.

An internship offer can be addressed to both **First Degree Courses** and **Second Degree Courses**, please read infos about the Italian University System if you wish to know more.

The first step is to select the **School/Department**, afterwards it is possible to select one or more Courses.

The full list of degree programmes of the University of Bologna is available on http://www.unibo.it/en/teaching/degree-programmes.

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Confirmation

Type
Agreement:
Type of Internship:

Internship details
Job description:
Field of placement:
Learning outcomes of the traineeship:
Contents or tasks of the traineeship:
Theoretical and applied knowledge, personal skills and competences (organisational skills, team work, etc):
Number of positions available:
Duration:
Number of working hours per week:
Estimated start date:
Estimated end date:
Work location:
Country:
State/Province:
City:
Financial contribution available:
Publication start date:
Publication expiration date:

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
Computer skills required:
Notes:
Available for business trips outside Italy:
Available for business trips within Italy:
Currently employed:

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Confirmation

Your internship offer has been loaded successfully.

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After successful completion of the procedure, the Internship Office/Internship Board evaluates if the internship offer is suitable for students enrolled on the degree programmes it has been addressed to.

If the internship proposal is approved, it will be published for the period determined by the company/public body and students can apply for it.

The Company/Public body is free to select the applicants it best like but it is important to know that after this stage students have to autonomously find an Academic Tutor for the curricular internship.

IMPORTANT

At the School of Engineering and Architecture (Bologna Campus) Internship Boards examine internship proposals once per month.

Curricular internship can only start after internship programmes' positive evaluation on behalf of the Internship Board, usually within one month from date of approval.