

Procedure for publishing an

Internship Offer

targeted to a student who has already

been selected 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.



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 »](#)

Accedi - Internet Explorer

https://cas-formazione.unibo.it/cas/login?service=https%3A%2F%2Ftirocini-test.unibo.it%2F

File Modifica Visualizza Preferiti Strumenti 2

Convert Select

Pagina Sicurezza Strumenti

100%

ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

DSA

Inserisci le credenziali istituzionali di Ateneo.

mario.rossi@unibo.it, mario.rossi@studio.unibo.it

Password

Accedi

Non riesci ad accedere?

Hai dimenticato le credenziali? | Vuoi cambiare la password?

Informazioni sulle credenziali
Scegli il tipo di credenziali che usi:

- @studio.unibo.it
- @unibo.it
- @esterni.unibo.it

Informativa sulla Privacy

Log-in using "access credentials" assigned after company/public body registration

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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
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Internship request to accept

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

Type > Internship details > Other data > Recipients > Confirmation

Type

Agreement* Internship agreement 11/03/2009 Facoltà di Ingegneria

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 addressed to one specified applicant

- No
- Si

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

Recipients

Fill in to find your trainee

Italian taxpayer identification number

Taxpayer Identification Number	Family Name	First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert the fiscal code of the student that you have already selected, then click on **Add** and on **Continue**

Offerta di tirocinio - Tirocinio

https://tirocini-test.unibo.it/tirocini/esterni/offertatirocinio.htm

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Type: [Recipients] **Internship details** [Other data] [Confirmation]

Internship details

Job description*

Field of placement*

Details of the Internship Programme

Email for communication*

Number of employees in the production unit

Number of interns currently involved at the host organization

Economic Sector (Class ATECO 2007, format xx.xx.xx)*

Country*

State/Province*

City*

Address*

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

Estimated start date

Estimated end date

Duration*

Working hours*

Additional information on working hours and activities*

Benefit/Compensation (if provided)

Monthly benefit/Compensation (in euro)

Method of payment

Objectives

Objectives*

Activities*

Date di pubblicazione

Publication start date*

Publication expiration date*

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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.

IMPORTANT

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 - 6 ECTS = min.150 hours / max.180 hours).

Once the student has completed the number of internship hours, he has to declare the end date of the internship (corresponding to the last day of attendance at the host institution's premises).

Internship Boards examine internship proposals every month, only approved internship programmes can start from the beginning of the following month.

In the event of travel to locations or structures not indicated in the internship programme, it is possible to request an extension of the insurance coverages - even during the internship - on condition that the travel concerned is consistent with the objectives and purposes of the internship.

The Host Contact Person indicated in the internship programme must notify it to the Internship office by sending an e-mail to ingarc.tirocini.bo@unibo.it, specifying the reasons for the travel with Internship travel + student name and surname in the subject line and copying (cc) the Intern and the Academic Tutor.

The notification must be sent no later than the day prior to travel.

UNIVERSITÀ DI BOLOGNA
AMBIENTE DI TEST

Internships - Internship offer

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)

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.



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Confirmation

Type

Agreement:
Type of Internship:

Internship details

Job description:
Field of placement:

Details of the Internship Programme

Email for communication

Number of employees in the production unit

Number of interns currently involved at the host organization

Economic Sector (Class ATECO 2007, format xx.xx.xx)

Country:
State/Province:
City:
Address

Job description (STAT format x.x.x.x.x)

Estimated start date
Estimated end date
Total amount of hours
Working hours
Additional information on working hours and activities

Benefit/Compensation

Monthly benefit/Compensation (in euro)
Method of payment

Objectives

Objectives
Activities
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:
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):


Recipients

Students:

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Internships - Internship offer

Confirmation

Your internship offer has been loaded successfully.

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