



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

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

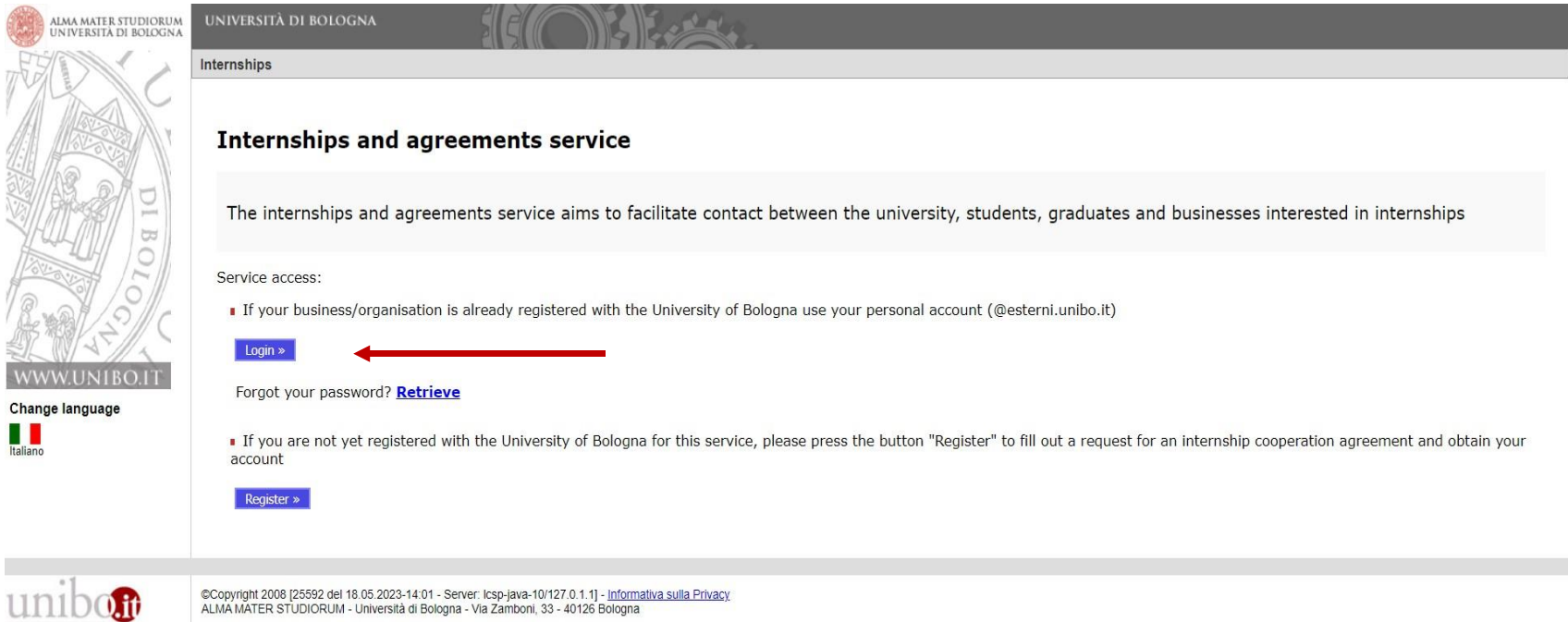
Innovation Division
Internship Office - Humanities Area

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»



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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 »](#)

unibo.it

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Log-in using credentials assigned after first registration on this platform



Choose an access option

 Entra con SPID ?

 Entra con CIE ?

 Enter with UNIBO ?

[Privacy policy](#)



AgID Agenzia per l'Italia Digitale



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2) Click on «New internship offer»

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



3A) If you wish to publish an offer aimed to select students (no addressed to an already selected one), tag “NO”. In this case all students of the programmes you select are allowed to apply to your offer.

Offerta di tirocinio - Tirocinio x

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 addressed to one specified applicant ☒ No ☐ Si

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3B) If you wish to address your internship offer to a student that you have already selected, tag YES

Offerta di tirocinio - Tirocini - Università di Bologna - Internet Explorer

https://tirocini-test.unibo.it/tirocini/esterni/offerta/tirocinio.htm?nuovareg=true

File Modifica Visualizza Preferiti Strumenti 2

Convert Select

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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.

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This internship offer is addressed to one specified applicant ☐ No ☒ Si

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100%

You have already selected your intern, please fill out his/hers Tax Identification Number.

Offerta di tirocinio - Tirocini x Classificazione delle attività x

Sicuro | <https://tirocini-test.unibo.it/tirocini/esterni/offertatirocinio.htm>

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Internships - Internship offer

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

Recipients

Fill in to find your trainee

Taxpayer Identification Number	Family Name	First Name
SPDMRC94E23L424A	SPEDICATI	MARCO

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4) Please enter required fields on this page and click on «Continue»

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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 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 *

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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»

Internships - Internship offer

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

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

☐ 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 ☒

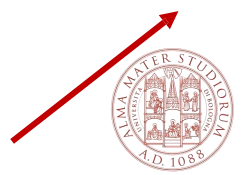
Currently employed

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)

☐

BackContinue



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:

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Save



8) If you read this message the internship offer has been saved. Please read next page about future steps



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Internships - Internship offer

Confirmation

Your internship offer has been loaded successfully.

[Go back to the homepage](#)



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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
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Contacts

INTERNSHIP OFFICE HUMANITIES AREA

arin.tirocinilettere@unibo.it, address: Via Filippo Re 10 - 40126 Bologna

INTERNSHIP AGREEMENTS SERVICE

convenzioni.tirocini@unibo.it, address: Via Filippo Re 10 - 40126 Bologna

Phone: +39 (0) 51 2084000- Monday, Tuesday, Thursday and Friday 10 am - 12 pm.

