



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

# **HOW TO REGISTER ON THE INTERNSHIP WEB PLATFORM FOR THE ACTIVATION OF CURRICULAR INTERNSHIPS**

Innovation Division  
Internship Office- Humanities Area

1) Go to <https://tirocini.unibo.it/tirocini/welcomeEsterni.htm?siteLanguage=en> and click on Register

## 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 »



## 2) Select the Country where the Company / Public body is based, insert its national ID and click on Continue



ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA  
TIROCINI

1 Identification 2 Purpose 3 Recipient 4 Company details 5 Contact Person 6 Resume 7 Confirmation

### Identification of the company / public body


Submit some information to permit us to identify the company/public body that you wish to register and to check that it is not yet in our files.

Country \* Please remember to submit the company/public body's Country and VAT number and not the one of the person applying.

Company/Public Body VAT Number \*

The fields marked with an asterisk\* are mandatory

Back Continue



### 3) Select Internship agreement and click on Continue



ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA

TIROCINI

1

Motivazione

2

Destinatario

3

Dati referente

4

Riepilogo e Conferma

5

Esito

#### Purpose

Select the type of agreement you wish to register for

- Purpose \*
- ☒ Internship agreement
  - ☐ Abilitazione ad Eventi di Job Placement

The fields marked with an asterisc\* are mandatory

Back

Continue



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

## 4) Select the **University office** you have been in touch with for the startup of the internship and click on **Continue**

ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA  
TIROCINI

1 Identification 2 Purpose 3 Category 4 Recipient 5 Company details 6 Self Applications 7 Contact Person 8 Resume 9 Confirmation

Structure or office of destination

Select the structure or University office you have been in touch with and you want to address your request to. If you are not yet in touch with anybody please select "International Internship office".

Recipient\*

- ☐ Ufficio Coordinamento tirocini
- ☐ Polo di Cesena
- ☐ Corsi di Studio di Informatica e Scienze di Internet
- ☐ Corsi di Studio di Scienze Geologiche
- ☐ Corsi di Studio in Biotecnologie
- ☐ Facoltà di Scienze Matematiche Fisiche e Naturali (Corsi di Studio sede di Cesena)
- ☐ Facoltà di Agraria
- ☐ Facoltà di Agraria (Corsi di Studio sede di Cesena)
- ☐ Facoltà di Architettura
- ☐ Facoltà di Chimica Industriale
- ☐ Facoltà di Chimica Industriale (Corsi di Studio sede di Ravenna)
- ☐ Facoltà di Chimica Industriale (Corsi di Studio sede di Rimini)
- ☐ Facoltà di Conservazione dei Beni Culturali
- ☐ Facoltà di Economia
- ☐ Facoltà di Economia - Forlì
- ☐ Facoltà di Economia - Rimini
- ☐ Facoltà di Farmacia
- ☐ Facoltà di Farmacia (Corsi di Studio sede di Rimini)
- ☐ Facoltà di Giurisprudenza
- ☐ Facoltà di Giurisprudenza (Corsi di Studio sede di Ravenna)
- ☐ Facoltà di Ingegneria
- ☐ Facoltà di Ingegneria (Corsi di Studio sede di Ravenna)
- ☐ Facoltà di Lettere e Filosofia
- ☐ Facoltà di Lettere e Filosofia (Corsi di Studio sede di Rimini)
- ☐ Facoltà di Lingue e Letterature Straniere
- ☐ Facoltà di Medicina e Chirurgia
- ☐ Facoltà di Medicina e Chirurgia (Corsi di Studio sede di Ravenna)
- ☐ Facoltà di Medicina e Chirurgia (Corsi di Studio sede di Rimini)
- ☐ Facoltà di Medicina Veterinaria
- ☐ Facoltà di Medicina Veterinaria (Corsi di Studio sede di Cesena)
- ☐ Facoltà di Psicologia
- ☐ Facoltà di Psicologia (Corsi di Studio sede di Bologna)
- ☐ Facoltà di Scienze della Formazione
- ☐ Facoltà di Scienze della Formazione (Corsi di Studio sede di Rimini)
- ☐ Facoltà di Scienze Matematiche Fisiche e Naturali
- ☐ Facoltà di Scienze Matematiche Fisiche e Naturali (Corsi di Studio sede di Ravenna)
- ☐ Facoltà di Scienze Motorie
- ☐ Facoltà di Scienze Motorie (Corsi di Studio sede di Rimini)
- ☐ Facoltà di Scienze Politiche
- ☐ Political Sciences (Ravenna)
- ☐ Facoltà di Scienze Politiche "Roberto Ruffini" (Corsi di Studio sede di Forlì)
- ☐ Facoltà di Scienze Statistiche
- ☐ Facoltà di Scienze Statistiche (Corsi di Studio sede di Rimini)
- ☐ Ingegneria Seconda Facoltà (Corsi di Studio sede di Cesena)
- ☐ Ingegneria Seconda Facoltà (Corsi di Studio sede di Forlì)
- ☐ Scuola Superiore di Lingue Moderne per Interpreti e Traduttori
- ☐ Tirocini Formativi Attivi

The fields marked with an asterisk are mandatory.

[Back](#) [Continue](#)

### Humanities Area:

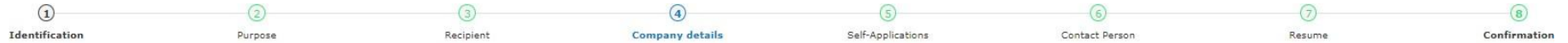
**Lingue e letterature straniere** =  
Foreign languages and literature

**Studi Umanistici** = Human studies -  
Bologna

**Education sciences** = Scienze  
dell'educazione e della formazione



# 5a) Type in Company / Public Body details



Company details

Please fill out the following fields

Company/Public Body details

Type of company/public body \*

- ☐ Association/Non-profit organization, NGO
- ☐ Cooperative company
- ☐ Foundation
- ☐ Legally constituted consortium
- ☐ Legally constituted partnership
- ☐ Limited liability company
- ☐ Network/agreements
- ☐ Professional company
- ☐ Public body (research institutions excl.)
- ☐ Research institution
- ☐ Sole trader
- ☐ University/Higher Education Institute

Name \*

Description and company activities \* (min 50 - max 1000 characters)

0 characters entered

Company/Public Body National ID (e.g. VAT number)

Activity field \*

Company size \*

- ☐ no employees
- ☐ small company (from 1 to 50 employees)
- ☐ medium company (from 51 to 500 employees)
- ☐ large company (501 or more employees)



## 5b) Do not forget to complete the required fields for website, and click on Continue

Company/Public Body address

State/Province \*

City \*

Town/District

Address \*

Postcode \*

Company/Public Body contact details

Phone \*

Fax

Email \*


Digital Signature ☐

☐ I agree that my email address can be used for receiving questionnaires from university evaluation agencies

Web site

Notes

Attachment

 (Max: 2Mb)  Nessun file selezionato

The fields marked with an asterisk\* are mandatory

Please enclose as attachment a presentation of the Company / Public body if the Host organization doesn't have a website or if the website is not working/is under construction



## 6) Thick the box and type in requested details only if the Company / Public body accepts self-applications from students. If not, click straight on Continue

① Identification      ② Purpose      ③ Recipient      ④ Company details      ⑤ **Self-Applications**      ⑥ Contact Person      ⑦ Resume      ⑧ Confirmation

### Self-Applications

Please specify if your company/public body accepts self-applications from students, out of the internship offers you publish. If you do, please give details about the divisions where you accept interns.

Company divisions and activities you accept interns for

Self-Applications

☒ I agree that the information about my company (without personal contact details) are visible with restricted access to students and staff of the University of Bologna


First name of the contact person

Family name of the contact person

Phone

Email

Web site





## 7a) Complete the required fields for Contact person details as follows (mandatory fields are indicated with a \*)

1 Identification 2 Purpose 3 Recipient 4 Company details 5 Self-Applications 6 Contact Person 7 Resume 8 Confirmation

### Contact person details

Please fill out the contact person details.

Your date and country of birth are compulsory info for us in respect of the current Italian laws.

When related to the "contact person", these info are necessary to provide a username and a password according to the law on the protection of personal data; the username and password provided by the system are required to enter the system next time.

When related to the "legal representative", these info are necessary to sign the training agreement and the transcript of work.

Contact person

This is the person who will receive the first account and who can enable other users of his/her company/public body to log in.

First name \*

Family name \*

Phone \*

Mobile +

Email \*

Position

Country \*

Do you possess an Italian taxpayer identification number? ☐ Yes ☐ No

Sex ☐ M ☐ F

Date of birth (dd/mm/yyyy) \* (dd/mm/yyyy)

Country of birth \*

**Contact person:**  
the person who will use the internship app and receive the password to access to it (he/she is entitled to enable other colleagues)

## 7b) Complete all the required fields (mandatory fields are indicated with a \*) and click on Continue

Administrative contact person

This is the person who will be contacted for any communications regarding the agreement.

Insert Administrative contact person \* ☐ Same Contact person ☐ Insert new

First name \*

Family name \*

Phone \*

Mobile +

Email \*

Position

Country \*

Do you possess an Italian taxpayer identification number? \* ☐ Yes ☐ No

Sex \* ☐ M ☐ F

Date of birth (dd/mm/yyyy) \* (dd/mm/yyyy)

Country of birth \*

Legal representative

This is the person who will sign the agreement.

Insert Legal representative \* ☐ Same Contact person ☐ Same Administrative contact person ☐ Insert new

First name \*

Family name \*

Phone \*

Mobile +

Email \*

Position

Country \*

Do you possess an Italian taxpayer identification number? \* ☐ Yes ☐ No

Sex \* ☐ M ☐ F

Date of birth (dd/mm/yyyy) \* (dd/mm/yyyy)

Country of birth \*

The fields marked with an asterisk\* are mandatory

**Administrative contact person:**  
the responsible for relationships and agreements with the University of Bologna (he/she usually belongs to the HR Dpt.).  
The Contact person and the Administrative contact person can be the same person

**Legal representative:**  
the person normally in charge of legal affairs who represents the Host Organisation (he/she is entitled to sign the internship agreement)



## 8a) Check all the fields

1 Identification 2 Purpose 3 Recipient 4 Company details 5 Self Applications 6 Contact Person 7 Resume 8 Confirmation

**Resume**

If you save the data, you will confirm your registration in our data base and you will receive username and password to log in.

**Registration information**

Type of agreement

Recipient

Type of company/public body

Name of company/public body

Description and company activities

Vat number

Taxpayer identification number

Activity field

Country

Province

City

Town/District

Address

Postcode

Phone

Fax

Email

PIC

Digital Signature

I agree that my email address can be used for receiving questionnaires from university evaluation agencies

Web site

Notes

Accredited by the Regional School Office

Type of school

I agree that the information about my company (without personal contact details) are visible with restricted access to students and staff of the University of Bologna

Company divisions and activities you accept interns for



## 8b) Click on Save

Contact person

First name

Family name

Phone

Email

Position

Country

Sex

Date of birth (dd/mm/yyyy)

Country of birth

Administrative contact person

First name

Family name

Phone

Email

Position

Country

Sex

Date of birth (dd/mm/yyyy)

Country of birth

Legal representative

First name

Family name

Phone

Email

Position

Country

Sex

Date of birth (dd/mm/yyyy)

Country of birth

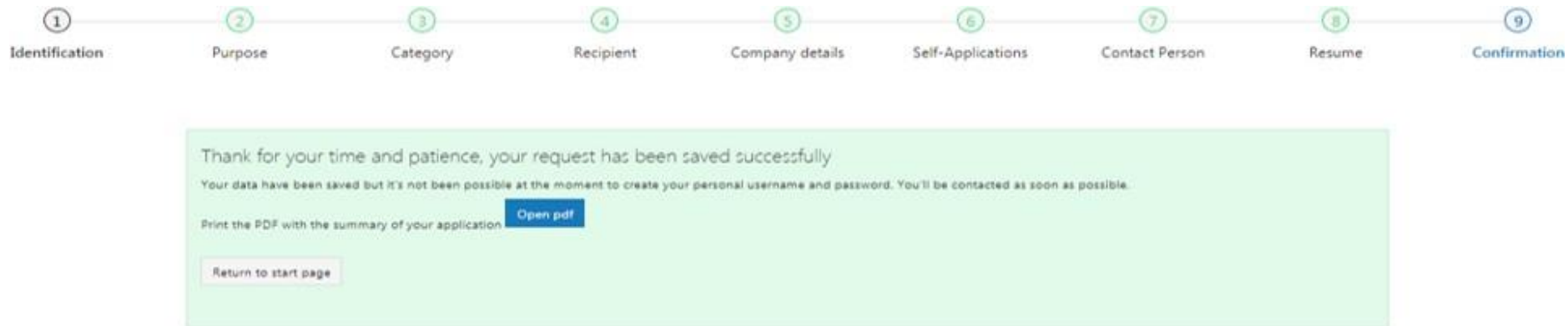
Please write the font string from the image and then click on the "Save" button below

OR

If you can't see the image, please write the number string from the player and then click on the "Save" button below

Back Save

## 9) IMPORTANT! Upon successful completion of the registration procedure, the system will display a Confirmation page



Please note that at the end of the online registration process:

1. the internship office emails the internship agreement to the company/public body for its signature.

2. The company/public body sends the internship agreement back to the internship office for the signature on behalf of the University.

3. The internship office registers the final version of the document with signatures on the internship app. Afterwards, the host organization is entitled to publish an internship offer/programme:

a. for one or more student already selected as intern (*according to the procedure for publishing an internship offer targeted to a student already selected as intern*)

b. for searching one or more students to host as intern/s (*according to the procedure for publishing an internship offer for searching students to host as interns*)

3. Every single internship offer/programme must be:

- approved by the Academic tutor and the Internship Board
- electronically signed by all parties involved

before the internship starts.

**5. The internship can start only after the student has downloaded the attendance record book where to attest the number of internship hours from the internship app!**





ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

## Contacts

### **INTERNSHIP OFFICE HUMANITIES AREA**

[arin.tirocinilettere@unibo.it](mailto:arin.tirocinilettere@unibo.it), address: Via Filippo Re 10 - 40126 Bologna

### **INTERNSHIP AGREEMENTS SERVICE**

[convenzioni.tirocini@unibo.it](mailto: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.

[www.unibo.it](http://www.unibo.it)