UNIVERSITÀ DI PARMA

Internship Guidelines

What is an internship?

The curricular internship is a practical training experience carried out by University students during their studies, aimed at acquiring professional skills in a work context.

It may be compulsory or optional but, in both cases, it must be included in your study plan to be started.

TYPES OF INTERNSHIPS:

- **STA = Internship at an external host company**
- **STI = Internal Internship**
- **STE = Internship at a host company abroad**

Prerequisites

To begin a curricular internship, two prerequisites must be met:

a) **the internship (STI, STA or STE) must be included in the student's study plan;**

b) **the external host company must have an agreement with the University of Parma.**

The **list of registered companies is available** on Esse3

menu *Tirocini e Stage*, ***Aziende***

Before starting the activation procedure:

- **find your Academic Tutor >** ***Tabella Elenco Tutor accademici****
- **read the Guide carefully >** ***Guida pratica per lo studente****

**available on the University webpage*:

Tirocini curriculari - Università degli Studi di Parma (link)

Parties

The internship involves:

1) **Student** at the University of Parma

2) **Promoter** (University of Parma)

3) **Host company**, i.e., the partner institution where the internship is carried out under the guidance of a **Company Tutor**

4) **Academic Tutor**, i.e., the university professor who approves beginning and conclusion of the internship

Internship at an external host company (STA)

This is a type of internship that can be carried out

at **companies based in Italy that have signed an agreement with the University of Parma**

Access the platform Esse3 (menu ***Tirocini e Stage***) to:

- search for internship opportunities open to student applications (under ***Opportunità***)
- consult the list of accredited companies (under ***Aziende***)

N.B. In the section **box informativo**, dedicated to each company, you can check location and agreement with the University of Parma.

Internal internships (STI)

This is a type of internship that can be carried out

at the **University's facilities (departments, laboratories, etc.)**

- As before, you can consult the internal offers published by the University on Esse3 (***Opportunità***) and apply for positions that match you career path.
- For further information and opportunities, please consult the **Internship Coordinators for your course of study**.

Internship at a host company abroad (STE)

Exception:
internships offered as part of Erasmus mobility programmes

U.O. Accoglienza, Mobilità e Studenti Internazionali
erasmus@unipr.it

A **paper-based activation procedure** is required: the documents must be sent by email, complete with signatures, to protocollo@unipr.it.

The needed documentation is available on the University's website (**Link: Modulistica Tirocini curriculari Estero**):

1) **Internship Programme**
2) **Internship Agreement**

Internship for thesis preparation

In this case, the host company must:

1) sign an agreement (***Convenzione***) with the University of Parma through Esse3;

2) file an internship project (**Progetto Formativo)*** for the student and sent it, complete with signatures, to the University (***protocollo@pec.unipr.it)*** by certified mail.

*The form is available on the University's website:

link: Tirocini formativi curriculari in modalità cartacea

Any changes to the training project must be reported via email to ***tirocini@unipr.it*** **(U.O. Tirocini)**

How to start an internship?

a) Avvio Stage con studente noto

The student contacts a company on their own.

The company must already have an agreement with the University or be willing to sign one.

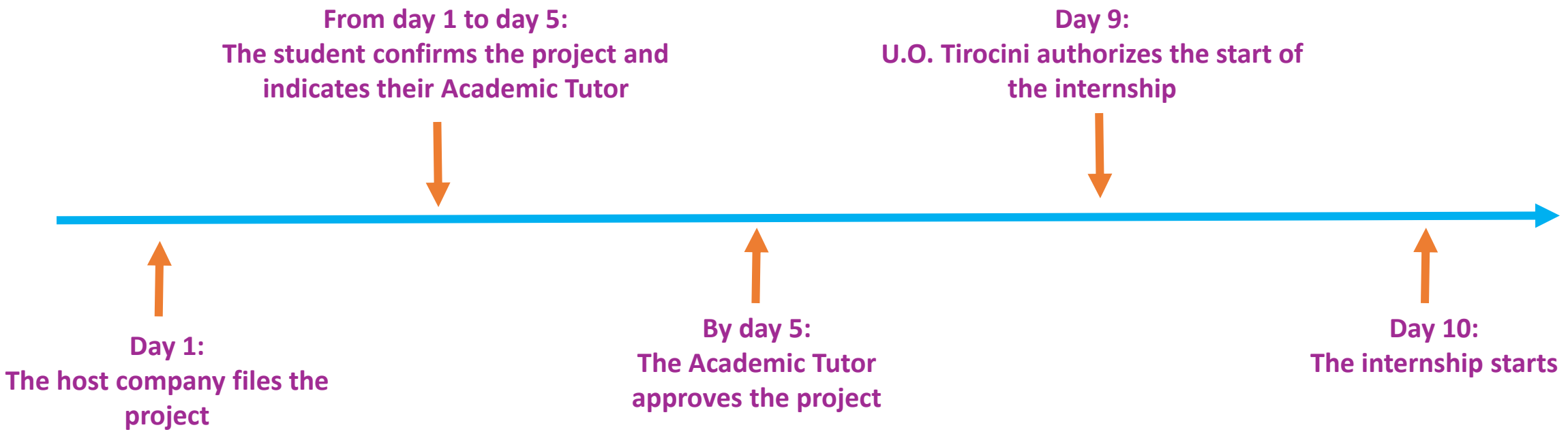
Once the agreement is signed, the Company Contact Person logs in on Esse3 and files an internship project for the student.

b) Apply for open positions on Esse3

The student consults the section ***Opportunità*** (menu *Tirocini e Stage* on Esse3) and can **apply for open positions by registered companies**.

Steps to start the internship on Esse3

- **Internship start date**: not earlier than **9 days** starting when the internship project has been filed by the host company
- The **Academic Tutor** must approve the internship at least **4 days** before its start date



Further information

- The student checks with the Academic Tutor for the attachments (***Allegati***) required by their course
- During the internship, the student fills in an Attendance Sheet (***Foglio presenze***) which must be uploaded – signed by the Company Tutor – to Esse3 at the end of the project.
- ***Modulo di segnalazione modifiche al Progetto Formativo***: a form to report changes during the internship (e.g. travel)

The Attendance Sheet and Report Form are available on University's webpage:

Tirocini curriculari - Università degli Studi di Parma (link)

Changes to internship dates

a) **Ritiro:** giving up the internship, even before it begins

b) **Annullamento**: request to cancel an internship that has already started

c) **Interruzione**: early termination of the internship

d) **Proroga**: extension of the internship period

e) **Sospensione**: internship pause with the possibility of completing it at a later date

Requests must be submitted online through Esse3

End of the internship

The student

Fills out the final questionnaire (Questionario di Valutazione Finale)

Required for completing the internship

Available from the day after the internship end date

Uploads attachments (Allegati) to Esse3

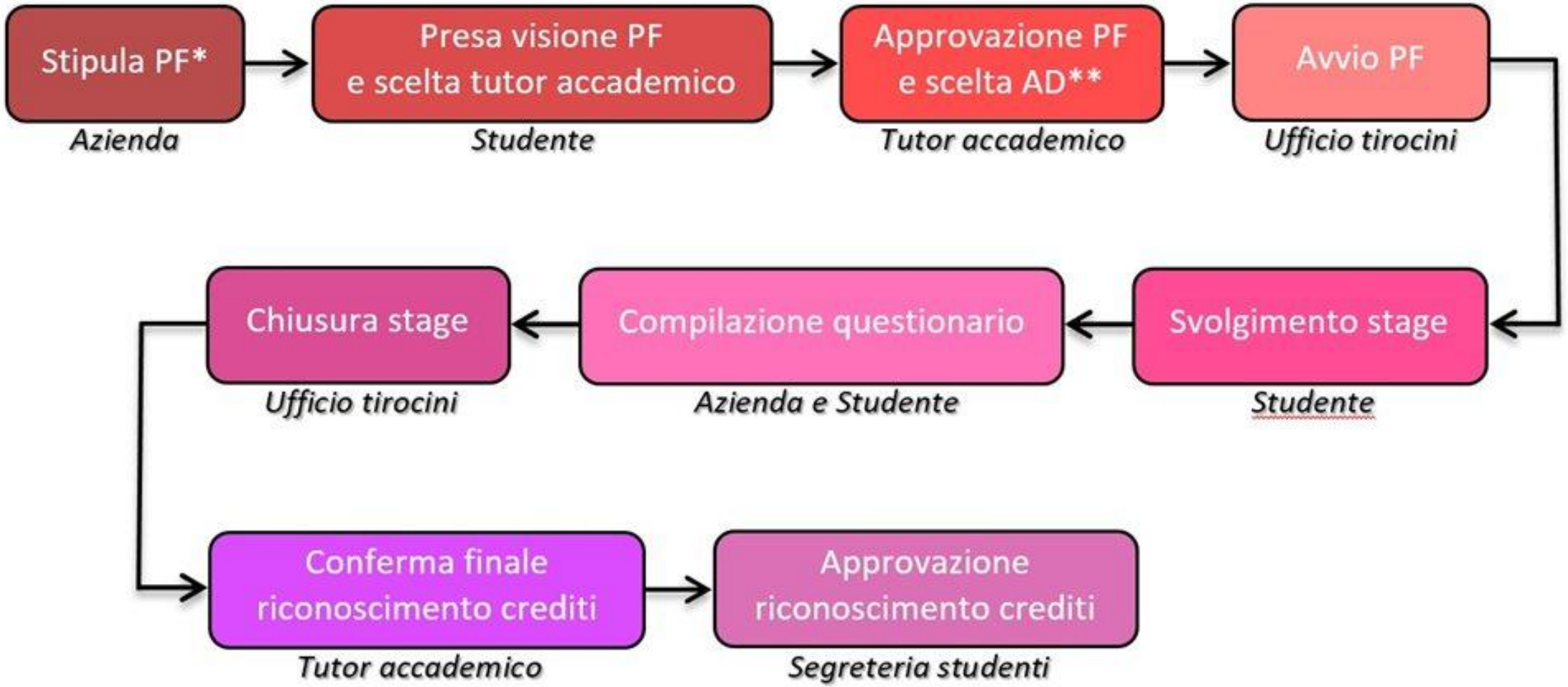
(Attendance sheet, final report if requested by the Tutor, etc.)

Internship Office (**U.O. Tirocini**) closes the internship process

The **Academic Tutor** approves the final recognition of CFU

The Student Office (**Segreteria Studenti**) records the activity

Steps


Stipula PF*
Azienda
Presa visione PF
e scelta tutor accademico
Studente
Approvazione PF
e scelta AD**
Tutor accademico
Avvio PF
Ufficio tirocini
Svolgimento stage
Studente
Compilazione questionario
Azienda e Studente
Chiusura stage
Ufficio tirocini
Conferma finale
riconoscimento crediti
Tutor accademico
Approvazione
riconoscimento crediti
Segreteria studenti

Sportello Tirocini - Parla con noi

Option to book a 20-minute appointment via Bookings Teams

Link: Sportello Tirocini - Parla con noi (link)

What can you ask us?

- Bureaucratic steps required to start your internship
- Informations about host companies with an active agreement or host organizations that have offered internships in recent academic years

Timetable

- **Monday 9:00 - 12:00, 13:00 - 15:00**
- **Wednesday 13:00 - 15:00**
- **Friday 9:00 - 12:00**

U.O. Tirocini

Phone 0521 034018

Timetable: **9:30 - 11:30 on Tuesdays, Wednesdays and Thursdays**

Write to ***tirocini@unipr.it***

- use your email address **@studenti.unipr.it**
- include your Student ID (**numero di matricola**), first name, last name and course of study



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Question time