HOW TO START AN INTERNSHIP - PROCEDURA DI ATTIVAZIONE DELLO STAGE

To start an internship you should first go to the "**ESSE 3 - TIROCINI E STAGE**" portal, the IT platform used to manage the internship offers from companies/organisations/professional bodies and associations, and the applications for internships from students and recent graduates.

The platform can be accessed as follows:

✓ **FOR STUDENTS**

✓ *www.univr.it > MyUnivr > Come fare per > Stage e Tirocini > Come attivare uno stage*

✓ **FOR COMPANIES - ORGANISATIONS**

   www.univr.it > Servizi > Aziende ed Enti > Stage e lavoro > Come l'azienda può proporre e attivare stage per studenti.

REGISTRATION

Companies or organisations intending to host students for an internship period, must first register ('accreditare' in Italian) at the University by filling out the relevant form at: https://univr.esse3.cineca.it/Start.do, and select *"Accreditamento aziende - richiesta accredito"* (*Request registration*) from menu bar at top right of page. At the time of registering, the Company (hereinafter 'Company User') will receive the PASSWORD (not active yet) by email.

Within a few days, the Internship and Work Placement Office will process the request and, if approved, will provide the Company User with the USERNAME necessary to access the service, by email: **only from that moment on the Company User's login details will be active** (please always check your SPAM folder!).

If the Company/Organisation is already registered but has no valid login details (e.g. if the Company User is new, and needs to access the service for the first time), the Company User must fill out the form at: https://univr.esse3.cineca.it/Start.do*,* and select *"Accreditamento aziende - richiesta accredito"* (*Request registration*) from the menu bar at the top right of the page. At the time of registering, the Company User will receive the PASSWORD (not active yet) by email.

Within a few days, the Internship and Work Placement Office will process the request and, if approved, will provide the Company User with the USERNAME necessary to access the service, by email: **only from that moment on the User's login details will be active** (please always check your SPAM folder!).

PASSWORD RECOVERY - If the Company User has lost their PASSWORD, they can recover it by clicking on *"Password dimenticata"* (*Forgotten password*) on the menu bar at the top right of the page, and entering their USERNAME only (no Tax ID number required). The User will then receive the recovered login details to the email address entered at the time of the registration (please always check your SPAM folder!).

HOW TO START THE INTERNSHIP >>>> SELECTED STUDENT

In order to start an internship with a student who has already been selected by the Company, please follow the steps below:

1) The COMPANY User must:
   a) access the portal by clicking on "*Login*"; on the top right menu, using the login details received at the time of the registration;
   b) enter the internship LOCATION (where the internship will take place) in the section "*Area azienda - Dati azienda*" (*Company's information*);
   c) enter the personal information of the COMPANY TUTOR ('Tutor aziendale' in Italian), and associate their profile with the internship location. If the name of the person is already present in the section "*Contatti azienda*" (*Contact details*) but simply registered as a Company User, it is necessary to add the specific role of COMPANY TUTOR;
   d) go to section "*Tirocini e stage - Avvio stage con studente noto*" (*Start internship with selected student*) and enter the Student's ID number ('matricola' in Italian) as follows, e.g. VR123456;
   e) click on "*Proponi progetto*" (*Submit Project*) to fill out the INTERNSHIP PROJECT ('Progetto formativo' in Italian).

   *Please note: when filling out the Internship Project form, the system reminds the Company User that the Company must have a valid and existing Internship Agreement with the University in order to start the internship: however, even if the Company does not have a valid Internship Agreement with the University at the time of application, they are still required to complete the Internship Project form until the message "**Salva e richiedi approvazione***" (Save and submit for approval) is displayed. The documents will be updated and made available subsequently.*

   PLEASE NOTE:
   Before arranging the start/end dates of the internship, always bear in mind that the administrative procedures for the start of an internship may require:
   - about 1 month where no valid Internship Agreement between the Company and the University is in place;
   - at least 15 days if there is a valid Internship Agreement between the Company and the University.

   f) Once the Internship Project form has been completed, click on: "*Salva e richiedi approvazione*" (*Save and submit for approval*).

2) THE COMPANY AND THE STUDENT MUST WAIT FOR CONFIRMATION FROM THE UNIVERSITY'S OFFICE WHICH, WITHIN A FEW DAYS FROM THE SUBMISSION OF THE PROJECT, SHALL:
   a) provide the Company with an Internship Agreement (*where no valid Internship Agreements are in place*);
   b) provide a printable copy of the Internship Project;

c) ensure that the Student is able to request recognition of the credits gained through the internship (1 CFU = 25 WORKING HOURS);

d) send an email to the Company User and the Student (the latter via institutional email address) containing the next steps to follow.

3) The COMPANY User must enter the section "*Area azienda - Convenzioni*" (*Internship Agreements*) and click on the magnifying glass icon in the "*Azioni*" column, and then on "*Stampa convenzione*" (*print Internship Agreement*), (*see Pag. 4*).

4) The STUDENT must:

a) log into their own personal area on the Esse3 platform from the menu at the top right of the page by clicking on: *"Tirocini e stage - Gestione tirocini"* > "*I miei stage*";

b) click on: "*Accetta progetto formativo*" (*Accept Internship Project*);

c) click on: "*Stampa progetto formativo*" to print a copy of the Internship Project*, and obtain the necessary signatures;*

d) click on: "*Richiedi riconoscimento crediti*" (*Request recognition of credits*);

e) wait for the Internship Agreement to be approved and signed, and keep in touch with the Company Tutor so as to monitor the status of the procedure;

f) attend the mandatory course on HEALTH AND SAFETY AT WORK (*Sicurezza nei luoghi di lavoro*) and provide the Company Tutor with the relevant certificate of attendance; the course can be accessed as follows: *"MyUnivr" > come fare per >Salute e sicurezza> Formazione e informazione in materia di salute e sicurezza>*;

g) THE PROJECT MUST BE SENT IN A SINGLE FILE IN COMPLETE PDF FORMAT - THE OFFICE DOES NOT MAKE CHANGES, SO THE FILE MUST BE SENT CORRECTLY (with the name of the academic tutor, the new dates if different from the printed ones, the three autograph signatures - corrections can be written on the project), **at least 7 days before the start of the internship.**

h) The transmission email must also be sent in cc to the company tutor and to the academic tutor. In the transmission text, the student must declare:

1) the method of carrying out (remote, face-to-face or mixed form)

2) the times and days of carrying out in presence and the times and days of carrying out remotely, if the internship is carried out in a mixed form

3) the presence of an anti-contagion security protocol adopted by the company.

PLEASE NOTE: it is not possible to submit an Internship Project without a valid Internship Agreement being in place.

5) AS SOON AS THE INTERNSHIP PROJECT IS RECEIVED, THE OFFICE WILL START THE INTERNSHIP: The Internship and Work Placement Office officially starts the internship by uploading the Internship Project online; from this moment on, the student's insurance cover is active, and the relevant inspecting bodies are notified of the start of the internship for possible checks: the Company Tutor and

the Student receive a notification via email (*the traffic light on the platform turns green*). The Office will then provide the Student the internship projects, together with the guidelines relating the management of internship periods and about the final credit's recognition;

HOW TO START THE INTERNSHIP >>>> THROUGH OPEN SELECTIONS

Companies interested in receiving applications for internships from students and recent graduates are required to post their internship offer by clicking on "*Tirocini e stage - Nuova opportunità*" in the menu bar, top right of the page. In this way, each Company offering an internship will be able to receive applications from interested students. Once the interview has been completed, the below procedures must be followed:

1) The COMPANY User must:
   a) log into the portal using the login details obtained at the time of registration by clicking on "*Login*" in the menu at the top right of the screen;
   b) click on: "*Tirocini e stage - Le mie opportunità*" > "*Candidati*" (*Apply to host an intern*);
   c) select the chosen student and click on "*Scegli e avvia stage*" > "*Conferma e invia notifica*" (*Confirm*) - Please note: this can be done without having to click on "*Avvio stage con studente noto*";
   d) click on "*Area azienda - Dati azienda*" (*Company's information*) to enter the LOCATION of the internship;
   e) click on "*Area azienda - Contatti azienda*" (*Contact details*) to enter the personal information of the COMPANY TUTOR ('Tutor aziendale' in Italian) and associate their profile with the specific location of the internship. If the name of the person is already present in the section "*Contatti azienda*" but simply registered as a Company User, it is necessary to add the specific role of COMPANY TUTOR;
   f) click on "*Tirocini e stage - I miei stage*" > "*Progetto formativo*" (*Internship Project*) to fill out the Internship Project form;
   g) once the Internship Project form has been completed, click on: "*Salva e richiedi approvazione*" (*Save and submit for approval*).

2) THE COMPANY AND THE STUDENT MUST WAIT FOR CONFIRMATION FROM THE UNIVERSITY'S OFFICE WHICH, WITHIN A FEW DAYS FROM THE SUBMISSION OF THE PROJECT, SHALL:
   a) provide the Company with an Internship Agreement (*where no valid agreements are in place*);
   b) provide a printed copy of the Internship Project;
   c) ensure that the Student is able to request recognition of the credits gained through the internship (1 CFU = 25 WORKING HOURS);
   d) send an email to the Company User and the Student (the latter via institutional email address) containing the next steps to follow.

3) The COMPANY User must enter the section "*Area azienda - Convenzioni*" (*Internship Agreements*) and click on the magnifying glass icon in the "*Azioni*" column, and then on "*Stampa convenzione*" (*print Internship Agreement*), (*see Pag. 5*).

4) The STUDENT must:
   a) log into their own personal area on the Esse3 platform from the menu at top right of the page by clicking on: *"Tirocini e stage - Gestione tirocini*" > "*I miei stage*";
   b) click on: "*Accetta progetto formativo*" (*Accept Internship Project*);
   c) click on: "*Stampa progetto formativo*" to a copy of the Internship Project*, and obtain the necessary signatures;*
   d) click on: "*Richiedi riconoscimento crediti*" (*Request recognition of credits*);
   e) wait for the Internship Agreement to be approved and signed, and keep in touch with the Company Tutor so as to monitor the status of the procedure;
   f) attend the mandatory course on HEALTH AND SAFETY AT WORK (*Sicurezza nei luoghi di lavoro*) and provide the Company Tutor with the relevant certificate of attendance; the course can be accessed as follows: *"MyUnivr" > Come fare per >Salute e sicurezza> Formazione e informazione in materia di salute e sicurezza>";*
   g) THE PROJECT MUST BE SENT IN A SINGLE FILE IN COMPLETE PDF FORMAT - THE OFFICE DOES NOT MAKE CHANGES, SO THE FILE MUST BE SENT CORRECTLY (with the name of the academic tutor, the new dates if different from the printed ones, the three autograph signatures - corrections can be written on the project), **at least 7 days before the start of the internship**
   h) The transmission email must also be sent in cc to the company tutor and to the academic tutor. In the transmission text, the student must declare:
      1) the method of carrying out (remote, face-to-face or mixed form)
      2) the times and days of carrying out in presence and the times and days of carrying out remotely, if the internship is carried out in a mixed form
      3) the presence of an anti-contagion security protocol adopted by the company.

5) AS SOON AS THE INTERNSHIP PROJECT IS RECEIVED, THE OFFICE WILL START THE INTERNSHIP: The Internship and Work Placement Office officially starts the internship by uploading the Internship Project online; from this moment on, the student's insurance cover is active, and the relevant inspecting bodies are notified of the start of the internship for possible checks: the Company Tutor and the Student receive a notification via email (*the traffic light on the platform turns green*). The Office will then provide the Student the internship projects, together with the guidelines relating to the recognition of CFU credits and the management of internship periods, and about the final credit's recognition;

INTERNSHIP AGREEMENT

Before the start of the internship, the Company must sign the Internship Agreement ('**Convenzione di tirocinio**' in Italian). The type of agreement (and the relevant regulations) depend on the type of internship:
- curricular internships / mandatory internships, internships that are part of the student's degree programme (**students**);
- extracurricular internships (**recent graduates**) taking place in the Veneto Region;
- curricular and extracurricular internships taking place in the Lombardy Region;
- extracurricular internships (**recent graduates**) taking place in other Italian regions.

IF NO VALID INTERNSHIP AGREEMENTS ARE IN PLACE BETWEEN THE UNIVERSITY AND THE COMPANY at the moment of posting the internship offer online ("*Nuova opportunità*"), or at the moment of the submission of the Internship Project ("*Avvio stage con studente noto*"), the Internship and Work Placement Office will make available the relevant template under the section "*Area azienda - Convenzioni*".

➢ COMPANIES – The agreement must be signed electronically (PADES) in format "PDF – PDF/A" and sent by Certified Email (Posta Elettronica Certificata) to: *ufficio.protocollo@pec.univr.it*, accompanied by annex "***Dichiarazione di pagamento dell'imposta di bollo – 'Stamp duty' payment self-declaration"*** (this must include a €16 '*marca da bollo'*, or stamp duty) in 2 separate files;
or
Two (2) copies of the Internship Agreement must be printed: both must be stamped and signed by the legal representative, and the relevant stamp duty must be attached (each copy must include a €16 '*marca da bollo'*, or stamp duty*) or accompanied by annex "***Dichiarazione di pagamento dell'imposta di bollo – 'Stamp duty' payment self-declaration"***; then, the documents must be:
- sent by post (registered post "raccomandata a/r" is highly recommended) to:
Università di Verona - Via dell'Artigliere 8 - 37129 Verona - all'attenzione dell'Ufficio Stage e Tirocini,

* Public Bodies and Voluntary Associations recognised as ONLUS (Non-profit organisations) and duly registered in the Italian Register of Non-profit organisations are exempt from stamp duty (the term ONLUS must be included in the name of the body and reported on the title page of the agreement),

➢ PUBLIC BODIES - the agreement must be signed electronically (PADES) and sent by Certified Email (Posta Elettronica Certificata) to: *ufficio.protocollo@pec.univr.it*.
Stamp fees will be paid virtually by the University.

PLEASE NOTE: before printing the agreement, check that you have entered the address of the registered office (sede legale) of your company in the section "*Area azienda - Dati azienda*" (*Company's information*) and the personal information of the legal representative in the section "*Area azienda - Contatti azienda*" (*Contact details*).

PLEASE NOTE: IT TAKES ABOUT 10 DAYS FROM WHEN THE UNIVERSITY'S OFFICE RECEIVES THE DOCUMENTS TO HAVE THE AGREEMENT APPROVED AND SIGNED.

PROFESSIONAL REGISTERS AND ASSOCIATIONS - the University has entered into framework internship agreements (for students only) with the following professional registers and associations: Commercialisti di Verona e Commercialisti di Vicenza (Chartered Accounts of Verona and Vicenza), Avvocati di Verona (Lawyers of Verona) and Avvocati di Vicenza (Lawyers of Vicenza), Consulenti del Lavoro di Verona (Labours consultants of Verona), Notai di Verona (Notaries of Verona), Confindustria di Vicenza (Association of entrepreneurs of Vicenza).

The above professional registers and associations are not required to enter into specific Internship Agreements with the University. However, they are required to enter their registration details (name of the professional register/association, province, registration number) in the section "*Area azienda - Dati azienda*" > "*Gruppo*".

HOW TO EDIT OR CHANGE YOUR INTERNSHIP DETAILS

During the internship period it is possible to change internship details (e.g. start/end dates), provided the request for change is communicated AT LEAST 3 DAYS IN ADVANCE to the Internship and Work Placement Office through the dedicated online services.

Any requests for change must be submitted by the Company <u>online</u>, by accessing the Internship Project (clicking on "*Tirocini e stage - I miei stage*" > "*Gestione periodo*"), and with the express consent of the Student:

a) CHANGE OF THE INTERNSHIP START DATE (*Variazione data inizio stage*) - (*it is only possible to postpone the start date, and only before the internship is officially started by the Internship and Work Placement Office, otherwise the request must be submitted in writing to: ufficio.stage@ateneo.univr.it*);

b) POSTPONE THE INTERNSHIP END DATE (*Proroga*) - (*please note that internships can last a maximum of 12 months for students, and a maximum of 6 months for graduates*);

c) EARLY TERMINATION (*Conclusione anticipata*) - (*once the request has been approved, the Internship Project status online will read CHIUSO (Closed) – traffic light will turn to grey – even if the internship is still underway*);

d) BUSINESS TRIP (*Trasferta*) - (*please provide details of location, day, and time*);

e) TEMPORARY SUSPENSION (*Sospensione temporanea*) For periods less than 3 days the suspension must be communicated by the Student via email to the Internship and Work Placement Office, and to the Company Tutor. **PLEASE NOTE: in case of a temporary suspension, extra working days for making up the days not worked by the Intern are not automatically added to the agreed internship period. Therefore, if the Intern must provide extra work to compensate for the missed working days, it is necessary to postpone the end date of the internship by clicking on "PROROGA" (*postpone*).**

PLEASE NOTE: ALL REQUESTS MUST BE SUBMITTED ONLINE BY THE COMPANY WITH THE EXPRESS CONSENT OF THE INTERN (BY LOGGING INTO THEIR OWN PERSONAL AREA), AND THEN APPROVED BY THE UNIVERSITY'S OFFICE.

Through a REQUEST FOR CANCELLATION, which can be only submitted by the Intern, the Intern declares that they do not intend to start the internship, also giving up their right to gain the relevant CFU credits.

FURTHER INFORMATION

Specific instructions for students and companies on how to use the "**ESSE 3 - TIROCINI E STAGE**", portal are available on the University's website:

- ✓ *www.univr.it > MyUnivr > Come fare per > Stage e Tirocini > Come attivare uno stage*
- ✓ *www.univr.it > Servizi > Aziende ed Enti > Stage e lavoro > Come l'azienda può proporre e attivare stage per studenti.*

INTERNSHIP OFFICE FOR STUDENTS

Via San Francesco 22 – 37129 Verona – Chiostro San Francesco

TELEPHONE: 045 8028501 (from 10 am to 1 pm)

EMAIL: ufficio.stage@ateneo.univr.it

PLEASE NOTE: the Intern MUST use their own institutional email account (*id.......@studenti.univr.it,* name.surname@studenti.univr.it), always including their Student ID number (matricola).