1. **HOW TO REGISTER/LOG IN THE SYSTEM**

Go to the University's website [www.univr.it](http://www.univr.it), then click on [https://univr.esse3.cineca.it/Home.do](https://univr.esse3.cineca.it/Home.do) from the top right menu.

1.1. **NEW USER**

If you have never hosted any University of Verona students at your Company before, this means that you’re a new User.

Please go to the section **Accreditamento Aziende (Company accreditation)** and register with the system as follows. Click on **Accreditamento Aziende** on the top right menu, then ‘Richiesta accedito’ (Accreditation request) to register.
By clicking on ‘Richiesta accredito’, a series of online forms will be displayed, where you will need to enter your details (as Company Supervisor for the internship) and those of the Company legal representative.

1.1.1. Company code

In this section you will need to enter the country in which your company is legally based (Nazione azienda) and then the company VAT number (Partita IVA) and/or tax ID no. (Codice fiscale).
1.1.2. Company information

Here you need to enter your Company information details. Specifically: business name (Ragione sociale); ATECO code (Codice Ateco); number of employees (numero dipendenti), website (sito web, please enter the complete link starting with: http//www...), professional association (associazione imprenditoriale).

1.1.3. User data

Here you can add your information as Company Supervisor for internships for University of Verona students. Specifically, you will need to add the following information: first name and last name (Nome and Cognome), your country of origin (Nazione di nascita), your email address (E-mail), a phone number (Teleforno diretto), as well as your position within the company (Posizione aziendale) and operational centre of your company (Sede operativa).

You will be also asked to include the reason for your registration (Motivo della registrazione), which may be one of the following:
1. start an internship with a chosen student;
2. offer your availability to host students or graduates.

Then you will need to read the privacy notice: you won’t be allowed to proceed with your application if you don’t accept the privacy terms and conditions.

1.1.4. Legal representative

Here you will need to enter the information about your company legal representative: first name and last name (Nome and Cognome), sex (Sesso), email address (E-mail), phone number (Telefono), date of birth (Data di nascita), country of origin (Nazione di nascita).
1.1.5. Disciplinary areas

This section must include the Disciplinary area (Area Disciplinare) relevant to the internship/s you would like to establish at your company. Please select multiples areas if you believe that you might host other interns/trainees from the University of Verona on various fields of interest in the future.

You will be displayed the following areas:

- Area Educazione/Pedagogia (Education/Pedagogy);
- Area Psicologia (Psychology);
- Area Scienze Motorie (Movement Sciences and Sports);
- Area Servizio Sociale (Social Work);

If you flag ‘Tutte le restanti aree formative’ (All areas), you will be able to host University of Verona interns and trainees from all the University’s various disciplinary areas.
1.1.6. Disciplinary areas sub-fields/sectors

If you have selected Education/Pedagogy disciplinary areas, you will be provided with a list of sub-fields or sectors (Settori delle aree disciplinari) that identify more specifically the activities that your future intern will be called to undertake. Please select one or more sub-fields or sectors.

1.1.7. Attachments

In this section (Allegati aree disciplinari) companies and bodies intending to apply for accreditation in the Disciplinary area of Education/training must complete and upload a specific form (Progetto Generale), whose template can be found here.

Companies and bodies intending to apply for accreditation in the Disciplinary area of Movement Sciences will need to upload the traineeship offer form, which can be found here.

Companies and bodies intending to apply for accreditation in any other Disciplinary area will not need to upload any forms.
1.1.8. Enter your Username

In this section you will need to enter your username: this must be 6 to 20 digits long, must include at least one letter, one number and a special character.

Please take note of your Username, because once confirmed it will never be displayed again.
1.1.9. Summary and confirmation

In this section you will be displayed a summary of the entered information, grouped into subsections, that can be changed if needed.

Please click on Conferma (Confirm) to submit your information. A password will appear, and you will receive a confirmation email to the email address entered at the time of registration.
PLEASE NOTE: YOUR PROFILE WILL NOT BE ACTIVE UNTIL THE UNIVERSITY OF VERONA APPROVES YOUR COMPANY (AVVENUTO ACCREDITAMENTO). AS SOON AS YOUR APPLICATION IS APPROVED, YOU WILL RECEIVE A CONFIRMATION EMAIL, THEN YOU WILL BE ABLE TO LOG INTO THE SYSTEM USING YOUR LOGIN DETAILS.

1.2. COMPANY ALREADY IN THE SYSTEM: HOW TO ADD A COMPANY SUPERVISOR

If your company has already been entered in the system but you do not have the relevant login details, you will need to apply for accreditation ('richiesta di accredito'): at the moment of entering your VAT number, your company profile will be automatically recovered. Then you will be able to add yourself as a new company supervisor, and you will be provided with login details for access.
1.2.1. User data

Here you can add your information as a NEW Company Supervisor for internships/traineeships for University of Verona students. Specifically, you will need to add the following information: first name and last name (*Nome* and *Cognome*), your country of origin (*Nazione di nascita*), your email address (*E-mail*), a phone number (*Telefono diretto*), as well as your position within the company (*Posizione aziendale*) and operational centre of the company (*Sede operativa*).

You will be also asked to include the reason for your registration (*Motivo della registrazione*), which may be one of the following:
1. start an internship with a chosen student;
2. offer your availability to host students or recent graduates.

Then you will need to read the privacy notice: you won’t be allowed to proceed with your application if you don’t accept the privacy terms and conditions.
1.2.2. Disciplinary areas

This section must include the Disciplinary area (Area Disciplinare) relevant to the internship/s you would like to establish at your company. Please select multiples areas if you believe that you might host other interns/trainees from the University of Verona on various fields of interest in the future.

You will be displayed the following areas:

- Area Educazione/Pedagogia (Education/Pedagogy);
- Area Psicologia (Psychology);
- Area Scienze Motorie (Movement Sciences and Sports);
- Area Servizio Sociale (Social Work);

If you flag ‘Tutte le restanti aree formative’ (All areas), you will be able to host University of Verona interns and trainees from all the University’s various disciplinary areas.

1.2.3. Disciplinary areas sub-fields/sectors

If you have selected Education/Pedagogy disciplinary areas, you will be provided with a list of sub-fields or sectors (Settori delle aree disciplinari) that identify more specifically the activities that your future intern will be called to undertake. Please select one or more sub-fields or sectors.
1.2.4. Attachments

In this section (Allegati aree disciplinari) companies and bodies intending to apply for accreditation in the Disciplinary area of Education/training must complete and upload a specific form (Progetto Generale), whose template can be found here.

Companies and bodies intending to apply for accreditation in the Disciplinary area of Movement Sciences will need to upload the traineeship offer form, which can be found here.

Companies and bodies intending to apply for accreditation in any other Disciplinary area will not need to upload any forms.
1.2.5. Enter your Username

In this section you will need to enter your username: this must be 6 to 20 digits long, must include at least one letter, one number and a special character.

**Please take note of your Username, because once confirmed it will never be displayed again.**
1.2.6. Summary and confirmation

In this section you will be displayed a summary of the entered information, grouped into sub-sections, that can be changed if needed.

Please click on Conferma (Confirm) to submit your information. A password will appear, and you will receive a confirmation email to the email address entered at the time of registration.
PLEASE NOTE: YOUR PROFILE WILL NOT BE ACTIVE UNTIL THE UNIVERSITY OF VERONA APPROVES YOUR PROFILE AS A NEW COMPANY SUPERVISOR (APPROVAZIONE DEL NUOVO CONTATTO AZIENDALE). AS SOON AS YOUR PROFILE IS APPROVED, YOU WILL RECEIVE A CONFIRMATION EMAIL, THEN YOU WILL BE ABLE TO LOG INTO THE SYSTEM USING YOUR LOGIN DETAILS.

2. FIRST LOGIN

2.1 LOGIN

Once you have received from the University a confirmation email for your approved company accreditation or new company supervisor application, you will be able to go to: https://univr.esse3.cineca.it/Home.do and click on “login” using your login details – username and password – from the menu top right of the screen.
Then your personal web page will appear, where you can view or change any company information or contact details, as well as uploading a company presentation or an internship offer for students.

2.2. COMPANY INFORMATION

On this web page you can view or change any company information, as well as adding or changing company locations. Please note that you cannot delete your legal headquarters field.
2.3. COMPANY ROLES

On this web page you can view or change the company roles entered in relation to internships with University of Verona students. Each contact can have multiples roles in the company: please choose from the list.

PLEASE NOTE: THE ROLE OF COMPANY SUPERVISOR (TUTOR) MUST HAVE ALREADY BEEN ASSIGNED BEFORE STARTING A TRAINING PROJECT.

If the person you intend to appoint as Company Supervisor (tutor) for the internship in question is not on the list, you must add them to the list BEFORE completing and submitting a training project. Please note: when entering a Company Supervisor (tutor) you must also enter the relevant location.
2.4 COMPANY PRESENTATION

In this section you can create a presentation of your company for students and recent graduates. On the first login you will be displayed a standard presentation. From there, you can:

- add a new company presentation by clicking on “aggiungi nuova presentazione” (add new company presentation);
- change your company presentation by opening it as a draft, and then modifying it.
In your Company presentation you can add a text (not exceeding 2,000 characters). Once you have entered your text, please click on “salva e continua” (Save and continue).
Once you have entered your text, you will be able to add a company logo (maximum 320 x 515 px), upload attachments (up to 3 files) which will be available on the database, and multimedia files (1 feed RSS, 1 or 2 Youtube videos, 1 or 2 images as external links).

When your company presentation is complete, click on "Salva e chiedi pubblicazione" (Save and request publication). At that point your request will be submitted to the University: once approved, your presentation will be available online.

Once your presentation has been approved by the University, your presentation will be displayed as approved (green light) in the company presentations section (Presentazioni aziendali).
By logging into their personal area, the student or recent graduate will be able to view the following company information:

1. business name *(Ragione sociale)*;
2. field;
3. company website;
4. location/s;
5. full company presentation text;
6. company logo/attachments/multimedia files;
7. internship offers entered by the company.

### 3. HOW TO ADD A NEW INTERNSHIP OFFER

#### 3.1 NEW INTERNSHIP OFFER

As a Company Supervisor you can add new internship offers by clicking on “nuove opportunità” (new offer) for University of Verona students and recent graduates.
A specific form will be displayed, with a summary of the information needed to add a new offer. Click on “gestione opportunità” (manage your offers).

3.1.1. Your offer details

Here you will need to select:

- the **type of offer**, by selecting:
  - Internship for students;
  - Internship for recent graduates.

Please note that each offer must be either for students or recent graduates. If you wish to add a new offer both for students and recent graduates, you will need to create two different offers. However, once you have created one offer (e.g. for students), you can easily copy it and use it for a different offer (e.g. for recent graduates).

- the **location of the internship**. This can be:
  - your legal headquarters (*sede legale*), or
  - other company locations.

- your field (select from the list);

- any allowances or benefits for the intern (flag as applies). Please remember: as far as internships for recent graduates are concerned, a grant/salary must be paid. Minimum amounts of grants or salary for interns may vary depending on each Italian Region.

- the **start date** of the internship;

- the expected **duration** of the internship.
3.1.2. Requirements for interns

Here you will need to enter the requirements for interns. In the field marked as “seniority” you can add your preferences in terms of career requirements. Please note that these preferences are NOT binding, and will not prevent applicants not meeting such requirements from applying.

3.1.3. Disciplinary areas

In this section the disciplinary areas for which you have been accredited are displayed. Please select one or more disciplinary areas for the internship in question.
3.1.4. Manage your preferences

In this section you can manage applications from students or recent graduates.

- **Referente aziendale (Company Supervisor)**: normally is the user who completes the procedure, but it is also possible to add other company contacts. The Company Supervisor will receive all communications relevant to the internship offer in question.

- **Visibile fino al (Application deadline)**: deadline for submitting applications, to be decided by the company.

- **Anche via mail (Email notification)**: by ticking this box you will be able to receive an email for each application submitted for the offer in question. The email will also include a text entered by the applicant and any attachments uploaded.

- **Documentazione e informazioni richieste (Documents and requested information)**: are the information that you can request from the student/recent graduate at the moment of the application (curriculum vitae, cover letter, additional questions).
3.1.5. Summary and confirmation

In this section you will be displayed a summary of the entered information, grouped into sub-sections, that can be changed if needed.

Now you can click on “Pubblica” (publish) to save your offer as “da approvare” (awaiting approval). Alternatively, you can select “salva in bozza” (save as draft) if you prefer to save the offer but you still need to change it a bit without requesting approval to the University.
At this point, it is up to the University to authorise your offer and provide you with an internship agreement (convenzione) through your personal area. As soon as your offer is approved, you will receive a confirmation email, and in the section “le mie opportunità” (my internship offers) you will be able to see your offer status going to “approvato” (approved) – and a green button will appear.

3.2 HOW TO MANAGE YOUR INTERNSHIP OFFERS

In the section “Le mie opportunità” (My internship offers) you can manage your internship offers, view their details and create new offers.

The status of internship offers can be as follows:

a) Bozza (Draft): the offer has been created but still not complete nor submitted to the University for approval;

b) Da approvare (Waiting approval): the offer has been submitted for approval;
c) **Approvata (Approved)**: the offer has been approved by the University, and it is visible to students and recent graduates;

d) **Scaduta (Expired)**: your scheduled deadline has passed and your offer has been closed.

In the same section you will find the following options:

- **Anteprima (preview)**: have a preview of your offer exactly as it will be shown to applicants;
- **Riepilogo (summary)**: have a summary of the information relating to the offer;
- **Clona (copy)**: create a new internship offer by copying an existing offer;
- **Modifica (change)**: reopen your offer to make changes. Please note that you will be allowed to do so as long as no one has already applied. Any changes will bring your internship offer status back to “da approvare” (waiting approval);
- **Modifica scadenza (change deadline)**: you can extend or bring forward a deadline. Please note that you will be allowed to do so as long as no one has already applied. Deadline changes are not subject to University approval;
- **Elimina (delete)**: you can delete an internship offer when it is a draft, or if it has expired, or if no one has already applied.

**PLEASE NOTE**: should a warning “attenzione convenzione” appear, you will need to go to the section about agreements (Convenzioni), download the relevant template made available by the University, print it in two copies, have them signed by the company legal representative, and send it – by post – to the University of Verona – Ufficio Stage e Tirocini. If you are doing this on behalf of a body of the PUBLIC ADMINISTRATION, the agreement must be signed electronically and sent by Certified Email – PEC.

## 4 HOW TO MANAGE INTERNSHIP AGREEMENTS

### 4.1 COMPANY WITHOUT ACTIVE INTERNSHIP AGREEMENT

If your company does not have any active internship agreement with the University in place, and this is the first time for your company to host students and graduates, a new internship agreement must be drawn up. The document will be made available and printable online, from the menu “Area Azienda” (Company) by selecting “Convenzioni” (Agreements) only once an internship offer has been entered.
PLEASE NOTE: as soon as your offer is approved and made available online to students, you will need to go to the section about agreements (Convenzioni), download the relevant template made available by the University by clicking on the magnifying glass icon, print it in two copies, have them stamped and signed by the company legal representative, with a €16 stamp duty on each copy, then send it – by post – to the University of Verona – Ufficio Stage e Tirocini. If you are doing this on behalf of a body of the PUBLIC ADMINISTRATION, the agreement must be signed electronically and sent by Certified Email – PEC to: ufficio.protocollo@pec.univr.it.
4.2 COMPANY BASED IN THE LOMBARDY REGION

If your company has its operational headquarters based in the Lombardy Region, a specific internship agreement must be drawn up. The document will be made available and printable online, by selecting “Convenzioni” (Agreements) in the menu “Area Azienda” (Company), only once an internship offer has been entered.

PLEASE NOTE: as soon as your offer is approved and made available online to students, you will need to go to the section about agreements (Convenzioni), download the relevant template made available by the University by clicking on the magnifying glass icon, print it in two copies, have them stamped and signed by the company legal representative, with a €16 stamp duty on each copy, then send it – by post – to the University of Verona – Ufficio Stage e Tirocini. If you are doing this on behalf of a body of the PUBLIC ADMINISTRATION, the agreement must be signed electronically and sent by Certified Email – PEC to: ufficio.protocollo@pec.univr.it.
4.3 APPROVAL OF THE INTERNSHIP AGREEMENT

Internship agreements that are delivered by post to the Internships Office (Ufficio Stage e Tirocini) must be signed by the University’s Rector and recorded. Once the document has been signed by the Rector and given a number in the University’s register, the agreement is regarded as confirmed: the status will change to “istituita” (internship agreement activated). When this happens, you will receive a confirmation email after which you will be able to complete the training project online.
By clicking on the magnifying glass icon, you will be able to view the details of the agreement and print the document. In the “Allegati” (Attachments) section, the Internship Office will upload the agreement – signed and recorded – in PDF format.

5. HOW TO MANAGE AND VIEW APPLICATIONS

5.1 VIEW APPLICATIONS FOR EACH INTERNSHIP OFFER

From the menu, by clicking on “Tirocini e Stage” (Internships) and then on “Le mie opportunità” (my offers), you can view how many applicants applied for each offer. Just click on the number of applicants for further details.
By clicking on the number of applicants ("Candidati"), you will be able to manage the received applications.

By selecting each applicant’s name and clicking on the magnifying glass icon, you will be able to view the application details and relevant attachments, and enter notes or tags. Moreover, you can contact a specific applicant by email by clicking on “scegli e avvia stage” (choose this applicant and start internship).
5.1.1. Tagging applicants
Tags can be used to make it easier to select and identify applicants during the selection process. You can create tags whenever you need them, and use them as follows:

5.1.2. Download applications
By clicking on “scarica gli allegati” (Download attachments), you can download all the attachments uploaded with regard to selected applicants. The system will generate a zip folder in which each application will be saved as the corresponding applicant’s Student ID number.
5.1.3. Download an Excel file

By clicking on “Download di un Excel” (Download an Excel file) you can download an Excel file with a summary of the personal data of the selected applicants. Specifically, the applicant’s:

a) Student ID Number  
b) Last name  
c) First name  
d) Email address  
e) Notes entered by the Internship Office  
f) Notes entered by the Company  
g) Ranking  
h) Degree programme  
i) Year of study  
j) Graduation year  
k) Graduation mark  
l) Answers to questionnaires  
m) Uploaded files

5.1.4. Send an email to applicants

Here you can enter a text that will be sent from the system by email to selected students without you needing to use your personal email.
5.1.5. Select an applicant and start an internship

By clicking on “scegli e avvia stage” (select and start internship), the relevant application status will change to “confermato” (confirmed). Please note that, once you have selected an applicant, you cannot withdraw your decision, so be careful before clicking on Conferma e invia notifica to confirm the applicant as your future intern, and have them receiving a notification from the system.

To complete the procedure, you must either click on “conferma” (Confirm) or “conferma e invia notifica” (Confirm and send notification). In the latter case, the student will receive an automatic confirmation email.
The applicant’s status will change to “scelto” (Selected), i.e. green light.

**PLEASE NOTE:** at this point, you should check that you have an active internship agreement with the University in place (this must be adequate for the type of internship and location). Please enter in the section “Convenzioni” (agreements) and print the relevant internship agreement. Otherwise, if you already have an active internship agreement in place, which is adequate for the type of internship you intend to start, you not need to do anything else.

**PLEASE NOTE:** once you have chosen your applicant and ensured that you have an active internship agreement, please go to “I miei stage” (My internships) section and complete the training project!

6. HOW TO COMPLETE YOUR TRAINING PROJECT

6.1 ‘MY INTERNSHIPS’

Once you have chosen the applicant and checked that their status reads “Confermato” (confirmed), please go to the “Tirocini e Stage” menu, then to “I miei stage” (My Internships), where you will find a summary of your active internships. For each internship activated, you will see the relevant status bar (CONFERMATO/CONFIRMED – AVVIATO/STARTED – CHIUSO/CLOSED) depending on the status of each training project.

In this area, the “**traffic light**” indicates whether:

a) you need to complete an action in order to proceed with the process (**Red light**);

b) you need to wait for someone else to complete actions (**Yellow light**);

c) there are no pending actions (**Green light**).

6.2 PROGETTO FORMATIVO (TRAINING PROJECT)

By clicking on “progetto formativo” in the section “I miei stage”, you will be able to complete the training project online.
6.2.1. Training project status

In this section you can view the status of each intern’s Training Project. Whenever a red light is displayed, an action must be completed, so as to enable the process to proceed.

**PLEASE NOTE: ALL FIELDS MARKED WITH AN ASTERISK MUST BE COMPLETED, OR YOU WILL NOT BE ALLOWED TO SAVE THE TRAINING PROJECT.**

6.2.2. Student information

In the “Studente” section, a summary of the selected student’s personal data is displayed.
6.2.3. Company information

In the “Riepilogo dati azienda” section, a summary of the Company's information is displayed.

6.2.4. Additional company information

In this section you will need to enter the following:

- **Responsabile amministrativo** (*Administrative Tutor*), to be appointed among the Company users;
• Telefono mail e contatto del responsabile amministrativo (Administrative Tutor’s Telephone number, email address and contact details): this data is automatically obtained from the selected user;

• Fascia dipendenti e numero tirocinanti (Number of employees and interns/trainees): based on this number, you will be able to host a number of interns for each Office as follows:
  ❖ 0-5 employees: one internship at a time;
  ❖ 6-19 employees: two internships at a time;
  ❖ more than 20 employees: the number of the internships must not exceed 10% of the employees.

Information on the Internship

Please enter here all the information on the internship:

The type of internship will be determined and entered in the system by the Internship Office at the time of approving the Training Project. Please enter the following:

a) **Sede (Location):** select one from the drop-down menu;

b) **Data inizio e fine (Start and end dates):** the start date of the internship must be at least 15 days after the Training Project has been uploaded online. If the student in question is already carrying out an internship, the start date of the internship will be automatically allocated by the system, based on when the student is free.

c) **Durata prevista (Expected duration):** Internships for students cannot last more than 12 months.

d) **Tutor aziendale (Company Tutor):** any Company Supervisors can be appointed as Company Tutor.
6.2.5. Allowances and benefits for the intern

In this section all allowances and benefits for the intern entered at the time of publishing the internship offer will be displayed, but the list can be changed and updated.

6.2.6. Content of the training project

In this section you will need to enter the professional field (Area/Funzione aziendale di inserimento), the relevant sector based on the corresponding disciplinary area (Settore), the training and educational objectives (obiettivi formativi e di orientamento), the activities that will be carried out as part of the internship (attività oggetto del tirocinio), and the type of assessment methods (modalità di verifica degli apprendimenti). The fields that are marked with an asterisk are mandatory fields.
6.2.7. Training project approval
Once all the fields of the training project have been completed, you will be able to save it as a draft, or request approval.

Once the project has been saved and approval has been requested, it will be reviewed by the University, which will provide a printout of the project. In the section 'I miei stage' (My internships), the traffic light beside the ‘Progetto formativo’ (Training project) field will be displayed as yellow: awaiting actions by other users (University and the Student).

PLEASE NOTE: if the system informs you that some fields have not been filled in correctly, you are invited to enter the missing information, otherwise the project will not be saved, not even as a draft.
6.3 SIGNATURE OF THE INTERNSHIP PROJECT AND SUBMISSION TO THE INTERNSHIPS OFFICE
After completing the training project online, you will need to **WAIT FOR CONFIRMATION E-MAIL FROM THE UNIVERSITY**, which will inform you about the next steps to take (e.g. to enter into an internship agreement, if it is not already in place).

The **student** for whom the project has been proposed will also receive an email from the University and will have to access their own web area, accept the training project, request recognition of CFU university credits and print the document in triplicate. **THE STUDENT CAN VIEW THE RELEVANT INSTRUCTIONS IN THEIR OWN WEB AREA.** The student is responsible for having the project signed by the Company Tutor and the Academic Tutor (lecturer in their degree programme) and for delivering copies to the Internships Office. The office, having checked that documents are in order and that an internship agreement with the relevant Company is actually in place, will keep a copy of the training project. The student will submit to the Company an original copy of the training project at the moment of starting the internship.

6.4. START OF THE INTERNSHIP
The Internship Office, once it has received the original training project, shall officially start the internship by confirming the establishment of the training project. In the section ‘I miei stage’ (My internships) the status will change into ‘in avviato’ (Active) and the traffic light icon will turn green. In the section ‘I miei stage’ (My internships) > “convenzione e allegati” (Agreements and attachments), you can view the attachment of the training project in a PDF format and duly signed, made available by the Internships Office.

**The internship can then start** from the agreed date indicated in the project that was submitted to the Internships Office.
6.5 MANAGE INTERNSHIP PERIODS
Any changes to the training project can be entered, even during the internship, in the section 'I miei stage' (My internships) > 'Gestione periodo' (Manage internship periods).
Specifically, you will be able to:

a) postpone the internship start date;
b) extend the internship;
c) end the internship before the expected end date;
d) add any business trips during the internship;
e) enter a temporary internship suspension.

PLEASE NOTE: any such change requires the approval of both the student and the University.

Please choose an option from the drop-down menu, then enter the required fields and click on ‘Salva’ (save).
In the section 'I miei stage' (My internships) > ‘Gestione periodo’ (Manage internship periods), you will be able to view the status of your requests for change. **Please note: all requests entered by the Company Tutor must be approved by the Student.**

7. **INTERNSHIP WITH A CHOSEN STUDENT**

If you have already chosen your intern and would like to hire them for an internship, you won’t need to enter an internship offer. In fact, you will only need to click on ‘Avvio stage con studente/laureato noto’ (Start an internship with a chosen student/graduate) in the top-right menu at: [https://univr.esse3.cineca.it/Home.do](https://univr.esse3.cineca.it/Home.do)
Please enter the intern’s Student ID number (VRxxxxx format):

The system can now retrieve the intern’s information.
Please enter the internship **location**, then click on "**Proponi stage**" (Submit your request).

To complete your internship project please see point 6: **‘How to complete your training project’**.

After completing the training project online, you will need to **WAIT FOR CONFIRMATION E-MAIL FROM THE UNIVERSITY**, which will inform you about the next steps to take (e.g. to enter into an internship agreement, if it is not already in place).

The **student** for whom the project has been proposed will also receive an email from the University and will have to access their own web area, accept the training project, request recognition of CFU university credits (if student) and print the document in triplicate. **THE STUDENT CAN VIEW THE RELEVANT INSTRUCTIONS IN THEIR OWN WEB AREA.**

The student is responsible for having the project signed by the Company Tutor and the Academic Tutor (lecturer in their degree programme) and for delivering copies to the Internships Office. The office, having checked that documents are in order and that an internship agreement with the relevant Company is actually in place, will keep a copy of the training project. The student will
submit to the Company an original copy of the training project at the moment of starting the internship.

8. COMPLETION OF INTERNSHIP

8.1. HOW TO COMPLETE THE ONLINE QUESTIONNAIRE

The procedure for completing the internship requires the Company Tutor to complete the internship assessment questionnaire online, which will be available 15 days before the end of the internship. The questionnaire can be filled out in the personal web area, which can be accessed using the login details, click on ‘i miei stage’ (My internships), then select the relevant training project, see the ‘Valutazioni’ (Assessments) column.

Click on ‘Valutazioni’ and complete the final questionnaire (red traffic light icon = questionnaire not complete).
Once you have answered all the questions, click on ‘Conferma’ (Confirm) to save the questionnaire. Students will not be able to see the questionnaire unless the Tutor decides to unlock it by clicking on the padlock icon at the bottom of the form.

Once you have confirmed your answers, the questionnaire will be completed (green traffic light icon = questionnaire complete).
8.2. THE ATTENDANCE SHEET/RECORD

During the internship it is up to the Company Tutor to validate the intern’s attendance by signing the attendance sheet or record every day. Interns are provided with the attendance sheet/record at the beginning of their internship.

Please note that the attendance sheet/record must be consistent with the internship period and dates stated in the training project, and the maximum working hours allowed. Subsequent changes may be accepted, provided that they have taken place during the internship and have been duly communicated in advance to the Internships Office.

At the end of the internship, the Company Tutor must confirm the total number of hours worked by signing (and possibly stamping) the attendance sheet/record, which the intern is responsible for uploading in the Esse3 system - see “Convenzioni e allegati” (Agreements and attachments) area.

8.3 COMPLETION OF ADMINISTRATIVE PROCEDURES

At the end of the internship (the day after the last day of the internship), after the questionnaires have been completed (by the Company and the Intern) and after the attendance sheet/record has been uploaded, the Internships Office will check the internship and confirm the CFU university credits to be awarded. The internship procedure will then be closed and the traffic light icon will turn grey.