



RECOGNITION OF CFU CREDITS GAINED UPON COMPLETION OF AN INTERNSHIP - PROCEDURES TO BE FOLLOWED ON “ESSE 3 – TIROCINI E STAGE”

- 1) At the time of accepting the Internship offer and printing out the **Internship Project (3 copies)**, click on “[riconoscimento preventivo crediti formativi](#)” (Preliminary recognition of CFU credits).
- 2) During the internship you are required to fill out the **attendance sheet (FOGLIO PRESENZE)** on a daily basis. This can be downloaded at:

www.univr.it > MyUnivr > Come fare per > Stage e Tirocini > Come ottenere il riconoscimento dei CFU dello stage > Riconoscimento CFU stage avviati in Esse 3

PLEASE NOTE: during the internship, the dates and working hours set out in the Internship Project must always be adhered to, therefore the dates shown in the attendance sheet must match the exact dates indicated in the Internship Project both for insurance and check purposes, and for the calculation of hours and recognition of CFU credits (see section “[gestione periodi](#)” - Management of internship periods).

- 3) At the end of the internship you will need to upload your attendance sheet in the section “[gestione tirocini - i miei stage](#)” > “[convenzione e allegati](#)” (Internship agreement and attachments).
- 4) In the section “[gestione tirocini](#)” (Manage your internship), to be accessed by opening your Internship Project, you will find the section “[visualizza richiesta effettuata](#)” (View your requests). Please click on the magnifying glass icon and scroll through the page: in the open field “[annotazioni](#)” (Notes, see “Guida per lo studente”, pag. 22) you will need to **PROVIDE DETAILS** on the CFU credits you have gained, specifying in a clear way:
 - the number of CFU credits you have gained from doing a mandatory internship (F-type CFU);
 - the number of CFU credits you have gained from taking additional activities of your choice (D-type CFU);
 - the number of extra CFU credits (CFU in esubero in Italian).
- 5) At the end of the internship, the Student and the Company Tutor must fill out the online SURVEY (click on: “[gestione tirocini - i miei stage](#)” > “[valutazione](#)”). The survey must be completed in full and confirmed.
- 6) Once the internship has been completed, the Internship and Work Placement Office will check that the Student and the Company Tutor have completed the online survey, and that the Student has uploaded the attendance sheet in their personal area on Esse3 (only the internship period and dates/hours set out in the Internship Project will be recognised). After having performed checks, the Office will confirm the hours worked by the Student, and the relevant total CFU credits gained.
- 7) The Academic Tutor receives an email of confirmation, and is able to view the Student’s internship documents (Internship Project, online survey, attendance sheet). Should the Student need further information, they can contact the Academic Tutor via chat.

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- 8) The Academic Tutor is then required to approve or deny the Student's request to have their CFU credits recognised, based on the documents provided.
- 9) The Teaching and Student Services Unit (Segreteria Studenti) receives by the Academic Tutor the authorisation to recognise the CFU credits gained by the Student upon completion of the internship, and will add the corresponding CFU credits to the student's academic record. Please note that the **date of registration** of the CFU credits will be the last day of internship.

PLEASE NOTE: at the end of the internship period **THE REGISTRATION OF THE CFU CREDITS IN THE STUDENT'S ACADEMIC RECORD IS NOT IMMEDIATE**, as it involves different administrative steps and actions to be taken by different offices and people. However, the Student can check the status of the procedure anytime by clicking on: "[gestione tirocini - i miei stage](#)" > "[riconoscimento crediti formativi](#)" > "[visualizza richiesta effettuata](#)".

The system will display the status as follows:

- if the status reads "**R**" = the Internship and Work Placement Office has carried out the check, and the Academic Tutor has received an automatic notification with the request to evaluate the Student's request for recognition;
- if the status reads "**VIS**" = the Academic Tutor has approved the recognition of CFU credits. The Teaching and Student Services Unit is therefore authorised to record the CFU credits in the Student's academic record;
- if the status reads "**A**" = the CFU credits have been recorded correctly in the Student's academic record.

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 requests for change are sent **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 online, by entering 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*);
- 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*);

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- e) TEMPORARY SUSPENSION (*Sospensione temporanea*) - from 3 days to 1 month (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 is definitive, and 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.