



## 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 a registration confirmation e-mail. Within a few days, the Internships Office will process the request and, if approved, will provide – via a second email – the Company User with the USERNAME required to access the service, along with instructions for creating a PASSWORD: **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 (hereinafter 'Company User') will receive a registration confirmation e-mail. Within a few days, the Internships Office will process the request and, if approved, will provide – via a second email – the Company User with the USERNAME required to access the service, along with instructions for creating a PASSWORD: **only from that moment on the Company 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 no. required). The User will then receive the recovered login details to the e-mail 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 Internship 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 ('Convenzione') 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 ('Convenzione') between the Company and the University is in place;
- at least 15 days if there is a valid Internship Agreement ('Convenzione') between the Company and the University.

- f) Once the Internship Agreement 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 INTERNSHIP PROJECT, SHALL:
    - a) provide the Company with an Internship Agreement (*where no valid Internship 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 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 the Internship Project, then signs the copy and makes sure to obtain the necessary signatures by the Company Tutor and the Academic Tutor, the latter being a lecturer chosen by the Student among the teaching staff of the degree programme in which the Student is enrolled (*the name and surname of the Academic Tutor must be entered in the 'Tutor accademico' section of the form*).
- 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 – Servizio Prevenzione e Protezione -Formazione e informazione in materia di salute e sicurezza – Studenti](#)".
- g) submit the Internship Project to the Internships Office **at least 7 days before the start of the internship, using their institutional e-mail address only** (@studenti.univr.it – **personal e-mail addresses will NOT be accepted**).

**PLEASE NOTE: The Internship Project must be submitted in a single PDF file – the Office does not make any modifications, therefore the file must be final and correct.** This must include: the Academic Tutor's information; the new dates (if different from those included in the printed copy); the three handwritten signatures – corrections may be made **by hand in pen** before scanning the document.

**Please remember to CC the Company Tutor and the Academic Tutor.**

In the e-mail, the student must indicate:

- 1. the mode of execution (remote, in-person, or blended);
- 2. the times and days of in-person attendance and the times and days of remote work, if the internship is carried out in blended form.

**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 Internships 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***).

#### **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. 4*).
- 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 print the Internship Project, then signs the copy and makes sure to obtain the necessary signatures by the Company Tutor and the Academic Tutor, the latter being a lecturer chosen by the Student among the teaching staff of the degree programme in which the Student is enrolled (*the name and surname of the Academic Tutor must be entered in the 'Tutor accademico' section of the form*).
  - 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 – Servizio Prevenzione e Protezione -Formazione e informazione in materia di salute e sicurezza – Studenti](#)".
  - g) submit the Internship Project to the Internships Office **at least 7 days before the start of the internship, using their institutional e-mail address only** (@studenti.univr.it – **personal e-mail addresses will NOT be accepted**).

**PLEASE NOTE: The Internship Project must be submitted in a single PDF file – the Office does not make any modifications, therefore the file must be final and correct.** This must include: the Academic Tutor's information; the new dates (if different from those included in the printed copy); the three handwritten signatures – corrections may be made **by hand in pen** before scanning the document.

**Please remember to CC the Company Tutor and the Academic Tutor.**

In the e-mail, the student must indicate:

- the mode of execution (remote, in-person, or blended);
- the times and days of in-person attendance and the times and days of remote work, if the internship is carried out in blended form.

5) **AS SOON AS THE INTERNSHIP PROJECT IS RECEIVED, THE OFFICE WILL START THE INTERNSHIP**

The Internships 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***).

### **INTERNSHIP AGREEMENT - CONVENZIONE DI TIROCINIO**

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**);
- curricular internships taking place in the Lombardy Region;
- internships for prospective Psychologists (Tirocinio Pratico-valutativo).

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 Internships Office will make available the relevant template under the section "[\*Area azienda - Convenzioni\*](#)".

- COMPANIES – The agreement may be digitally signed (not handwritten) exclusively in PDF or PDF/A format, using only the PADES electronic signature method, and must be sent via Certified Email (PEC) to [ufficio.protocollo@pec.univr.it](mailto:ufficio.protocollo@pec.univr.it), together with the form "***Substitute declaration of affidavit regarding the payment of stamp duty***" – ***Dichiarazione sostitutiva di atto di notorietà relativa all'avvenuto pagamento dell'imposta di bollo***" (as two separate files).

Alternatively, the agreement may be printed in two (2) copies, stamped and signed by the legal representative, and sent by post to: [\*\*Università di Verona - Via dell'Artigliere 8 - 37129 Verona - all'attenzione dell'Ufficio Stage e Tirocini\*\*](#) ([\*University of Verona – Via dell'Artigliere 8 – 37129 Verona – to the attention of the Internships Office\*](#)), together with the form "***Substitute declaration of affidavit regarding the payment of stamp duty***" – ***Dichiarazione sostitutiva di atto di notorietà relativa all'avvenuto pagamento dell'imposta di bollo***".

- PUBLIC BODIES - The agreement must be digitally signed only (scanned signatures are not accepted) in the same format as downloaded from the platform, using exclusively the PADES electronic signature method, and sent via Certified Email (PEC) to [ufficio.protocollo@pec.univr.it](mailto:ufficio.protocollo@pec.univr.it)  
Stamp duty costs will be electronically paid 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, it is possible to make certain changes to the submitted Internship Agreement, provided that these are **communicated - at least 3 days in advance - to the Internships Office** for insurance and inspection purposes, through the dedicated online services.

Any requests for change must be submitted by the Company online, by accessing the Internship Agreement (clicking on "[Tirocini e stage - I miei stage](#)" > "[Gestione periodo](#)"), and with the express consent of the intern:

- a) CHANGE OF THE INTERNSHIP START DATE (*Variazione data inizio stage*), (it is only possible to postpone the internship start date);
- b) POSTPONE THE INTERNSHIP END DATE (*Proroga*) - (please note that internships can last a maximum of 12 months);
- c) EARLY TERMINATION (*Conclusione anticipata*)
- d) TEMPORARY SUSPENSION (*Sospensione temporanea*) – (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*)).
- e) TRAVEL OR TEMPORARY RELOCATION (*Trasferta*) - (details of the destination, date and time must be provided – this function should also be used to report a change in the internship mode, e.g., from in-person to remote internship, specifying the new location);
- f) CHANGE IN NUMBER OF DAYS PER WEEK (the change must be clearly specified – e.g., from 3 days per week to 4 days per week – change is NOT RETROACTIVE);
- g) CHANGE IN NUMBER OF HOURS PER DAY (the change must be clearly specified – e.g., from 5 to 8 hours per day, or from 9:00–13:00 and 14:00–17:00 to 8:30–12:30 and 14:00–16:30 – change is NOT RETROACTIVE);
- h) CHANGE IN DAILY TIME SLOT (specify the new time slot – e.g., from 9:00–13:00 to 9:00–18:00 – change is NOT RETROACTIVE).

**PLEASE NOTE: ALL REQUESTS ARE SUBMITTED ONLINE BY THE COMPANY AND REQUIRE PROMPT ACCEPTANCE BY THE INTERN THROUGH THEIR PERSONAL ACCOUNT. ONCE ACCEPTED, THE REQUEST IS THEN APPROVED BY THE INTERNSHIP OFFICE.**



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

### **INFORMATION**

Specific operational guides for the correct use of the Esse3 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 > MyUnivr > How to > Internships > How to activate an internship*)

**www.univr.it > Servizi > Aziende ed Enti > Stage e lavoro > Come l'azienda può proporre e attivare stage per studenti** (*www.univr.it > Services > Companies and Organisations > Internships and Jobs > How a company can propose and activate internships for students*)

### **INTERNSHIPS OFFICE**

**LOCATION:** Via San Francesco 22 – 37129 Verona – Chiostro San Francesco (*Cloister*).

**PHONE:** +39 045 8028501 (Monday to Friday, from 10:00 to 13:00)

**E-MAIL:** ufficio.stage@ateneo.univr.it

**Please note:** interns must communicate via email **exclusively using their institutional email address** (id.....@studenti.univr.it, nome.cognome@studenti.univr.it), always including their student ID number.