

University of Verona

Guide to internships

FOR COMPANIES

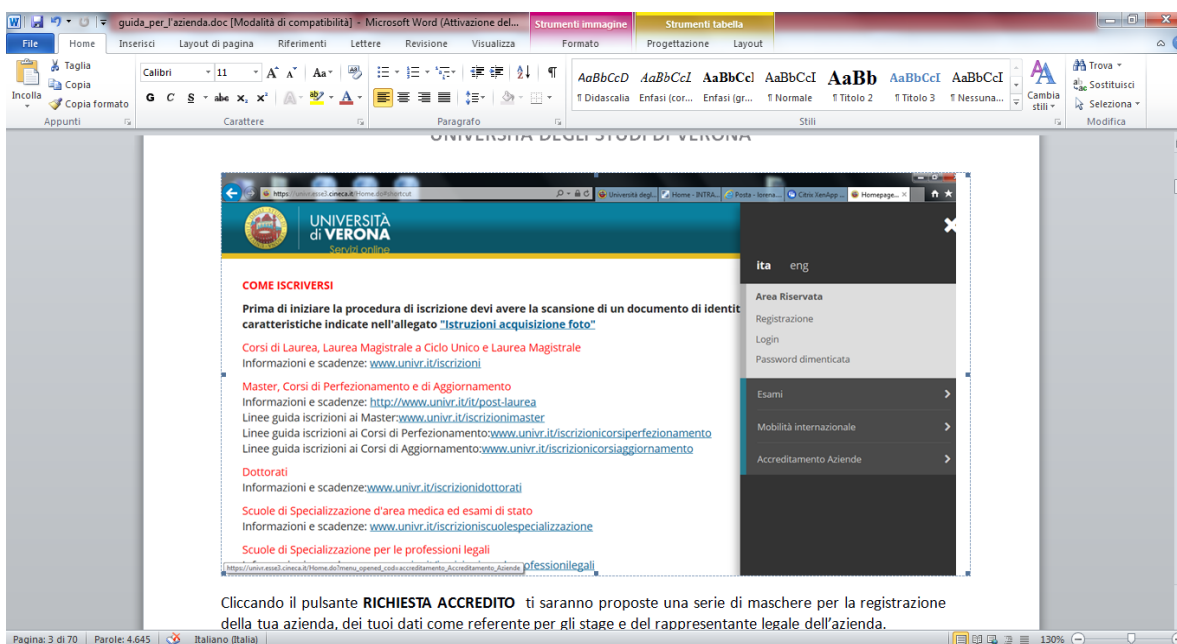
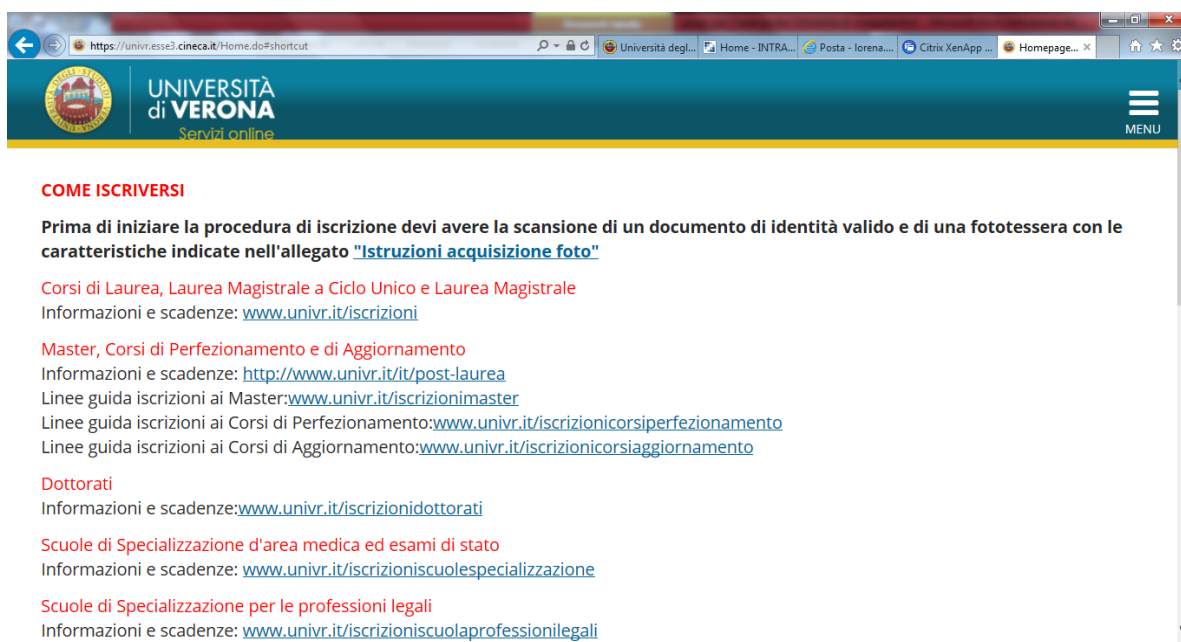
1. HOW TO REGISTER/LOG INTO THE SYSTEM

Go to the University's website www.univr.it, then click on <https://univr.esse3.cineca.it/Home.do> from the top right menu.

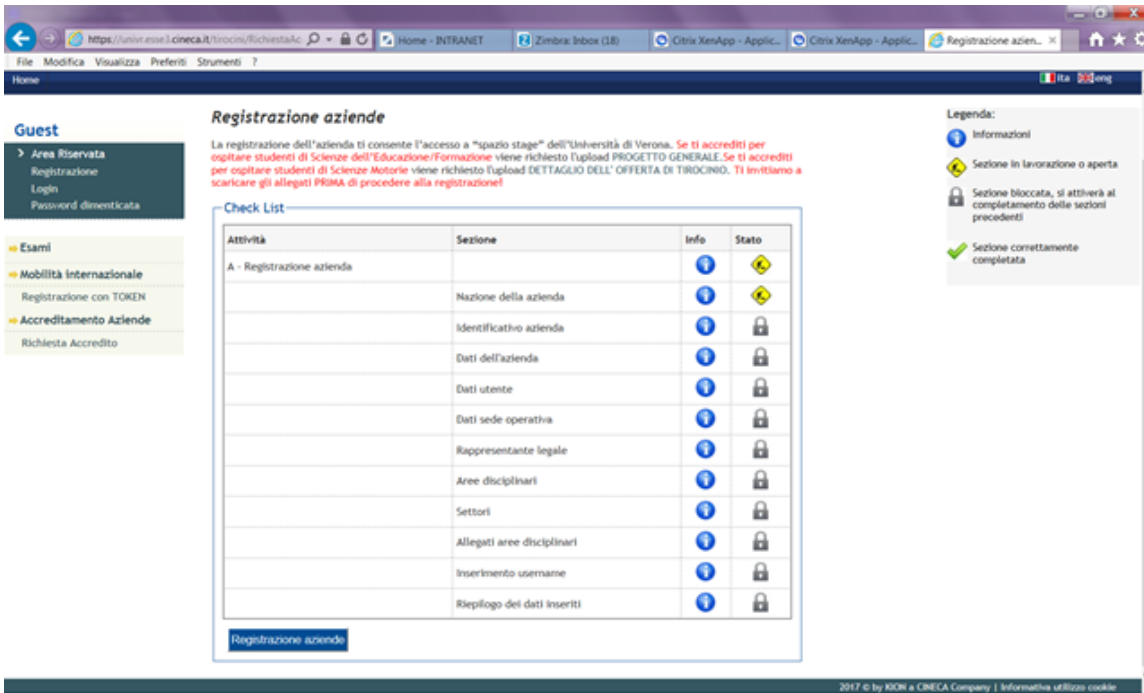
1.1. NEW USER

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 accredito' (Accreditation request) to register.

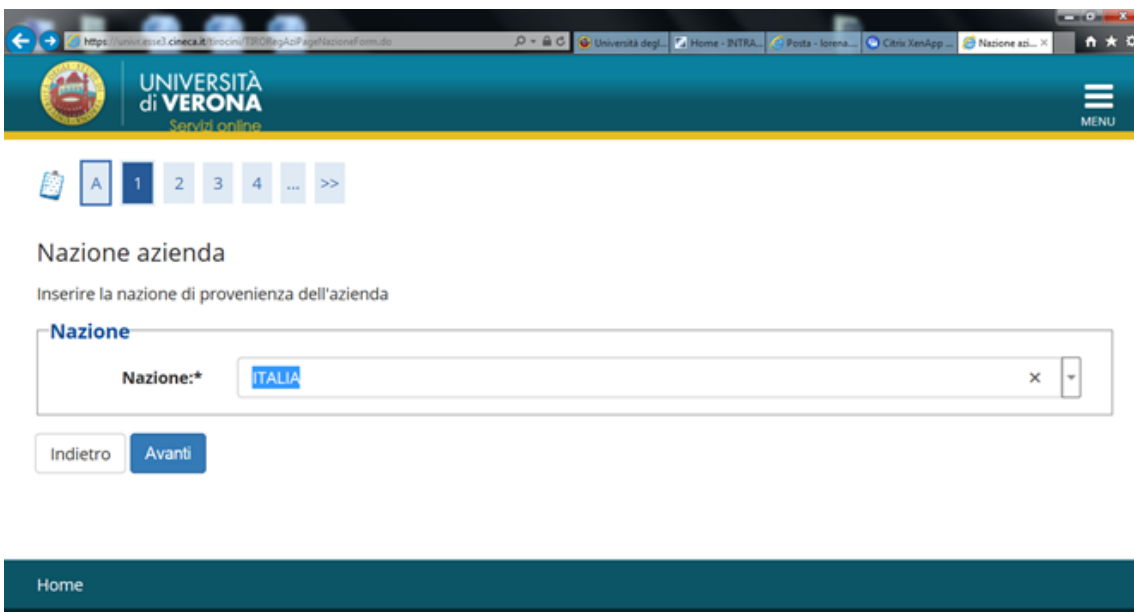


By clicking on '**Richiesta accreditato**', a series of online forms will be displayed, where you will need to enter your details (as Company Supervisor for the internship) and those of the Company legal representative.



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

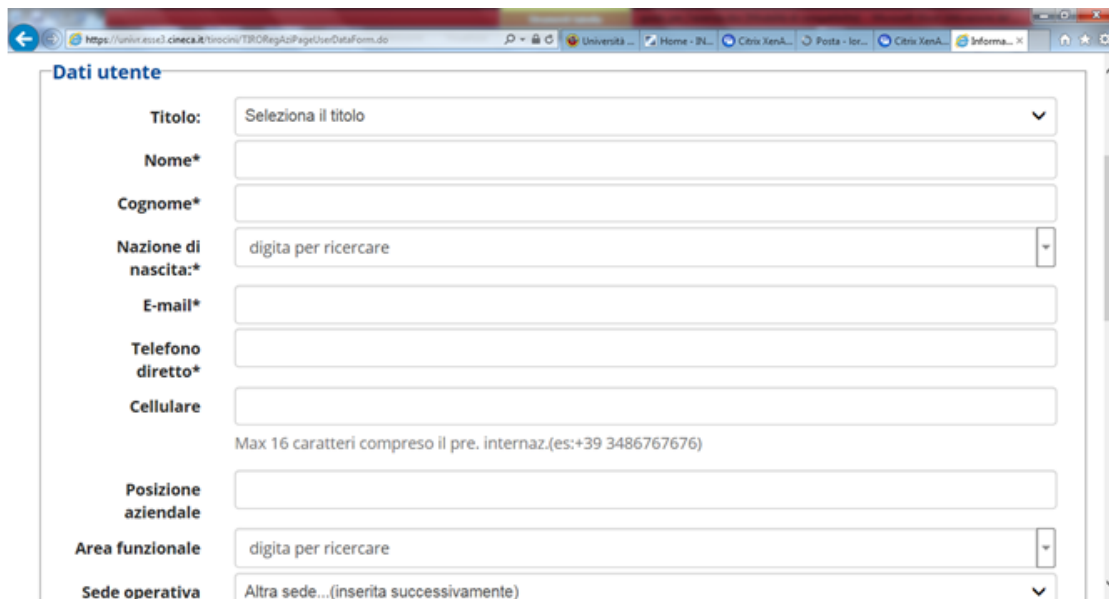
Here you can add your information as Company Supervisor for internships for University of Verona students. Specifically, you will need to add the following information: first name and last name (**Nome** and **Cognome**), your country of origin (**Nazione di nascita**), your email address (**E-mail**), a phone number (**Telefono 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;

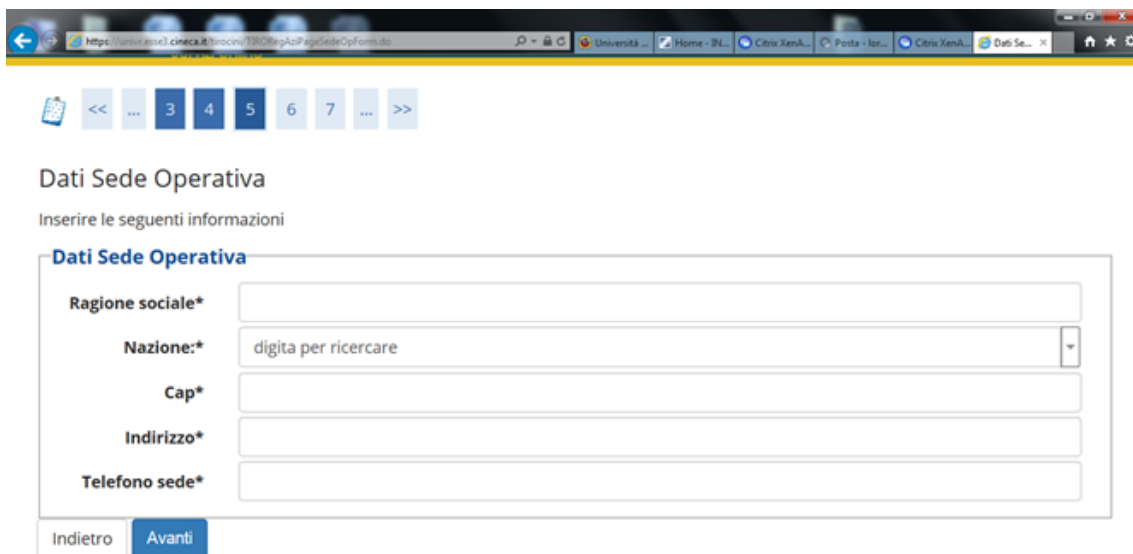
2. offer your availability to host students or graduates.

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.



The screenshot shows a web browser window with the URL <https://univ.ess3.cineca.it/irocini/TRORegAzPageUserDataForm.do>. The form is titled "Dati utente" and contains the following fields:

- Titolo:** A dropdown menu with the text "Seleziona il titolo".
- Nome*:** A text input field.
- Cognome*:** A text input field.
- Nazione di nascita*:** A dropdown menu with the text "digita per ricercare".
- E-mail*:** A text input field.
- Telefono diretto*:** A text input field.
- Cellulare:** A text input field with a note below it: "Max 16 caratteri compreso il pre. internaz.(es:+39 3486767676)".
- Posizione aziendale:** A text input field.
- Area funzionale:** A dropdown menu with the text "digita per ricercare".
- Sede operativa:** A dropdown menu with the text "Altra sede...(inserita successivamente)".



The screenshot shows a web browser window with the URL <https://univ.ess3.cineca.it/irocini/TRORegAzPageSedeOpForm.do>. The form is titled "Dati Sede Operativa" and contains the following fields:

- Ragione sociale*:** A text input field.
- Nazione*:** A dropdown menu with the text "digita per ricercare".
- Cap*:** A text input field.
- Indirizzo*:** A text input field.
- Telefono sede*:** A text input field.

At the bottom of the form, there are two buttons: "Indietro" (Back) and "Avanti" (Next).

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**).

Informazioni rappresentante legale

Inserire i dati del rappresentante legale

Rappresentante legale

Titolo: Seleziona il titolo

Nome*: SARTOR

Cognome*: NICOLA

Sesso: Maschile Femminile

E-mail

Telefono

Data di nascita*

Nazione di nascita*: ITALIA

Professione*

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 multiple 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.

Allegati aree disciplinari

Per accreditarsi per l'area di scienze dell'educazione/formazione viene richiesto l'upload [PROGETTO GENERALE](#), mentre per accreditarsi per l'area di scienze motorie viene richiesto l'upload [DETTAGLIO DELL' OFFERTA DI TIROCINIO](#)

Lista allegati

Tipologia di allegato	Massimo dimensionamento file	N. Allegati Min	N. Allegati Max	Estensione allegato	Stato	N. Allegati	Titolo	Descrizione	Azioni
Offerta Area EDUCAZ/FORMAZ	2 MB	1	10	*.docx, *.doc, *.pdf/A, *.pdf	●	0			Inserisci allegato

Indietro Avanti

Legenda

- Checklist
- Upload Allegati effettuato
- Upload Allegati obbligatorio
- Upload Allegati non obbligatorio
- Dettaglio
- Modifica
- Elimina
- Informazione

Allegati aree disciplinari

Per accreditarsi per l'area di scienze dell'educazione/formazione viene richiesto l'upload [PROGETTO GENERALE](#), mentre per accreditarsi per l'area di scienze motorie viene richiesto l'upload [DETTAGLIO DELL' OFFERTA DI TIROCINIO](#)

Lista allegati

Tipologia di allegato	Massimo dimensionamento file	N. Allegati Min	N. Allegati Max	Estensione allegato	Stato	N. Allegati	Titolo	Descrizione	Azioni
Offerta Area EDUCAZ/FORMAZ	2 MB	1	10	*.docx, *.doc, *.pdf/A, *.pdf	●	2			Inserisci allegato
							Dettaglio offerta tirocinio Area SC EDU/FORM	Dettaglio offerta tirocinio Area SC EDU/FORM	

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.

UNIVERSITÀ di VERONA
Servizi online

Scelta Nome Utente

Crea un nome utente utilizzando un numero e almeno un carattere alfabetico o un carattere speciale. La password sarà generata dal sistema.

Nome utente*

Indietro

Home

Informativa utilizzo cookie | © CINECA

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.

Dati Azienda

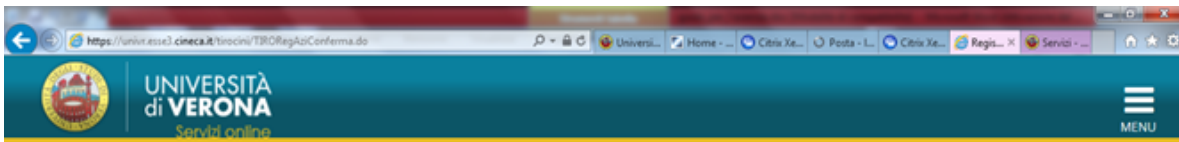
Ragione sociale	Università di Verona
Codice fiscale	93009870234
Settore	85 - ISTRUZIONE
Categoria	Istruzione e Formazione
Sito web	http://www.univr.it
Gruppo di appartenenza	
Numero dipendenti	Oltre 20
Fatturato	

Sede Legale

Sede	Verona
Nazione	ITALIA
Comune	Verona
Provincia	VR
Indirizzo	via dell'Artigliere, 8
Cap	37129

[Modifica Dati Azienda](#) Utilizza il link per modificare i Dati Azienda

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.



Registrazione conclusa

La procedura di registrazione si è conclusa correttamente. Il sistema ha inviato una mail di conferma all'indirizzo indicato come riferimento. Le credenziali saranno abilitate dopo l'approvazione dell'accREDITAMENTO. Per effettuare l'accesso a "spazio stage" devi attendere una seconda mail con la conferma dell'avvenuto accREDITAMENTO e l'abilitazione delle utenze.

Nome utente assegnato: micheloni.i.1

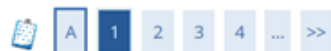
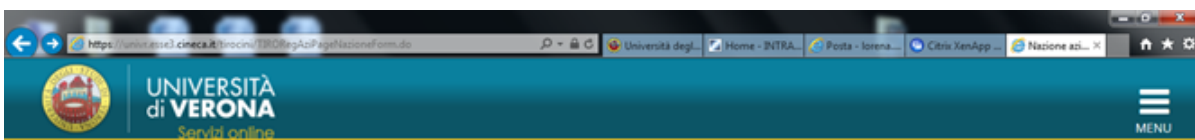
Password assegnata: 2V2AF-OL



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.



Nazione azienda

Inserire la nazione di provenienza dell'azienda

Nazione

Nazione:*

[Indietro](#) [Avanti](#)



Identificativo azienda

Inserire i dati identificativi dell'azienda

Dati Identificativi

Codice fiscale

Codice fiscale per azienda individuale

Partita Iva

Indietro

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.

Dati utente

Titolo:

Nome*

Cognome*

Nazione di nascita:*

E-mail*

Telefono diretto*

Cellulare

Max 16 caratteri compreso il pre. internaz.(es:+39 3486767676)

Posizione aziendale

Area funzionale

Sede operativa

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.

Aree disciplinari

Puoi scegliere per quale area disciplinare chiedere l'accreditamento. Possono essere selezionate anche più aree disciplinari. Per l'area di scienze dell'educazione/formazione viene richiesto l'upload [PROGETTO GENERALE](#) disponibile all'interno della Guida per l'Azienda nella specifica sezione "Spaziostage per tirocini Scienze dell'Educazione/ Formazione", mentre per l'area di scienze motorie viene richiesto l'upload [DETTAGLIO DELL' OFFERTA DI TIROCINIO](#) disponibile nella specifica sezione " TIROCINIO - SPAZIO STAGE AZIENDE SCIENZE MOTORIE".

Aree disciplinari

Area Educazione /Pedagogia - [Per scaricare il Progetto Generale clicca qui](#)

Area Psicologia - [Per scaricare il Progetto Generale clicca qui](#)

Area Scienze motorie - [Per scaricare il dettaglio dell'Offerta di Tirocinio clicca qui](#)

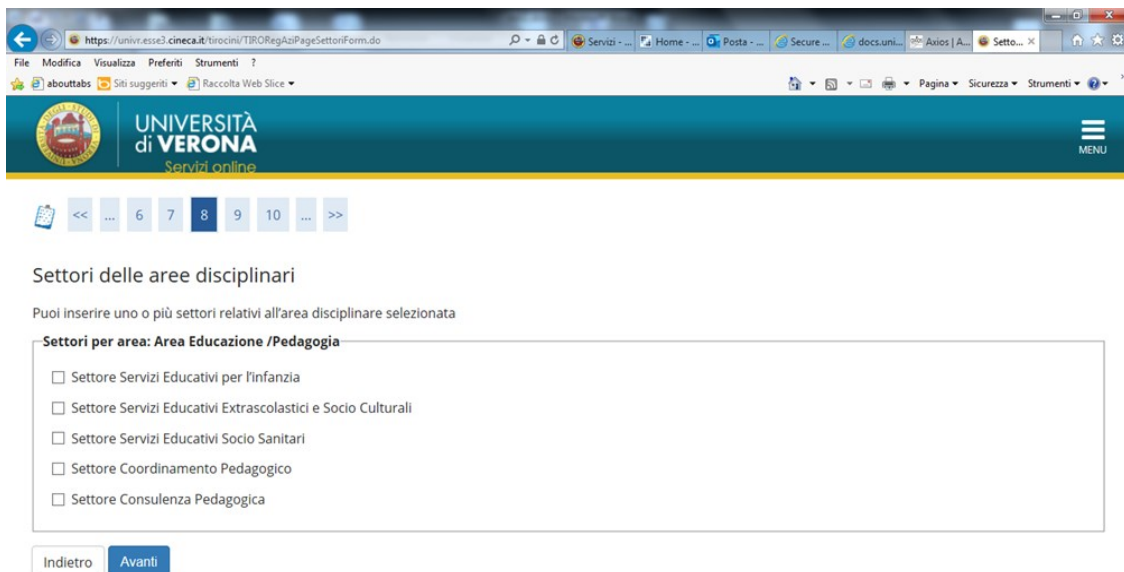
Area Servizio sociale

Tutte le restanti aree formative

Indietro Avanti

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.

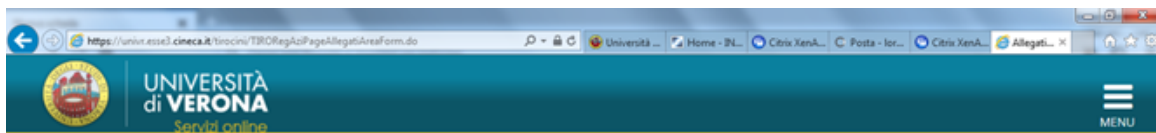


1.2.4. Attachments

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.



Allegati aree disciplinari

Per accreditarsi per l'area di scienze dell'educazione/formazione viene richiesto l'upload **PROGETTO GENERALE**, mentre per accreditarsi per l'area di scienze motorie viene richiesto l'upload **DETTAGLIO DELL' OFFERTA DI TIROCINIO**

Lista allegati

Tipologia di allegato	Massimo dimensionamento file	N. Allegati Min	N. Allegati Max	Estensione allegato	Stato	N. Allegati	Titolo	Descrizione	Azioni
Offerta Area EDUCAZ/FORMAZ	2 MB	1	10	*.docx, *.doc, *.pdf/A, *.pdf	●	0			Inserisci allegato

Indietro Avanti

Allegato progetto generale proposto dall'azienda

Per l'area di scienze dell'educazione/formazione viene richiesto l'upload [PROGETTO GENERALE](#), mentre per l'area di scienze motorie viene richiesto l'upload [DETTAGLIO DELL' OFFERTA DI TIROCINIO](#)

Dettaglio documento

Titolo*: Dettaglio offerta tirocinio Area SC EDU/FORM

Descrizione*: Dettaglio offerta tirocinio Area SC EDU/FORM

Allegato*: Sfoglia...

Indietro Avanti

Legenda

Allegati aree disciplinari

Per accreditarsi per l'area di scienze dell'educazione/formazione viene richiesto l'upload [PROGETTO GENERALE](#), mentre per accreditarsi per l'area di scienze motorie viene richiesto l'upload [DETTAGLIO DELL' OFFERTA DI TIROCINIO](#)

Lista allegati

Tipologia di allegato	Massimo dimensionamento file	N. Allegati Min	N. Allegati Max	Estensione allegato	Stato	N. Allegati	Titolo	Descrizione	Azioni
Offerta Area EDUCAZ/FORMAZ	2 MB	1	10	*.docx, *.doc, *.pdf/A, *.pdf		2			Inserisci allegato
							Dettaglio offerta tirocinio Area SC EDU/FORM	Dettaglio offerta tirocinio Area SC EDU/FORM	

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.

Scelta Nome Utente

Crea un nome utente utilizzando un numero e almeno un carattere alfabetico o un carattere speciale. La password sarà generata dal sistema.

Nome utente*

Indietro

Avanti


Home

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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.

Dati Azienda	
Ragione sociale	Università di Verona
Codice fiscale	93009870234
Settore	85 - ISTRUZIONE
Categoria	Istruzione e Formazione
Sito web	http://www.univr.it
Gruppo di appartenenza	
Numero dipendenti	Oltre 20
Fatturato	
Sede Legale	
Sede	Verona
Nazione	ITALIA
Comune	Verona
Provincia	VR
Indirizzo	via dell'Artigliere, 8
Cap	37129

 [Modifica Dati Azienda](#). Utilizza il link per modificare i Dati Azienda

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.



Registrazione conclusa

La procedura di registrazione si è conclusa correttamente. Il sistema ha inviato una mail di conferma all'indirizzo indicato come riferimento. Le credenziali saranno abilitate dopo l'approvazione dell'accREDITAMENTO. Per effettuare l'accesso a "spazio stage" devi attendere una seconda mail con la conferma dell'avvenuto accREDITAMENTO e l'abilitazione delle utenze.

Nome utente assegnato: micheloni.l.1

Password assegnata: 2V2AF-OL

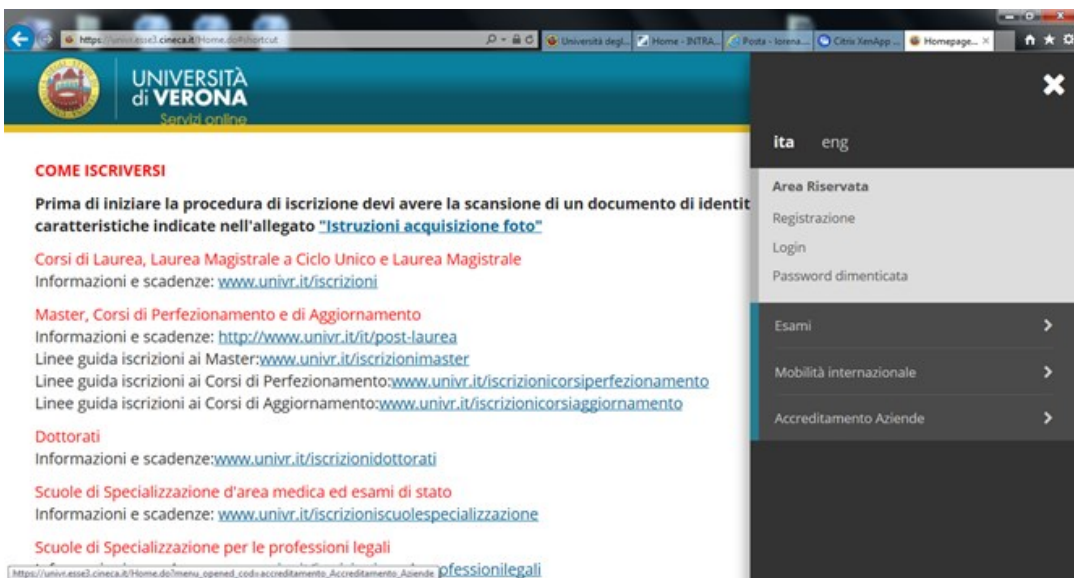


PLEASE NOTE: YOUR PROFILE WILL NOT BE ACTIVE UNTIL THE UNIVERSITY OF VERONA APPROVES YOUR PROFILE AS A NEW COMPANY SUPERVISOR (**APPROVAZIONE DEL NUOVO CONTATTO AZIENDALE**). AS SOON AS YOUR PROFILE IS APPROVED, YOU WILL RECEIVE A CONFIRMATION EMAIL, THEN YOU WILL BE ABLE TO LOG INTO THE SYSTEM USING 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.



Sede azienda

La pagina ti permette di inserire o modificare la sede aziendale

Sede azienda

Descrizione*

Tipo sede*

Indirizzo

Nazione*

Città

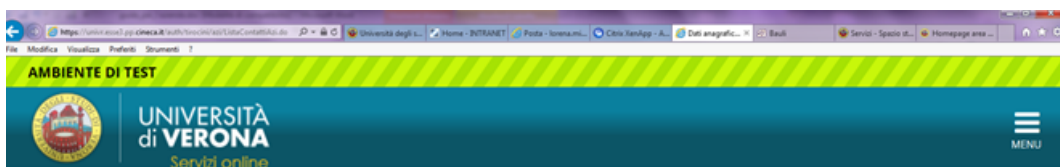
Cap*

Indirizzo*

Telefono centralino*

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.



Dati anagrafici contatti aziendali

La pagina permette l'inserimento o la modifica dei dati relativi ai contatti aziendali. ATTENZIONE: è necessario indicare il referente aziendale che assume il ruolo di TUTOR e associarlo alla sede di svolgimento del tirocinio (sedi di attività).

Cognome e nome	Ruoli	Azioni
A OLO	Tutor	
A RICA	Tutor	
A IUDIA	Tutor	
A ERINO	Tutor	
A IANO	Tutor	
B IRENE	Referente tirocini/stage	
B IUSTO	Tutor	
C A MARTINA	Rappresentante legale	

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.

Contatto aziendale

Inserisci o modifica il contatto aziendale

Dati anagrafici contatto aziendale

Messaggio informativo per ruolo

Ruoli: Delegato
 Rappresentante legale
 Referente tirocini/stage
 Responsabile amministrativo stage
 Studente
 Tutor

Messaggio informativo per campo titolo

Titolo:

Cognome:*

Nome:*

Sesso:* Maschile Femminile

Data di nascita:

Telefono:

Cellulare:

Messaggio informativo per funziona aziendale

Funzione aziendale:

Messaggio informativo per campo attivo

Attivo: Sì No

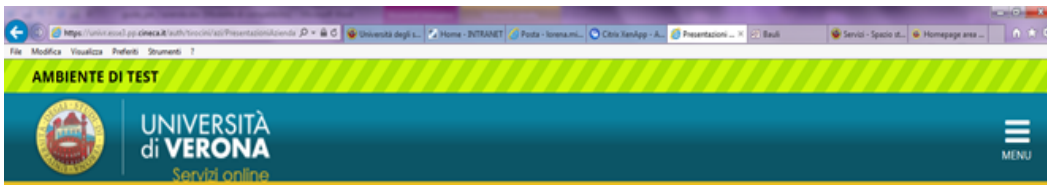
Sedi di attività (solo per tutor)

Sedi: Via Verdi, 31, 37060 Castel d'Azzano (VR)
 via Verdi 22, 37121 Verona (VR)

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.



Presentazioni azienda

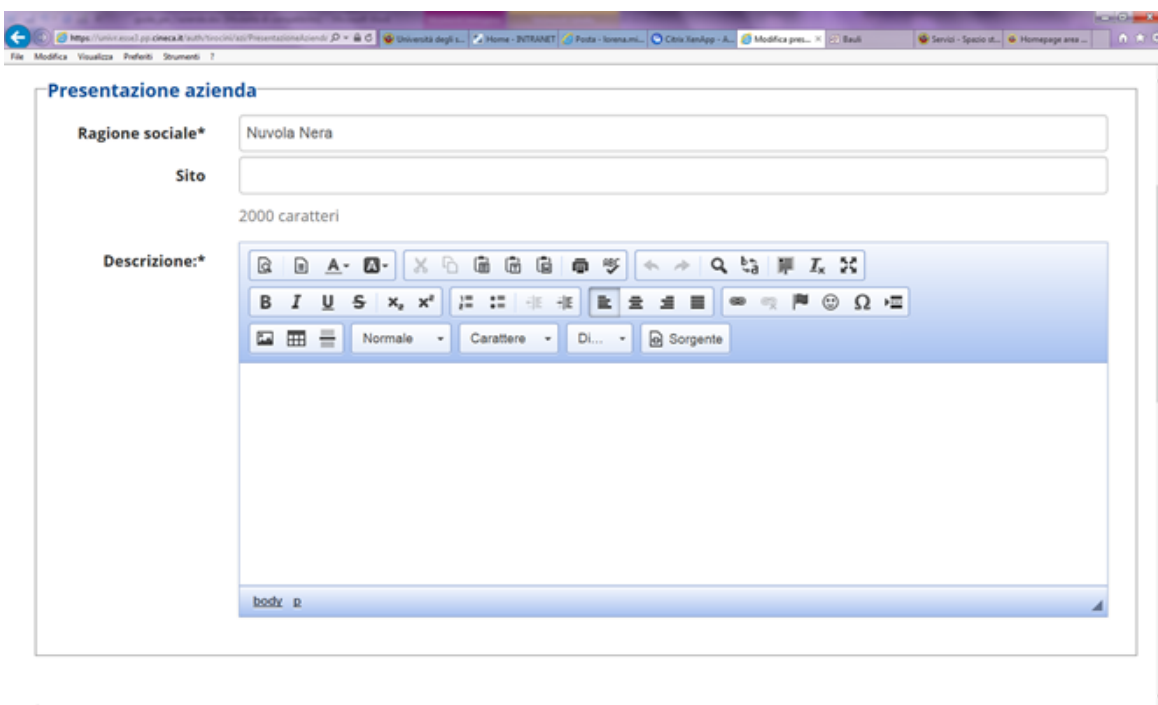
La pagina seguente permette di creare, modificare e visualizzare le tue presentazioni aziendali

Codice	Stato	Ultima modifica	Azioni
1392	Attualmente pubblicata	30/09/2014 alle 16:09 -	  

[Aggiungi nuova presentazione](#)



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*).



The screenshot shows a web browser window with the URL <https://univ.ess3.pp.cineca.it/auth/teccin/azi/PresentazioniAziendi>. The page is titled "Allegati" and contains a table with the following data:

Titolo	Azioni
Allegato 1 non inserito	Inserisci un nuovo allegato
Allegato 2 non inserito	Inserisci un nuovo allegato
Allegato 3 non inserito	Inserisci un nuovo allegato

Below the table is the "Multimedia" section, which contains a table with the following data:

Tipo	Valore
Multimedia 1	-
Multimedia 2	-
Multimedia 3	-

At the bottom of the form, there are five buttons: "Indietro", "Salva e continua", "Salva ed esci", "Salva e visualizza anteprima", and "Salva e richiedi pubblicazione".

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.

The screenshot shows the header of the University of Verona website. It features the text "AMBIENTE DI TEST" on a green and yellow striped background. Below this is the University of Verona logo, the text "UNIVERSITÀ di VERONA", and "Servizi online". On the right side, there is a "MENU" button with a hamburger icon.

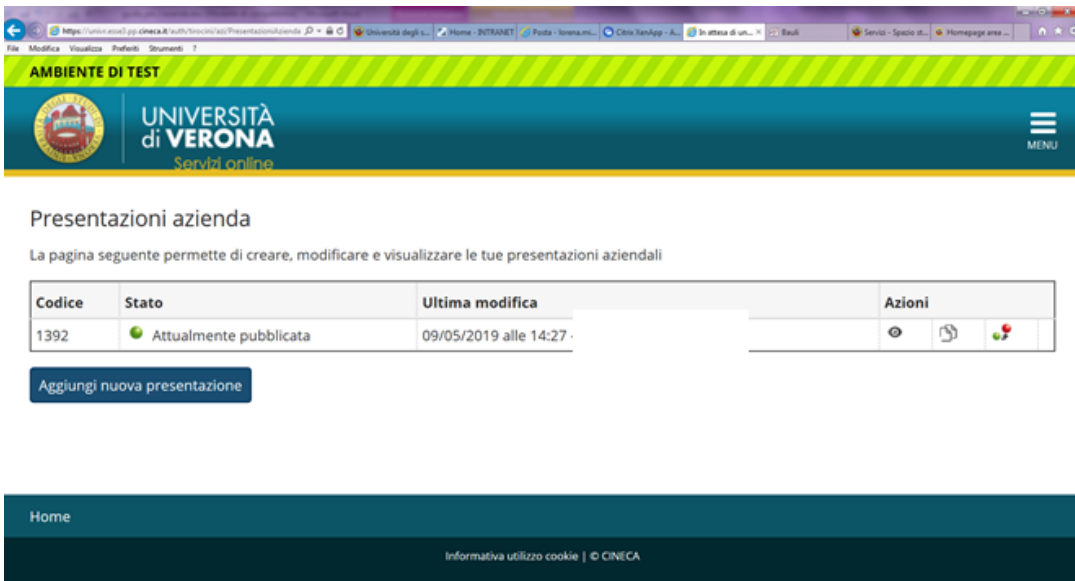
Modifica stato presentazione

La presentazione verrà sottoposta ad approvazione da parte dell'Ateneo prima della pubblicazione. Confermi?

Esci [Conferma richiesta pubblicazione](#)

The screenshot shows the footer of the website, which includes the text "Home" and "Informativa utilizzo cookie | © CINECA".

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*).



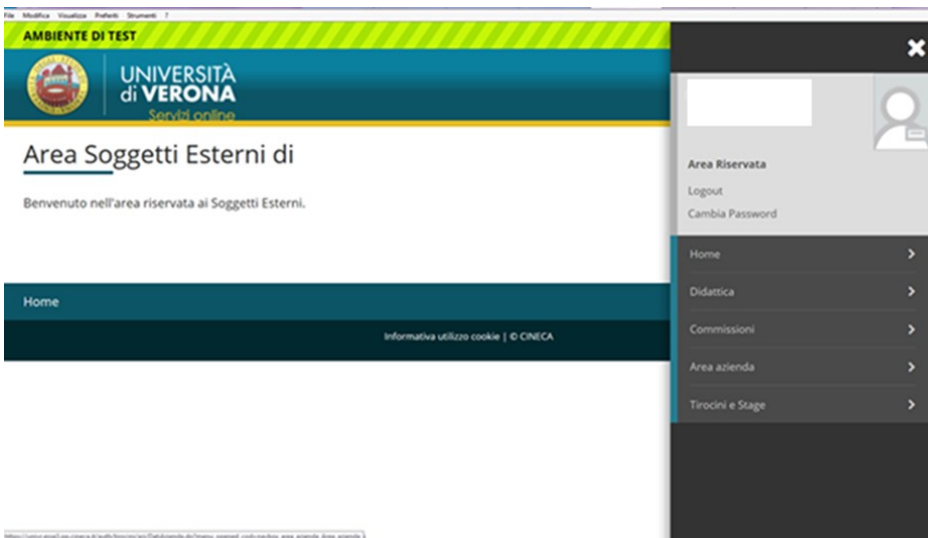
By logging into their personal area, the student or recent graduate will be able to view the following company information:

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.

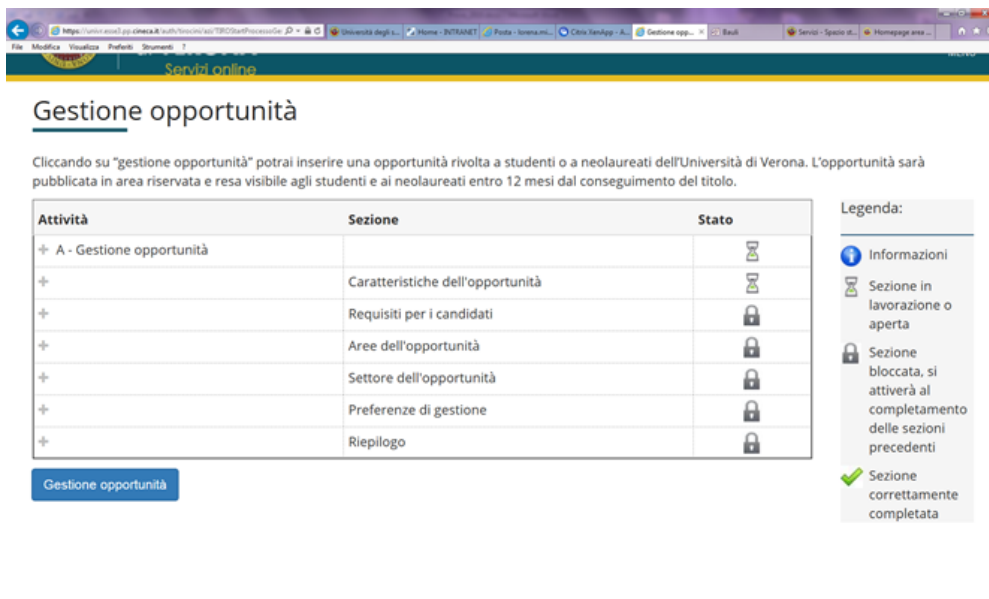
3. HOW TO ADD A NEW INTERNSHIP OFFER

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.

Tipo opportunità* Stage per studenti

Ragione sociale azienda* Nuvola Nera

Descrizione azienda

ivapifaekobavikaedvkae0lval

Sede di svolgimento* -- Seleziona --

Area funzionale* -- Seleziona --

Facilitazioni Previste Indennità per la partecipazione al tirocinio

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.

Gestione opportunità

In questa maschera potrai inserire i requisiti richiesti ai candidati.

Requisiti per i candidati

Titolo*

Testo*

Requisiti e competenze

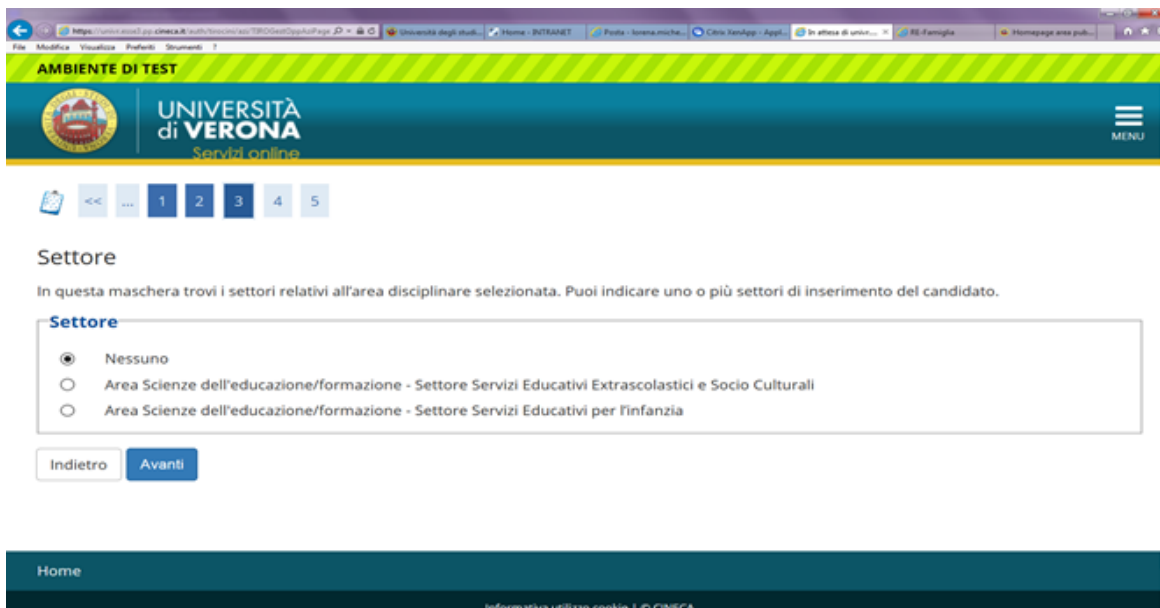
Obiettivi formativi e competenze da acquisire*

Competenze Linguistiche

- Seleziona ling	- Seleziona livello -
- Seleziona ling	- Seleziona livello -
- Seleziona ling	- Seleziona livello -
- Seleziona ling	- Seleziona livello -

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.

Caratteristiche dell'opportunità	
Tipo opportunità	Stage per studenti
Ragione sociale azienda	Nuvola Nera
Descrizione azienda	<p>ivapifaèkcèavikaèodvkaè0ivaì</p>
Sede di svolgimento	via Verdi 22, 37121, Verona, VR, ITALIA
Area funzionale	Marketing e Comunicazione
Convenzione	Convenzione per studenti
Facilitazioni Previste	Rimborso spese di viaggio;
Data indicativa di inizio	28/05/2019
Durata indicativa prevista (in mesi)	3
Numero di posti previsti	

[Modifica Dati Caratteristiche dell'opportunità](#) Utilizza il link per modificare i Dati delle Caratteristiche dell'opportunità

Requisiti per i candidati	
Titolo	marketing e comunicazione
Testo	gestione campagna pubblicitaria
Obiettivi formativi e competenze da acquisire	lavoro in team, organizzazione eventi, organizzazione aziendale
Competenze linguistiche	inglese: Intermedio;
Competenze informatiche	
Competenze specialistiche	

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.

Preferenze di gestione	
Anni dalla laurea	
Altre informazioni	
Appartenenza a categoria protetta	No

[Modifica Dati dei Requisiti per i candidati](#) Utilizza il link per modificare i Dati dei Requisiti per i candidati

Referente aziendale	it
Ricevi Candidature	
Anche via mail	Si
Visibile fino al	30/08/2019 Ore: 00:00
Usa etichette in inglese	No
Documentazione e informazioni richieste (vedi elenco sottostante)	
Curriculum Vitae	Tipo domanda: upload

[Modifica Dati di Preferenze di gestione Opportunità](#) Utilizza il link per modificare i Dati di Preferenze di gestione dell'Opportunità

Indietro **Salva in Bozza** **Pubblica**

Home

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- 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:

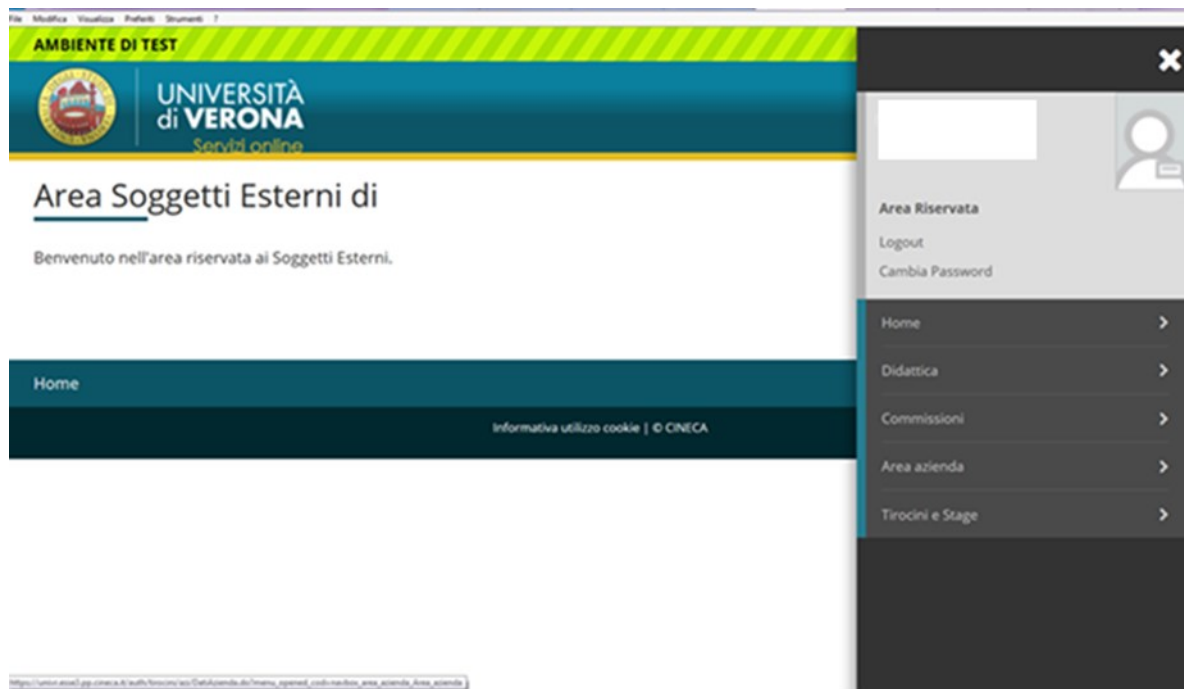
- a) **Anteprima (preview)**: have a preview of your offer exactly as it will be shown to applicants;
- b) **Riepilogo (summary)**: have a summary of the information relating to the offer;
- c) **Clona (copy)**: create a new internship offer by copying an existing offer;
- d) **Modifica (change)**: reopen 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*);
- e) **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;
- f) **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*), then click on the magnifying glass icon to view the agreement. Then follow the instructions set out in point 4.

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**), then click on the magnifying glass icon to view the agreement.

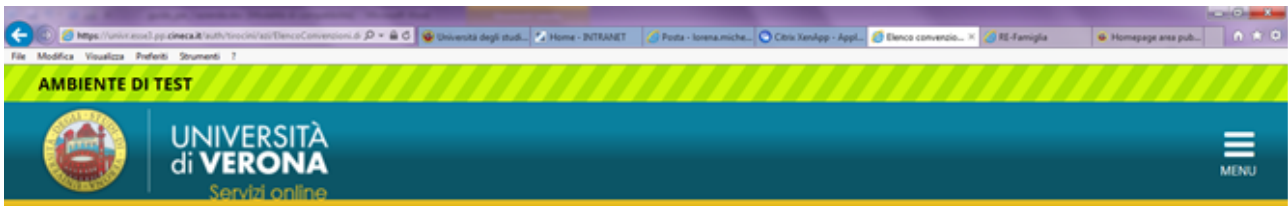
The agreement may be **signed electronically** (only files in PDF – PDF/A format will be accepted) and sent by Certified Email – PEC to: ufficio.protocollo@pec.univr.it together with the ‘dichiarazione di pagamento dell’imposta di bollo’ – ‘Stamp duty’ payment self-declaration” form and a €16 ‘stamp duty’ (*imposta di bollo*).

OR

The agreement may be **printed in two copies** which must be stamped and signed by the company legal representative, together with the ‘dichiarazione di pagamento dell’imposta di bollo’ – ‘Stamp duty’ payment self-declaration” form and a €16 ‘stamp duty’ (*imposta di bollo*) on each copy. The two copies and the signed form must then be sent – by post – to the University of Verona – Ufficio Stage e Tirocini.

If you are doing so 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

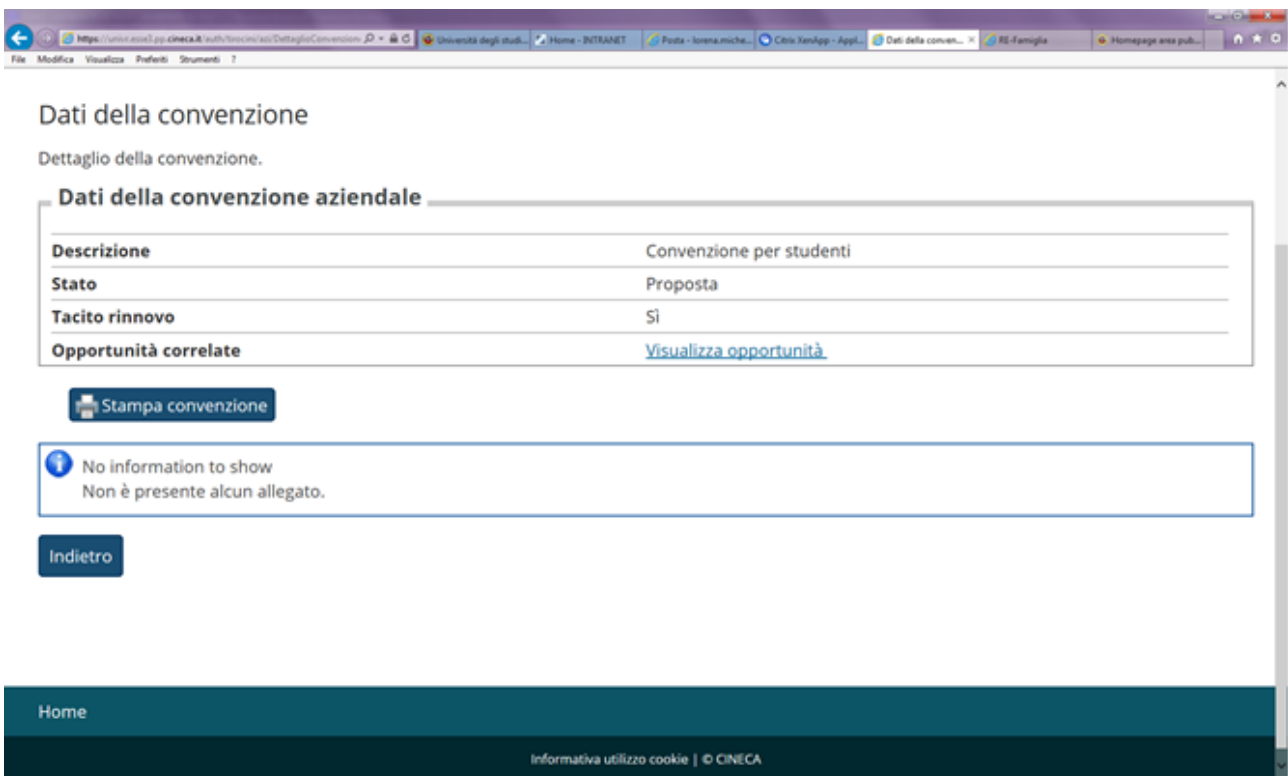
If you are doing so on behalf of an entity exempt from paying ‘stamp duty’ (*imposta di bollo*), the agreement must be submitted in one of the ways indicated above, always together with the ‘dichiarazione di pagamento dell’imposta di bollo’ – ‘Stamp duty’ payment self-declaration” form, in which the entity declares that it is exempt from paying ‘stamp duty’.



Elenco convenzioni

Elenco delle convenzioni aziendali.

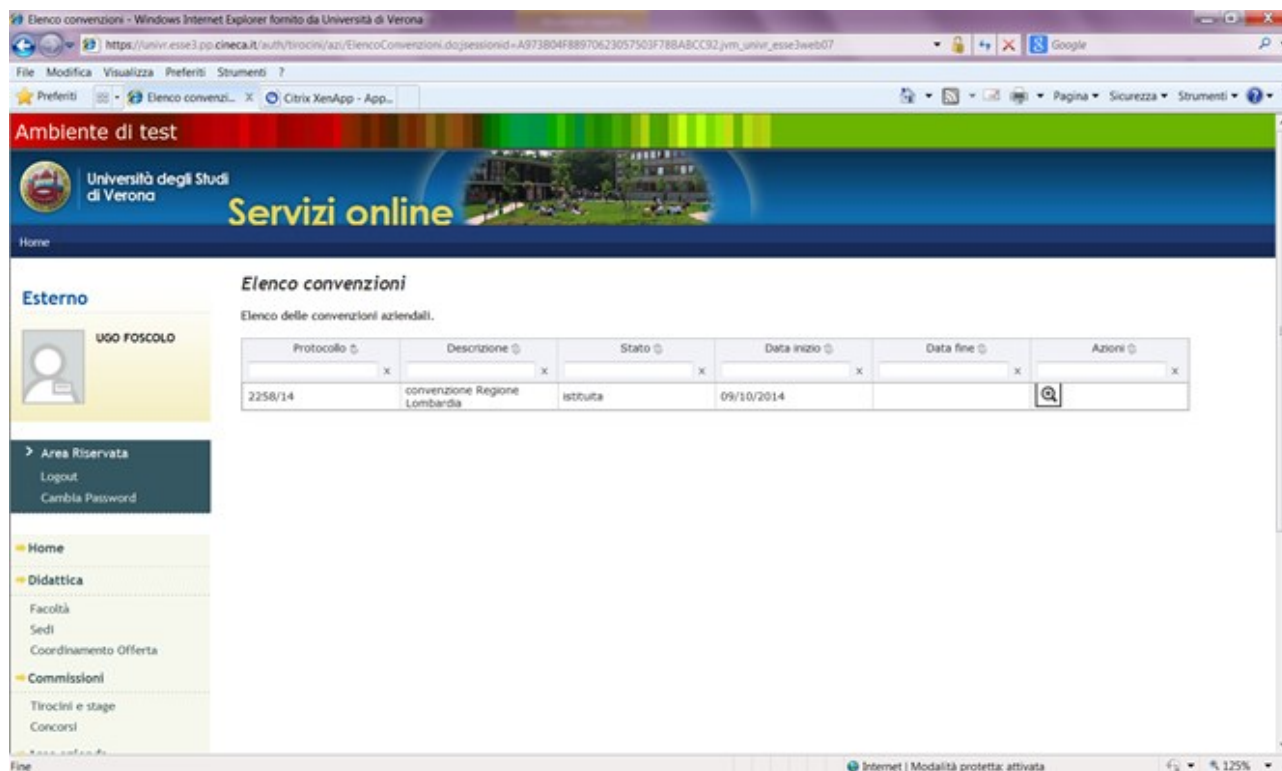
Protocollo	Descrizione	Stato	Data inizio	Data fine	Azioni
2468/15	convenzione per laureati Regione Veneto	istituita	14/09/2015		
	Convenzione per studenti	Proposta			



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.

The screenshot shows a web browser window displaying the 'Elenco convenzioni' page. The page header includes the University of Verona logo and 'Servizi online'. The main content area is titled 'Elenco convenzioni' and contains a table of agreements. The table has the following data:

Protocollo	Descrizione	Stato	Data inizio	Data fine	Azioni
1212/14	convenzione per studenti	istituita	08/10/2014		[Magnifying Glass Icon]

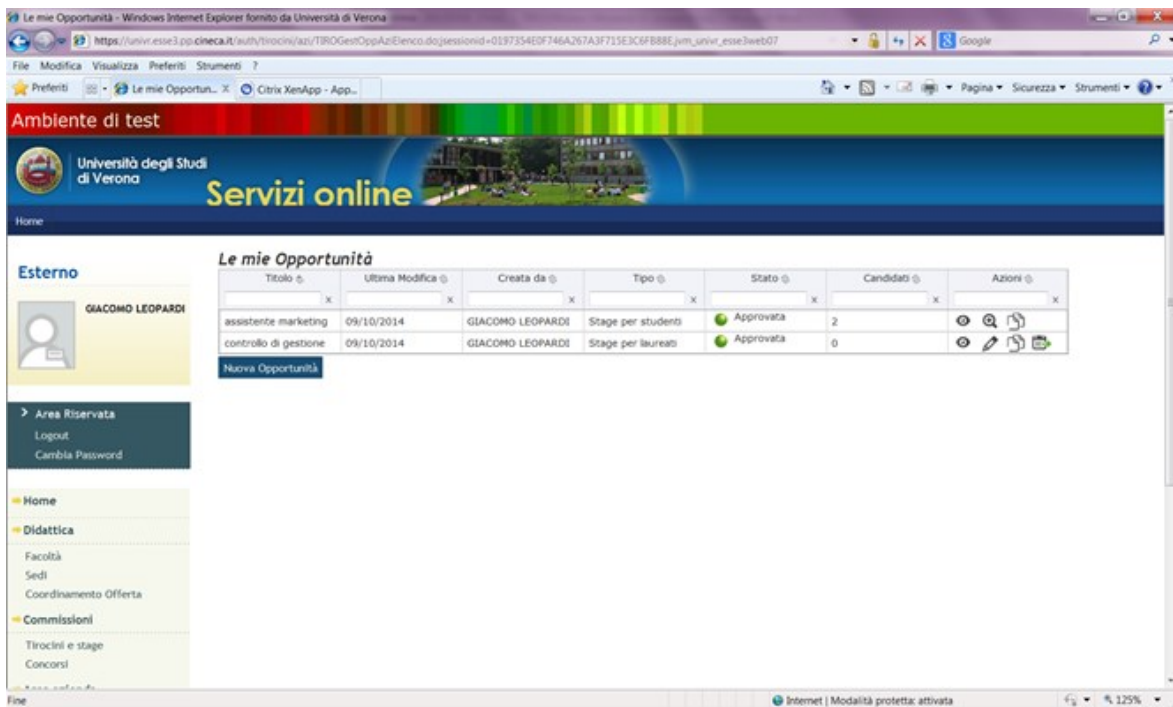
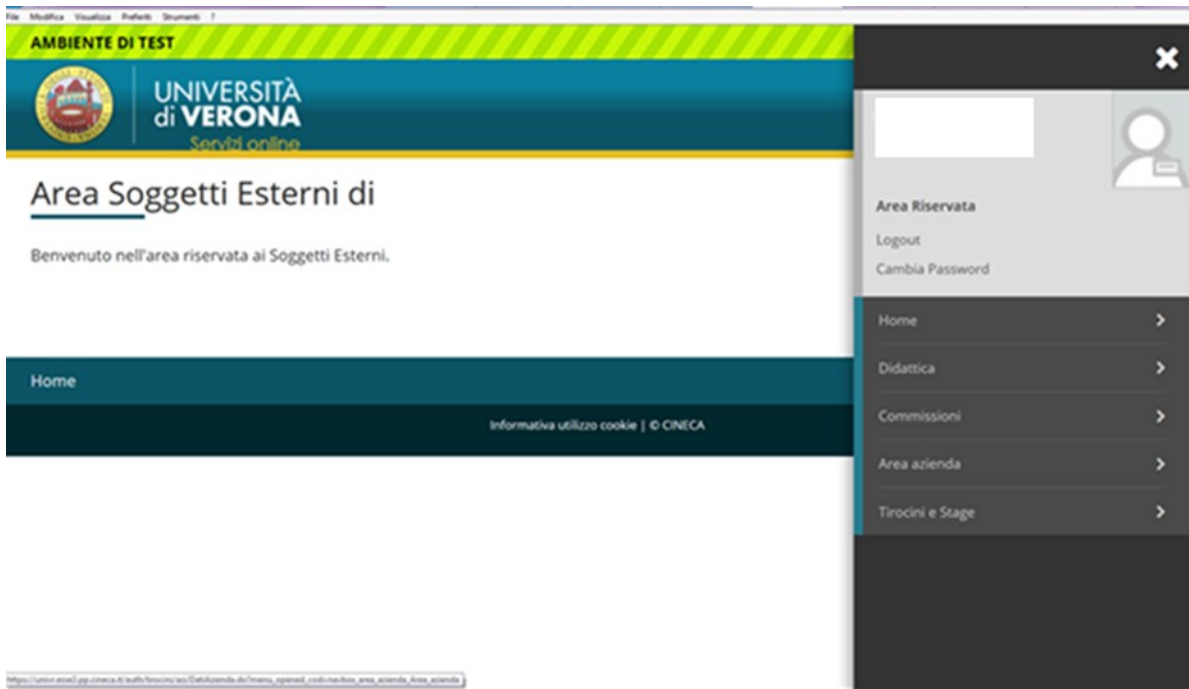
On the left side, there is a user profile for 'MARIO ROSSI' and a navigation menu with categories like 'Area Riservata', 'Home', 'Didattica', and 'Commissioni'.

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.

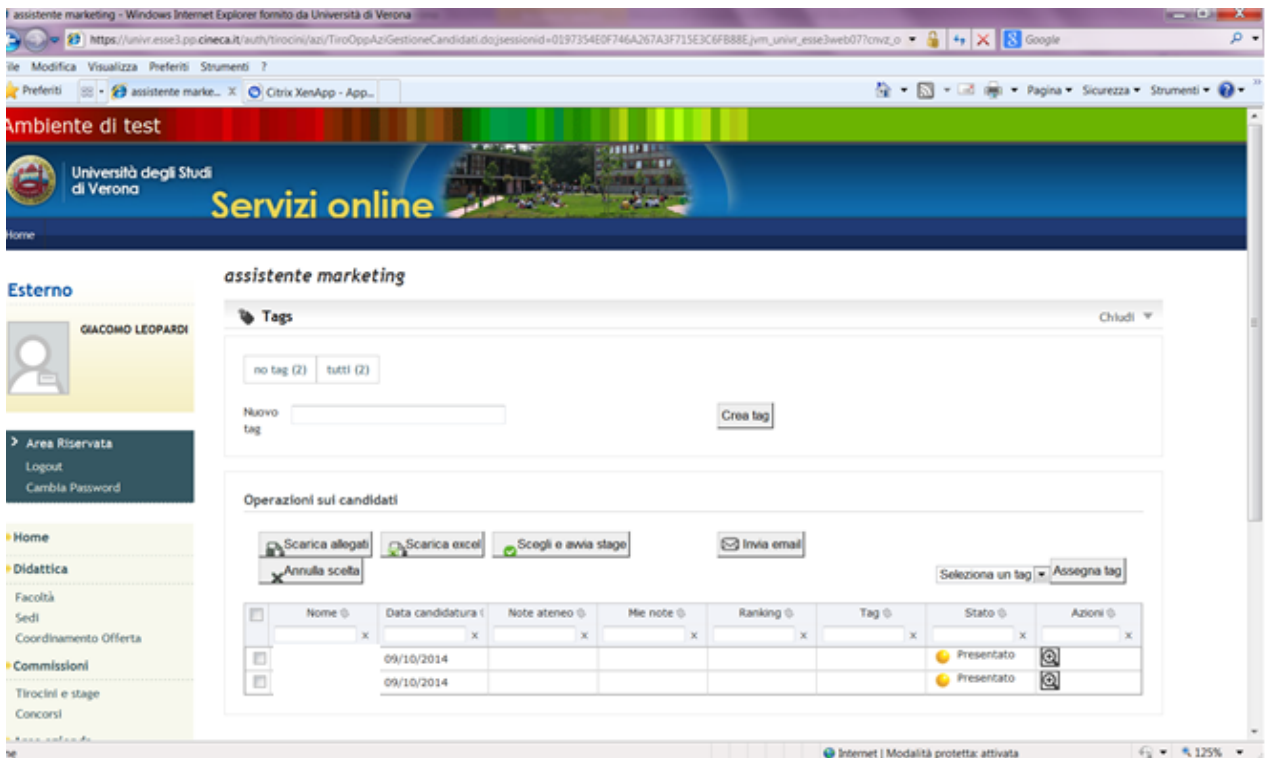
5. HOW TO MANAGE AND VIEW APPLICATIONS

5.1 VIEW APPLICATIONS FOR EACH INTERNSHIP OFFER

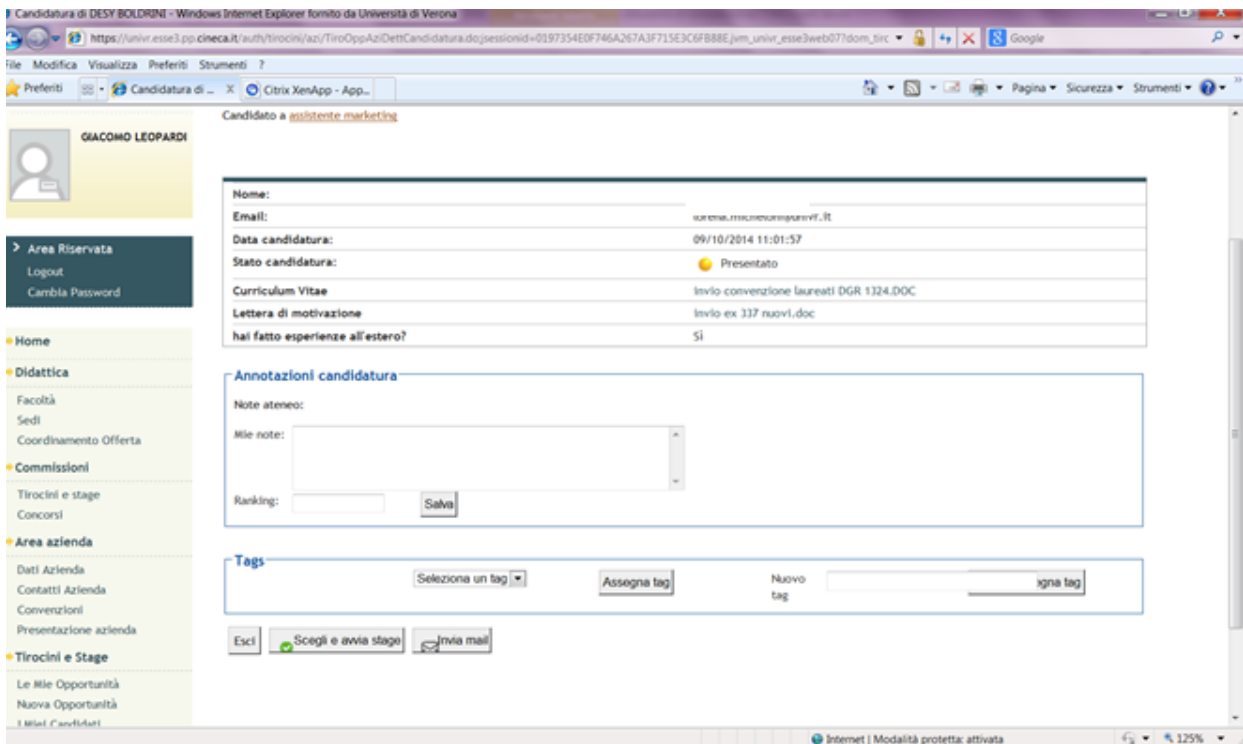
From the menu, by clicking on “Tirocini e Stage” (*Internships*) and then on **“le mie opportunità”** (*my offers*), you can view how many applicants applied for each offer. Just click on the number of applicants for further details.



By clicking on the number of applicants (“*Candidati*”), you will be able to manage the received applications.

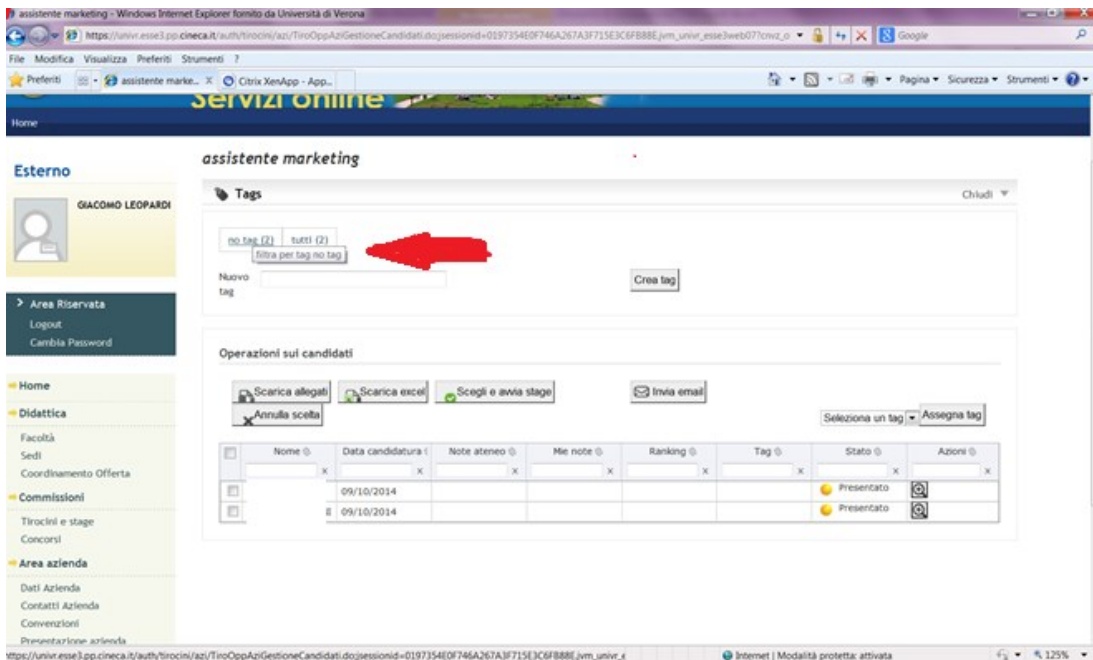


By selecting each applicant's name and clicking on the magnifying glass icon, you will be able to view the application details and relevant attachments, and enter notes or tags. Moreover, you can contact a specific applicant by email by clicking on **“scegli e avvia stage”** (choose this applicant and start internship).



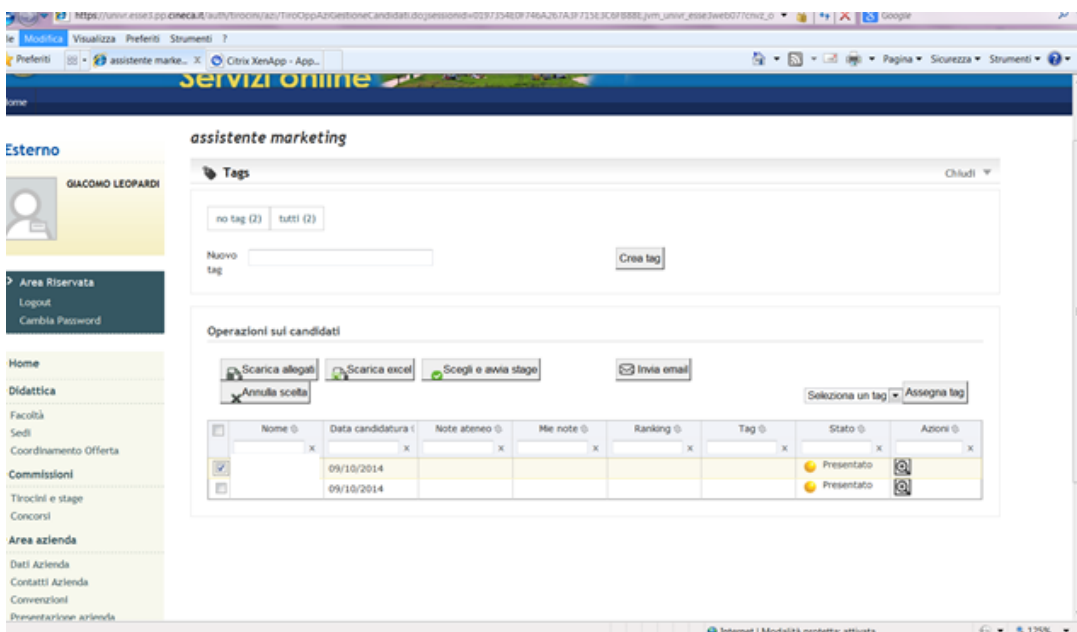
5.1.1. Tagging applicants

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.



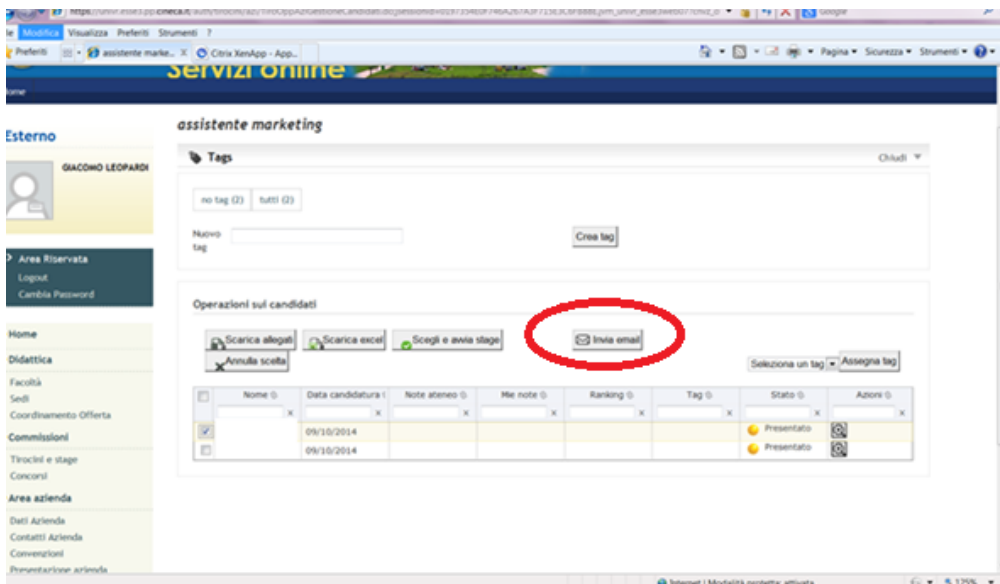
5.1.3. Download an Excel file

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

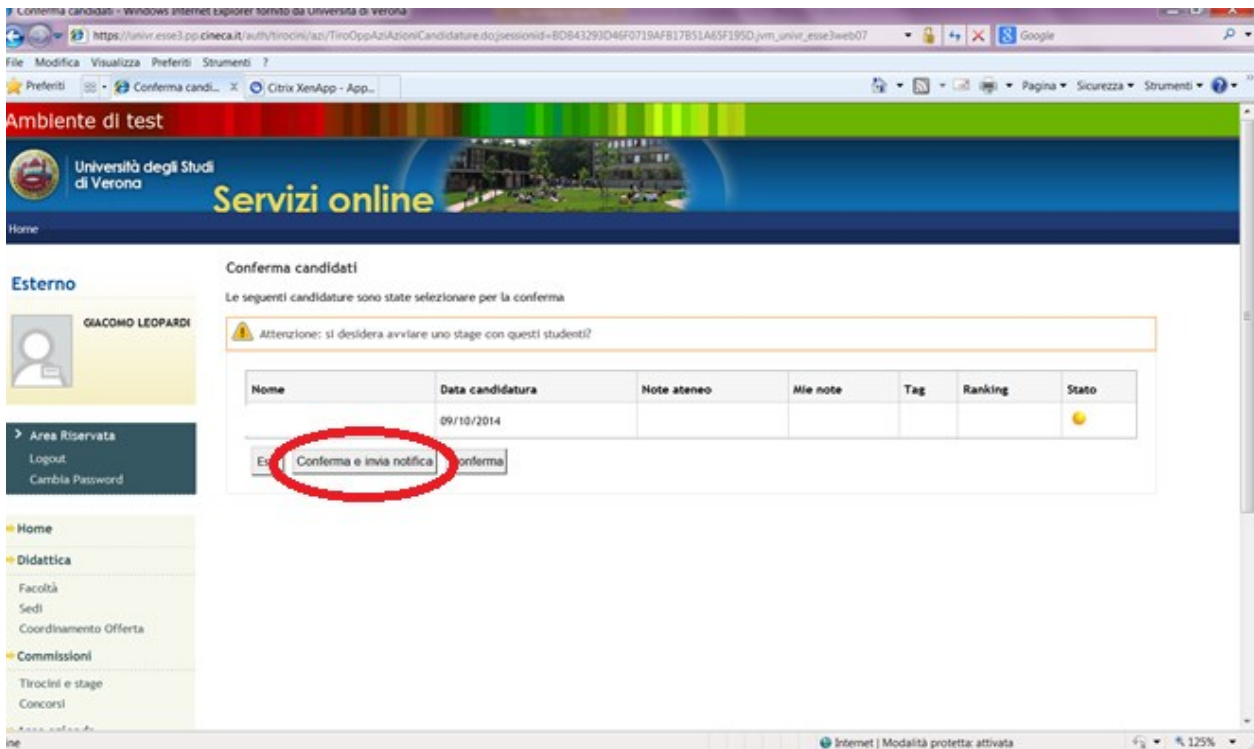
5.1.4. Send an email to applicants

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.

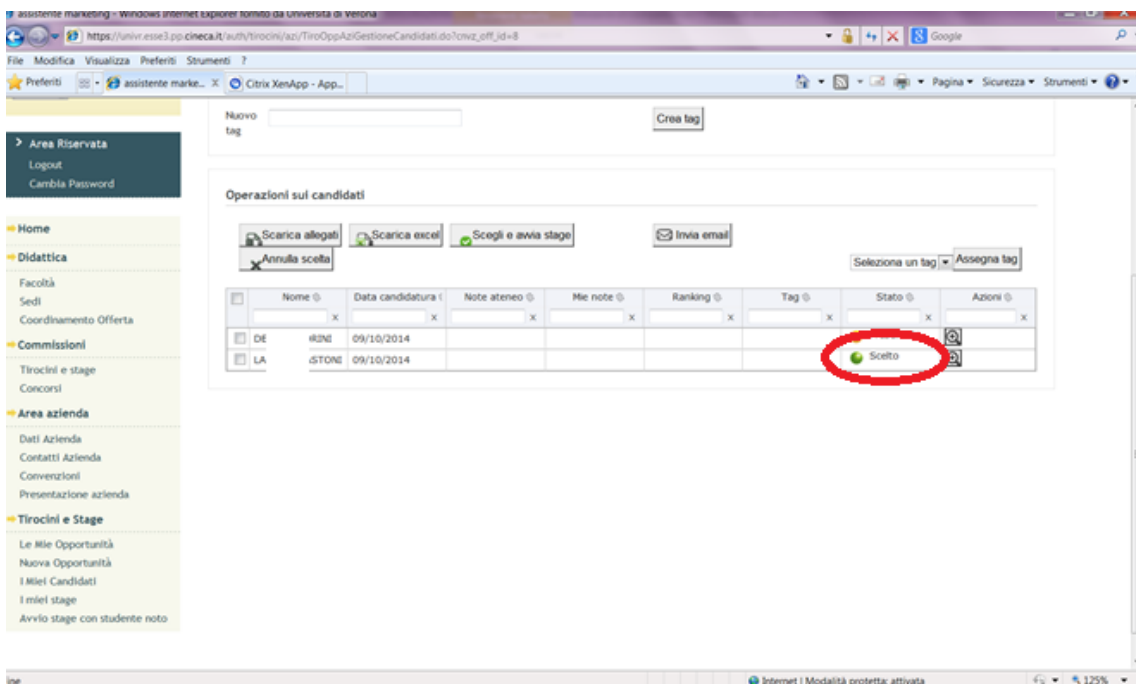


5.1.5. Select an applicant and start an internship

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 suitable for the type of internship and location). Please go to the section “**Convenzioni**” (*agreements*) and print the relevant internship agreement. Otherwise, if you already have an active internship agreement in

place, which is suitable 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, 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.

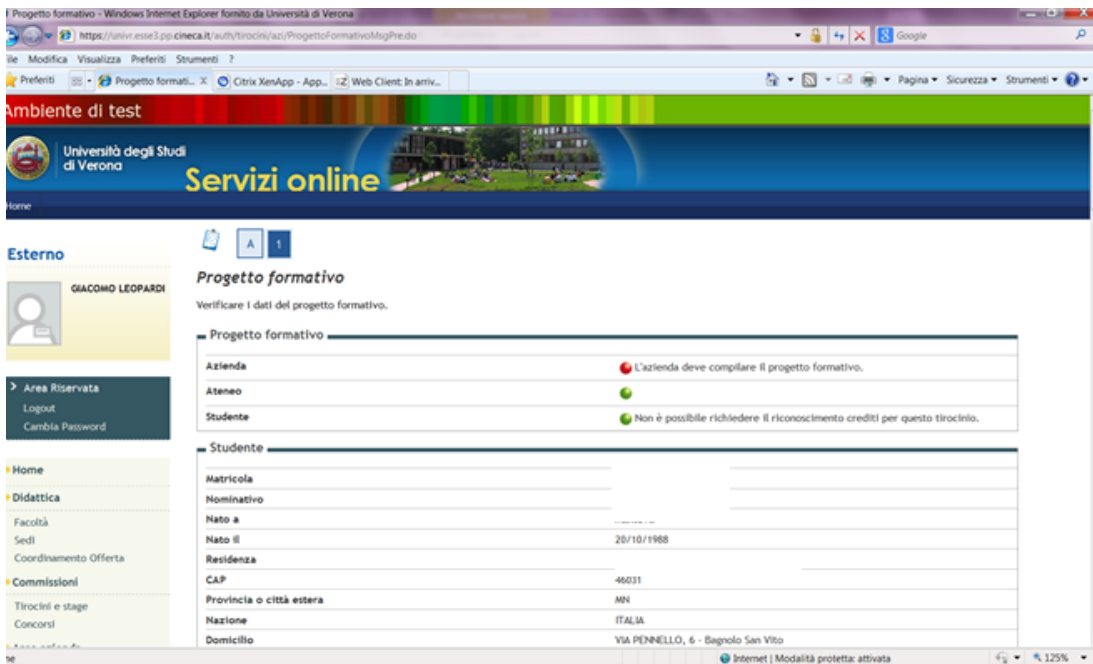
The screenshot shows the 'I miei stage' section of the University of Verona's online services. The user is logged in as MARCO ROSSI. The table below lists the internships:

Stato	Home	Opportunità	Data inizio	Progetto formativo	Convenzione e all.	Gestione periodo	Valutazione
Confirmata	RSA		14/03/2017	Vedi	Vedi	Vedi	Vedi

6.2.1. Training project status

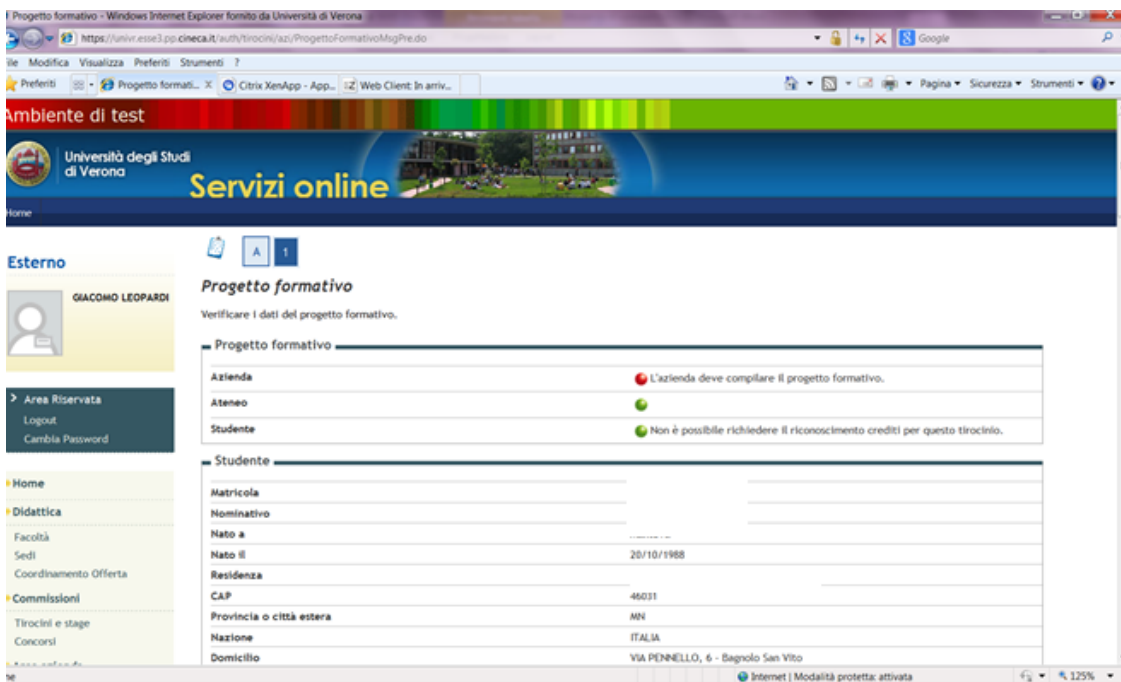
In this section you can view the status of each intern’s Training Project. Whenever a red light is displayed, an action must be completed, so as to enable the process to proceed.

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 “**Studiante**” 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.

Mato a	Mantova	
Mato il	20/10/1988	
Residenza	VN	to
CAP	46	
Provincia o città estera	MP	
Nazione	IT	
Domicilio	VN	to
Codice fiscale	MP	
Telefono	03	
Cellulare	+3	
Email	id3	
Corso di laurea	[L20] - LINGUE E CULTURE PER IL TURISMO E IL COMMERCIO INTERNAZIONALE	
Anno di corso	3	
Anni fuori corso	1	

Denominazione	B	
Natura giuridica	P	
Sede legale	V	0, Ponzano Veneto, TV, ITALIA
Rappresentante legale	C	
Settore ATECO	CONFEZIONE DI ARTICOLI DI ABBIGLIAMENTO; CONFEZIONE DI ARTICOLI IN PELLE E PELLICCIA	

Informazioni aggiuntive azienda

Responsabile amministrativo

Telefono del responsabile amministrativo

Email del responsabile amministrativo

Fascia di dipendenti*

Numero di tirocinanti in azienda (max)

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:
 - this information determines the maximum number of internships that can be activated within the business unit, 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.

Progetto formativo - Windows Internet Explorer fornito da Università di Verona

https://univr.esse3.pp.cineca.it/auth/tirocini/azi/ProgettoFormativoSubmit.do?sessionId=164D44F381442318BF275B308B0C65A0_jm_univr_esse3web07

File Modifica Visualizza Preferiti Strumenti ?

Progetto formati... X

Indirizzo del tutor aziendale: [input type="text" value="0409900408"]

Email del tutor aziendale: [input type="text" value="LEOPARDI@BENETTON.IT"]

Numero tirocinanti curriculari per tutor: [input type="text" value=""]

Numero tirocinanti extra-curriculari per tutor: [input type="text" value=""]

Facilitazioni Previste

Indennità per la partecipazione al tirocinio:

Importo periodico: [input type="text" value=""]

Alloggio:

Mensa aziendale:

Rimborso spese di viaggio:

Buoni pasto:

Altra:

Note: [input type="text" value=""]

Figure professionali

Codice	Descrizione
[input type="text" value=""]	[input type="text" value=""]
[input type="text" value=""]	[input type="text" value=""]

Fine

Internet | Modalità protetta: attivata

125%

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.

https://univr.esse3.pp.cineca.it/auth/tirocini/azi

Home - INTRANET Zimbra: In arrivo L Citrix XenApp - A Titoli Progetto forma... Citrix XenApp - A

File Modifica Visualizza Preferiti Strumenti ?

Informazioni richieste

Buoni pasto:

Informazioni richieste

Altra:

Note: [input type="text" value=""]

Contenuti del progetto formativo

Area/funzione aziendale di riferimento: [input type="text" value="Commerciale"]

Settore: [input type="text" value="Area Scienze dell'educazione/formazione - Settore Servizi Educativi per l'infanzia
Area Scienze dell'educazione/formazione - Settore Servizi Educativi Extrascolastici e Socio Culturali
Area Scienze dell'educazione/formazione - Settore Coordinamento Pedagogico"]

Obiettivi formativi previsti nell'opportunità: [input type="text" value=""]

Obiettivi formativi e di orientamento (abilità, conoscenze e competenze da acquisire)*: [input type="text" value=""]

Attività oggetto del tirocinio*: [input type="text" value=""]

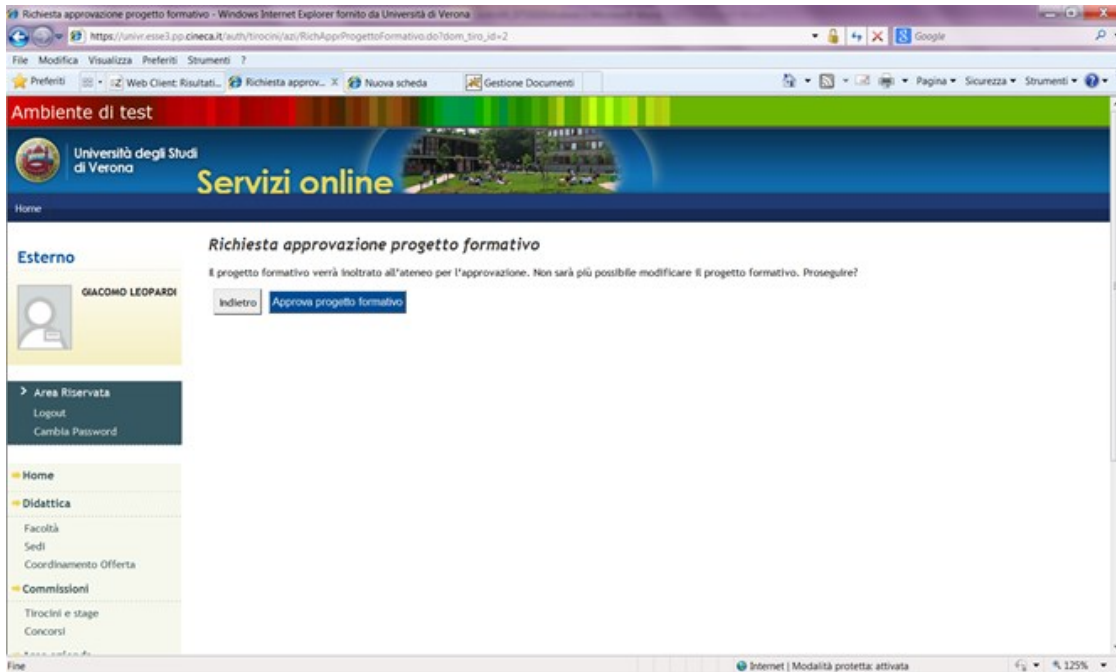
Modalità di verifica degli apprendimenti*: [input type="text" value=""]

Indietro Salva in bozza Salva e richiedi approvazione

2017 © by KION e CRECA Company | Informativa utilizzo cookie

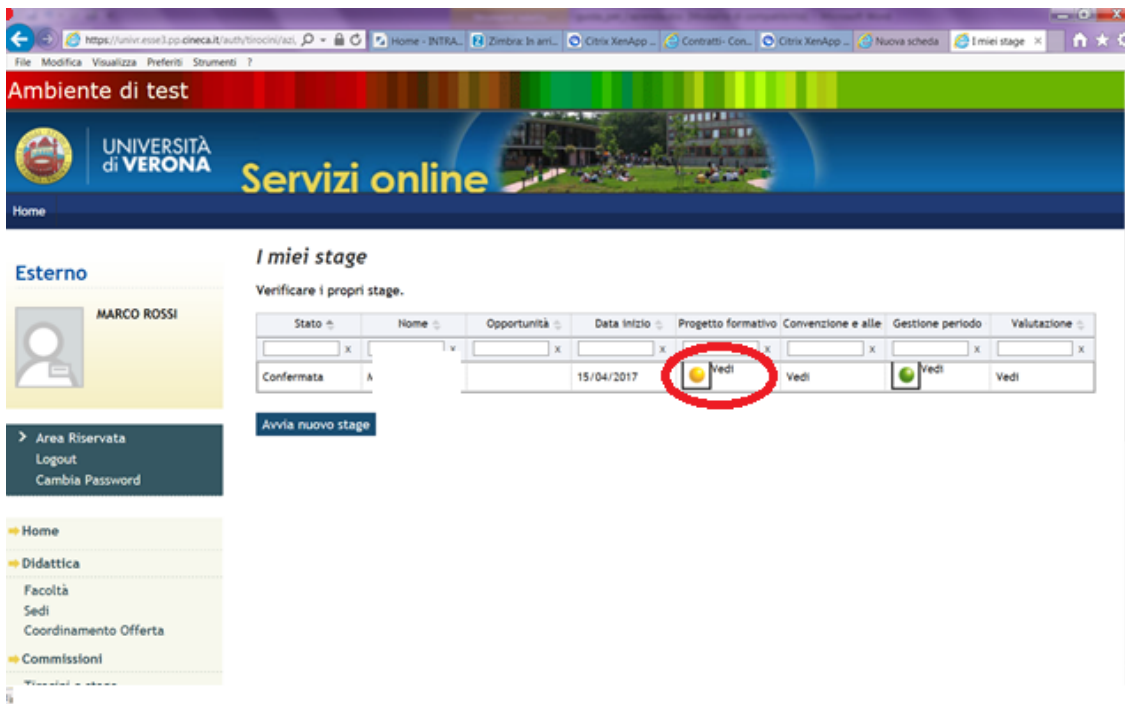
6.2.7. Training project approval

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 must complete the missing fields, 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.

Ambiente di test

UNIVERSITÀ di VERONA Servizi online

Home

Esterno

MARCO ROSSI

Area Riservata
Logout
Cambia Password

Home
Didattica
Facoltà
Sedi
Coordinamento Offerta
Commissioni

I miei stage

Verificare i propri stage.

Stato	Nome	Opportunità	Data inizio	Progetto formativo	Convenzione e alle	Gestione periodo	Valutazione
Avviato	M	A	15/04/2017	Vedi	Vedi	Vedi	Vedi

Avvia nuovo stage

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*).

Ambiente di test

UNIVERSITÀ di VERONA Servizi online

Home

Esterno

MARCO ROSSI

Area Riservata
Logout
Cambia Password

Home
Didattica
Facoltà
Sedi
Coordinamento Offerta
Commissioni

I miei stage

Verificare i propri stage.

Stato	Nome	Opportunità	Data inizio	Progetto formativo	Convenzione e alle	Gestione periodo	Valutazione
Avviato	M	A	15/04/2017	Vedi	Vedi	Vedi	Vedi

Avvia nuovo stage

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.

The screenshot shows a web browser window displaying the 'Ambiente di test' (test environment) for the University of Verona's online services. The user is logged in as MARCO ROSSI. The main content area is titled 'Richiesta modifica periodo stage -' (Request to modify internship period). Below the title, there is a table with the following information:

Informazioni	
Data inizio	15/04/2017
Data fine	31/05/2017

Below the table, there is a dropdown menu labeled 'Tipo di modifica al periodo di stage' (Type of modification to the internship period). The dropdown menu is open, showing the following options:

- Scegli azione-
- Variazione data inizio stage
- Proroga
- Conclusione anticipata
- Sospensione temporanea
- Trasferita

At the bottom of the form, there are two buttons: 'Indietro' (Back) and 'Salva' (Save).

Please choose an option from the drop-down menu, then enter the required fields and click on 'Salva' (save).

Richiesta modifica periodo stage -
 Richieste di modifica al periodo di stage.

Informazioni

Data inizio	15/04/2017
Data fine	31/05/2017

Tipo di modifica al periodo di stage: **Proroga**

Data inizio* (gg/MM/yyyy)

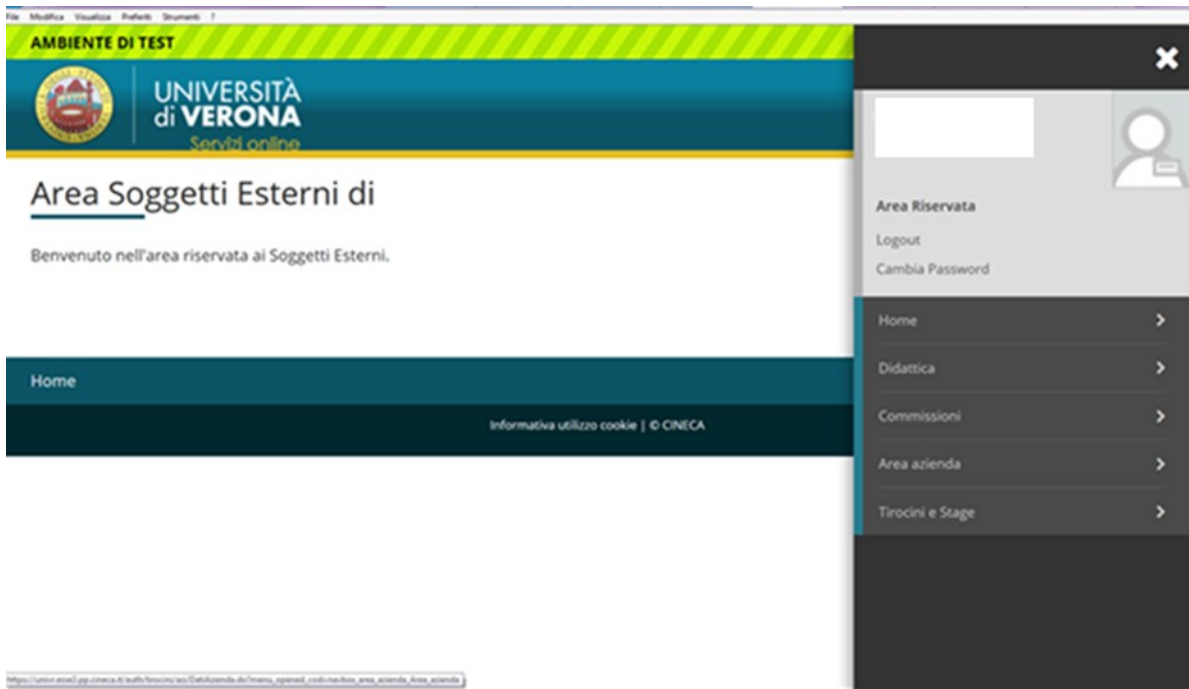
Data fine* (gg/MM/yyyy)

Motivazione*
 La motivazione dev'essere lunga al massimo 2000 caratteri.
 termine progetto in corso

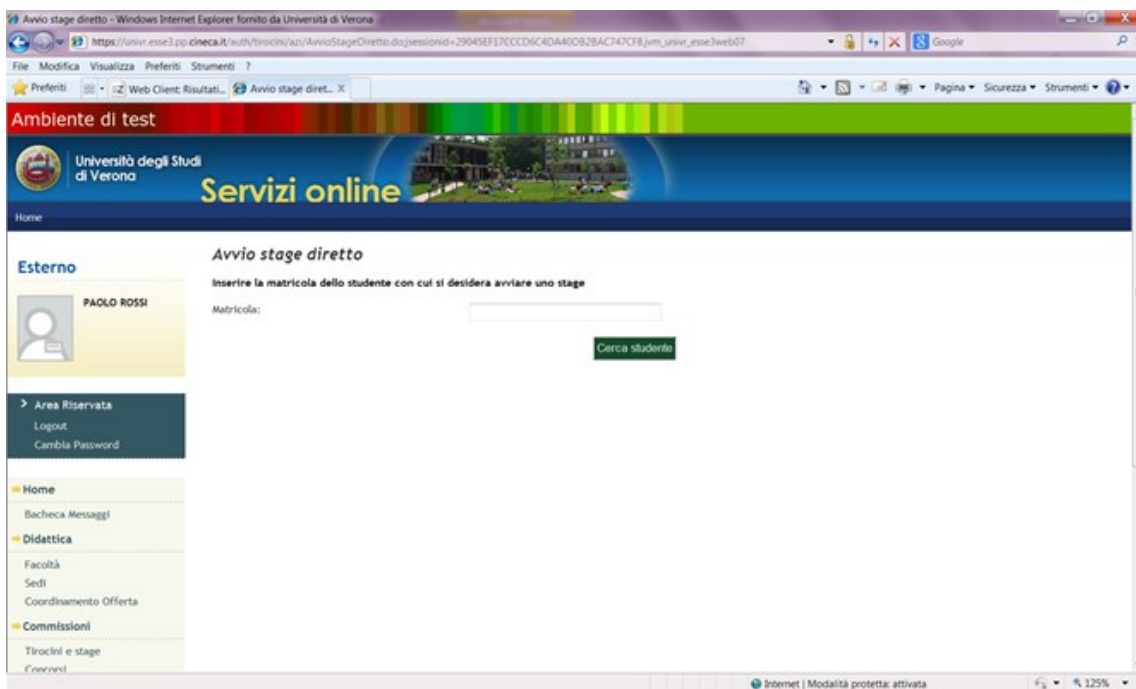
In the section 'I miei stage' (*My internships*) > 'Gestione periodo' (*Manage internship periods*), you will be able to view the status of your requests for change. **Please note: all requests entered by the Company Tutor must be approved by the Student.**

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>



Please enter the intern's Student ID number (VRxxxxx format):



The system can now retrieve the intern's information.

Dati studente

Nome

Cognome

Matricola

Corso di studio

ONE ALLA PROFESSIONE DI DOTTORE
.L'ATTIVITA' DI REVISORE LEGALE

Dati stage

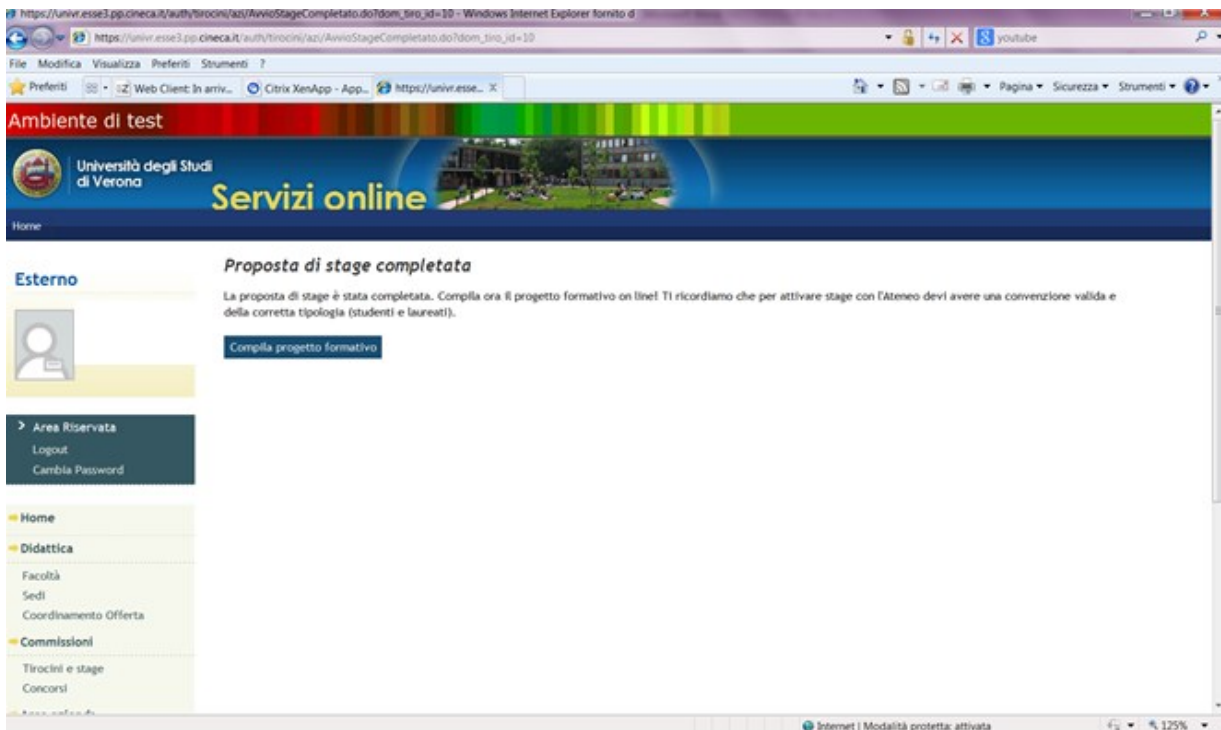
Sede dello stage*

Selezionare una sede

Indietro

Avvia stage

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.**

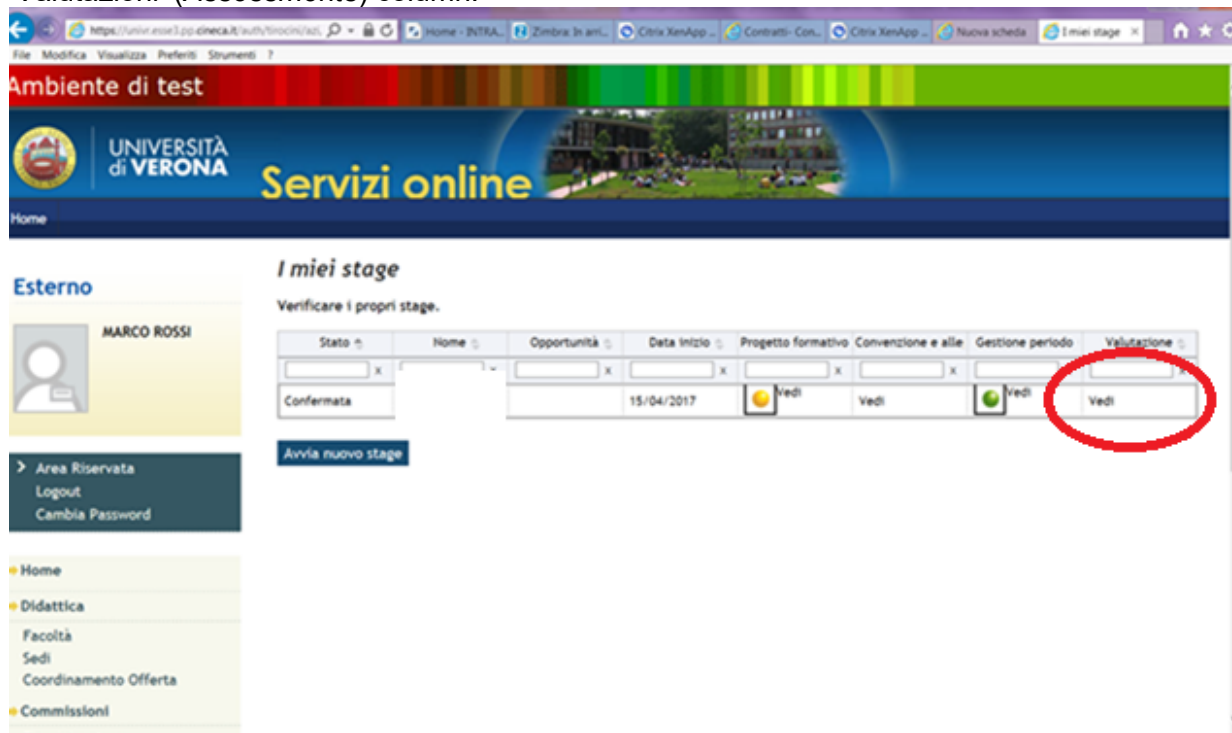
The student is responsible for having the project signed by the Company Tutor and the Academic Tutor (lecturer in their degree programme) and for delivering copies to the Internships Office. The office, having checked that documents are in order and that an internship agreement with the relevant Company 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 log in details, click on 'I miei stage' (*My internships*), then select the relevant training project, see the 'Valutazioni' (*Assessments*) column.



The screenshot shows the 'I miei stage' section of the University of Verona online services portal. The user is logged in as MARCO ROSSI. The page displays a table of internship opportunities with the following columns: Stato, Nome, Opportunità, Data inizio, Progetto formativo, Convenzione e alle, Gestione periodo, and Valutazione. The first row in the table has a red traffic light icon in the 'Valutazione' column, which is circled in red. Below the table is a button labeled 'Avvia nuovo stage'.

Stato	Nome	Opportunità	Data inizio	Progetto formativo	Convenzione e alle	Gestione periodo	Valutazione
Confermata			15/04/2017	Vedi	Vedi	Vedi	Vedi

Click on 'Valutazioni' and complete the final questionnaire (red traffic light icon = questionnaire not complete).

Valutazione, Università di VERONA

https://univr.esse3.cineca.it/auth/tirocini/azi/QuestionariValutazione.do?dom_tiro_id=31116

UNIVERSITÀ di VERONA Servizi online

Valutazione finale

In questa sezione potrai compilare il questionario finale relativo allo stage svolto dallo studente presso l'azienda

I miei questionari

Nome	Stato	Visibilità studente
QUESTIONARIO DI VALUTAZIONE TUTOR AZIENDALE	Questionario da compilare	

Questionari in consultazione - Valutazione finale

Nome	Stato	Data di compilazione
Indietro		

Questionario, Università di VERONA

https://univr.esse3.cineca.it/questionari/QuestionariPaginaNew.do?p_evento_comp_cod=DOM_TIRO6

Questionario

Compilazione del questionario "QUESTIONARIO DI VALUTAZIONE TUTOR AZIENDALE"

Le domande contrassegnate con (*) sono obbligatorie.

FINALITA' DELL'AZIENDA/ENTE

Scala da 1 a 4 secondo l'ANVUR.
 1= decisamente no
 2= più no che sì
 3= più sì che no
 4=decisamente sì

Individui quali tra le seguenti finalità vengono normalmente perseguite dall'azienda/ente rispetto all'accoglienza di studenti e laureati in stage e, per ciascuna delle finalità selezionate, indichi in che misura. (1=minima ... 4=molto elevata)*

acquisire il contributo lavorativo di persone esterne

(specificare):

(numero)

aprire l'azienda all'apporto di nuove competenze

(specificare):

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).

Valutazione, Università di VERONA

https://univr.esse3.cineca.it/auth/tirocini/azi/QuestionariValutazione.do?dom_tiro_id=50960

UNIVERSITÀ di VERONA
Servizi online

Valutazione finale

In questa sezione potrai compilare il questionario finale relativo allo stage svolto dallo studente presso l'azienda

No information to show
Non è presente alcun questionario.

Questionari in consultazione - Valutazione finale

Nome	Stato	Data di compilazione
QUESTIONARIO DI VALUTAZIONE TUTOR AZIENDALE		24/01/2020 17:55:15

Indietro

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.

Stato	Nome	Opportunità	Data inizio	Progetto formativo	Convenzione e allegati	Gestione periodo
Chiusa			10/10/2019	Vedi	Vedi	Vedi
Chiusa			18/10/2016	Vedi	Vedi	Vedi
Chiusa			03/04/2017	Vedi	Vedi	Vedi
Chiusa			18/03/2015	Vedi	Vedi	Vedi
Chiusa			11/07/2016	Vedi	Vedi	Vedi
Avviato			21/10/2019	Vedi	Vedi	Vedi
Annullata			04/05/2016	Vedi	Vedi	Vedi

CONTACT DETAILS FOR INFORMATION

U.O. Stage e Tirocini – Internships Office

Direzione Offerta Formativa, Servizi e Segreterie Studenti

Università di Verona

Chiostro di Via S. Francesco 22 - 37129 Verona

Tel. 10 am to 1 pm – 0039 045 8028501 ufficio.stage@ateneo.univr.it

Azienda/Company → <http://www.univr.it/it/i-nostri-servizi/servizi-per-aziende/stage-e-tirocini>

OPENING HOURS:

- at the office, by appointment only: Tuesdays and Thursdays 10 am to 1 pm;
- remotely via Zoom, by appointment only: Wednesday 10 am to 1 pm.