

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.

The screenshot shows a web browser displaying the University of Verona's online services page. The page title is "COME ISCRIVERSI". The content lists various registration paths with links to specific pages:

- Prima di iniziare la procedura di iscrizione devi avere la scansione di un documento di identità valido e di una fototessera con le caratteristiche indicate nell'allegato "Istruzioni acquisizione foto"**
- Corsi di Laurea, Laurea Magistrale a Ciclo Unico e Laurea Magistrale**
Informazioni e scadenze: www.univr.it/iscrizioni
- Master, Corsi di Perfezionamento e di Aggiornamento**
Informazioni e scadenze: <http://www.univr.it/it/post-laurea>
Linee guida iscrizioni ai Master: www.univr.it/iscrizionimaster
Linee guida iscrizioni ai Corsi di Perfezionamento: www.univr.it/iscrizionicorsiperfezionamento
Linee guida iscrizioni ai Corsi di Aggiornamento: www.univr.it/iscrizionicorsiaggiornamento
- Dottorati**
Informazioni e scadenze: www.univr.it/iscrizionidottorati
- Scuole di Specializzazione d'area medica ed esami di stato**
Informazioni e scadenze: www.univr.it/iscrizioniscuolespecializzazione
- Scuole di Specializzazione per le professioni legali**
Informazioni e scadenze: www.univr.it/iscrizioniscuolaprofessionilegali

On the right side, there is a sidebar menu with the following items:

- ita eng
- Area Riservata
 - Registrazione
 - Login
 - Password dimenticata
- Esami
- Mobilità internazionale
- Accreditamento Aziende

Below the sidebar, there is a text box that reads: "Cliccando il pulsante **RICHIESTA ACCREDITO** ti saranno proposte una serie di maschere per la registrazione della tua azienda, dei tuoi dati come referente per gli stage e del rappresentante legale dell'azienda."

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.

Registrazione azienda

La registrazione dell'azienda ti consente l'accesso a "spazio stage" dell'Università di Verona. **Se ti accrediti per ospitare studenti di Scienze dell'Educazione/Formazione** viene richiesto l'upload PROGETTO GENERALE. **Se ti accrediti per ospitare studenti di Scienze Motorie** viene richiesto l'upload DETTAGLIO DELL' OFFERTA DI TIROCINIO. **Ti invitiamo a scaricare gli allegati PRIMA di procedere alla registrazione!**

Check List

Attività	Sezione	Info	Stato
A - Registrazione azienda		i	i
	Nazione della azienda	i	i
	Identificativo azienda	i	i
	Dati dell'azienda	i	i
	Dati utente	i	i
	Dati sede operativa	i	i
	Rappresentante legale	i	i
	Aree disciplinari	i	i
	Settori	i	i
	Allegati aree disciplinari	i	i
	Inserimento username	i	i
	Riepilogo dei dati inseriti	i	i

Legenda:

- Informazioni
- Sezione in lavorazione o aperta
- Sezione bloccata, si attiverà al completamento delle sezioni precedenti
- Sezione correttamente completata

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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**).

UNIVERSITÀ di VERONA
Servizi online

Nazione azienda

Inserire la nazione di provenienza dell'azienda

Nazione

Nazione:*

Home

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.

Dati utente

Titolo: Seleziona il titolo ▼

Nome*

Cognome*

Nazione di nascita*: digita per ricercare ▼

E-mail*

Telefono diretto*

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

Posizione aziendale

Area funzionale digita per ricercare ▼

Sede operativa Altra sede...(inserita successivamente) ▼

Dati Sede Operativa

Inserire le seguenti informazioni

Ragione sociale*

Nazione*: digita per ricercare ▼

Cap*

Indirizzo*

Telefono sede*

Indietro **Avanti**

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

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.

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**

1.1.6. Disciplinary areas sub-fields/sectors

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

Settori delle aree disciplinari

Puoi inserire uno o più settori relativi all'area disciplinare selezionata

Settori per area: Area Educazione /Pedagogia

- ☐ Settore Servizi Educativi per l'infanzia
- ☐ Settore Servizi Educativi Extrascuolastici e Socio Culturali
- ☐ Settore Servizi Educativi Socio Sanitari
- ☐ Settore Coordinamento Pedagogico
- ☐ Settore Consulenza Pedagogica

Indietro **Avanti**

1.1.7. Attachments

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

Companies and bodies intending to apply for accreditation **in the Disciplinary area of Movement Sciences** will need to upload the traineeship offer form, which can be found [here](#)

Companies and bodies intending to apply for accreditation **in any other Disciplinary area** will **not need** to upload any forms.

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](#)

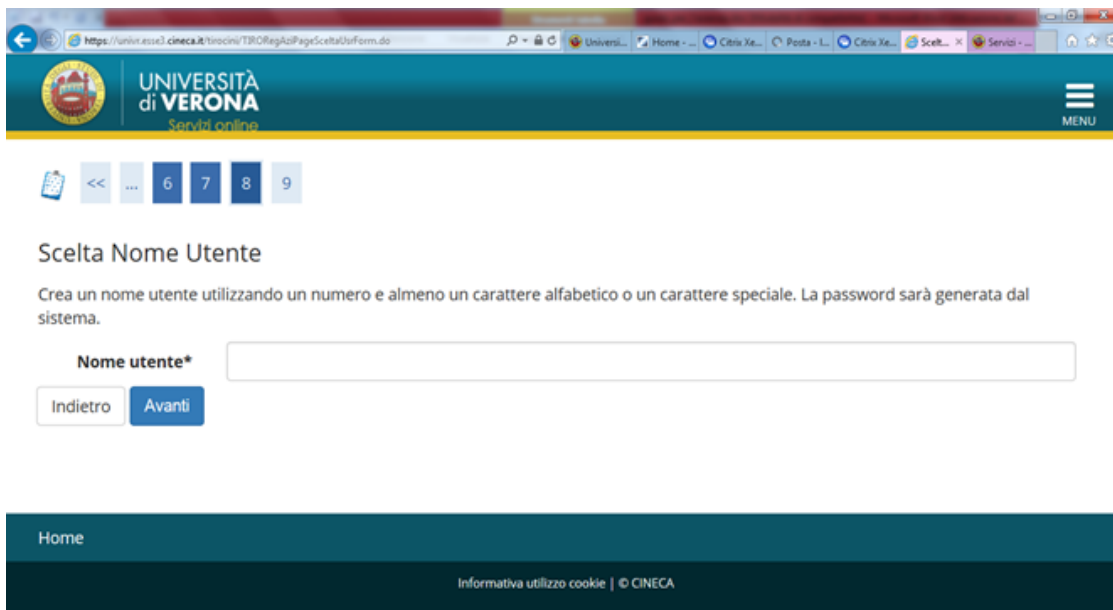
Lista allegati

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.



The screenshot shows the top navigation bar of the University of Verona website with the logo and 'SERVIZI ONLINE' text. Below the navigation bar is a breadcrumb trail with links: Home, Cibo Xa, Posta - L, Cibo Xa, Scelt, and Servizi. The main heading is 'Scelta Nome Utente'. Below it, a text box explains: 'Crea un nome utente utilizzando un numero e almeno un carattere alfabetico o un carattere speciale. La password sarà generata dal sistema.' There is a text input field labeled 'Nome utente*' and two buttons: 'Indietro' and 'Avanti'. At the bottom, there is a 'Home' link and a footer with '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.



The screenshot shows the 'Dati Azienda' (Company Data) section of the registration process. It contains a table with the following information:

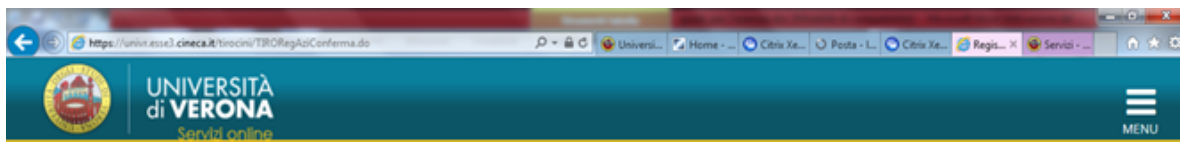
Ragione sociale	Università di Verona
Codice fiscale	93009870234
Settore	85 - ISTRUZIONE
Categoria	Istruzione e Formazione
Sito web	http://www.univr.it
Gruppo di appartenenza	
Numero dipendenti	Oltre 20
Fatturato	

Below the table is the 'Sede Legale' (Legal Seat) section, which contains a table with the following information:

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

At the bottom of the page, there is a link 'Modifica Dati Azienda' and a note: '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

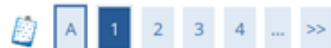
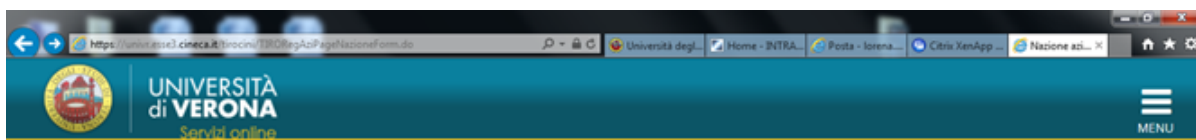
Password assegnata: 2V2AF-OL



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



Identificativo azienda

Inserire i dati identificativi dell'azienda

Dati Identificativi

Codice fiscale

Codice fiscale per azienda individuale

Partita Iva

Indietro Avanti

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.

Settori delle aree disciplinari

Puoi inserire uno o più settori relativi all'area disciplinare selezionata

Settori per area: Area Educazione /Pedagogia

- ☐ Settore Servizi Educativi per l'infanzia
- ☐ Settore Servizi Educativi Extrascuolastici e Socio Culturali
- ☐ Settore Servizi Educativi Socio Sanitari
- ☐ Settore Coordinamento Pedagogico
- ☐ Settore Consulenza Pedagogica

Indietro Avanti

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

[Informativa utilizzo cookie](#) | © CINECA

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.


[https://univr.esse3.cineca.it/tirocini/TIRORegAsiPageRiepilogo.do](#)

Dati Azienda

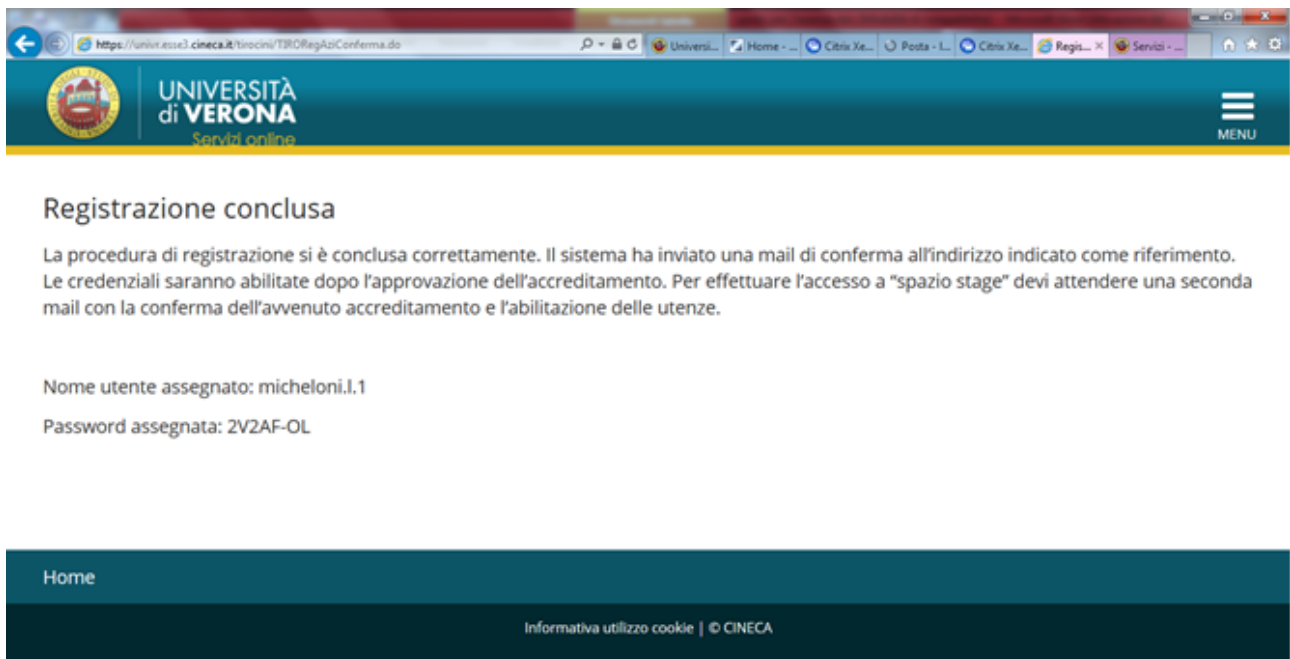
Ragione sociale	Università di Verona
Codice fiscale	93009870234
Settore	85 - ISTRUZIONE
Categoria	Istruzione e Formazione
Sito web	http://www.univr.it
Gruppo di appartenenza	
Numero dipendenti	Oltre 20
Fatturato	

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.

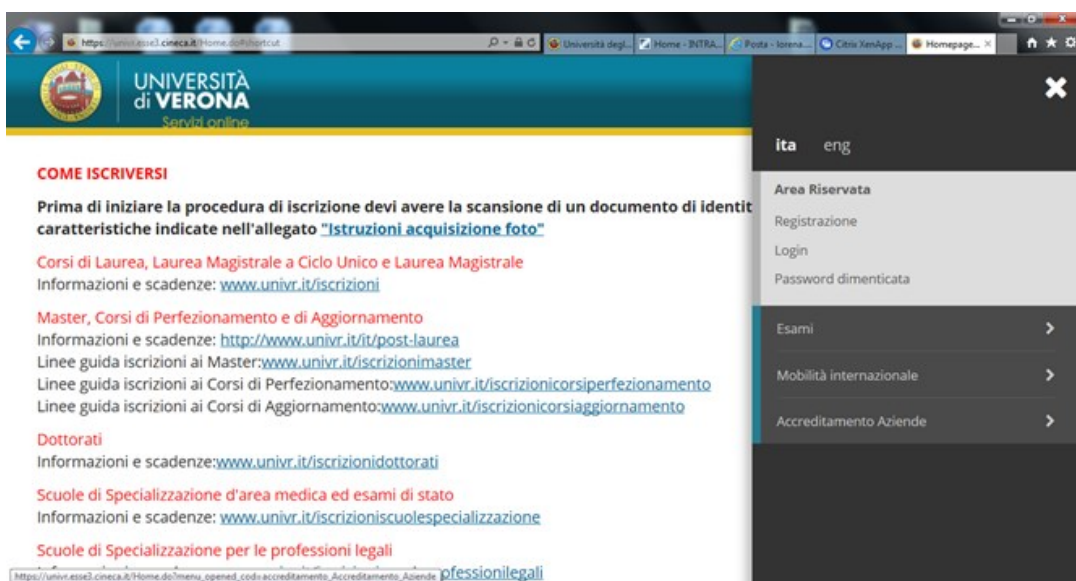


PLEASE NOTE: YOUR PROFILE WILL NOT BE ACTIVE UNTIL THE UNIVERSITY OF VERONA APPROVES YOUR PROFILE AS A NEW COMPANY SUPERVISOR (**APPROVAZIONE DEL NUOVO CONTATTO AZIENDALE**). AS SOON AS YOUR PROFILE IS APPROVED, YOU WILL RECEIVE A CONFIRMATION EMAIL, THEN YOU WILL BE ABLE TO LOG INTO THE SYSTEM USING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

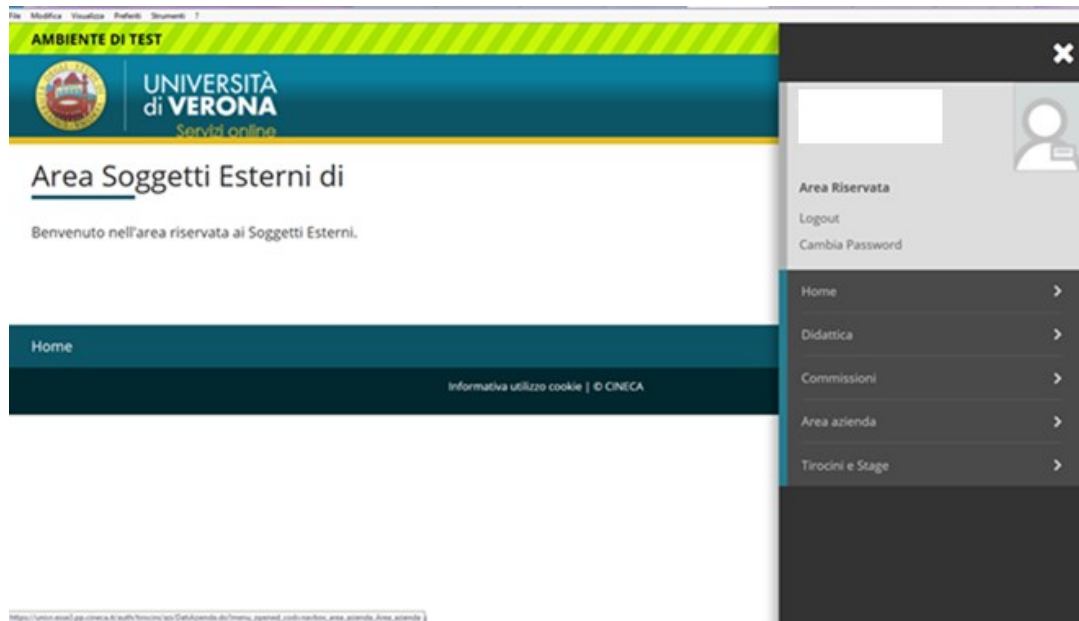
2. FIRST LOGIN

2.1 LOGIN

Once you have received from the University a confirmation email for your approved company accreditation or new company supervisor application, you will be able to go to: <https://univr.esse3.cineca.it/Home.do> and click on "login" using your login details – username and password – from the menu top right of the screen.



Then your personal web page will appear, where you can view or change any company information or contact details, as well as uploading a company presentation or an internship offer for students.



2.2. COMPANY INFORMATION

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

A screenshot of the 'Dati azienda' (Company Data) form in the same web application. The page title is 'Dati azienda' with a subtitle 'La pagina ti permette di modificare o integrare i dati dell'azienda'. The form is divided into two sections: 'Dati generali' and 'Associazione imprenditoriale'. The 'Dati generali' section contains several input fields: 'Ragione sociale*' (filled with 'Nuvola Nera srl'), 'Codice Duns', 'Gruppo', 'Settore Ateco' (a dropdown menu showing '-'), 'Numero dipendenti*' (a dropdown menu showing 'Oltre 20'), 'Fatturato', and 'Sito web'. The 'Associazione imprenditoriale' section has a single input field labeled 'Associazione'.

Sede azienda

La pagina ti permette di inserire o modificare la sede aziendale

Sede azienda

Descrizione*

Tipo sede*

Indirizzo

Nazione*

Città

Cap*

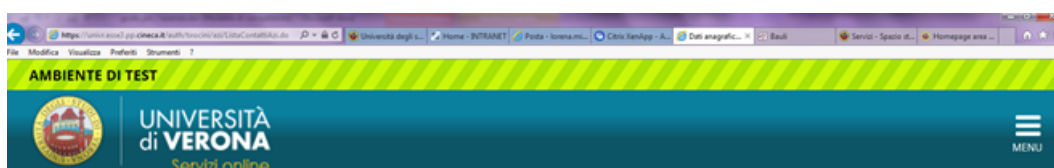
Indirizzo*

Telefono centralino*

[Indietro](#) [Salva](#)

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 U DIA	Tutor	
A :RINO	Tutor	
A IANO	Tutor	
B IRENE	Referente tirocini/stage	
B SUSTO	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)

Home


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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.





AMBIENTE DI TEST

 **UNIVERSITÀ di VERONA**
Servizi online

MENU

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](#)

Home

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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*).


Presentazione azienda

Ragione sociale*

Sito

2000 caratteri

Descrizione:*



body

Allegati

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

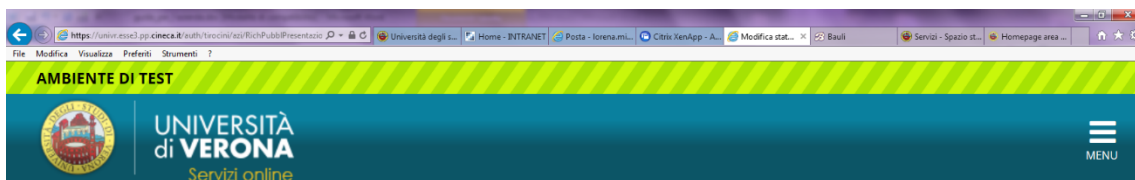
Multimedia

Tipo	Valore
Multimedia 1 <input type="text" value="-"/>	
Multimedia 2 <input type="text" value="-"/>	
Multimedia 3 <input type="text" value="-"/>	

[Indietro](#)
[Salva e continua](#)
[Salva ed esci](#)
[Salva e visualizza anteprima](#)
[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).

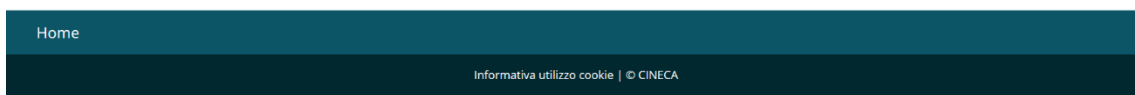
When your company presentation is complete, click on “**Salva e chiedi pubblicazione**” (*Save and request publication*). At that point your request will be submitted to the University: once approved, your presentation will be available online.



Modifica stato presentazione

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

[Esci](#)
[Conferma richiesta pubblicazione](#)



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*).

The screenshot shows the 'Presentazioni azienda' (Company Presentations) section of the University of Verona's online services. The header includes the university logo and 'Servizi online'. The main content area is titled 'Presentazioni azienda' and states: 'La pagina seguente permette di creare, modificare e visualizzare le tue presentazioni aziendali'. Below this is a table with columns: 'Codice', 'Stato', 'Ultima modifica', and 'Azioni'. The table contains one entry with code '1392', status 'Attualmente pubblicata', and last modification '09/05/2019 alle 14:27'. To the right of the table are icons for viewing, editing, and deleting. Below the table is a button labeled 'Aggiungi nuova presentazione'. At the bottom, there is a 'Home' link and a cookie policy notice.

Codice	Stato	Ultima modifica	Azioni
1392	Attualmente pubblicata	09/05/2019 alle 14:27	View Edit Delete

Aggiungi nuova presentazione

Home

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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.

The screenshot shows the 'Area Soggetti Esterni di' (External Subjects Area) of the University of Verona's online services. The header includes the university logo and 'Servizi online'. The main content area is titled 'Area Soggetti Esterni di' and states: 'Benvenuto nell'area riservata ai Soggetti Esterni.' Below this is a 'Home' link and a cookie policy notice. On the right side, there is a sidebar menu with the following items: 'Area Riservata', 'Logout', 'Cambia Password', 'Home', 'Didattica', 'Commissioni', 'Area azienda', and 'Tirocini e Stage'. The 'Area azienda' item is highlighted.

Area Soggetti Esterni di

Benvenuto nell'area riservata ai Soggetti Esterni.

Home

Informativa utilizzo cookie | © CINECA

Area Riservata
Logout
Cambia Password
Home
Didattica
Commissioni
Area azienda
Tirocini e Stage

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*).

Gestione opportunità

Cliccando su “gestione opportunità” potrai inserire una opportunità rivolta a studenti o a neolaureati dell’Università di Verona. L’opportunità sarà pubblicata in area riservata e resa visibile agli studenti e ai neolaureati entro 12 mesi dal conseguimento del titolo.

Attività	Sezione	Stato
✚ A - Gestione opportunità		
✚	Caratteristiche dell'opportunità	
✚	Requisiti per i candidati	
✚	Aree dell'opportunità	
✚	Settore dell'opportunità	
✚	Preferenze di gestione	
✚	Riepilogo	

Legenda:

- Informazioni
- Sezione in lavorazione o aperta
- Sezione bloccata, si attiverà al completamento delle sezioni precedenti
- Sezione correttamente completata

[Gestione opportunità](#)

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*

ivapifaekcèavikaèodvkaè0ival

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.

AMBIENTE DI TEST

UNIVERSITÀ di VERONA
Servizi online

Settore

In questa maschera trovi i settori relativi all'area disciplinare selezionata. Puoi indicare uno o più settori di inserimento del candidato.

Settore

☒ Nessuno

☐ Area Scienze dell'educazione/formazione - Settore Servizi Educativi Extrascolastici e Socio Culturali

☐ Area Scienze dell'educazione/formazione - Settore Servizi Educativi per l'infanzia

Indietro Avanti

Home

Informazioni sull'uso cookie

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).

Gestione opportunità

In questa pagina puoi selezionare le opzioni per la gestione delle candidature e le informazioni che intendi ricevere dai candidati.

Preferenze di gestione

Referente aziendale*

Ricevi Candidature

Anche via mail ☐

Se non valorizzato le candidature saranno mandate all'indirizzo del contatto responsabile per l'opportunità

Eventuale mail alternativa su cui ricevere le candidature

Visibile fino al*

(gg/MM/yyyy)

Ore

Documentazione e informazioni richieste

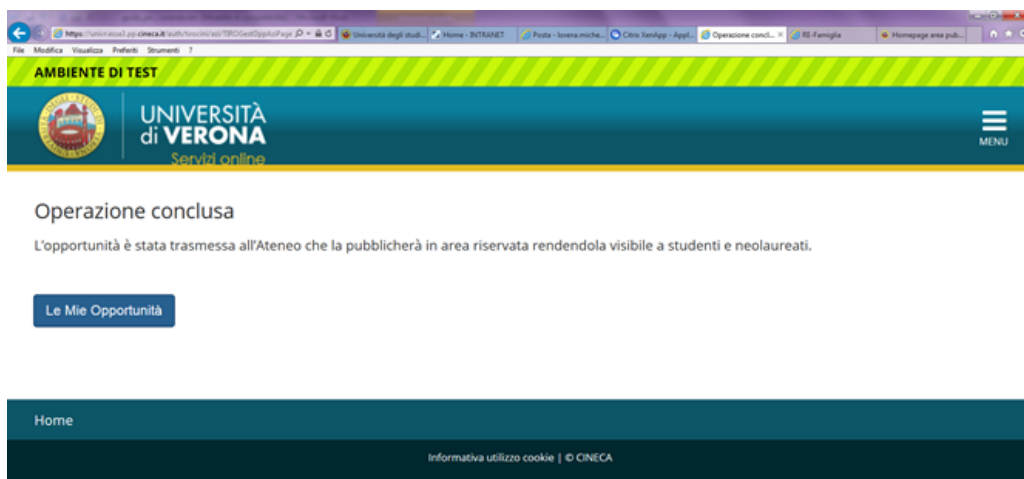
Richiesta CV* ☐

Info aggiuntive

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

Now you can click on “**Pubblica**” (*publish*) to save your offer as “**da approvare**” (*awaiting approval*). Alternatively, you can select “**salva in bozza**” (*save as draft*) if you prefer to save the offer but you still need to change it a bit without requesting approval to the University.

25



At this point, it is up to the University to authorise your offer and provide you with an **internship agreement (convenzione)** through your personal area. As soon as your offer is approved, you will receive a confirmation email, and in the section “**le mie opportunità**” (*my internship offers*) you will be able to see your offer status going to “**approvato**” (*approved*) – and a green button will appear.

Titolo	Ultima modifica	Data di scadenza	Creata da	Tipo	Stato	Candidati	Azioni
marketing e comunicazione	09/05/2019	30/08/2019	Mi N	Stage per studenti	Approvata	0	[Icone]
STAGE CURRICULARE AREA HR	05/03/2019	30/04/2019	Mi CC Bi	Stage per studenti	Scaduta	1	[Icone]
STAGE CURRICULARE AREA HR	11/12/2018	28/02/2019	Mi CC Bi	Stage per studenti	Scaduta	3	[Icone]
STAGE CURRICULARE AREA AMMINISTRAZIONE & FINANZA	21/11/2018	05/12/2018 09:56	Mi CC Bi	Stage per studenti	Scaduta	11	[Icone]
STAGE CURRICULARE SERVIZIO CUNOUMAFORI	13/11/2018	15/11/2018 11:47	Mi CC Bi	Stage per studenti	Scaduta	12	[Icone]
STAGE CURRICULARE AREA MARKETING	18/07/2018	28/09/2018	Mi CC Bi	Stage per studenti	Scaduta	22	[Icone]
STAGE CURRICULARE AREA MARKETING	11/07/2018	05/10/2018 11:23	Mi CC Bi	Stage per studenti	Scaduta	4	[Icone]

3.2 HOW TO MANAGE YOUR INTERNSHIP OFFERS

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

The status of internship offers can be as follows:

- Bozza (Draft)**: the offer has been created but still not complete nor submitted to the University for approval;
- Da approvare (Waiting approval)**: the offer has been submitted for approval;

- c) **Approvata (Approved)**: the offer has been approved by the University, and it is visible to students and recent graduates;
- d) **Scaduta (Expired)**: your scheduled deadline has passed and your offer has been closed.

In the same section you will find the following options:

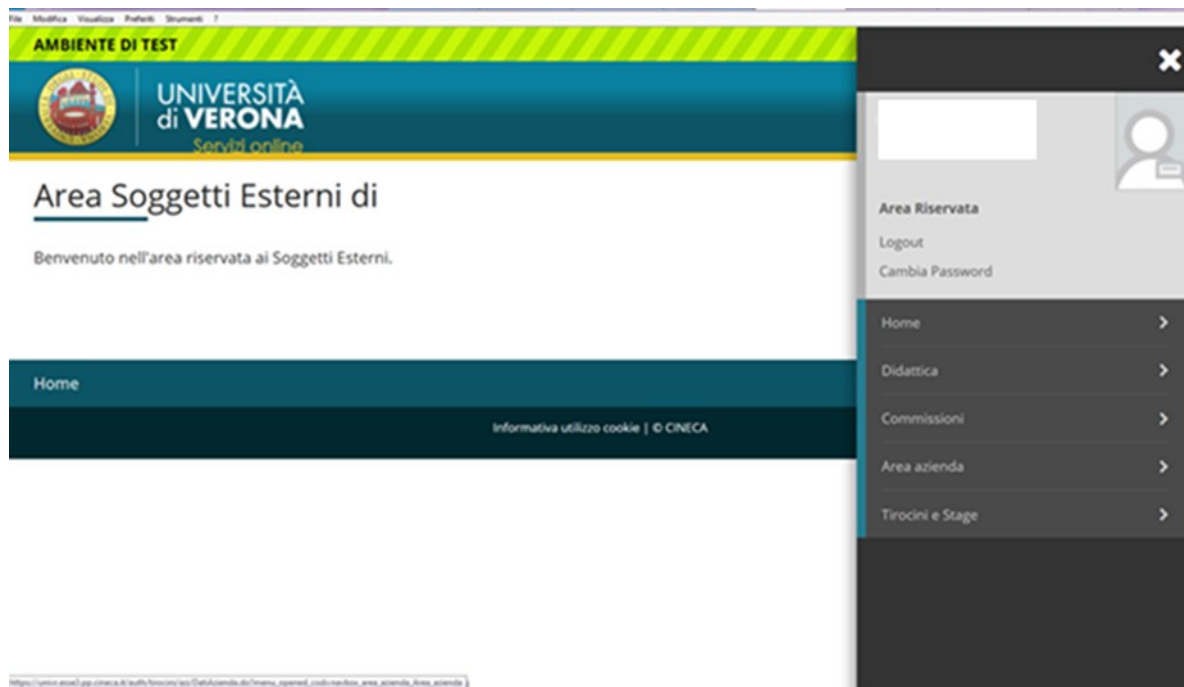
- a) **Anteprima (preview)**: have a preview of your offer exactly as it will be shown to applicants;
- b) **Riepilogo (summary)**: have a summary of the information relating to the offer;
- c) **Clona (copy)**: create a new internship offer by copying an existing offer;
- d) **Modifica (change)**: reopen 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.

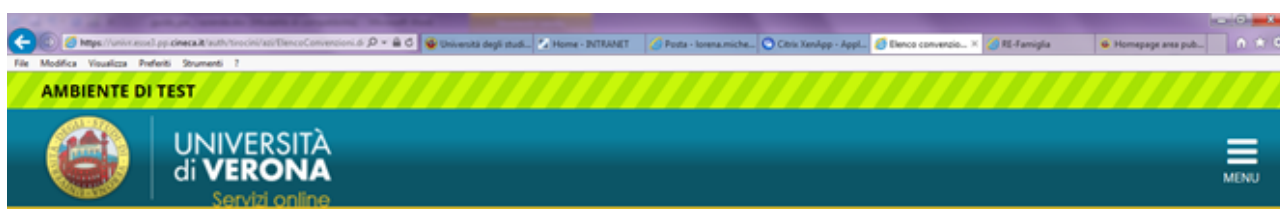
The agreement may be **signed electronically** (only files in PDF – PDF/A format will be accepted) and sent by Certified Email – PEC to: ufficio.protocollo@pec.univr.it together with the ‘dichiarazione di pagamento dell’imposta di bollo’ – ‘Stamp duty’ payment self-declaration” form and a €16 ‘stamp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

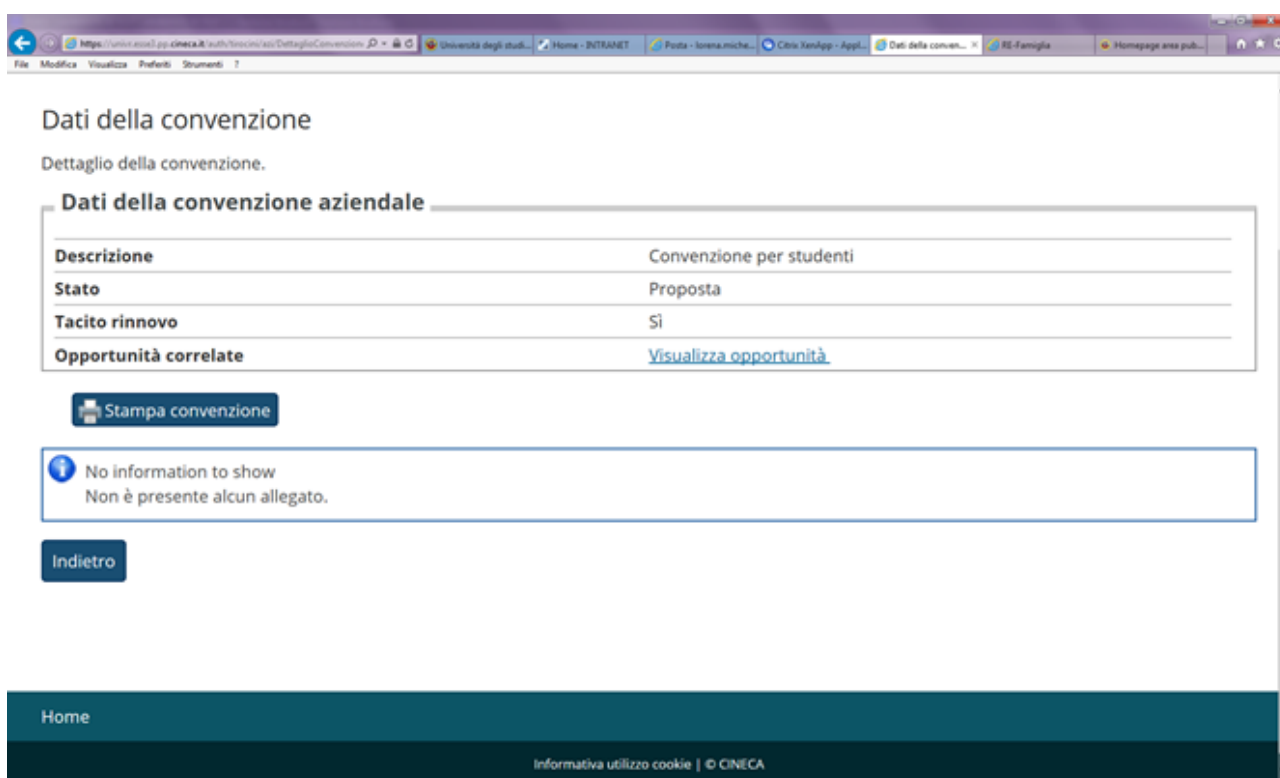
If you are doing so on behalf of an entity exempt from paying ‘stamp duty’ (*imposta di bollo*), the agreement must be submitted in one of the ways indicated above, always together with the ‘dichiarazione di pagamento dell’imposta di bollo’ – ‘Stamp duty’ payment self-declaration” form, in which the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

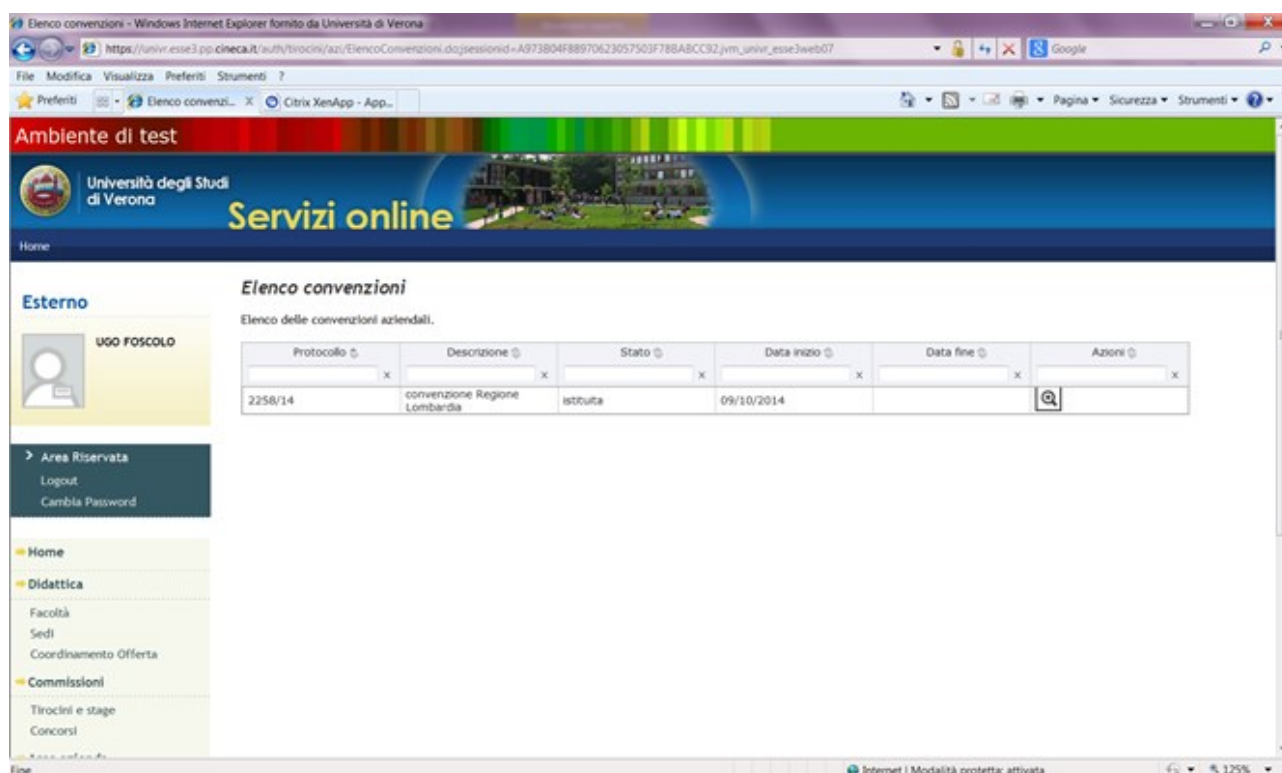
The agreement may be **signed electronically** (only files in PDF – PDF/A format will be accepted) and sent by Certified Email – PEC to: ufficio.protocollo@pec.univr.it together with the ‘dichiarazione di pagamento dell’imposta di bollo’ – ‘Stamp duty’ payment self-declaration” form and a €16 ‘stamp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

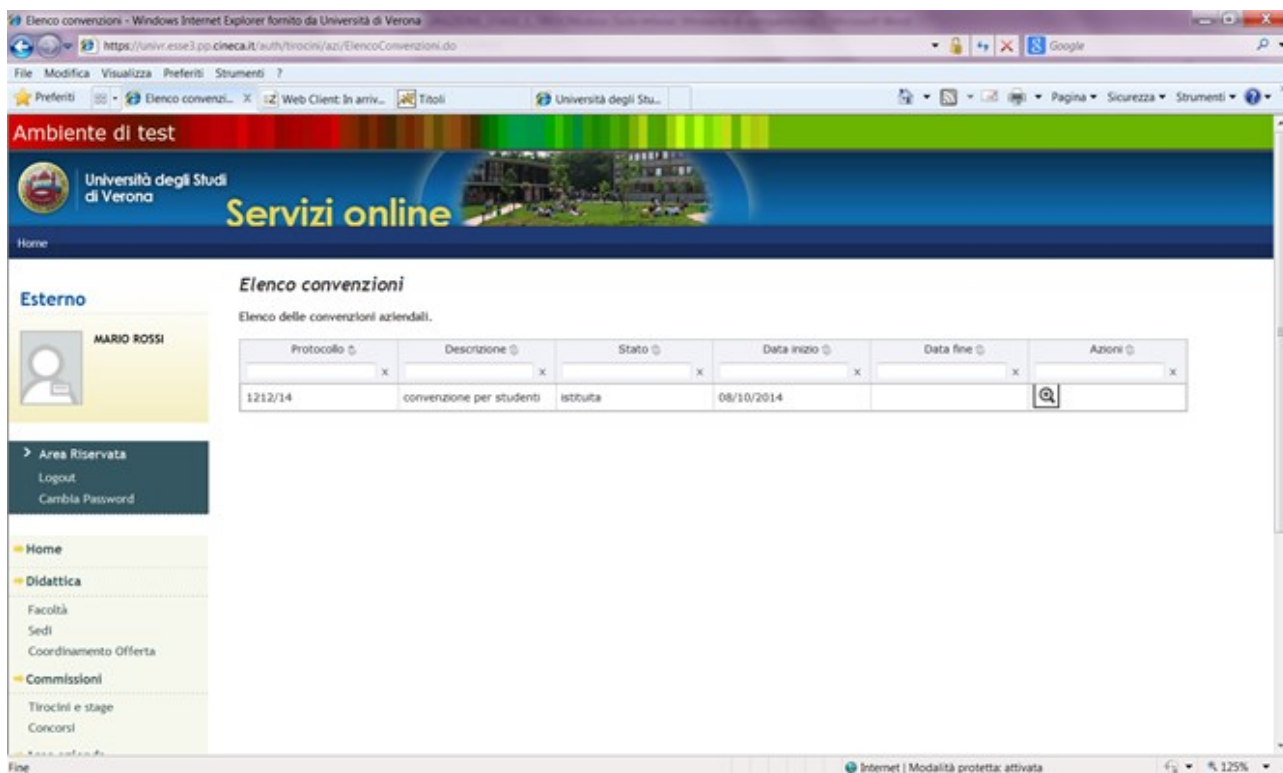
If you are doing so on behalf of an entity exempt from paying ‘stamp duty’ (*imposta di bollo*), the agreement must be submitted in one of the ways indicated above, always together with the ‘dichiarazione di pagamento dell’imposta di bollo’ – ‘Stamp duty’ payment self-declaration” form, in which the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



4.3 APPROVAL OF THE INTERNSHIP AGREEMENT

Internship agreements that are delivered by post to the Internships Office (Ufficio Stage e Tirocini) must be signed by the University’s Rector and recorded. Once the document has been signed by the Rector and given a number in the University’s register, the agreement is regarded as confirmed: the status will change to “**istituita**” (*internship agreement activated*).

When this happens, you will receive a confirmation email after which you will be able to complete the training project online.

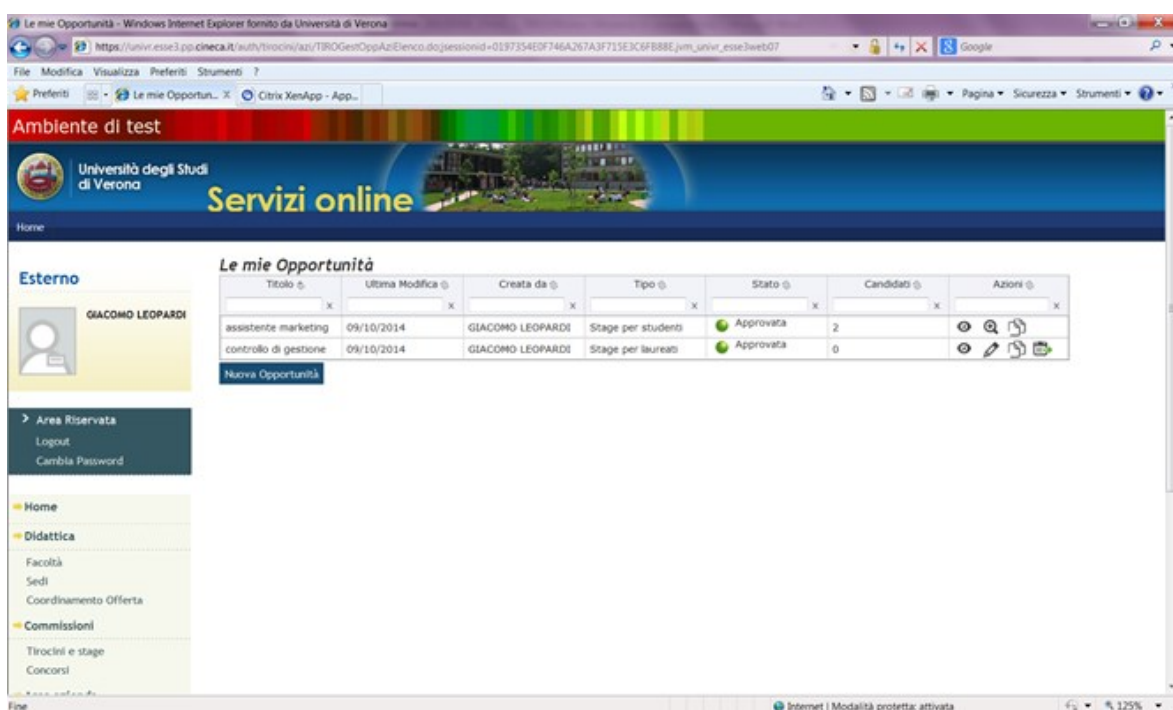
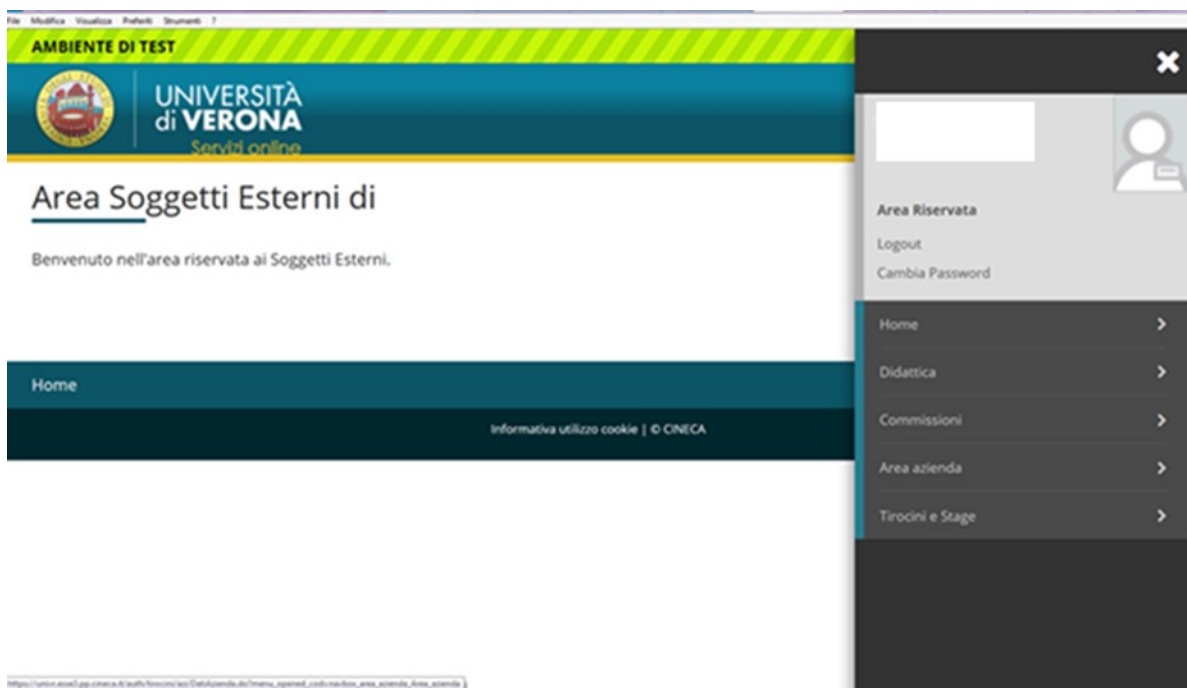


By clicking on the magnifying glass icon, you will be able to view the details of the agreement and print the document. In the “**Allegati**” (*Attachments*) section, the Internship Office will upload the agreement – signed and recorded – in PDF format.

5. HOW TO MANAGE AND VIEW APPLICATIONS

5.1 VIEW APPLICATIONS FOR EACH INTERNSHIP OFFER

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



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

assistente marketing - Windows Internet Explorer fornito da Università di Verona

https://univ.esse3.pp.cineca.it/auth/tirocini/azi/TiroOppAziGestioneCandidati.do?sessionId=0197354E0F746A267A3F715E3C6FB88E_jm_univ_esse3web07?cnvz_o

Assistente marketing

Giulio Leopardi

Area Riservata
Logout
Cambia Password

Home
Didattica
Facoltà
Sedi
Coordinamento Offerta
Commissioni
Tirocini e stage
Concorsi

Tags

no tag (2) tutti (2)

Nuovo tag

Operazioni sui candidati

Scarica allegati Scarica excel Scegli e avvia stage Invia email

Seleziona un tag Assegna tag

	Nome	Data candidatura	Note ateneo	Mie note	Ranking	Tag	Stato	Azioni
<input type="checkbox"/>	X	X	X	X	X	X	X	X
<input type="checkbox"/>		09/10/2014					Presentato	<input type="button" value="M"/>
<input type="checkbox"/>		09/10/2014					Presentato	<input type="button" value="M"/>

Internet | Modalità protetta: attivata

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).

Candidatura di DESY BOLDRI - Windows Internet Explorer fornito da Università di Verona

https://univ.esse3.pp.cineca.it/auth/tirocini/azi/TiroOppAziDettiCandidatura.do?sessionId=0197354E0F746A267A3F715E3C6FB88E_jm_univ_esse3web07?dom_tirc

Candidato a assistente marketing

Giulio Leopardi

Area Riservata
Logout
Cambia Password

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Sedi
Coordinamento Offerta
Commissioni
Tirocini e stage
Concorsi

Area azienda
Dati Azienda
Contatti Azienda
Convenzioni
Presentazione azienda

Tirocini e Stage
Le Mie Opportunità
Nuova Opportunità
I Miei Candidati

Nome:

Email:

Data candidatura: 09/10/2014 11:01:57

Stato candidatura: Presentato

Curriculum Vitae:

Lettera di motivazione:

hai fatto esperienze all'estero?

Annotazioni candidatura

Note ateneo:

Mie note:

Ranking:

Tags

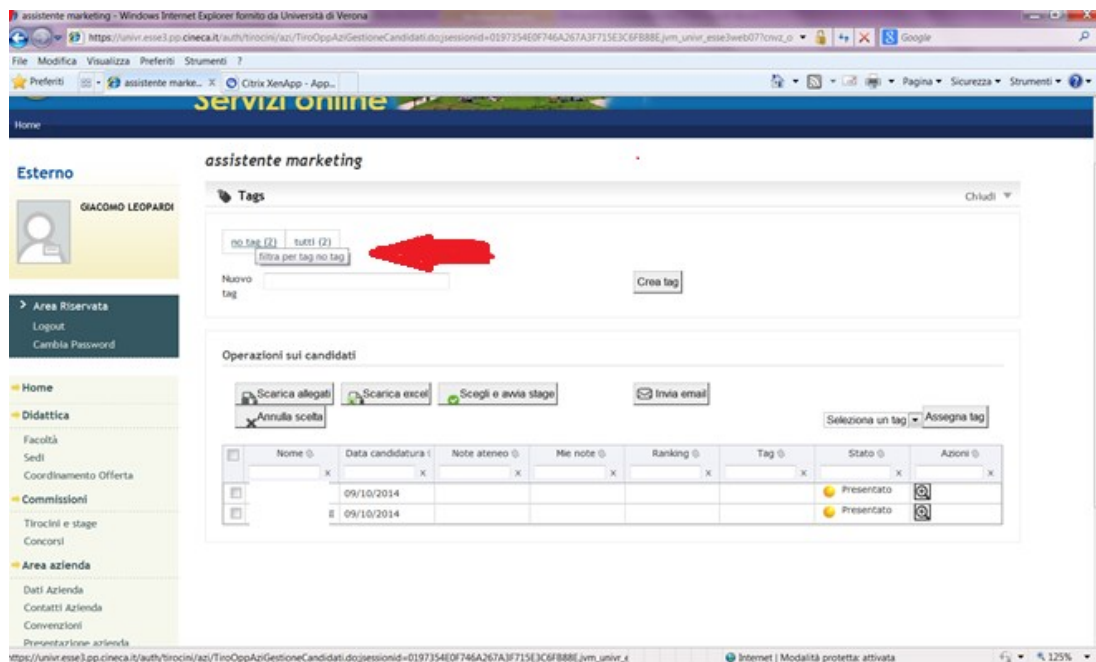
Seleziona un tag Nuovo tag

Esci

Internet | Modalità protetta: attivata

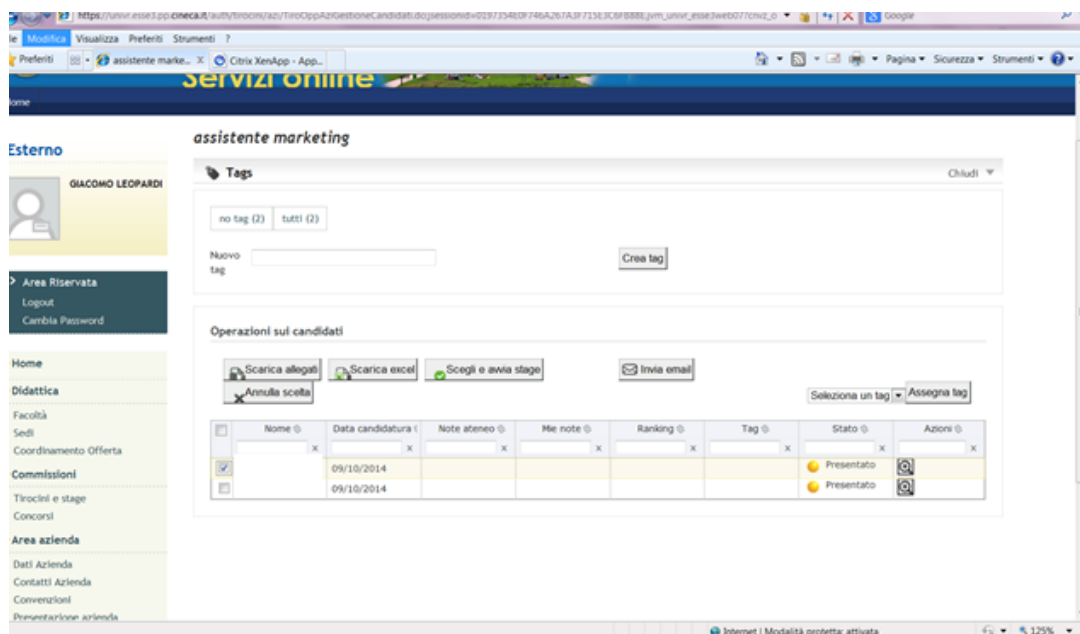
5.1.1. Tagging applicants

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.



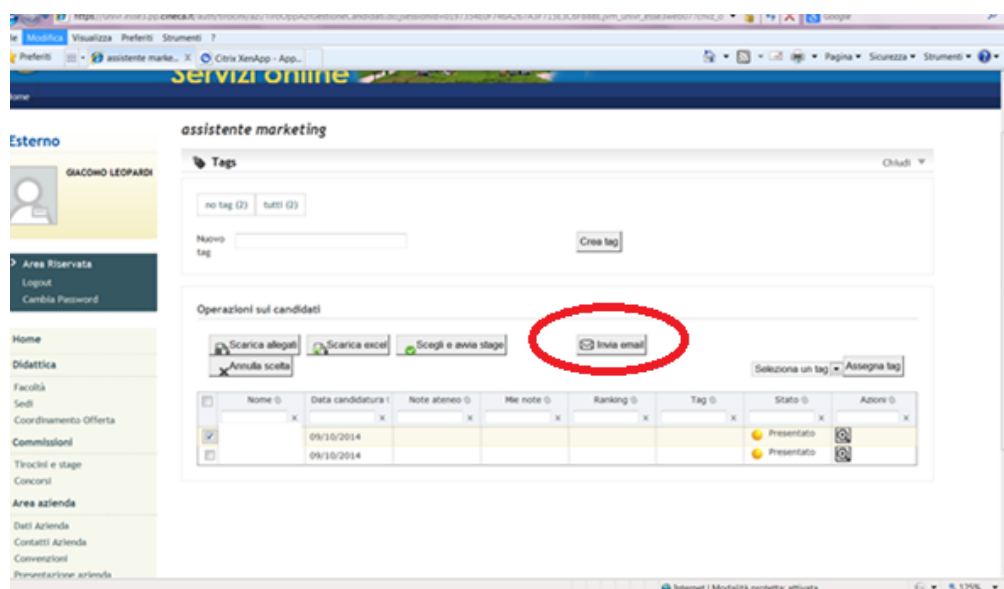
5.1.3. Download an Excel file

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

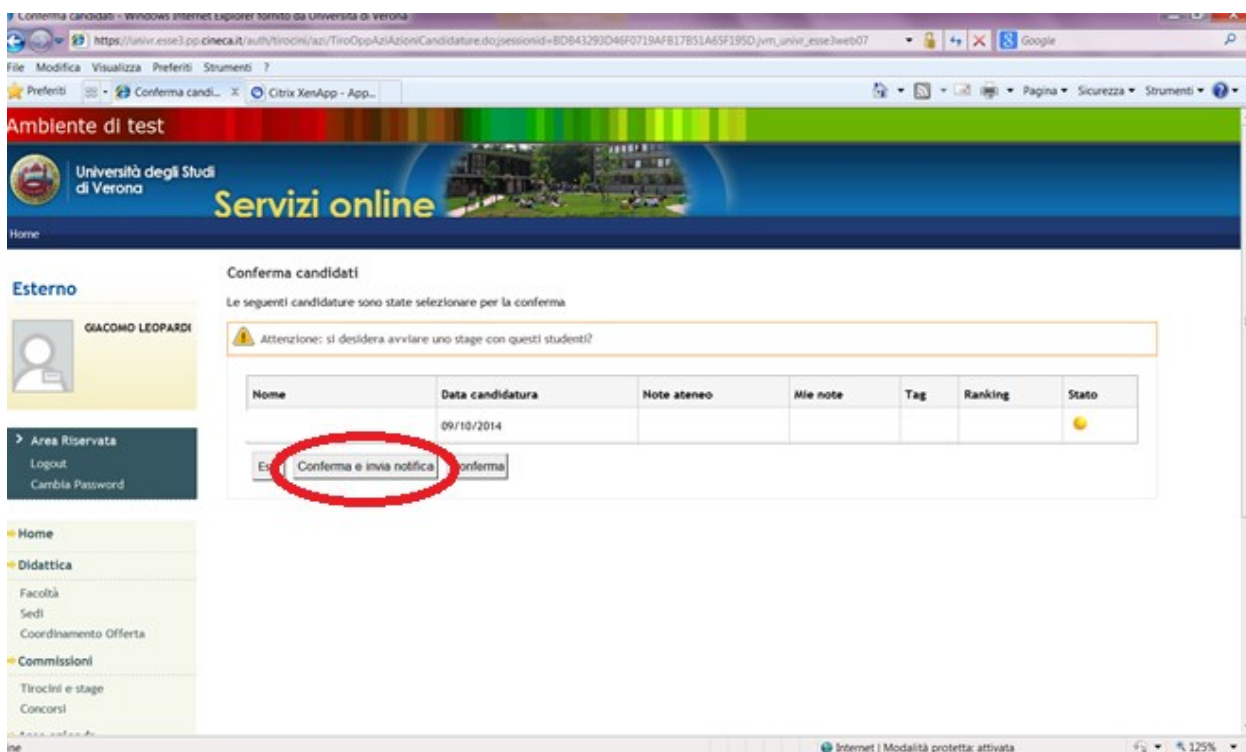
5.1.4. Send an email to applicants

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.

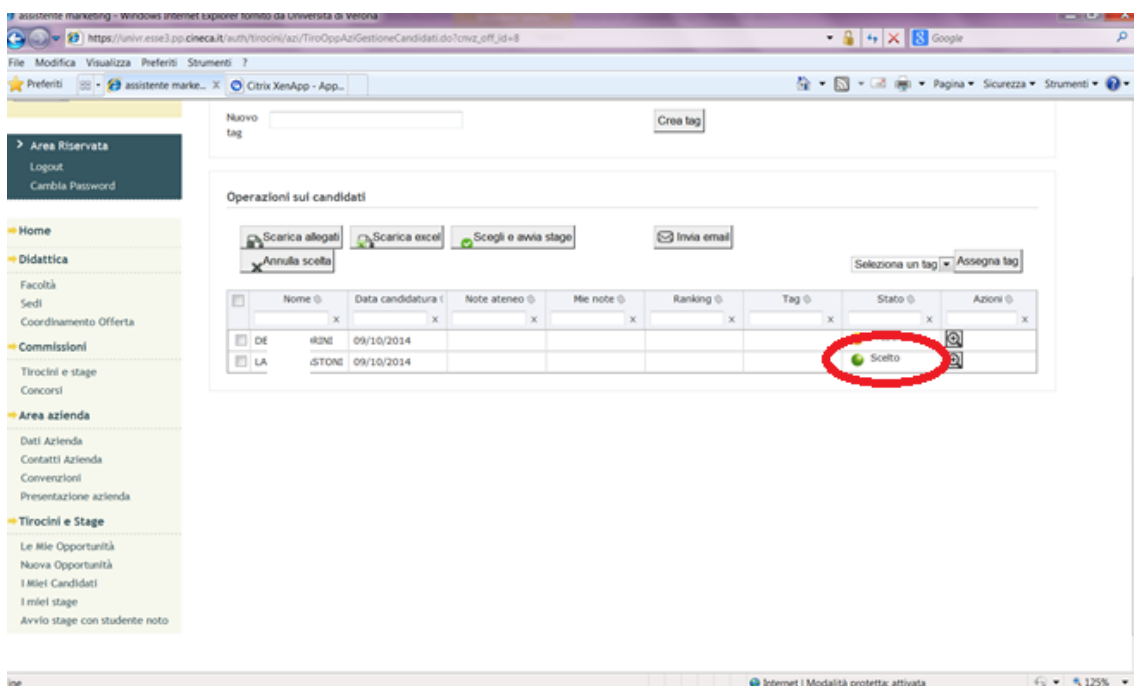


5.1.5. Select an applicant and start an internship

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 “**sceolto**” (*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’

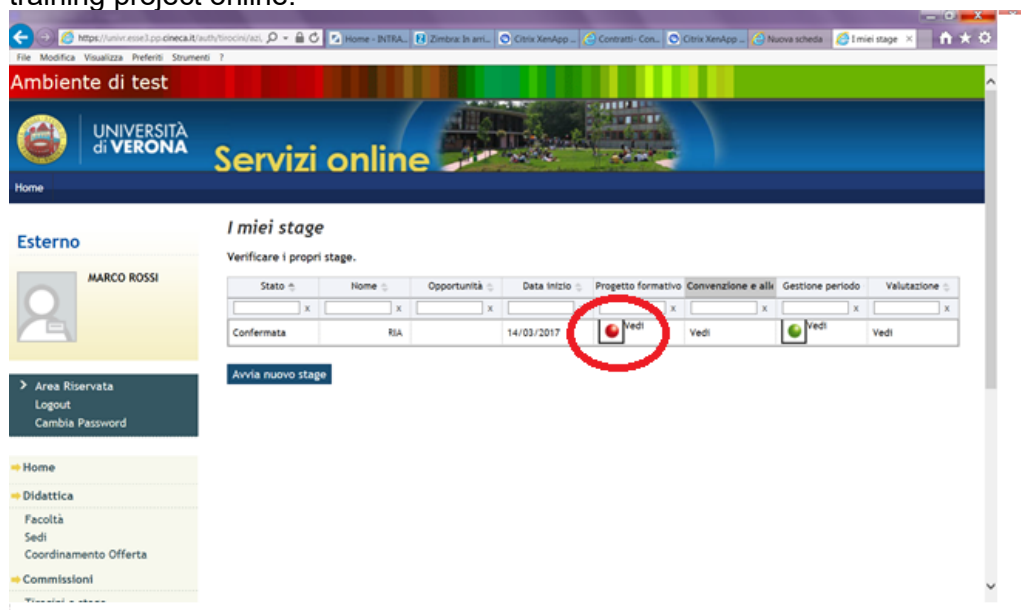
Once you have chosen the applicant and checked that their status reads “Confermato” (confirmed), please go to the “Tirocini e Stage” menu, then to “I miei stage” (My Internships), where you will find a summary of your active internships. For each internship activated, you will see the relevant status 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.



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.

Progetto formativo

Verificare i dati del progetto formativo.

Progetto formativo	
Azienda	L'azienda deve compilare il progetto formativo.
Ateneo	
Studente	Non è possibile richiedere il riconoscimento crediti per questo tirocinio.

Studente	
Matricola	
Nominativo	
Nato a	
Nato il	20/10/1988
Residenza	
CAP	46031
Provincia o città estera	MN
Nazione	ITALIA
Domicilio	VIA PENNELLO, 6 - Bagnolo San Vito

6.2.2. Student information

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

Progetto formativo

Verificare i dati del progetto formativo.

Progetto formativo	
Azienda	L'azienda deve compilare il progetto formativo.
Ateneo	
Studente	Non è possibile richiedere il riconoscimento crediti per questo tirocinio.

Studente	
Matricola	
Nominativo	
Nato a	
Nato il	20/10/1988
Residenza	
CAP	46031
Provincia o città estera	MN
Nazione	ITALIA
Domicilio	VIA PENNELLO, 6 - Bagnolo San Vito

6.2.3. Company information

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

Progetto formativo - Windows Internet Explorer fornito da Università di Verona

https://univr.esse3.pp.dineca.it/auth/tirocini/azi/ProgettoformativoMagPre.do

File Modifica Visualizza Preferiti Strumenti ?

Preferiti Progetto formati... Citrix XenApp - App... Web Client: In arriv...

Facoltà
Sedi
Coordinamento Offerta
Commissioni
Tirocini e stage
Concorsi
Area azienda
Dati Azienda
Contatti Azienda
Convenzioni
Presentazione azienda
Tirocini e Stage
Le Mie Opportunità
Nuova Opportunità
I miei Candidati
I miei stage
Invio stage con studente noto

Nato a Mantova
Nato il 20/10/1988
Residenza VI to
CAP 46
Provincia o città estera MR
Nazione IT
Domicilio VI to
Codice fiscale MR
Telefono 03
Cellulare +3
Email 553
Corso di laurea [L20] - LINGUE E CULTURE PER IL TURISMO E IL COMMERCIO INTERNAZIONALE
Anno di corso 3
Anni fuori corso 1

Azienda
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 - nostro

Internet | Modalità protetta: attivata

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:

- Sede (Location):** select one from the drop-down menu;
- 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.
- Durata prevista (Expected duration):** Internships for students cannot last more than 12 months.
- 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=164D44F3B1442318BF275B308B0C65A0_jm_univr_esse3web07

File Modifica Visualizza Preferiti Strumenti ?

Progetto formati... X

Web Client: In arriv...

Progetto formati... X

Indirizzo del tutor aziendale: 04100004508

Email del tutor aziendale: LEOPARDI@BENETTON.IT

Numero tirocinanti curriculari per tutor:

Numero tirocinanti extra-curriculari per tutor:

Facilitazioni Previste

Indennità per la partecipazione al tirocinio: ☐

Importo periodico:

Alloggio: ☐

Mensa aziendale: ☒

Rimborso spese di viaggio: ☒

Buoni pasto: ☐

Altra: ☐

Note:

Figure professionali

Codice	Descrizione
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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... X

Citrix XenApp - A...

File Modifica Visualizza Preferiti Strumenti ?

Informazioni richieste

Buoni pasto: ☐

Informazioni richieste

Altra: ☐

Note:

Contenuti del progetto formativo

Area/funzione aziendale di riferimento: Commerciale

Settore:

Obiettivi formativi previsti nell'opportunità:

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 e di orientamento (abilità, conoscenze e competenze da acquisire)*:

Attività oggetto del tirocinio*:

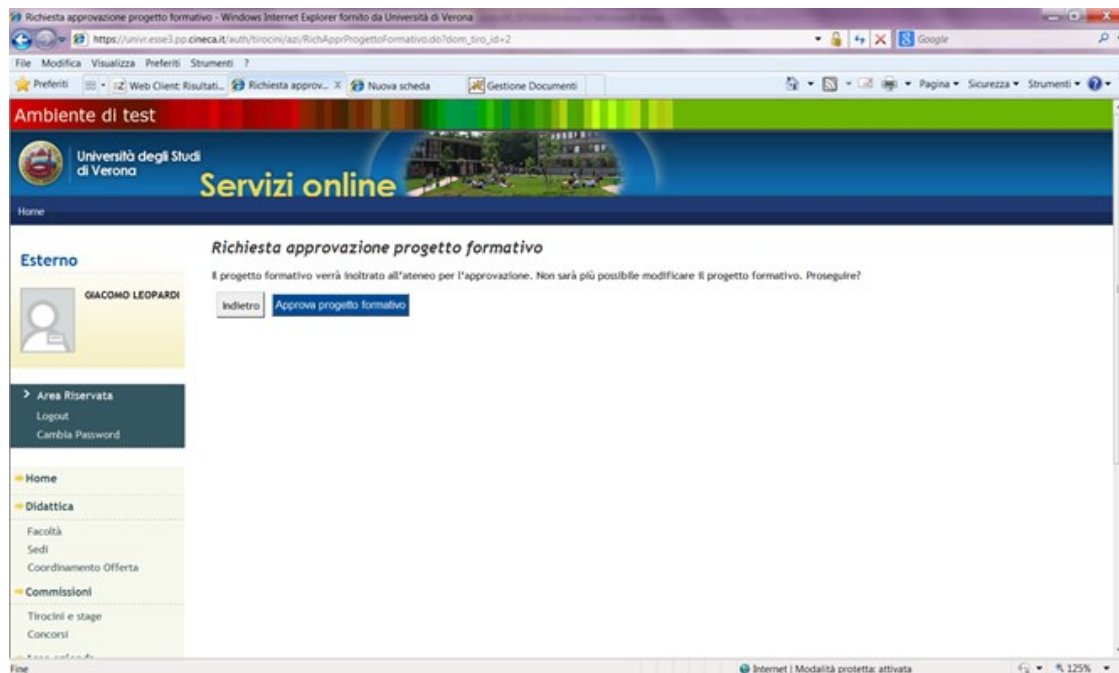
Modalità di verifica degli apprendimenti*:

Indietro Salva in bozza Salva e richiedi approvazione

2017 © by KION e CINECA Company | Informativa utilizzo cookie

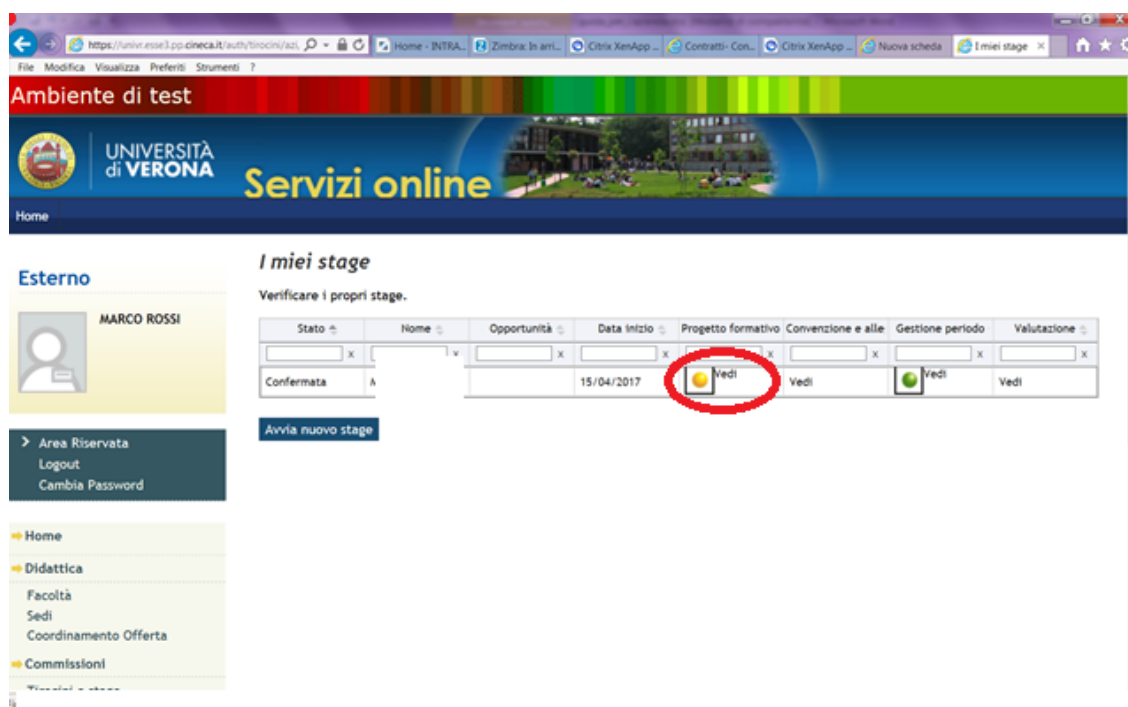
6.2.7. Training project approval

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 with the URL <https://univ.ese3.pp.dineca.it/auty/tirocini/ads>. The page header includes the University of Verona logo and the text 'Servizi online'. The main content area is titled 'Richiesta modifica periodo stage -' and contains a form for requesting a change to the internship period. The form includes a table for 'Informazioni' with the following data:

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

Below the table, there is a dropdown menu for 'Tipo di modifica al periodo di stage' with the following options:

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

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

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

Servizi online

Home

Esterno

MARCO ROSSI

Area Riservata
Logout
Cambia Password

Home
Didattica
Facoltà
Sedi
Coordinamento Offerta
Commissioni
Tirocini e stage
Concorsi
Area azienda
Dati Azienda

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:

Data inizio*: (gg/MM/yyyy)

Data fine*: (gg/MM/yyyy)

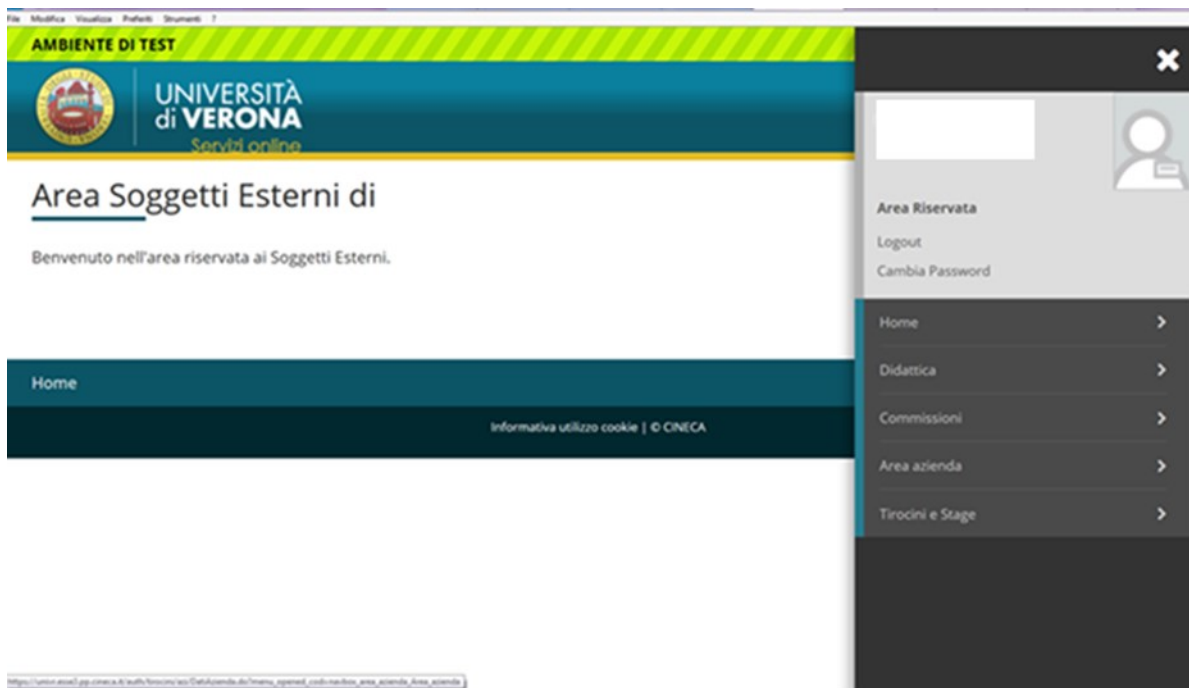
Motivazione*:

La motivazione dev'essere lunga al massimo 2000 caratteri.

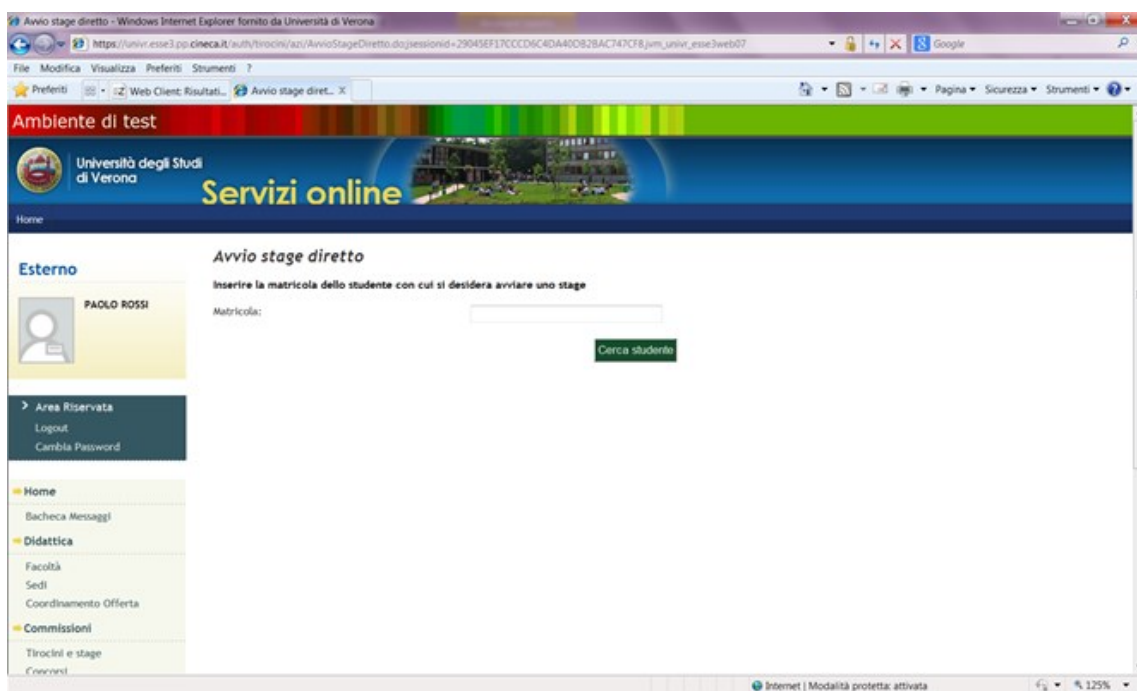
In the section 'I miei stage' (*My internships*) > 'Gestione periodo' (*Manage internship periods*), you will be able to view the status of your requests for change. **Please note: all requests entered by the Company Tutor must be approved by the Student.**

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 (VRxxxxxx 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

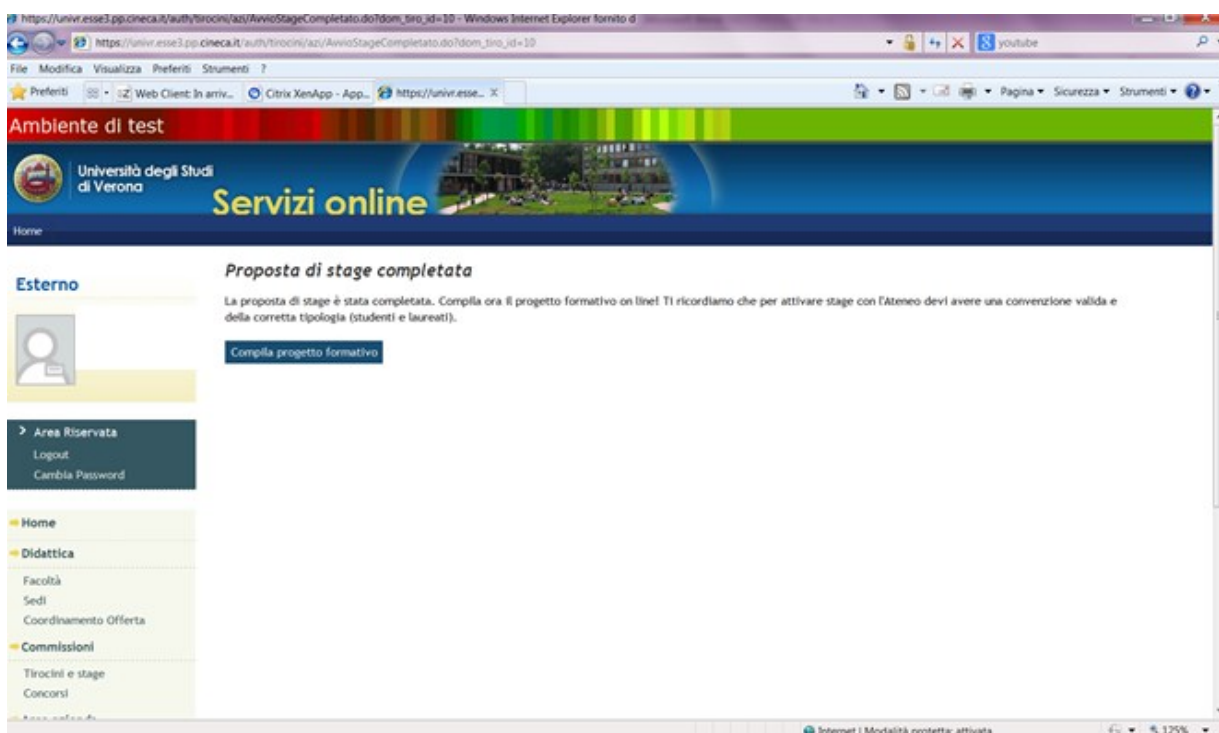
Dati stage

Sede dello stage*

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 'Servizi online' portal of the University of Verona. The user is logged in as 'MARCO ROSSI'. The 'I miei stage' section displays a table of training projects. The table has the following columns: Stato, Nome, Opportunità, Data inizio, Progetto formativo, Convenzione e alle, Gestione periodo, and Valutazione. The first row shows a project with the state 'Confermata', a start date of '15/04/2017', and 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

MENU

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_TIRO&

» 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

MENU

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

Chiosstro 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.