

TRAINEE'S DUTIES

1- Registration to ALMALAUREA portal

Subscribe to the ALMALAUREA portal following the following steps:

- Access to the students portal
- Click on "Other".
- Click on "ALMALAUREA - access"

For further information: placement.cot@unipa.it, tel.: 091 23865510

2 - Contact with host company / assignment of company tutor

Contact the internship host company, which will assign a company tutor.

3 - Choice of university tutor

Contact the teacher you intend to ask to be your academic tutor.

The academic tutor is a teacher or researcher of the University of Palermo (of the course of studies which the student is enrolled to). The academic tutor must not have any family ties or affinity up to the second line with the trainee.

The internship hosting company must have an in force agreement with the University.

The company tutor must not have any family ties or affinity up to the second line with the trainee or be part of a structure in which the legal officer, partner or manager responsible has any family ties or affinity up to the second line with the trainee.

- The company tutor completes the internship project on the ALMALAUREA platform, also indicating the name of the academic tutor through a drop-down menu.
- The academic tutor verifies the training objectives and approves the internship project (with electronic signature).

4 – Upload of the internship project

The trainee has to print a copy of the internship project, signed both by the student and by the company tutor, with also the stamp of the company. The project will be uploaded to the portal by the company tutor.

5 - Activation of the internship

The internship will be activated by the contact person of your course.

6 - Carrying out of the internship

The trainee has to carry out the internship preferably respecting the periods and hours indicated in the internship project. Daily activity must be recorded in the appropriate sign-in sheet. This sign-in sheet will have to report:

- The signature of the company tutor for each day of internship;
- The signature of the company tutor and the stamp of the host structure at the bottom of each page of the sign-in sheet.

For any extension of the internship, within 4 days from the expiration of the period indicated in the internship project, the company referent must insert a request for extension on the ALMALAUREA portal.

In case of completion of the planned amount of hours before the deadline, the company tutor can request for an anticipate closing of the internship, but only up to 4 days before the deadline planned in the training project.

7 - Completion of the evaluation questionnaire

Once the internship has been completed, the system will automatically send (on the planned expiry date of the project that can be anticipated or postponed according to step 6) the mandatory evaluation questionnaire of the internship experience to be filled.

The company tutor completes the evaluation questionnaire on the portal.

8 - Last requirements

Within the month following to the conclusion of training, the trainee has to transmit to the contact person for the internship of the course of study or to the didactic secretary's office the following documents:

- 1) sign-in sheet (duly signed);
- 2) final report on the activities carried out, signed by the company tutor and by the academic tutor;
- 3) request for validation of internship;
- 4) evaluation of the academic tutor.

The sign-in sheet and the form summarizing the completed amount of hours, signed by the company tutor, must be uploaded to the ALMALAUREA portal by the student.

Documents 1-4 can also be uploaded to the portal by the student but must still be provided in original.