

Procedure to stipulate an internship agreement

1) Registration

To conclude an internship agreement with the University of Palermo, the company must register on the Almalaurea web portal available at the following links:

- [Modulo di registrazione per Enti/Aziende](#)

<https://almalaurea.unipa.it/it/aziende/registrazione/>

2) Login into the Almalaurea web portal

After registration, the company will receive the login credentials for access to the Almalaurea web portal:

- [Accesso per Enti/Aziende già registrate](#)

<https://almalaurea.unipa.it/it/aziende/ricerca/>

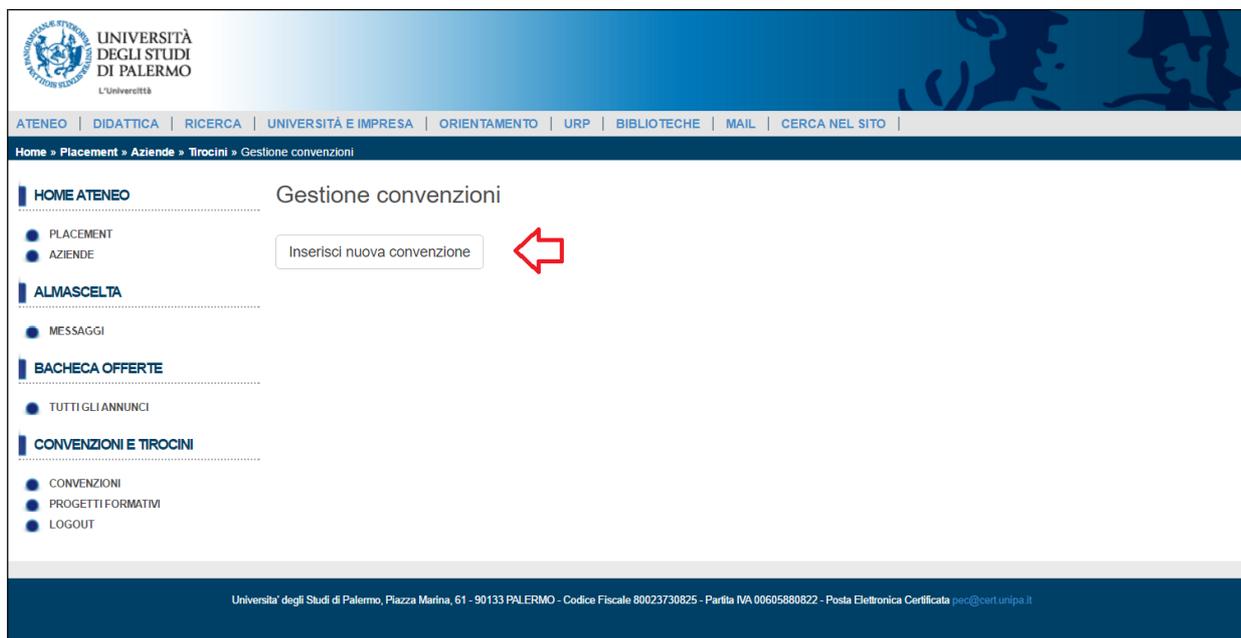
3) Activation of the internship agreement

Once logged into the Almalaurea web portal, the company can submit a request for the activation of an internship agreement for curricular or extracurricular internships.

- a) Click on “CONVENZIONI” (= *agreements*):



- b) The page “GESTIONE CONVENZIONI” (= *agreements management*) will be displayed; click on “INSERISCI NUOVA CONVENZIONE” (= *submit a new agreement*).



In order to complete the agreement, it is necessary to fill in all the fields in the form.

N.B. : At the end of the form, you have to specify if the agreement is for curricular internships (“Solo curriculari”) or extracurricular internships (“Solo extra-curriculari”).

- c) Once all the fields have been filled in, click on the Save button (“**Salva**”) at the end of the form.



- d) At the end of this procedure, the output message “**Da approvare**” (“to be approved”) will appear. PLEASE NOTE: the agreement status will change from “da approvare” (= *to be approved*) to “approvata non attiva” (= *approved but not activated*) once all the documents attached are checked by the office in charge.

e) Use the option “**Aggiungi Allegato**” (= *Add an attachment*) to attach the following documents to the agreement request:

I. *A copy of an identity document of the Legal Representative of the company;*

II. *In addition, for private legal entities only:*

- i. For companies - self-certification of registration with the Chamber of Commerce;
- ii. For freelance professionals - self-certification of the enrolment in the relevant professional register;
- iii. For associations - self-certification of the registration in the specific register;
- iv. For non-profit organizations - self-certification of the registration in the specific register.

III. *If applicable, self-certification of the exemption from the payment of stamp duty.*

HOME ATENEO

La convenzione è in attesa dell'approvazione da parte dello staff

● PLACEMENT
● AZIENDE

ALMASCELTA

● MESSAGGI

BACHECA OFFERTE

● TUTTI GLI ANNUNCI

CONVENZIONI E TIROCINI

● CONVENZIONI
● PROGETTI FORMATIVI
● LOGOUT

Dettaglio convenzione (id:18905)

Tirocini permessi Solo curricolari

Stato Convenzione ● Da approvare

Gestione documentale [?]

Aggiungi Allegato

It is possible to view the list of agreements still pending approval.

HOME ATENEO

● PLACEMENT
● AZIENDE

ALMASCELTA

● MESSAGGI

BACHECA OFFERTE

● TUTTI GLI ANNUNCI

CONVENZIONI E TIROCINI

● CONVENZIONI
● PROGETTI FORMATIVI
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Gestione convenzioni

Data Stipula	Scadenza	Tipo tirocini	Numero Protocollo	Stato	
		Solo extra-curricolari		● Da approvare	DETAGLIO
		Solo curricolari		● Da approvare	DETAGLIO

Inserisci nuova convenzione

- f) Once the office in charge has checked the completeness of the data submitted, the company will receive a confirmation e-mail, and the output message “**Approvata non attiva**” (= *Approved but not activated*) will appear on the Almalaurea web portal.

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Home » Placement » Aziende » Tirocini » Gestione convenzioni

HOME ATENE0

- PLACEMENT
- AZIENDE

ALMASCELTA

- MESSAGGI

BACHECA OFFERTE

- TUTTI GLI ANNUNCI

CONVENZIONI E TIROCINI

- CONVENZIONI
- PROGETTI FORMATIVI
- LOGOUT

Gestione convenzioni

Messaggi ▾

La convenzione è stata approvata. Consulta la pagina relativa alle convenzioni per le istruzioni utili al completamento dell'attivazione.

Vedi tutti i messaggi

Data Stipula	Scadenza	Tipo tirocini	Numero Protocollo	Stato	
		Solo extra-curricolari		● Da approvare	DETTAGLIO
21/02/2017		Solo curricolari	00000	● Approvata non attiva	DETTAGLIO

Inserisci nuova convenzione

Universita' degli Studi di Palermo, Piazza Marina, 61 - 90133 PALERMO - Codice Fiscale 80023730825 - Partita IVA 00605880822 - Posta Elettronica Certificata pec@cert.unipa.it

- g) The agreement document must be downloaded by clicking first on the “DETTAGLIO” (= *detail*) button, and then on the “SCARICA CONVENZIONE” (= *download the agreement*) button.

Scarica Convenzione

Dettaglio convenzione (id:18905) ^[?]

Data Stipula 21/02/2017

Scadenza 22/02/2017

Tirocini permessi Solo curricolari

Numero Protocollo 00000

Stato Convenzione ● Approvata non attiva

- h) Agreements for curricular and extracurricular internships are subject to **stamp duties**. Stamp duties amount to €16, and are charged to the company where the internship takes place, unless otherwise established by the current legislation. The agreement **must be sent via certified mail** to pec@cert.unipa.it, and the company must retain the documents with the stamp duties mark.
- i) The agreement will be signed by the Rector’s Delegate to Internationalization and then it will be **activated**. At the same time, the company will receive a confirmation e-mail and the agreement status on the Almalaurea web portal will change to “**Attiva**” (= *activated*).

Stato Convenzione ● Attiva