Management of the training project for curricular internships through the use of the almalaurea.unipa.it platform

Manual for host structures
(Public and private entities or companies)

Written by Fulvio Ornato, Massimo Tona

<table>
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<tbody>
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<td>1.0</td>
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</tr>
</tbody>
</table>
Summary

Summary 1
Introduction 2
Prerequisites 2
Life cycle of the training project 3
Guide to the introduction of the training project 4
Introduction

This is a guide for the Host Structures (henceforth SO), whether they are public or private bodies or companies, which explains how to enter the training project of the student who will have to carry out the curricular internship.

Prerequisites

In order for the host structure to insert a training project, it is necessary that:

- the SO has already registered on the Unipa Almalaurea website at https://almalaurea.unipa.it

- that the SO, once the registration has been completed, has carried out the procedures for stipulating an agreement for the reception of at least one subject in a curricular training and orientation traineeship. To find out how to stipulate an agreement, you can refer to the following page and in particular to the following guide.

- that the student, identified through direct contact with the SO or by publishing an announcement on the Almalaurea platform, with the agreement of the relevant Study Program Council, carries out the following procedure: The student accesses the student portal using your University credentials, go to the «More» menu

  -> «Almalaurea Access» and click on the “Register/Login” button.

Having done this, the student must complete the registration on the Almalaurea website by entering the requested data.
Life cycle of the training project

The host structure, which has already registered, has stipulated the agreement and has identified (in agreement with the relevant Study Program Council) the student to be hosted for carrying out a curricular internship, can proceed with inserting the training project (see further on for the specific modalities).

The training project can be included in a "draft" if it has not yet been completed in its entirety. If, on the other hand, the training project has been completed, it can be saved and sent to the Unipa staff.

The training project in this phase will be in the status "to be approved"

The Unipa staff will carry out the formal and substantial verification of the information entered and will forward the training project to the professor indicated as university tutor for approval.

The university tutor, having verified the didactic congruence of the training project, will proceed to approve it (with any modifications) or to its justified refusal (which will bring the status of the training project back to "draft") or to forward it to another teacher deemed more suitable for verification and approval of the project.

The training project in this phase will pass in the status "approved not active"

At this point the company must print the training project, affix the stamp and signature of the company tutor, have the student sign for acceptance and upload it as an attachment to the training project.

At this point, the staff, having verified the presence of the training project and the completion of any other specific modules for the various degree courses, will activate the internship which will pass into the “active” status and the internship can start from the date indicated

NB depending on the student's course of study, other additional forms may be requested before the training project is activated. To find out if and what is required, it is necessary to request specific information from the technical-administrative staff following the traineeships for that course of study.
Guide to the introduction of the training project

To enter the training project, it is necessary to access the IT platform accessible at the address: https://almalaurea.unipa.it.

Subsequently it is necessary to click on “Access to the database” as shown in the figure. When you click, the screen appears in which you must enter your access credentials in order to be recognized by the system. What is described is shown in the following screenshot:
After logging in, click on the "Internship Management" icon and then click on the "Training Projects" icon as shown in the following two figures.
Simulazione per gli studenti di laurea in Scienze dell'Informazione.

Per i soli tirocini extra curriculari, si ricorda che si tratta esclusivamente di stipendi. Formativo secondo modelli previsti dalla direttiva vigente per i tirocini con sede operativa nella SOLA REG.

Per l'attivazione dei tirocini in altra Regione, si possono avere maggiori informazioni cliccando sul seguente:

**Convenzioni**

**Progetti Formativi**
At this point it is possible to click on "Insert new training project" to proceed.

The following figure shows how the screen after the click appears.
In order for the data relating to the student (matriculation number and tax code) to be recognised from the system it is necessary that the student first performs the following procedure:

Students access the student portal using their University credentials, go to the «Other» -> «Almalaurea Accesso» menu and click on the "Register/Login" button.

Once this is done, he must complete the registration on the Almalaurea website by entering the requested data up to complete registration of your student profile.

Once the requested information has been entered (those marked with * are mandatory), it will be possible to click on "Proceed" as shown in the following figure:

- **Convention**: select the active convention.
- **Internship type**:
  - **Curricular**: internship carried out by a student (with or without CFU) which begins and ends within the date of graduation (degree / master / doctorate). If the internship is curricular, the number of credits can also be indicated;
  - **Extracurricular**: internship carried out by a graduate or undergraduate who obtains a degree (degree / master / doctorate) during the internship itself;
- **Internship Operational Headquarters**: Region where the internship takes place;
- **Number of credits**: appears only if the internship is of the curricular type and the number of credits indicated in the student's study plan must be indicated, if known;
- **Start date**: expected internship start date;
- **End date**: expected internship end date. The internship end date inserted should be significantly higher than the presumed end date. This is to prevent the internship from being automatically closed on the date indicated when, for various reasons, the internship has not yet ended. If the internship ends earlier, it is possible to ask for early closure for completion of the scheduled hours;
- **Trainee Tax Code**: (see previous note)  
- **Registration Number**: student's university registration number (see previous note);

In the next screen it is necessary to enter a series of information while others are pre-compiled by the system.
### Recapiti del tirocinante

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<thead>
<tr>
<th>campo</th>
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<tr>
<td>Stato</td>
<td>ITALIA</td>
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### Titoli di studio

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<tr>
<td>Tipo di laurea</td>
<td>Laurea triennale</td>
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<td>Ingegneria dell'informazione (L-8, 9)</td>
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<tr>
<td>Corso di studi</td>
<td>INGEGNERIA INFORMATICA</td>
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<td>Scuola/ dipartimento</td>
<td>Scuola POLITECNICA</td>
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<td>Anno di corso</td>
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<td>CFU maturati</td>
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As regards the **ATECO Code**, it identifies an ECOномic ACTIVITY according to a specific ISTAT classification. Enter a 6-digit code made up of three pairs of numbers separated by a dot (e.g. 99.99.99) as per the ATECO 2007 classification available on the website [http://www.istat.it/it/strumenti/definizioni-e-classificazioni/ateco-2007](http://www.istat.it/it/strumenti/definizioni-e-classificazioni/ateco-2007)
The academic tutor is indicated by the student's Study Program Council and the company will have to select him from the appropriate drop-down menu. The student must indicate the name of the teacher to the company.

**Number of permanent / temporary employees:** Indicate the relative number of employees to the host office and not that of the entire company.

The calculation of human resources must include:
- the business owner(s) and assistants, single or associated freelance professionals;
- workers with permanent or fixed-term contracts or non-occasional collaboration contracts, lasting at least 12 months;
• worker members of cooperatives, as defined by Law no. 142/2001; for non-permanent contracts, the minimum duration limit of 12 months must be respected. For seasonal activities, fixed-term workers and collaborators may also be counted in the case of durations of less than 12 months, provided that their contract begins before the start of the traineeship and ends after the conclusion of the same.

**Occupational doctor:** to be indicated only if the company is subject to health checks;
### Obiettivi e modalità di svolgimento del tirocinio

<table>
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<th>Competenze da sviluppare di base*</th>
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<th>Competenze da sviluppare professionalizzanti*</th>
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- **Basic skills to be developed**: These are general skills, transferable to different tasks, relevant for the person's general professional training and preparation.

  This heading includes, for example: basic information technology, foreign language, knowledge of safety and accident prevention, organizational skills, guaranteeing adequate information and training in the field of health and safety in the workplace during the internship start-up phase pursuant to articles 36 and 37 of Legislative Decree 81/2008, health surveillance must also be guaranteed if pursuant to art. 41 of the same decree.

  **Skills to be developed professionalizing**: These are highly specific skills and are acquired in specialized fields. These skills refer to certain disciplinary areas and are closely connected to the working context in which the candidate is placed.

- **Transversal skills to be developed**: Broad set of skills of a general nature that allows you to respond to the demands of the organizational environment, and which is not specific to a profession. Examples of such skills are: problem solving, teamwork, decision making, stress management, work organization, etc.

- **Planned activities**: Indicate the tasks / activities that the intern will carry out.
If not all the fields have been completed or if you are not sure whether some of them have been completed, the training project can be saved as a draft and subsequently reopened for any modifications.

If, on the other hand, the training project has been completed, the "Save and Send" button can be pressed, which allows the start of the training project approval process by the tutor teacher with the necessary checks by the staff.

Please note that the training project approved by the teacher, an operation that brings the training project to the "APPROVED NOT ACTIVE" status, does not allow the internship to start. As indicated in the paragraph "Life cycle of the training project", the training project approved by the teacher must be printed, signed and stamped by the SO and signed by the student, scanned and inserted as an attachment to the training project. Only after this operation will the University Staff operators evaluate the administrative completeness of the training project that will be activated.