Procedure for stipulating an agreement for curricular or extra-curricular internships.

1) Registration
To enter into an internship agreement with the University of Palermo, the Institution/Company must register by registering on the Almalaurea/UNIPA portal at the following address:

Registration form for Organizations/Companies

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

2) Access to the Almalaurea/UNIPA portal
At the end of the registration, the Organization/Company will receive the access credentials with which it will be able to access the services of the Almalaurea/UNIPA portal at the address:

Access for Organizations/Companies already registered

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

3) Activation of an internship agreement
After accessing the Almalaurea/UNIPA portal, the Institution/Company can proceed with the request for activation of a new curricular or extra-curricular internship agreement

   It is necessary to select the item CONVENTIONS:

   ![CONVENZIONI E TIROCINI]

   CONVENZIONI
   PROGETTI FORMATIVI

   b. The CONVENTIONS MANAGEMENT page will be displayed where it is possible to use the "ENTER NEW AGREEMENT" function
To generate the text of the internship agreement, you must fill in the fields indicated in the form.
NB: It is necessary to specify whether it is a curricular or extra-curricular agreement by selecting the type of internship at the end of the form.

c. Once the required data has been entered, use the "SAVE" function available at the end of the form.

d. At the end of entering the agreement request, the message "To be approved" will appear. NB: the agreement will pass from the status "to be approved" to the status "approved not active" only after verification of the attachments sent.
The agreement will finally pass to the "activated" status only after the formal stipulation, as explained in the following points.

And, use the "Add Attachment" function to send the following documents as attachments to the convention request:

- a copy of the identity document of the Legal Representative

II. In addition, exclusively for private legal entities:

the, in the case of companies, self-certification of registration with the Chamber of Trade;
ii. in the case of Freelancers, self-certification of registration in the Register of the order to which they belong; iii. in the case of Associations, self-certification of registration in the relevant register (e.g. CONI for sports associations); iv. in the case of a non-profit organization, self-certification of registration in the non-profit register.

III. Possible self-certification relating to the exemption from the payment of the tax stamp duty (for details on stamp duty see point h below).

It is possible to view the list of agreements awaiting approval.
f. When the office staff verify the completeness of the data entered for an agreement, the Body/Company will receive a specific notification via email and the message “Approved not active” will appear on the system.
The "Approved not active" convention must be downloaded by selecting the button "DETAIL" and then using the "DOWNLOAD AGREEMENT" button.

Curricular and extra-curricular internship agreements are subject to stamp duty (Presidential Decree 26.10.1972 n. 642). The tax of €16.00 is payable by the Host Organization, subject to specific cases of exemption provided for by the relevant legislation.

The agreement must be sent by PEC and the Company/Institution must keep the agreement bearing the tax stamp for the entire duration of the assessment pursuant to current legislation.

The agreements with the Public Administrations are entered into only with a digital signature and sent via PEC to the address pec@cert.unipa.it.

In the other case:

- the stamped and signed forms (with digital or handwritten signature) must be sent by PEC to the address pec@cert.unipa.it

The agreement will be signed by the Rector's Delegate and will be activated. At the same time, the Body/Company will receive a specific notification via email and the message "Activate" will appear on the system.

Stato Convenzione  Attiva