

### **1 - How to access the internship portal? - STUDENT + COMPANY**

Go to the university home page, press **STAGE & PLACEMENT** at the bottom of the page and then press the **GESTIONE STAGE** (internship management) button. You can now access the internships and placement platform. There, new companies can register, and you can find there the **Student Login** and the **Company Login**.

### **2 - How do you register a company? - COMPANY**

Press **ISCRIZIONE AZIENDA** (company registration) button on the left under the heading New Registration.

Fill in the required fields of this new page.

In particular, the email address of the person in the company who will receive the communications must be entered under the *contact mail* item. The same person will need to be registered in the company contact field for contacts with Unicom.

In the section Portal access data, a username and password must be chosen and entered to be used for subsequent access to the platform.

Once registered, the contact will receive a confirmation e-mail containing the previously selected access data.

### **3 – What's the aim of the agreement and how is it signed? - COMPANY**

If the company has never had an internship agreement with Unicom, it is necessary to create one.

Once the company has logged in, the pre-filled form must be downloaded.

Please sign and stamp the form and upload it.

At this stage, the internship and placement office will send the form to the University delegate for his/her signature, and the agreement will be in place and active within a few days.

### **4 - How can I publish an internship offer? - COMPANY**

The company logs in, and presses the link **PUBBLICA STAGE UNIVERSITARIO** (share university internship offer)

The company fills in the data, by entering the initial and final dates of availability, or the dates during which the internship offer will be visible on the platform and during which applications from students will be accepted.

The company needs to select the academic course or courses for which the internship will be available.

### **5 - How can I apply for an internship? - STUDENT**

The student enters the platform via the **LOGIN STUDENTE** (student login) link by using his/her esse3 credentials.

In his/her private area, he/she accesses the **CERCA STAGE** (search stage) section using the appropriate link.

By clicking on the **CERCA STAGE** (search stage) link, he/she can see the internship offers published for his/her course of study.

By clicking on the **LINK** of the internship offer chosen, the page with the internship details appears.

If a Unicom tutor has been chosen, he/she must be entered in the appropriate field.

If, on the other hand, the tutor has not been chosen yet, the field must be left blank, and the tutor will be assigned at a later time.

For pharmacy and CTF students, this field is not required.

## 6 - How does the Company select the candidate? - COMPANY

The company enters with its credentials via the Company Login link

The company clicks on **LISTA STAGE PUBBLICATI** (list of available internships), then on **CERCA STAGE** (search internships) and then on the **LINK** of the specific internship of interest.

Finally, the company selects the candidate.

## 7 - How can I attend the safety course? - STUDENT

Before starting the internship, the student must complete the Training Course on Safety in the Workplace.

The training is carried out entirely on-line and lasts about 4 hours. The access credentials to the platform are sent by the AIFOS company.

To request the credentials, send an email to: [corsiassicurezza.studenti@unicam.it](mailto:corsiassicurezza.studenti@unicam.it)

In the subject, write the name of your academic course, and in the text insert: name and surname, date and place of birth, fiscal code and an e-mail address that you constantly check, preferably the Unicom institutional one.

At the end of the course, the student will receive a certificate that will be uploaded to the platform together with the training project.

## 8 - How is the training project uploaded? - STUDENT + COMPANY

Once the company has selected the candidate, the student will receive an email with the name of the assigned Unicom Tutor with whom he will have to agree on how to complete and sign the training project. Those who are enrolled in Pharmacy and CTF Courses will also receive the bulletin of € 16.00.

The training project form must be downloaded from the manuals and modules section.

There are three possibilities:

- for COMPANY INTERNSHIP, the **PROGETTO FORMATIVO STAGE** (internship training project) document must be downloaded (word or pdf format, Italian or English)
- for INTERNAL INTERNSHIP, the **PROGETTO FORMATIVO STAGE INTERNO** (internal internship training project) document (Italian or English) must be downloaded
- Pharmacy and CTF students must download the **PROGETTO FORMATIVO STAGE FARMACIA E CTF** (pharmacy and CTF internship training project)

After completing the whole document, the student should return to the private area (**LOGIN STUDENTE** - student Login) and in the home page the appropriate link to upload **the ATTESTATO CORSO SICUREZZA** (safety course certificate) and **PROGETTO FORMATIVO** (training project) will be found. Please note that the platform accepts a single file for each item only in PDF FORMAT.

## 9 – When and how can the internship begin? – STUDENT

Once the internship activation email has been received, the student can download the **REGISTRO PRESENZE STAGE** (attendance sheets) document from the platform and go to the company (or to the Unicom facility in case of an internal internship). The student can start according to the start date indicated in the training project.

Pharmacy and CTF students must, on the other hand, go to the School's Teaching Secretariat to collect the internship booklet. Without that, it is not possible to start the internship in a pharmacy.

## 10 - How does the internship end? - COMPANY + STUDENT

At the end of the internship hours, the host organization returns to its reserved area, clicks on the List of published internships and enters the student internship details.

In order to complete the closure, the host organization must fill in the evaluation questionnaire and then click on **CONCLUDI STAGE** (end stage).

For Pharmacy and CTF internships, before closing the internship, please check in advance that the internship had a duration of at least 6 months and of at least 900 hours. Any interruptions must therefore be recovered, even beyond the period initially envisaged.

Subsequently, the student enters with his / her credentials and completes the evaluation questionnaire of his / her competence.

The delivery of any additional documentation (for example the attendance sheets) must be carried out according to the instructions given by the respective School.

In particular, Pharmacy and CTF students must present the internship booklet at the Student Secretariat desk.

Once all the previously described steps have been carried out, the internship can be registered in the career through the esse3 teaching activities portal, like any other teaching activities.