

HOW TO ACTIVATE AN INTERNSHIP

- It is mandatory to have completed the **safety course – medium risk** before the beginning of the internship.

It's possible to do the internship at DIDALABS Laboratories.

See the list of all laboratories: <https://www.dida.unifi.it/vp-130-laboratori.html>

Procedure

1. **Sign in to** <https://sol-portal.unifi.it/ls-3-studenti.html> and click on > “Do you want to do an internship?”
2. **Enter your registration number and password / SPID**
3. **Search “offerta/azienda” (offer/company)**

If the company identified is not affiliated with UNIFI, it must make the agreement.

Look at the procedure for the agreement here:

https://www.unifi.it/upload/sub/stage/tirocini/procedura_convenzionamento.pdf

- or you can ask the company to write an email to: stages@adm.unifi.it

THE AGREEMENT IS CURATED BY THE COMPANY

4. **“ABBINAMENTO” (MATCH) company-student**

The student, once found the affiliated company, must send from the institutional e-mail address (name.surname@stud.unifi.it) To the Internships Office (tirocini@architettura.unifi.it) the request for matching (ABBINAMENTO) with the Company / Studio / Laboratory, indicating:

- Name and surname
- Student ID number
- Degree course
- Complete name of the Company / Studio / Laboratory

Then, you have to choose an **Academic Tutor** among the:

Professors >

<http://www.unifi.it/index.php?module=cercachi&func=showcat&codice=058501&catmacro=doc>

Researchers >

<http://www.unifi.it/index.php?module=cercachi&func=showcat&codice=058501&catmacro=ric>

- or among the teachers of your Degree course: no adjunct professors

5. **FILL IN THE TRAINING PROJECT**

Go on the Platform *Servizi Stage On-line*: https://sol.unifi.it/stage/stud_jsp/login.jsp

Click on > “**Adesioni e Tirocini**” (Accessions and Traineeships)

And then, on > “**Gestione Tirocinio**” (Management Traineeships)

> **On the training project**

- A. Insert the date of the beginning and end of the internship, calculating the hours relating to the credits.
- B. Into these sections:
 - “**TEMPI D’ACCESSO – ORARIO SETTIMANALE DEL TIROCINIO**” (daily and weekly schedule)
Indicate a schedule not exceeding 35 hours per week and 7 hours per day
 - “**OBIETTIVI E MODALITA’ DI SVOLGIMENTO DEL TIROCINIO**” (objectives and methods of carrying out of the traineeship)
 - a. Write down the objectives that the student will have to achieve during the internship period and the activities that will be held (minimum 400 characters - spaces included)
 - b. After the objectives, for the insurance coverage during the internship, IT’S IMPORTANT TO ADD THE FOLLOWING SENTENCES:
 - *In collaboration with the company tutor (insert name and surname of the tutor)*
 - *The trainee for home/office and office/home transfers will use: (choose between public/ private transport)*
 - *During the internship, if there will be company outings and the means of the company will be used, the intern will be accompanied by the company tutor (insert name and surname of the tutor)*
 - *The company tutor (Name and Surname) declares that the student (Name and Surname) does not carry out site visits / makes site visits.*
 - *The internship will be held entirely IN PRESENCE.*

6. **VALIDATION**

After completing the PROJECT send an e-mail to the Internship Office at tirocini@architettura.unifi.it asking for the **VALIDATION OF THE TRAINING PROJECT**.
Attach the Safety Training certification to this e-mail.

7. **AFTER THE VALIDATION**

- Go to the Platform *Servizi Stage Online*: https://sol.unifi.it/stage/stud_jsp/login.jsp
- Click on > “Adesioni e Tirocini” > “Gestione Tirocini” > “Visualizza progetto per la stampa” and **SAVE ON PDF** your training project.

- Sign the Training Project, and collect the signatures of:
 - Company Tutor
 - Company Legal Representative (with the stamp)
 - Academic Tutor
- with all the documentation requested (see: “Modulistica”)

FORMS

ICAD > <https://www.icad.unifi.it/vp-123-internship.html>

Documents to be filled in and sent:

- SELF-CERTIFICATION OF KINSHIP AND PREREQUISITE EXAMS
- CERTIFICATION OF THE SAFETY TRAINING – MEDIUM RISK
(achieved before the beginning of the internship)
- TRAINING PROJECT (signed)

8. SEND

to the Internship Office (tirocini@architettura.unifi.it), by your institutional e-mail, all the documentation in PDF format, at least 3 working days before the internship's starting date indicated in the Training Project.

USEFUL CONTACTS

Internship Office

- **Email address:**
tirocini@architettura.unifi.it
- **Phone numbers:**
Sara Supino +39 055 2755434
Marzia Benelli +39 055 2755395
- Link for making an appointment on Meet ([look the calendar](#))