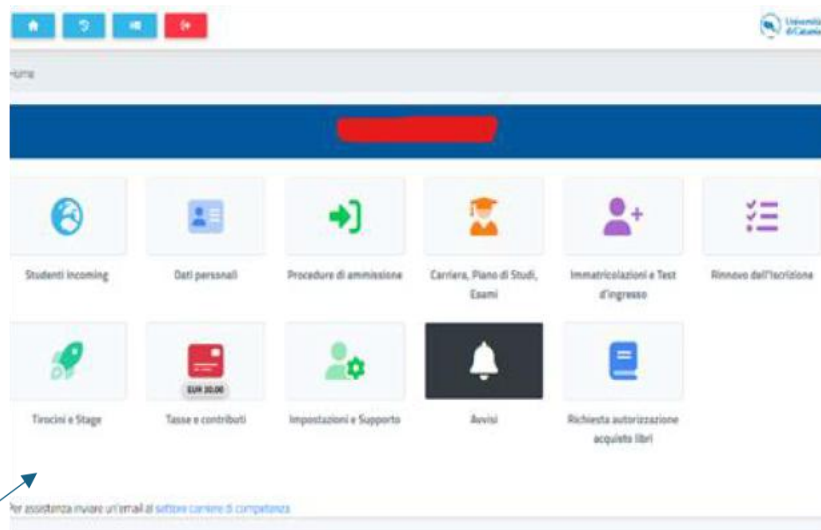




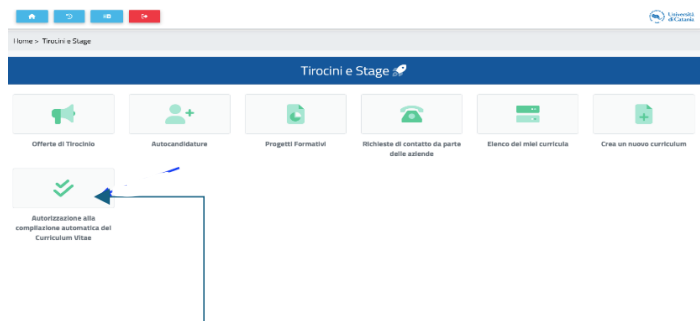
# Computerized procedure Curricular internships Student guide

## Curricular Internship Flow in SmartEdu



Internships can be accessed from the SmartEdu student portal,  
<https://studenti.smartedu.unict.it/>  
via the INTERNSHIPS AND Work experience  
(Titocini e stage)

Before any operation, it is necessary to publish your resume, which companies/institutions affiliated with the University will review together with the student's application.



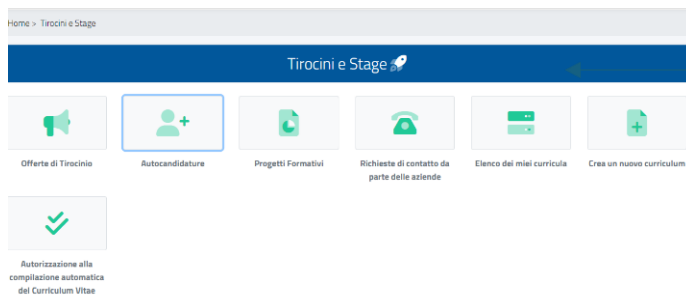
To fill out your resume, go to the internships and work experience menu.

### **TIROCINI E STAGE**

You can proceed with manual compilation

(create new resume)

*or authorize the system to automatically compile your resume.*



If you choose to create your CV automatically, remember to check that your saved CV is complete with all the necessary information.

*elenco dei miei curricula (list of my resumes)*

If not, make the necessary changes and save again.

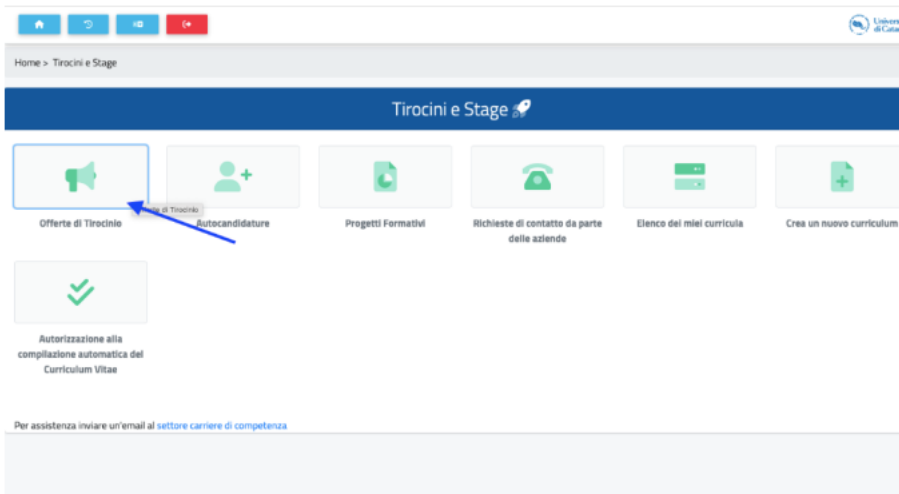
*depubblica curriculum (deduplicate curriculum)*



The screenshot shows a table titled 'CURRICULUM PRESENTATI'. Below the table is a list of curriculum entries with their status and a date. Arrows point to the 'X' icons in the status column, indicating that the curriculum is not saved or is in a pending state.

Denominazione	Data ultimo salvataggio	Status
Nuovo CV 09/01/2024	09/01/2024	Publicato
Nuovo CV 18/10/2023	09/01/2024	In Bozza

## Search for internship offers



After completing their CV, students can view internship offers and apply for them. (Offerte di tirocinio)

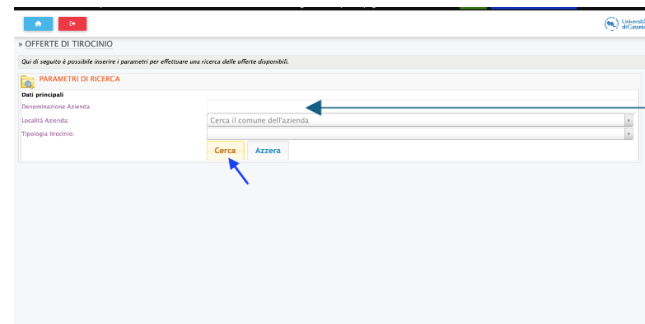
The application process is immediate, and the system notifies the candidate and the host institution, which can then view the candidate's resume.

## Submit unsolicited application SELF-APPLICATION

Students can apply to a company even if there are no internship offers available by automatically sending their CV. This process is called “self-application” and can be carried out for any accredited institution in the system. After publishing your CV, proceed from the menu: **TIROCINI E STAGE < AUTOCANDIDATURE**



ATTENZIONE



- To facilitate your search, enter as few words as possible in the 'company name' field.
- It is not necessary to fill in all fields.

## Training internship project and start of internship

➤ The company can accept or reject the student's application.

➤ After accepting the application, the company will proceed to compile the training project, specifying the activities, the hours to be worked, and the contact details of the company tutor.

➤ Students can view the project on their interface in the training projects section. If they do not wish to confirm their availability, they must reject the project or immediately notify the internship coordinator in their department.

Benvenuto in Catania - Studenti - Progetto formativo

» GESTIONE PROGETTO FORMATIVO

Progetto formativo | Ricerca

Titolario

Dati del Progetto Formativo	
Autore	
Tipo progetto	
Stato amministrativo	
Il beneficiario dichiara di aver presentato domanda di sostegno al reddito	
Offerta formativa	
Codice interno	
CP anno 2013	
Area accademica	
Obiettivi di base	
Obiettivi tecnico professionali	
Obiettivi trasversali	
Salto da creazione	
Attività	
Tutor aziendale	
Figura professionale di riferimento del Repertorio regionale delle qualifiche professionali di cui alla Delibera della Giunta Regionale 11 settembre 2013 n. 452 della quale risulta la definizione del Repertorio Regionale di cui all'art. 4, co. 4.5, legge n. 30 del 28/12/12 ed eventuale livello ESF	
Orario totale	120
Quota tirocinio	
Docente	
Credito	
Data inizio tirocinio prevista	12/10/2020
Data inizio tirocinio effettiva	
Data fine tirocinio prevista	12/12/2020
Data fine tirocinio effettiva	
Beneficiario aplice formato/mandato formativo	€ 0
Finanziamento personale	
Impieghi settoriali	
Settore	
Sei l'incaricato della parte di progettazione/coordinate del tirocinio	
Addebi	

**WARNING**



***Students can only start one internship at a time on the portal, and if there is a project even in 'draft' status, no other project can be set up for the student by other companies.***

- The training project is reviewed by the internship coordinator at the Department, who enters the name of the academic tutor and the Chair of the internship evaluation committee (Chair of the CdS).
- Once the training project has been accepted by an academic tutor, it will be possible to proceed with the signing.
  - The following sign the internship training project, in sequence:
    - Intern student
    - Company tutor
    - Teaching tutor
    - Teaching Area - UniCT

***The system will send an email notification each time the project status changes. With the final signature of the A.Di. (teaching area), the project is formally approved and the internship can begin.***

**WARNING**



***Il sistema non consentirà la rendicontazione di ore di tirocinio svolte prima del cambio di stato in "AVVIATO"***

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	<p>DIPARTIMENTO .....</p>

(da predisporre su carta intestata dell'Azienda/Ente e inviare all'Ufficio del Dipartimento. La variazione è immediata ed automatica. In caso contrario sarà il Dipartimento a contattare [diestremento@unict.it](mailto:diestremento@unict.it) struttura ospitante e/o lo studente)

L'Azienda/Ente: \_\_\_\_\_  
 Tel.: \_\_\_\_\_ e-mail: \_\_\_\_\_  
 In riferimento al tirocinio di (Cognome e Nome): Cat. Didattica  
☐ Corso di laurea la  
☐ triennale ☐ biennale ☐ magistrale ☐ altro:  
 Seguito dal tutor aziendale:  
 Data inizio \_\_\_\_\_ data fine \_\_\_\_\_  
 Giorni ed orari di svolgimento indicati nel progetto formativo: \_\_\_\_\_

#### RICHIEDE - SEGNALE

☐ **VARIAZIONE DI GIORNI/ORARI DI TIROCINIO**  
 Nuovi orari e/o giorni di tirocinio: \_\_\_\_\_  
 Data di decorrenza della variazione: \_\_\_\_\_  
 Motivo della variazione: \_\_\_\_\_

☐ **PROROGA/INTERUZIONE DEL TIROCINIO**  
☐ Proroga del tirocinio dal \_\_\_\_\_ al: \_\_\_\_\_  
☐ interruzione anticipata del tirocinio a partire dal giorno: \_\_\_\_\_  
 per il seguente motivo: \_\_\_\_\_  
 Giorni e orari di svolgimento del tirocinio per i giorni di proroga  
☐ resteranno quelli indicati nel progetto formativo già siglato  
☐ saranno i seguenti: \_\_\_\_\_

☐ **VARIAZIONE SEDE DI TIROCINIO / COMUNICAZIONE TRASFERITA**  
 Data e/o durata della variazione della modifica (indicare precisamente i giorni): \_\_\_\_\_  
 Motivo (trasferimento sede, temporaneo spostamento, visita e/o cliente, partecipazione a fiera o convegno o altro): \_\_\_\_\_  
 Luogo (indirizzo completo e ragione sociale se differente dall'azienda ospitante): \_\_\_\_\_  
 Giorni di svolgimento del tirocinio nel/nei giorno/i di variazione: \_\_\_\_\_

**VARIAZIONE TUTOR AZIENDALE**  
 Nominativo del nuovo tutor assegnato: \_\_\_\_\_ Ufficio: \_\_\_\_\_  
 Motivo della variazione: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Luogo, data \_\_\_\_\_  
 Firma del Tutor aziendale \_\_\_\_\_ Firma e timbro del Soggetto ospitante \_\_\_\_\_  
 Firma del Tutor didattico \_\_\_\_\_  
 Firma del Tirocinante \_\_\_\_\_

## CHANGES TO THE TRAINING PROGRAM

Any changes to the project (change of schedule, extension of the deadline, change of location, etc.) must be authorized by the academic and company tutor and communicated to the departmental internship coordinator using the appropriate forms.

## INTERIM CHECK

Halfway through the internship, it is important that the intern updates their academic tutor on the work they have done. The mid-term assessment can be carried out in any way (email, phone call, Teams, etc.) and formalized in the attendance register on the appropriate page of the internship diary. Regarding the methods of conducting the mid-term assessment, each student must comply with the instructions provided by the academic office of their degree program.



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### Relazione finale di Tirocinio

COGNOME	
NOME	
NATO A	IL
TEL	EMAIL
CORSO DI LAUREA IN	
MATRICOLA	
PERIODO TIROCINIO: DAL	
AL	
TOTALE ORE	CFU
TUTOR DIDATTICO	
TUTOR AZIENDALE	

FIRMA DELLO STUDENTE \_\_\_\_\_  
FIRMA DEL TUTOR AZIENDALE \_\_\_\_\_

## Closure of the Internship Training Project

At the end of the internship, the intern must prepare a report describing the activities carried out, any difficulties encountered, and what they have learned from this experience. The document must be agreed upon with the academic and company tutors and signed by the intern and the company tutor.

The institution/company, through its company representative, will update the project on the digital platform by uploading the end-of-internship documentation (the intern's final report and internship attendance log). In order to close the internship, the company tutor will also complete an intern evaluation questionnaire.

When the status changes to COMPLETED, the student must also fill out a questionnaire, which is mandatory and preparatory to the registration of credits. To fill it out, click on the 'history' tab in the Educational Project menu and then click on 'questionnaire'.

[sel in Home](#) > [Carriera](#) > [Tirocini](#) > [Progetti formativi](#)

» **GESTIONE PROGETTO FORMATIVO**

Progetto Formativo

Storico

## Internship evaluation and registration

- After reviewing the end-of-internship documentation, the academic tutor will evaluate the work performed and approve the registration of credits on the student's academic record. The registration of credits will be carried out by the President of the CdS or his/her delegate.
- Where provided for in the degree program regulations, the merit assessment of the internship may result in the awarding of additional points to the final degree grade.
- At the end of the internship, the system allows students to download the 'CERTIFICATION OF SKILLS ACQUIRED' directly from the training project, which is useful for certifying that they have acquired the skills required by the internship training project in the world of work.