



**Management of the training project for curricular  
internships through the use of the [almalaurea.unipa.it](http://almalaurea.unipa.it) platform**

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

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# Summary

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## 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 Almaurea 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 Almaurea 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
- [\\_\\_\\_\\_\\_](#)
- > «Almaurea Access» and click on the “Register/Login” button.
- Having done this, the student must complete the registration on the Almaurea 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.

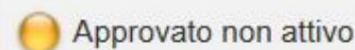
The training project in this phase will be in the status "to be approved"



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.

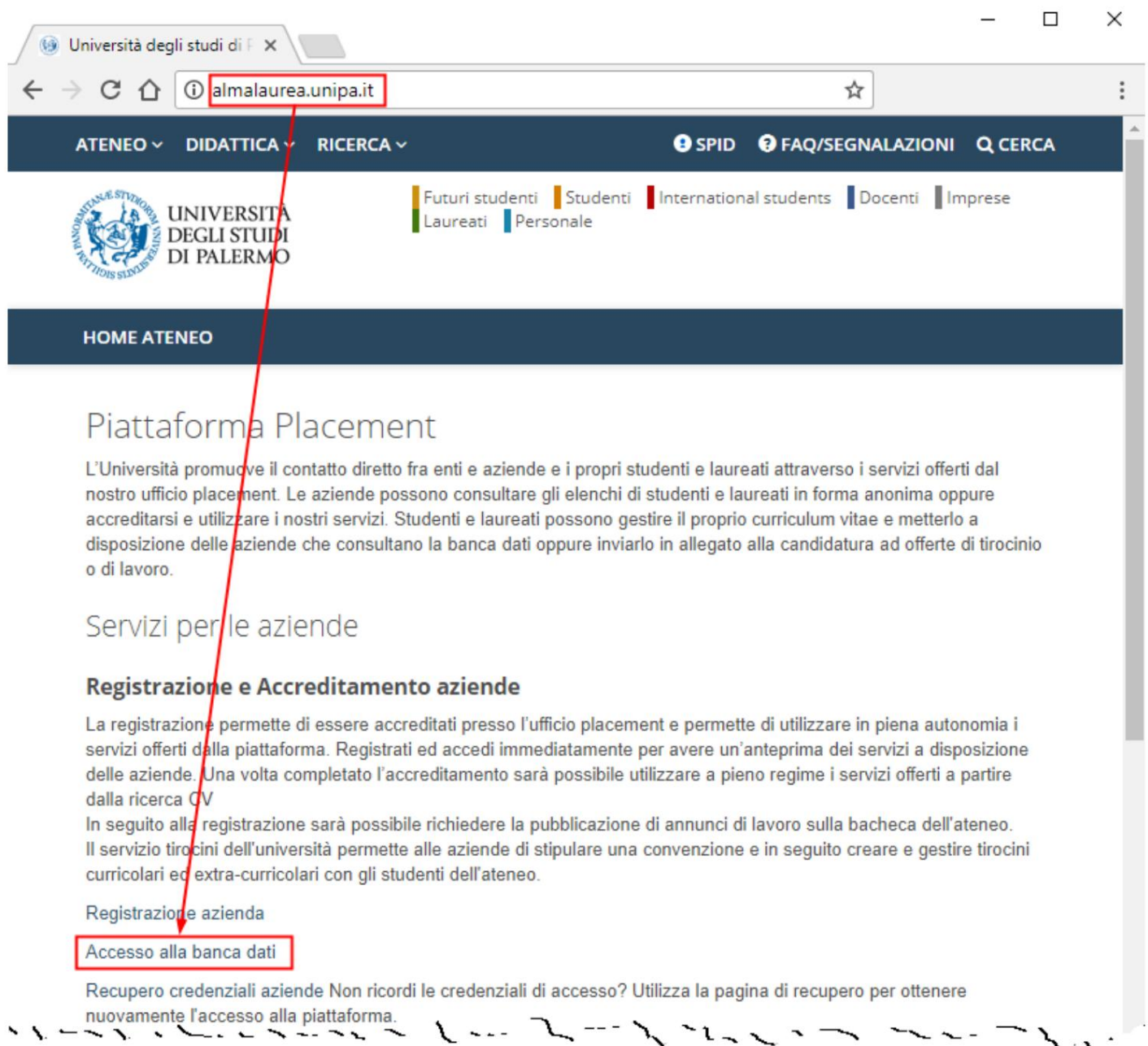
At this point, the staff, having verified the presence of the training project and the completion of any other specific modules for the various degree courses, will activate the internship which will pass into the "active" status and the internship can start from the date indicated



**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:

## Accesso Aziende - Università degli studi di Palermo

Inserisci le tue credenziali per accedere al servizio

Ricorda che le credenziali per accedere al sito AlmaLaurea o alla piattaforma di placement dei vari Atenei sono diverse

UserName:

Password:

Ricordami su questo computer

[Non ricordi le tue credenziali? Recuperala](#)

Non hai ancora le credenziali? Registrati

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After logging in, click on the **"Internship Management"** icon and then click on the **"Training Projects"** icon as shown in the following two figures.

ATENEVO ▾ DIDATTICA ▾ RICERCA ▾



UNIVERSITÀ  
DEGLI STUDI  
DI PALERMO



Futuri studenti | Studenti | Inter

HOME ATENEVO ALMASCelta BACHECA OFFERTE CONVENZIONI E TIROCINI

AlmaScelta



UNIVERSITÀ DEGLI STUDI DI PALERMO

MESSAGGI @UNIPA

✉ Messaggi

Il progetto formativo curricolare che riguarda lo studente Fulvio Ornato, è stato approvato dal docente. Consulta la pagina di completamento dell'att...



Cerca i laureati da assumere



CV S



Ricerche salvate



Ges



Gestione tirocini

Accedi alla pagina di gestione dei tuoi tirocini



ATENEVO ▾ DIDATTICA ▾ RICERCA ▾



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Futuri studenti | Studenti | Inter

HOME ATENEVO ALMASCelta BACHECA OFFERTE CONVENZIONI E TIROCINI

## Piattaforma tirocini

Gentile Referente, **per i soli tirocini extra curricolari**, Le ricordiamo che si tratta esclusivamente di stipendi formativi secondo i modelli previsti dalla direttiva vigente per i tirocini con sede operativa nella SOLA REGIONE

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



Convenzioni



Progetti Formativi



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ALMA LAUREA



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

ATENEVO DIDATTICA RICERCA SPID FAQ/SEGNALAZIONI CERCA

UNIVERSITÀ DEGLI STUDI DI PALERMO

Futuri studenti Studenti International students Docenti Imprese Laureati Personale

HOME ATENEVO ALMASCelta BACHECA OFFERTE CONVENZIONI E TIROCINI

Home » Placement » AlmaScelta » Tirocini » Gestione progetti formativi

### Gestione progetti formativi

Campi di ricerca Tirocinante Tipo tirocinio

Criteri di ricerca aggiuntivi Ordina per Data inizio decrescente Risultati per Pagina 10

Reset Cerca

Sono stati trovati 55 risultati (visualizzati i risultati da 1 a 10)

1 2 3 4 5 6 >

Inserisci nuovo progetto formativo

Tirocinante	Tipo Tirocinio	Regione struttura ospitante	Data Inizio	Data fine	Stato	
PERISQUITO-CLAUDIA	Curriculare	SICILIA	09/07/2018	28/09/2018	Approvato non attivo	DETTAGLIO
PERISQUITO-CLAUDIA	Curriculare	SICILIA	05/03/2018	05/07/2018	Bozza	DETTAGLIO
PERISQUITO-CLAUDIA	Curriculare	SICILIA	27/02/2018	27/07/2018	Da approvare	DETTAGLIO
PERISQUITO-CLAUDIA	Curriculare	SICILIA	26/02/2018	31/05/2018	Approvato non attivo	DETTAGLIO
PERISQUITO-CLAUDIA	Curriculare	SICILIA	26/02/2018	26/07/2018	Da approvare	DETTAGLIO
PERISQUITO-CLAUDIA	Curriculare	SICILIA	26/02/2018	26/07/2018	Da approvare	DETTAGLIO

The following figure shows how the screen after the click appears

### Inserisci progetto formativo

I dati contrassegnati con il simbolo asterisco \* sono obbligatori.

Convenzione 01/10/2017 - Solo curricolari - (19/10/2017 - 31/12/2020) ?

Tipo Tirocinio\* ?

Sede operativa Tirocinio\* ?

Data di inizio\* dd/mm/yyyy ?

Data di fine\* dd/mm/yyyy

Codice Fiscale Tirocinante\*

Matricola\*

Procedi



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:

## Inserisci progetto formativo

I dati contrassegnati con il simbolo asterisco \* sono obbligatori.

Convenzione	01/10/2017 - Solo curriculari - (19/10/2017 - 31/12/2020)	?
Tipo Tirocinio *	Curriculare	?
Sede operativa Tirocinio *	SICILIA	
Numero CFU	5	
Data di inizio *	01/03/2018	?
Data di fine *	31/05/2018	
Codice Fiscale Tirocinante *	XXXXXXXXXX	
Matricola *	XXXXXXXXXX	

Procedi

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• **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.

HOME ATENEO ALMASCelta BACHECA OFFERTE CONVENZIONI E TIROCINI

Home » Placement » AlmaScelta

## Progetto formativo

Tipo Tirocinio	Curriculare
Sede operativa Tirocinio	SICILIA
Numero CFU	5
Data di inizio	01/03/2018
Data di fine	31/05/2018
Codice Fiscale Tirocinante	XXXXXXXXXX
Matricola	XXXXXXXXXX
Convenzione	01/10/2017 - Solo curricolari - (19/10/2017 - 31/12/2020)

### Dati anagrafici del tirocinante

Nome *	<input type="text" value="Papa"/>
Cognome *	<input type="text" value="Papa"/>
Data di nascita *	<input type="text" value="15/11/1998"/>
Stato di nascita *	<input type="text" value="ITALIA"/>
Provincia di nascita *	<input type="text" value="PALERMO"/>
Comune di nascita *	<input type="text" value="PALERMO"/>

### Recapiti del tirocinante

Stato \* ITALIA ▼

Provincia \* PALERMO ▼

Comune \* PALERMO ▼

Indirizzo \* [redacted]

CAP \* [redacted]

Cellulare \* [redacted]

Telefono \* [redacted]

E-mail \* [redacted]@[redacted].com

### Titolo di studio

Tipo di laurea \* Laurea triennale ▼

Classificazione del corso \* Ingegneria dell'informazione (L-8, 9) ▼

Corso di studi \* INGEGNERIA INFORMATICA

Scuola/ dipartimento \* Scuola POLITECNICA ▼

Anno di corso \* 3 ⓘ

CFU maturati [redacted]

Dati dell'azienda	
Nome azienda *	<input type="text" value="UNIVERSITA' DEGLI STUDI DI PALERMO"/>
Partita IVA	<input type="text"/>
Codice fiscale	<input type="text"/>
Codice ATECO *	<input type="text"/> ?
Natura giuridica *	<input type="text"/>
Sede legale	
Stato *	<input type="text" value="ITALIA"/>
Provincia *	<input type="text" value="PALERMO"/>
Comune *	<input type="text" value="PALERMO"/>
Indirizzo *	<input type="text" value="Viale delle Scienze - Edificio 2"/>
CAP *	<input type="text" value="90128"/>
Telefono della sede tirocinio (R.U.) *	<input type="text"/>
Email aziendale *	<input type="text"/>

As regards the **ATECO Code**, it identifies an ECONOMIC 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>

**Informazioni sul tirocinio**

**Dati del tutor accademico**  
 Il docente dovrà essere indicato dal Dipartimento e/o contattato personalmente dal tirocinante.

Scelta del tutor accademico \*

**Dati del tutor aziendale**

Nome \*

Cognome \*

Email \*

Tel / cell.

Qualifica \*

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.

**Sede del tirocinio**

Stato \*

Provincia \*

Comune \*

Indirizzo \*

CAP \*

Numero tirocini in corso  
 ESCLUSO QUELLO DEL  
 PRESENTE PROGETTO  
 FORMATIVO \*

Numero dipendenti a tempo  
 indeterminato / determinato \*  ?

**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.

Altri dati del tirocinio

Area Professionale *	<input type="text"/>
Responsabile Servizio di Prevenzione e protezione *	<input type="text"/>
Medico competente	<input type="text"/>
Durata del tirocinio (in mesi) *	<input type="text"/>
Numero di ore da svolgere *	<input type="text"/>
Ore settimanali previste *	<input type="text"/>
Giorni di presenza (Lun, Mar,...) *	<input type="text"/>
Orario di accesso ai locali del tirocinio (HH:MM) *	<input type="text"/>
Orario di uscita (HH:MM) *	<input type="text"/>

**Occupational doctor:** to be indicated only if the company is subject to health checks;

Obiettivi e modalità di svolgimento del tirocinio

Competenze da sviluppare di base *	
Competenze da sviluppare professionalizzanti *	
Competenze da sviluppare trasversali *	
Attività previste *	

- **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

- **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



Annulla

Salva in bozza

Salva e invia

Cliccando su "Annulla" si ritorna alla schermata di dettaglio.

Cliccando su "Salva in Bozza" il progetto formativo viene salvato in bozza.

Cliccando su "Salva e invia" il progetto formativo sarà salvato e inviato allo staff per l'approvazione. Non sarà più possibile

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AL ALMALAUREA

Università degli Studi di Palermo, Piazza Università, 61 - 90133 PALERMO - Codice Fiscale 80023730825 - Partita IVA 006056

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.

Annulla

Salva in bozza

Salva e invia

Cliccando su "Annulla" si ritorna alla schermata di dettaglio.

Cliccando su "Salva in Bozza" il progetto formativo viene salvato in bozza.

Cliccando su "Salva e invia" il progetto formativo sarà salvato e inviato allo staff per l'approvazione. Non sarà più possibile modificare il progetto formativo.

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.