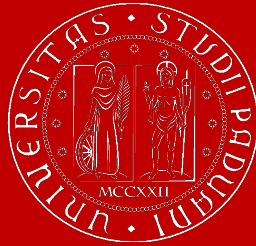


1222·2022  
**800**  
ANNI



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

Career Service Office

stage@unipd.it

alessandra.lighezzolo@unipd.it

1222·2022  
**800**  
ANNI



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

Ufficio Career Service

## How to look for internship opportunities in Italy/abroad

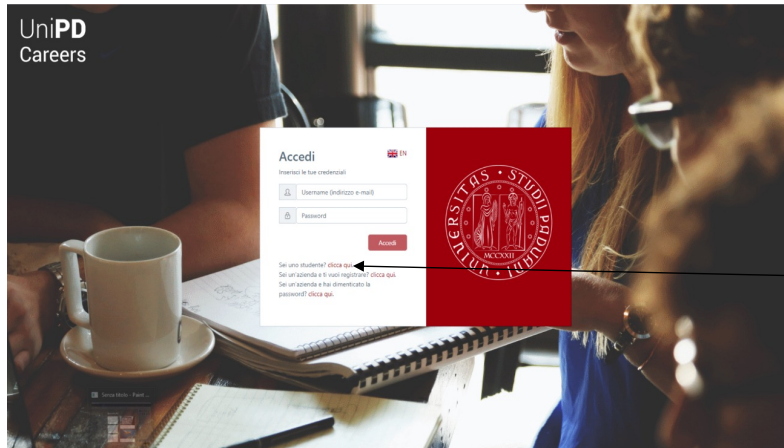
- Log in to [Unipd Carees](#) with your uniweb username and password and choose the internship in **Italy** or **abroad** platform



Are you a student? [click here.](#)

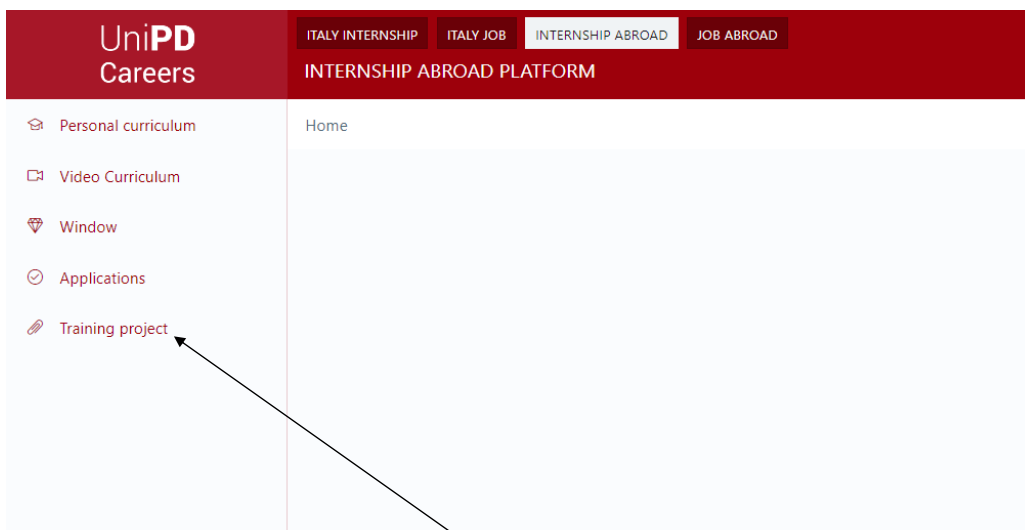
## How to fill in your training project

- Log in to [Unipd Carees](#)



Are you a student? click here.

Once you are logged in, you'll see this window



Click on **Training Project**

And then click on (top right corner) **NEW TRAINING AND ORIENTATION PROJECT**

careers.unipd.it/en/#/portale/stage-estero/attivazioni/ricerca-attivazioni-manuali

UniPD Careers

ITALY INTERNSHIP ITALY JOB INTERNSHIP ABROAD JOB ABROAD

INTERNSHIP ABROAD PLATFORM

Activations / Research manual training project

### TRAINING AND ORIENTATION PROJECT

Id	Company Name	Training and Orientation Agreement	Set up Date	Set up Status
8741	Sortzen Consultoria s.l	N. del 01/01/0001		New
8740	COMITES MADRID			New
8722	London Mentors	N. del 01/01/0001		New
8508	Goldsmiths University of London	N. Rep. 2722/2020 - 445295 del 23/11/2020	19/10/22	New
8268	La Luna di Vasilika Onlus	N. rep. 3062/2019 prot. 441401 del 10/10/2019		New

NEW TRAINING AND ORIENTATION PROJECT

You now need to look for your host organization, there are two options:

Applications

Training project

Degree Course in: IF0313-IF0313 - COMMUNICATION - FIRST-CYCLE DEGREE

Course Category: FIRST-CYCLE DEGREE

School: Human and Social Sciences and Cultural Heritage

Registration No.: 1190199

#### SEARCH ORGANIZATION/OFFER

Search by Organization Name  YES

Search by Offer  NO

Tax Code/VAT Number

Insert the tax code/VAT number here

1. If you've found the host organization on your own look for it using the organization's tax code/VAT number. For internships abroad look for the host organization's name

UniPD Careers

STAGE ITALIA | LAVORO ITALIA | STAGE ESTERO | LAVORO ESTERO

PORTALE STAGE ITALIA

Indirizzo:

---

**FORMAZIONE UNIVERSITARIA**

Corso di studio:

Tipo di corso:

Scuola:

Laureato:

Matricola:

---

**CERCA AZIENDA / OFFERTA**

Cerca per Azienda:

Cerca per Offerta:

Codice offerta:

← Insert the offer id here

**2. If you've found the host organization through the platform, look for it using the offer id**

UniPD Careers

STAGE ITALIA | LAVORO ITALIA | STAGE ESTERO | LAVORO ESTERO

PORTALE STAGE ITALIA

Il mio Curriculum

Video Curriculum

Vetrina

Candidature

Progetto formativo

Corso di studio:

Tipo di corso:

Scuola:

Laureato:

Matricola:

---

**CERCA AZIENDA / OFFERTA**

Cerca per Azienda:

Cerca per Offerta:

Codice offerta:

Id	Descrizione Sintetica dell'offerta	Inserimento	Stato
380545	INTERNSHIP - Area Quality	01/02/21	In vetrina

**Your host organization will appear at the bottom of the screen**

In the section **DEFINE FORM**, you need to select the type of internship you are going to carry out (mandatory, voluntary, voluntary with credits)

UniPD Careers

STAGE ITALIA | LAVORO ITALIA | STAGE ESTERO | LAVORO ESTERO

PORTALE STAGE ITALIA

Silvia

Il mio Curriculum  
Video Curriculum  
Vetrina  
Candidature  
Progetto formativo

Cerca per Azienda

Cerca per Offerta

Codice offerta

Id	Descrizione Sintetica dell'offerta	Inserimento	Stato
380645	INTERNSHIP - Area Quality	01/02/21	In vetrina

1

**DETERMINAZIONE MODULO**

Stage Libero:

Tirocinio:

Con crediti:

Modulo A  
libero, senza crediti

**Click on the relevant toggle**

**Once you are done, click on continue**

Procedi

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Versione 1.0.

You now need to fill in all the **mandatory fields**, with the support/guidance of your supervisor at the host organization.

UniPD Careers

STAGE ITALIA | LAVORO ITALIA | STAGE ESTERO | LAVORO ESTERO

PORTALE STAGE ITALIA

Attivazioni / Modifica attivazione

Modifica attivazione stage

260672 - Attivazione stage per Silvia Begni - Offerta 380645

Visualizza Modifica Elimina Scarica Modulo Scarica Istruzioni

Stato attivazione: Nuovo

**Salva**

Per scaricare/stampare il modulo è necessario compilare tutti i campi obbligatori.

**Once you are done click on SAVE**

**DETTAGLI STAGE**

Modulo A - libero, senza crediti

Attività di stage (\*):

- Supportare le diverse attività riguardanti l'After Sales Department e la Direzione Qualità;
- supporto nella manutenzione e archiviazione documenti;
- inserimento dati nell'apposito sistema gestionale;
- supporto nelle analisi dei resi meccanici ed elettronici.

Area funzionale (\*):

Ufficio/Servizio/Unità operativa/Dipartimento:

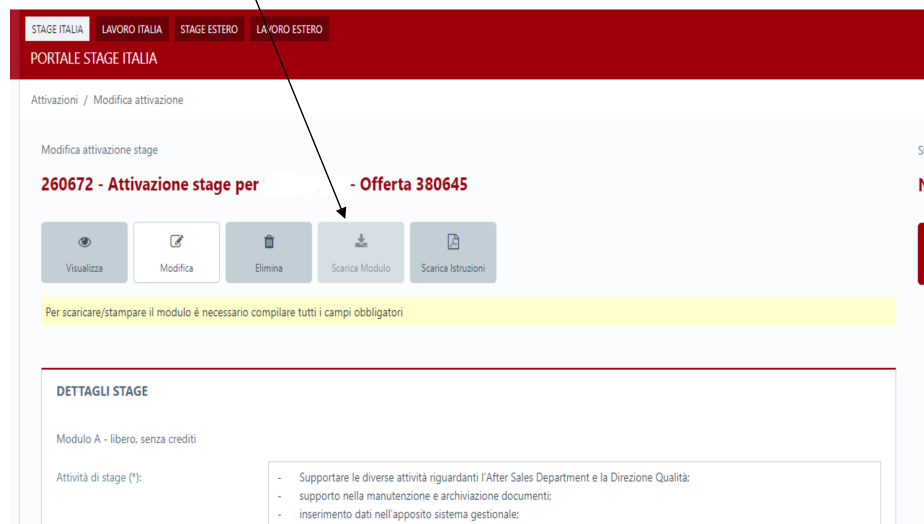
Nazione di stage (\*):

Provincia di stage (\*):

Sede di stage (Via e n.) (\*):

Campo obbligatorio

At the end of the procedure click on **Download form**.



STAGE ITALIA LAVORO ITALIA STAGE ESTERO LAVORO ESTERO

PORTALE STAGE ITALIA

Attivazioni / Modifica attivazione

Modifica attivazione stage

260672 - Attivazione stage per - Offerta 380645

Visualizza Modifica Elimina Scarica Modulo Scarica Istruzioni

Per scaricare/stampare il modulo è necessario compilare tutti i campi obbligatori

DETTAGLI STAGE

Modulo A - libero, senza crediti

Attività di stage (\*):

- Supportare le diverse attività riguardanti l'After Sales Department e la Direzione Qualità;
- supporto nella manutenzione e archiviazione documenti;
- inserimento dati nell'apposito sistema gestionale;

The downloaded training project will be in PDF/A format and it shall not be modified.

Send the file to the host organization for their electronic signature in pades (.pdf) format.

- If you have a certified electronic signature sign the file as well and send it to [stage@unipd.it](mailto:stage@unipd.it)
- If you don't have an electronic signature send the document to [stage@unipd.it](mailto:stage@unipd.it), you will be contacted by the office to start the procedure for your electronic signature

The training project must be submitted at least 15 working days before the start date of the internship

**p.s. for internships abroad scanned signatures are accepted**

**Please note the following points:**

The training project must be **defined with** your academic supervisor and the supervisor at the host organization, the academic supervisor (who's not the professor in charge of internships) can be any of your professors. You are encouraged to reach out to professors who held classes relevant to your internship

**"Internship objectives and activities"**. It is required that the objective of the internship, the programme and the tasks assigned are described in detail, otherwise the internship won't be authorized.

**At the end of the internship:**

Submit the following paperwork, correctly filled in and signed with **electronic signature**

1. Report on the internship
2. Internship certification signed by the supervisor at the host organization
3. Attendance record

Sign up for the internship registration session > this is not required for internships abroad

**Only for internships abroad scanned signatures are accepted**