UNIVERSITÀ DEGLI STUDI DI PADOVA

Career Service Office

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UNIVERSITÀ DEGLI STUDI DI PADOVA

Ufficio Career Service

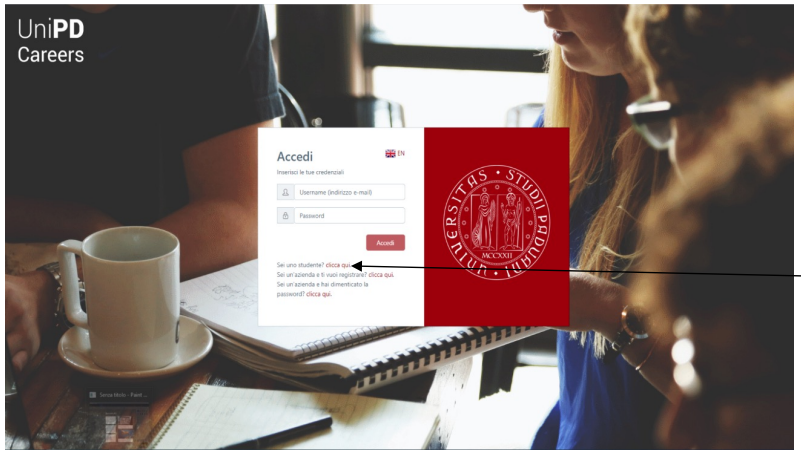
How to look for internship opportunities in Italy/abroad

- 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]



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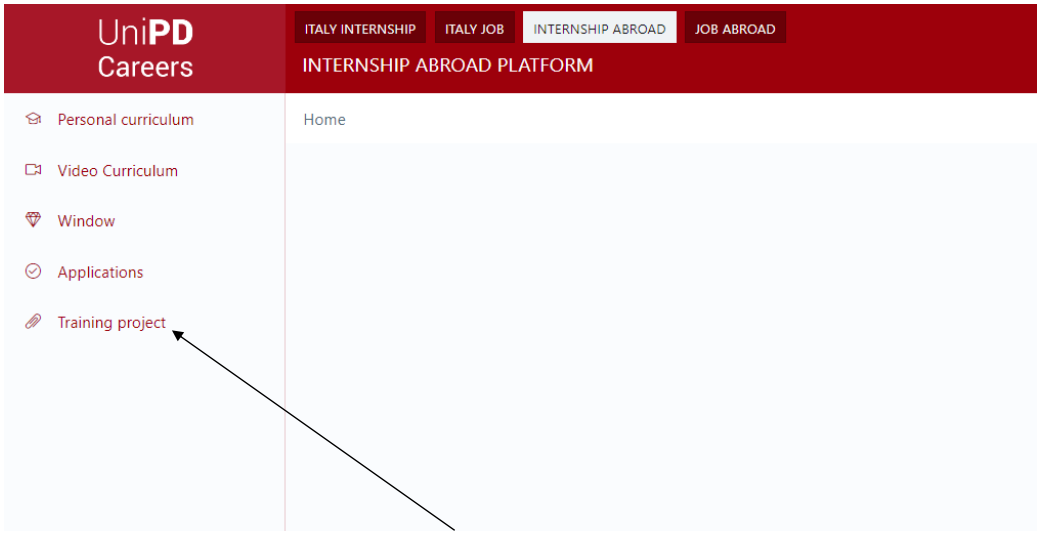
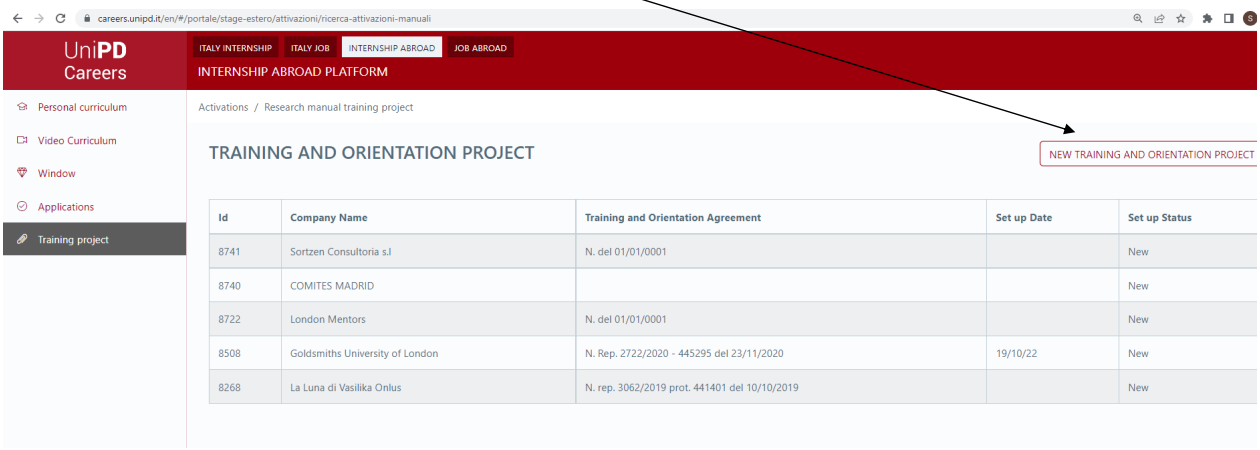
Once you are logged in, you'll see this window



Click on *Training Project*

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



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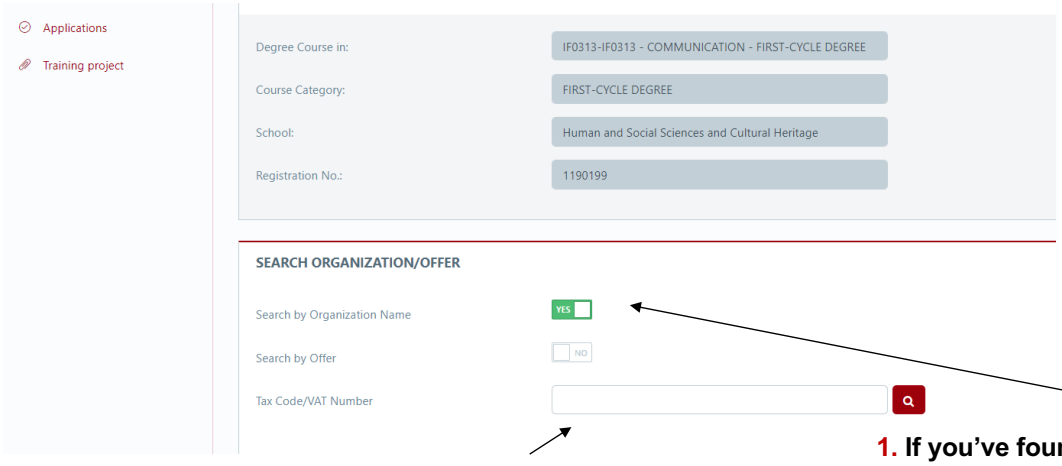
You now need to look for your host organization, there are two options:



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

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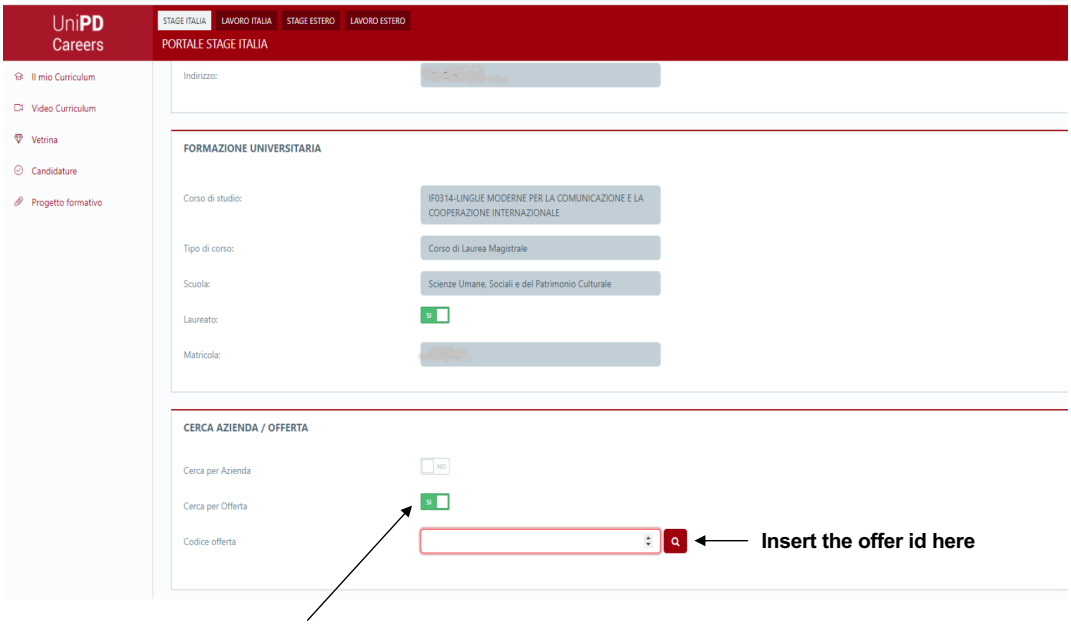

2. If you've found the host organization through the platform, look for it using the offer id

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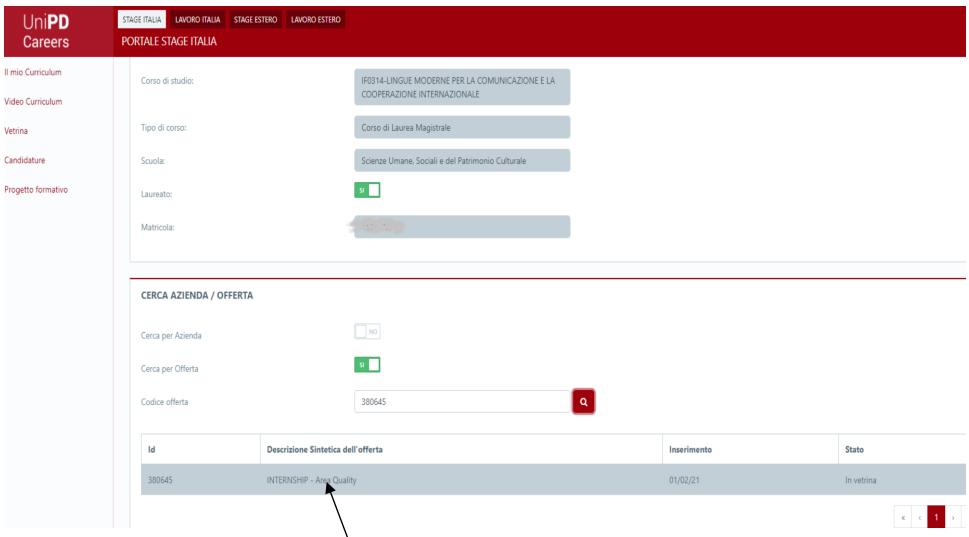

Your host organization will appear at the bottom of the screen

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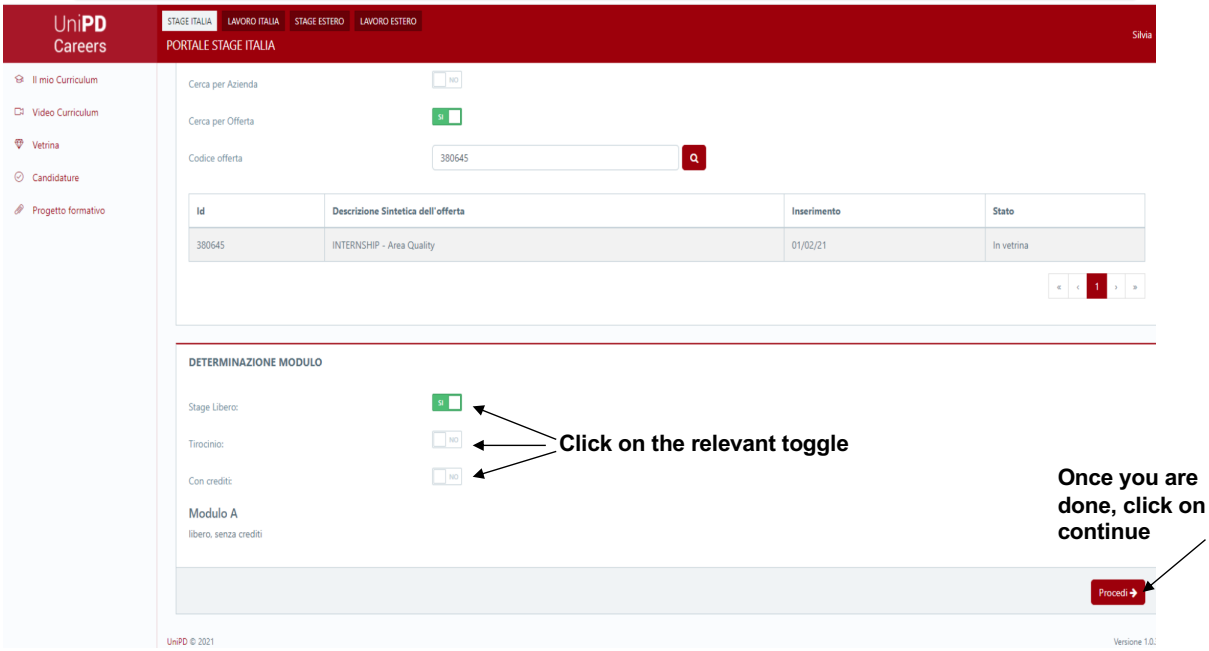
In the section DEFINE FORM, you need to select the type of internship you are going to carry out (mandatory, voluntary, voluntary with credits)



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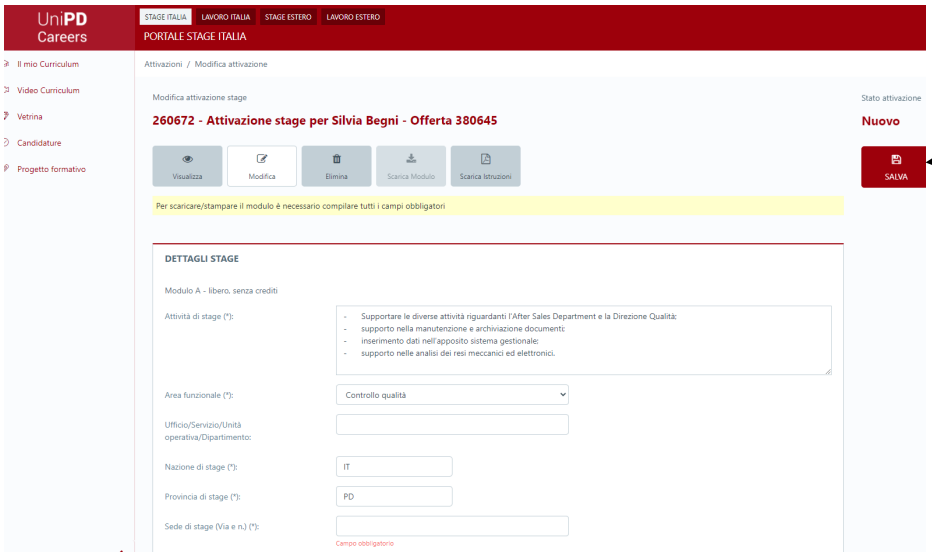
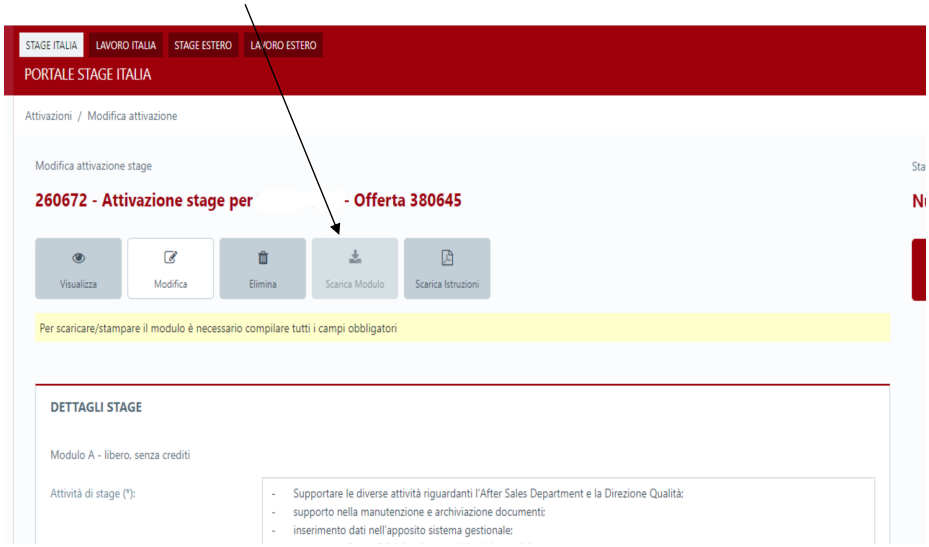
You now need to fill in all the mandatory fields, with the support/guidance of your supervisor at the host organization.



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



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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**

- **If you don't have an electronic signature send the document to stage@unipd.it, you will be contcated 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.

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At the end of the internship:

Submit the following papework, 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