

PROCEDURE FOR THE PREPARATION, SIGNING AND TRANSMISSION OF THE TRAINING PROJECT

1. Agree the internship project with the company tutor and the academic tutor.
2. Access the Unipd Careers portal (<https://careers.unipd.it/en/> [>](#) Are you a student? click here.) with the institutional credentials and verify that you have completed the mandatory sections of the curriculum vitae.
3. Click on "New project".
4. Select the host entity by tax code or VAT number of the host entity or offer number (if it is an internship in Italy) or by name of the company if it is an internship abroad.
5. In the "Module determination" section, choose the type of internship to be carried out (free internship, internship with credits, mandatory internship) and click "Proceed".
6. Complete the training project paying particular attention to the correct completion of all the mandatory fields required and to the specifications that may be required by your degree course.
7. Download the project, already prepared in PDF/A format.

Please note that any changes made to the project delete the PDF/A format, so before sending it to the company, check and if necessary save it again in the format indicated.

8. Send the training project to the host institution, requesting the electronic signature, recommending keeping the PDF/A format.
(**N.B.** if the company is not provided of the electronic signature send the downloaded training project to silvia.begni@unipd.it and/or to stage@unipd.it indicating that the institution is not in possession of the signature. In addition, you have to indicate the contacts of the person that has to sign – name, surname, email, phone number +national prefix. It will be the office to contact the institution to collect the signature.)
9. Once the signature has been obtained, the student must send the project in PDF/A format to the Career Service, to silvia.begni@unipd.it and/ or to stage@unipd.it, within the deadlines indicated in the Vademecum for compulsory internships or at least 15 working days before the start date for free internships.
10. The office will contact the student to initiate the electronic signature procedure with the ESign portal, (see ANNEX 1, below) through which the student will be assigned a temporary digital signature to be affixed to his/her training project.
11. Once all the signatures have been obtained (*in order: host institution, student and delegate for the internships*), the internship can start from the date indicated in the training project. The student will receive an automatic email for the approval of the project.

Once the "APPROVED" indication appears in the Unipd Careers portal, the insurance coverage is active and the internship can begin.

12. The Career Service Office will send the training project to the host institution via PEC, signed electronically by all subjects. Communication to the company could come even after the start of the internship without affecting the validity of the insurance.
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Please Note:

- Please note that failure to comply with one of the above points carries the risk of cancellation of the project that must be resubmitted.
- Once the Training Project has been downloaded and signed, it cannot be modified, therefore pay attention to the compilation.

SOME ADDITIONAL AND USEFUL INFORMATION

- The company contact person who will follow the student during the internship in the company must be indicated under the heading "Company tutor". The item "Academic tutor" must be indicated as a professor at the University chosen by the student, (only for TFA/SFA/STAL courses, the Internship Commission assigns the tutor ex officio, therefore in the project indicate *To be assigned*).
- Where it is required to indicate the timetable, it is possible to indicate "wide" internship times (eg: 9 - 18) and indicate in brackets the words "maximum of 8 hours a day", for a maximum total of 40 hours per week (calculated considering 8 hours a day for 5 working days).
- It is necessary to indicate WITH PRECISION the duration of the internship, established based on the agreed weekly number of hours, AVOIDING both an excessively long period and a too short period in which the internship will take place. If it is not possible to define a precise duration from the beginning, the tutor must communicate (by email to silvia.begni@unipd.it or to stage@unipd.it): in the case of extension of the period, the new end date before the conclusion indicated in the initial training project; in the case of early termination, the effective end date of the internship.
- Only for internships in ITALY: please note that, in compliance with Ministerial Decree 142/1998, host organizations can simultaneously activate a number of internships within the limits indicated below (Article 1, paragraph 2):
 - a) companies with no more than five permanent employees, one trainee;
 - b) with a number of permanent employees between six and nineteen, no more than two trainees at the same time;
 - c) with more than twenty permanent employees, trainees not exceeding ten percent of the aforementioned employees at the same time. Partners working in the facilities are also considered as employees.

Ufficio Career Service

Campus of Agripolis, Corte Benedettina, 1st floor, or headquarters in Padua, Via Martiri della Libertà 2, 35137

Contacts: tel. 049 8279432/ 049 8273072, e-mail. silvia.begni@unipd.it, stage@unipd.it

ANNEX 1

STUDENT ELECTRONIC SIGNATURE PROCEDURE

1. The student receives a notification email to the address indicated in the TP with the subject "Training Project Signature".

N.B. In the body of the email there is the "OPEN DOCUMENT" button (APRI DOCUMENTO) > **Click on the BUTTON.**
2. The ESign **Portal opens** automatically the training project already electronically signed by the company.
3. At the bottom of the second page of the training project is the indication "CLICK TO SIGN" (CLICCA SU FIRMA) in the space where the student must sign > **Click on the GREEN SPACE (CLICCARE SULLO SPAZIO VERDE).**
4. A message "SIGNATURE WITH CODE VIA SMS " (firma con codice via sms) will appear > **Click SEND.**
 - a. An OTP code will be automatically generated (which will be received at the mobile number indicated in the training project by the sender "ESAW") to be able to digitally sign the document.
5. A window will open where you can enter the **OTP numeric code** (received via SMS) in the appropriate space > **Click on SIGNATURE.** (cliccare su FIRMA)
6. **AT THIS POINT THE DOCUMENT IS SIGNED ELECTRONICALLY**
7. Click on the screen at the top right on **COMPLETE.**
8. The "COMPLETE DOCUMENT – are you sure you want to complete the document?" window opens > **Click on COMPLETE to confirm.**
9. **Click CLOSE.**

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