

Internship through Almalaurea portal

1 Find your internship.

Enable an agreement between the university of Pavia and the institution where you will be working as intern.

Check if there is an agreement in place: <https://unipv-jobplacement2.almalaurea.it/lau/tirocini/ListaAziende.aspx>

2 If not, the agreement (convenzione) can be done through the website Almalaurea: <http://cor.unipv.eu/site/home/orientamento-al-lavoro/area-aziende/-attivazione-stage-procedura-e-modulistica.html>

When the agreement is done, you can complete the project for the internship as mentioned in the next step.

3 Fill in the internship project through the online portal ALMALAUREA:

<https://unipv-jobplacement.almalaurea.it/cgi-bin/pub/login.pm?AREA=aziende&LANG=it>

The text is in Italian, but you can see it translated into English using <https://unipv-jobplacement.almalaurea.it/ent/Registration.aspx?lang=en>

4 Then the company or you must contact Mrs Cazzola (via tirocinicurricolari@unipv.it), she will send the agreement and the project form in English to fill in. Alternatively, you can download, print and sign the agreement.

5 Now you can start the internship. **Please remember** that 150 hours internship is equal to 6 credits, 225 hours=9 credits, 300 hours=12 credits.

6 Once you finish the internship, please send via FILO DIRETTO or, alternatively, hand in to the Administrative office (Via Sant'Agostino 1) the following documents:

- the **final questionnaire filled in by your internship tutor** (modulo di giudizio finale a cura del tutor aziendale) on the online portal ALMALAUREA (the link to the questionnaire is generated and sent directly to the internship tutor at the end of the training project. If the total number of hours has been reached sooner than expected, an early closure of the internship can be requested through the online portal ALMALAUREA).
- the [time registration form](#) filled in during the internship, duly signed by the internship tutor on each page.

If you are going to register credits gained through courses offered by the **Osservatorio di Pavia**, you must send the certification of completion of the course to stagedsps@unipv.it

For any information on the procedure, please contact stagedsps@unipv.it