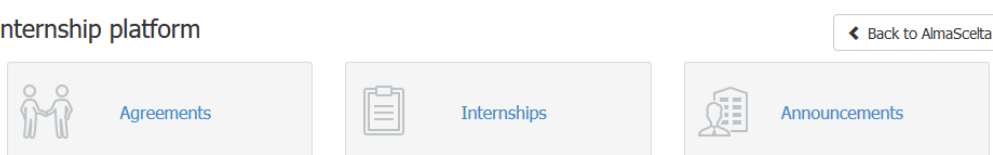


## Guideline Career Hub – Activation of an internship

1. [Register](#) in the Career Hub.  
You will receive a written notification from the Career Service regarding activation of your profile.
2. Subsequently access the Career Hub with your credentials at section *"Internship management"* and *"agreements"*. Provide the required data, click *"save"* and wait for the approval of your agreement by the Career Service.
3. Approved company profiles allow:
  - a) Publication of internship and/or work offers;
  - b) Creation of internship projects for students/graduates (interns).

### Internship platform



- In order to be able to create an internship project<sup>1</sup>, the company requires the following information that has to be provided by the intern:
  - a) Name of the academic tutor (verifies the internship project contents and checks its coherence with the student's or graduate's studies);
  - b) Fiscal code and study ID number.

With the option *"save and send"*, the project is forwarded to the academic tutor, who approves it or who may request the project to be modified before approval.  
Subsequently the Career Service has to approve this project too.
- 4. Now the company can access the section *"internship projects"* in the Career Hub and has to download and print the internship project.
  - The document needs to be signed by the company tutor and intern (a scanned document with both signatures is sufficient for activation of the internship. An original copy with original signatures of both parties is necessary at completion of the internship).
  - A signed scan must be handed in at Career Service two weeks prior to the start of the internship in order for the project to be activated by the Career Service.
- 5. Extension or earlier conclusion of the internship must be requested online through the Career Hub. All information regarding applicable deadlines are available at the Career Service.
- 6. At the end of the internship, the company tutor will receive an automatic email with the invitation to evaluate the internship. The document has to be filled in online, printed, signed by the company tutor and handed out to the intern.

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### Notes

- (1) In case of internship projects created further to a specific application sent by a student through the Career Hub, the system will have acquired all student data to be provided automatically on creating the internship project form.