



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

CAREER SERVICE OFFICE

19 Marzo 2025

DATA SCIENCE

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Career Service Office Internships

HOW TO START AN INTERNSHIP

<https://www.unipd.it/en/internships>



**At least 15 days before
starting the internship:**

to stage@unipd.it

- ☐ Training and Orientation Agreement with the host organisation
- ☐ Training and Orientation Project
- ☐ Basic course in health and safety Certificate



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Career Service Office Training Project

UniPD
Careers

ITALY INTERNSHIP ITALY JOB INTERNSHIP ABROAD JOB ABROAD

ITALY INTERNSHIP PLATFORM

Personal curriculum

Video Curriculum

Window

Applications

Training project

Course category:

SECOND CYCLE DEGREE

School:

Economics and Political Science

Graduate:

YES ☐

Registration No.:

329302

SEARCH ORGANIZATION/OFFER

Search by Organization Name

YES ☐

Search by Offer

☐ NO

Tax Code/VAT Number

Q

You can search
also with nr. offer

Search by VAT number (Partita Iva/Codice fiscale) if the Company is in Italy
Search by name if the company is abroad



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Career Service Office Procedure

STATUS OF THE PROCESS

You can monitor the status of your Training Project from your Unipd Career Platform:

- ☐ **NEW:** you are completing your Training Project
- ☒ **DELIVER:** you have submitted your Training Project to the Career Service office and was taken care of
- ☐ **APPROVE:** your Training Project has been approved and you can start at the date indicated in the Training Project



At the end of internships carried out in Italy, a satisfaction questionnaire will be sent to the student and to the company in order to indagate their opinion



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Career Service Office Procedure

OVERVIEW OF THE PROCEDURE

15 CFU
375 HOURS

18 CFU
450 HOURS

SEARCH THE
INTERNSHIP

DOCUMENTS
TO START

APPROVAL

FINAL
DOCUMENT

REGISTRATION
(if with CFU)

Be carefully to the graduation deadlines.
The credits must be registered at least 15 days before the graduation.
For internship abroad, send the final documents 1 month before graduate

Final certificate
Final report

To stage@unipd.it



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HOW TO SEARCH FOR AN INTERNSHIP

- By **yourself**, if you already are in contact with an organization or you are interested in something connected with your career goals
- By checking in [Vetrina](#) of *Stage* on our **UNIPD CAREERS Platform** if there some opportunities for your Master Degree
- Participating in our events, such as **Career Day**, **Presentations companies**
- asking for advices to your professors



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Career Service Office Internships

INTERNSHIP WINDOW

Vetrina

companies can add an
internship or job
opportunity

students can apply for the
opportunities they are
interested in

It realises the
matching
between the
demand and the
offer



Accedi



Inserisci le tue credenziali



Username (indirizzo e-mail)



Password

Accedi

Sei uno studente? [clicca qui](#).

Sei un'azienda e ti vuoi registrare? [clicca qui](#).

Sei un'azienda e hai dimenticato la
password? [clicca qui](#).



Reserved area

access through SSO

- Enter your username and password (UNIWEB CREDENTIAL) to reach the platform, then fill in your CV and send the applications
- For every application our office will send you a confirmation email, then the company can contact you for an interview



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Career Service Office Internships

COMPANY MEETINGS

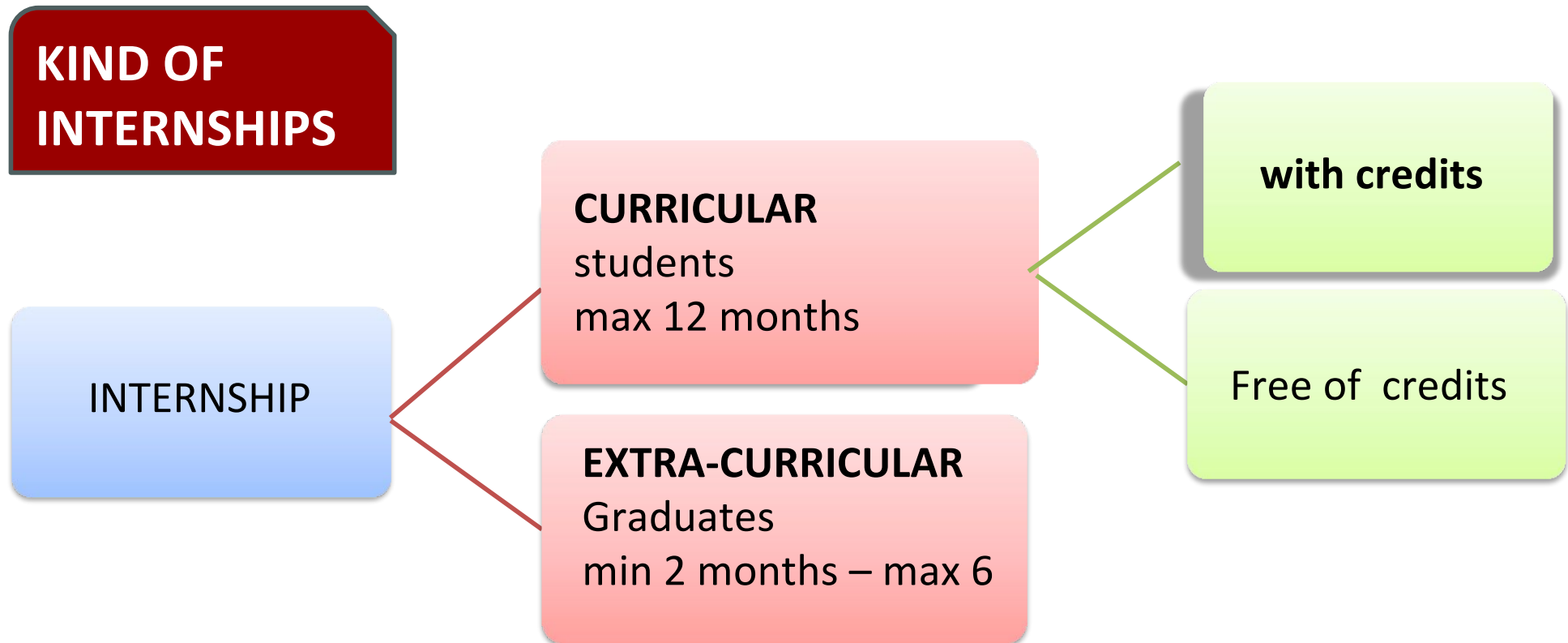
- GENERAL CAREER DAY **22 May 2025**
- DEDICATED CAREER DAY
IES (Ingeneering,
Economy, Science) **6 November 2025**





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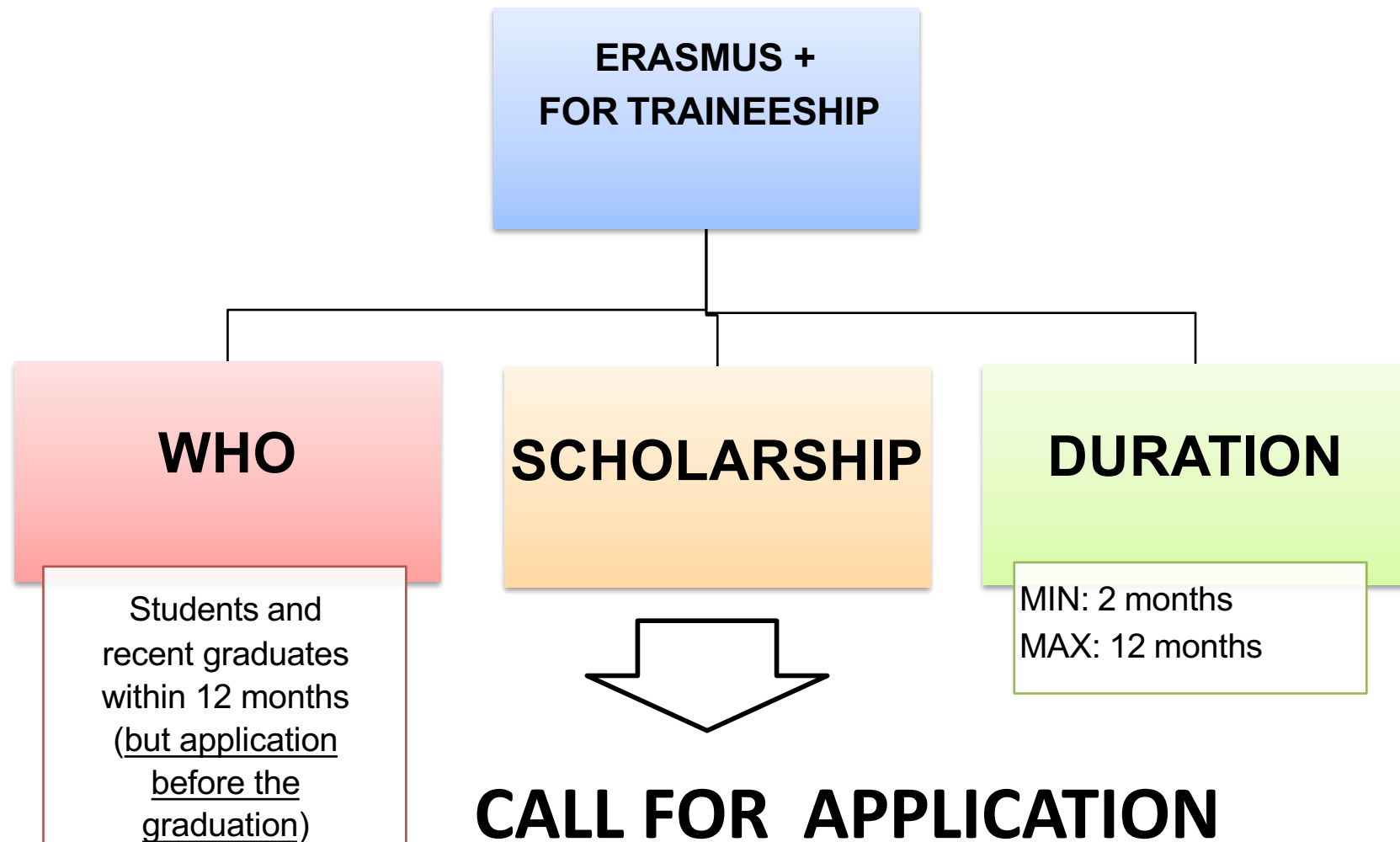
Career Service Office Internships





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Career Service Office Erasmus+ trainship Programme



<https://www.unipd.it/en/erasmus-traineeship-mobility>



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Career Service Office Erasmus+ trainship Programme

ERASMUS+ FOR TRAINEESHIP

❖ DOCUMENTATION

For internship with grant Training Agreement and Training Project are replaced with the documents and the procedure indicated in the Programme

Application deadline	Rankings publication	Mobility period
29/07/2024 1 p.m.	from 06/09/2024	30/09/2024 - 30/09/2025

For further information:
stage.estero@unipd.it
049 827 3071





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Career Service Office Activities

WHAT THE OFFICE DOES

<https://www.unipd.it/career-service>



Job Placement: <https://www.unipd.it/en/job-placement>
Job and Career Guidance: <https://www.unipd.it/en/job-career-guidance>

Internships: <https://www.unipd.it/en/internships>

Osservatorio sul mercato del Lavoro

<https://www.unipd.it/en/local-labour-market-observatory>





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Ufficio Career Service LOCATION

WHERE THE OFFICE IS

CAREER SERVICE OFFICE
Street Martiri della Libertà, 2
35137 Padova (PD)



Web page:

<https://www.unipd.it/en/career-service>

The desk is open by reservation:

<https://web.unipd.it/prenotazionicareerservice/>

E-mail stage@unipd.it

Telephone number 049 827 3075 / 3071

From Monday to Friday 10.00 am - 1 pm

Tuesday and Thursday also 3 pm – 4.30 pm

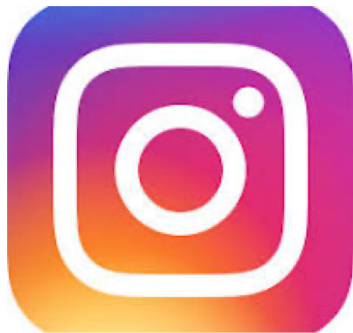


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Career Service Office SOCIAL NETWORK

The Facebook logo, consisting of the word 'facebook' in white lowercase letters on a blue rectangular background.

www.facebook.com/CareerServiceUnipd



[career_service_unipd](#)

<https://linktr.ee/careerserviceunipd>



www.linkedin.com/company/career-service

A button with the word 'Segui' (Follow) in a sans-serif font.



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Career Service Office CONTACTS



CONTACTS

Via Martiri della
Libertà, 2
Padova (PD)

stage@unipd.it
chiara.zanovello@unipd.it

Tel 049 827 3075/3076

From Monday to Friday 10.00 – 13.00
Tuesday and Thursday 10.00 – 13.00 and
15.00 -16.30