



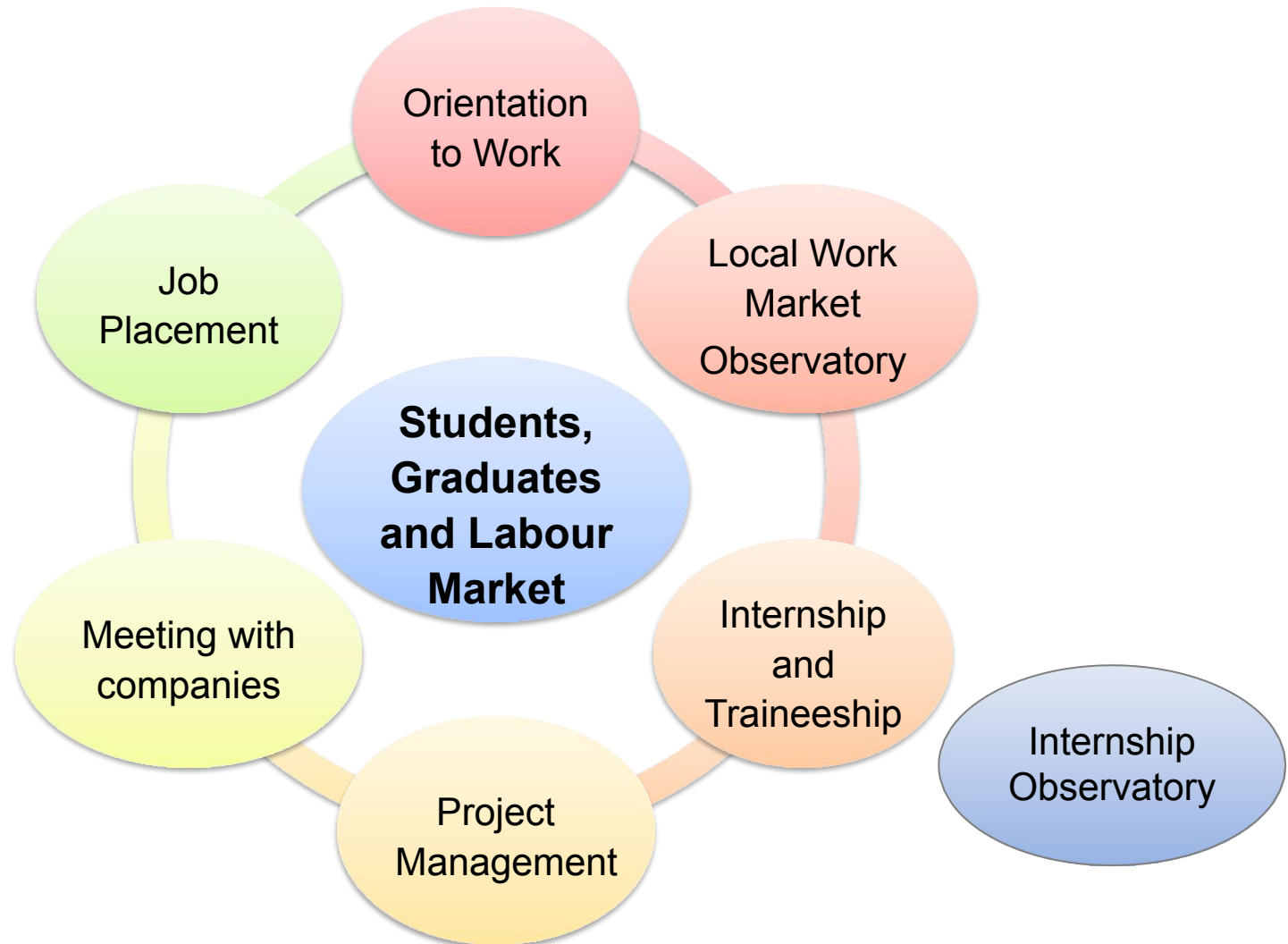
UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

# CAREER SERVICE OFFICE

5 December 2024

Dott.ssa Monica De Spirito

# Career Service: Activities



# Internship: Definition

An internship is a **purposeful activity** of the student set in a work environment in order to obtain learning outcomes within their curriculum. It may also offers individuals insight on a particular industry's culture and daily operations and assist a young professional with completing a degree. It can be undertaken both in a public Institution or in a private company.

# Internship: Purposes

Provides a direction to the activities, helps to focus on a result, and to assess the result achieved.

- ✓ **Gain experience**

- ✓ **Identify career goals**

It can give you an authentic experience in a job role by providing you with an introductory experience to a career path, its duties and daily operations. If you enjoy your internship, this might indicate that your career is on the right path.

- ✓ **Strengthen a resume**

Internships can give you workplace experience before you actually enter the workforce. They also may assist you with developing additional skills to list on your resume, which can emphasize your value as a candidate.

- ✓ **Obtain University credits**

If your study plans involve a mandatory internship

# Internship: Benefits

An internship provides students with the opportunity for career exploration and development in order to learn new skills. Thanks to an internship you can:

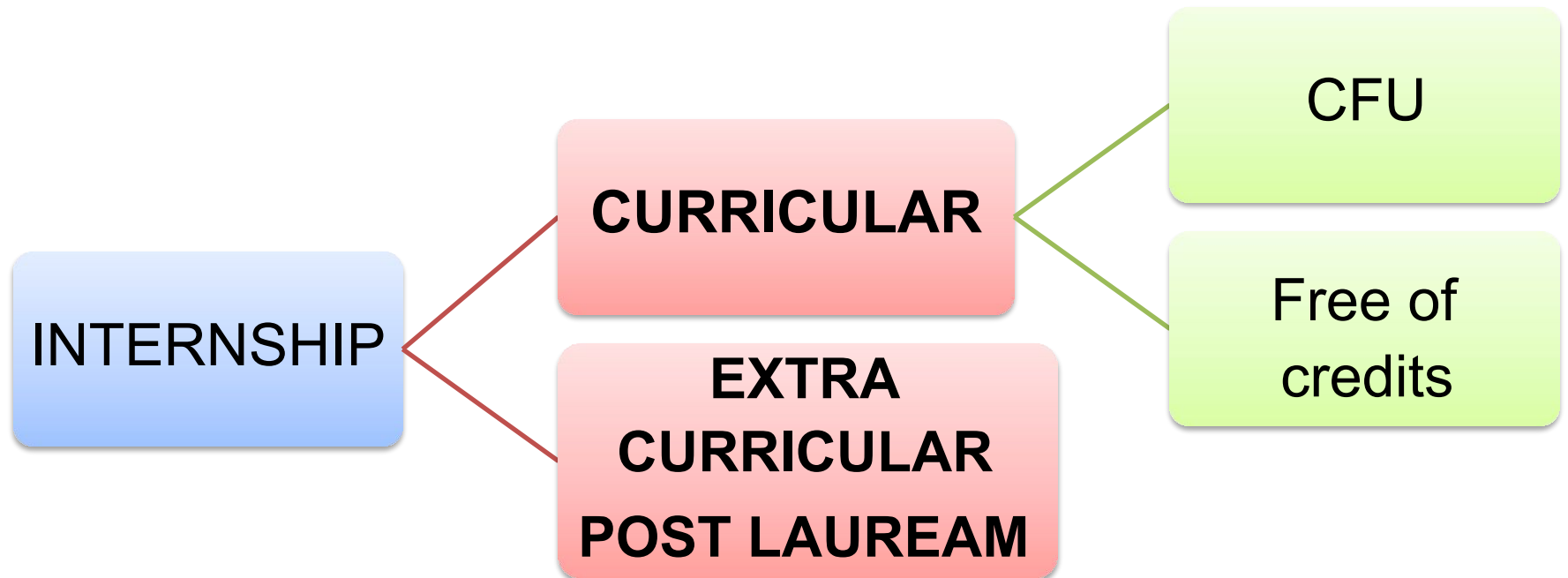
- ✓ **Experience different work environments**
- ✓ **Develop new skills**
- ✓ **Network with professionals**
- ✓ **Job opportunities**

# What does the Career Office do?

- ✓ Internships promotion  
(Internships Offers' Window)
- ✓ Matching demand and supply
- ✓ Management of administrative aspects  
(Internship projects, Traineeship Agreements, Insurance)
- ✓ Receives the Internship Projects and activates Internships



# Different kind of Internships



# What does the student do? (1/2)

- ✓ Read the **Regulation of the course of study**:  
<https://didattica.unipd.it/off/2024/LM>
- ✓ Read very carefully all the necessary **infos** at:  
[www.unipd.it/stage](http://www.unipd.it/stage)
- ✓ Look for **internships offers** ([careers.unipd.it](http://careers.unipd.it))
- ✓ Look for and keep in touch with an **Academic Tutor** (one of your Professors)
- ✓ Attend and pass the **MANDATORY Safety Course** on Moodle Platform (4h)
- ✓ Filling in the **CV**





# What does the student do? (2/2)

- ✓ Pay attention to **deadlines**
- ✓ Taking in consideration that a lot of small/medium Italian company may **not speak English**

## Communication Netiquette:

1. Always use your institutional email address to write to offices, professors and companies
2. Indicate your registration number and your study course
3. Be formal and use courtesy forms



# How to look for an internship (1/2)

## Academic Official Tools:

### ✓ Internship in ITALY

[Cercare uno stage in Italia | Università di Padova](#)

### ✓ Internship ABROAD

[Stage all'estero | Università di Padova](#)

### ✓ Internship Offers Windows

[Careers.unipd.it](#)

# How to look for an internship (2/2)

- ✓ Look for internships' **offers on your own**
- ✓ **Presenting your candidacy directly** to the companies you'd like to work for
- ✓ Ask to some of your Professors if they have some proposal (especially if you are looking for an internship finalized to the thesis)

# Tips for obtaining an internship

## ✓ **Conduct research**

One important step in pursuing an internship is researching each opportunity before applying. If you find an internship in which you're interested, consider ensuring that you meet its requirements and give yourself enough time to prepare the required papers

## ✓ **Learn how to write an effective resume**

Our Placement service can help you through the procedure to fill in an effective CV and/or checked the one you already have ([placement@unipd.it](mailto:placement@unipd.it))

## ✓ **Email or call companies in which you have interest**

## ✓ **Check our Internship offers' window frequently**

# How to set up an Internship: Procedure 1/6

In order to set up a new internship, our University requires **two documents**



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graph TD; A[In order to set up a new internship, our University requires two documents] --> B[TRAINING AND ORIENTATION AGREEMENT]; A --> C[INTERNSHIP PROJECT];
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**TRAINING AND  
ORIENTATION  
AGREEMENT**

**INTERNSHIP  
PROJECT**

# How to set up an Internship: Procedure 2/6

## TRAINING AND ORIENTATION AGREEMENT

- ✓ It is an internship agreement **between the Host organization and the University of Padua**
- ✓ It is **MANDATORY** and the internship cannot start if a valid one is not already in place
- ✓ It is responsibility of students to check if the company already has a valid Agreement in place by checking Unipd Careers portal (<http://careers.unipd.it/>)
- ✓ It is a company responsibility to set up or renew the Agreement

# How to set up an Internship: Procedure 3/6

## TRAINING AND ORIENTATION AGREEMENT

✓ In case there is no such agreement already in place, the host institution should register on our platform Unipd Careers at the following link:  
<https://careers.unipd.it/en/#/pages/register>. Once the registration is complete they will be able to download the document which must be signed:

- **with an electronic certified signature:** the document should be sent as PDF/A to [convenzioni.tirocinio@unipd.it](mailto:convenzioni.tirocinio@unipd.it)

OR

- **handwritten signature:** 2 copies sent via post office to: Ufficio Career Service c/o Università di Padova - Via Martiri della Libertà, 2 - 35122 PD
- ✓ so that we can get it countersigned. **It takes more or less 15 days** to have the agreement signed and registered, so keep that in mind in order to set the beginning of the internship

# How to set up an Internship: Procedure 4/6

## INTERNSHIP PROJECT

- ✓ It is the document in which the trainee and the host institution define the detailed program and timeline of the internship
- ✓ It is MANDATORY and it has to be sent to the Career Office  
**15 working days for free internships (3 weeks)**
- ✓ It has to be properly filled in
- ✓ **In case you are performing an internship in Italy it has to be edited in Italian** (you have to select the tab “stage in Italia” in your Unipd Careers profile and fill the project in from there)



# How to set up an Internship: Procedure 5/6

## INTERNSHIP PROJECT

### To fill it in, you have to:

1. log in on the careers.unipd.it portal and fill in your CV
2. fill in the blank at the bottom of the page of your CV, with the Company VAT number (Company in Italy) or Name of the company (Company Abroad)
3. fill in the internship project/progetto formativo with all the infos
4. download it and send it to the company that has to sign it with an e-signature in PADES FORMAT (the document has to be a PDF/A),
5. send it to [monica.Despirito@unipd.it](mailto:monica.Despirito@unipd.it) or [stage@unipd.it](mailto:stage@unipd.it) 15 working days before the beginning for free internships
6. When the signature procedure will be fulfilled, the document will be sent to the Rector's Delegate who will countersign it; finally you'll find the term "Approved" on Unipd Career portal.

# How to set up an Internship: Procedure 6/6

## HEALTH AND SAFETY COURSE CERTIFICATION

If you haven't one already, you should go to the page <https://elearning.unipd.it/formazione/> then to “area sicurezza”, select “formazione generale”, and take the course.

An English version is available: “Basic course in health and safety: General training (4 hours)”. Enter the password used for institutional e-mail

It is mandatory to do pass the course before the beginning of the internship

# What to do at the end of the internship 1/2

## COMPULSORY INTERNSHIPS

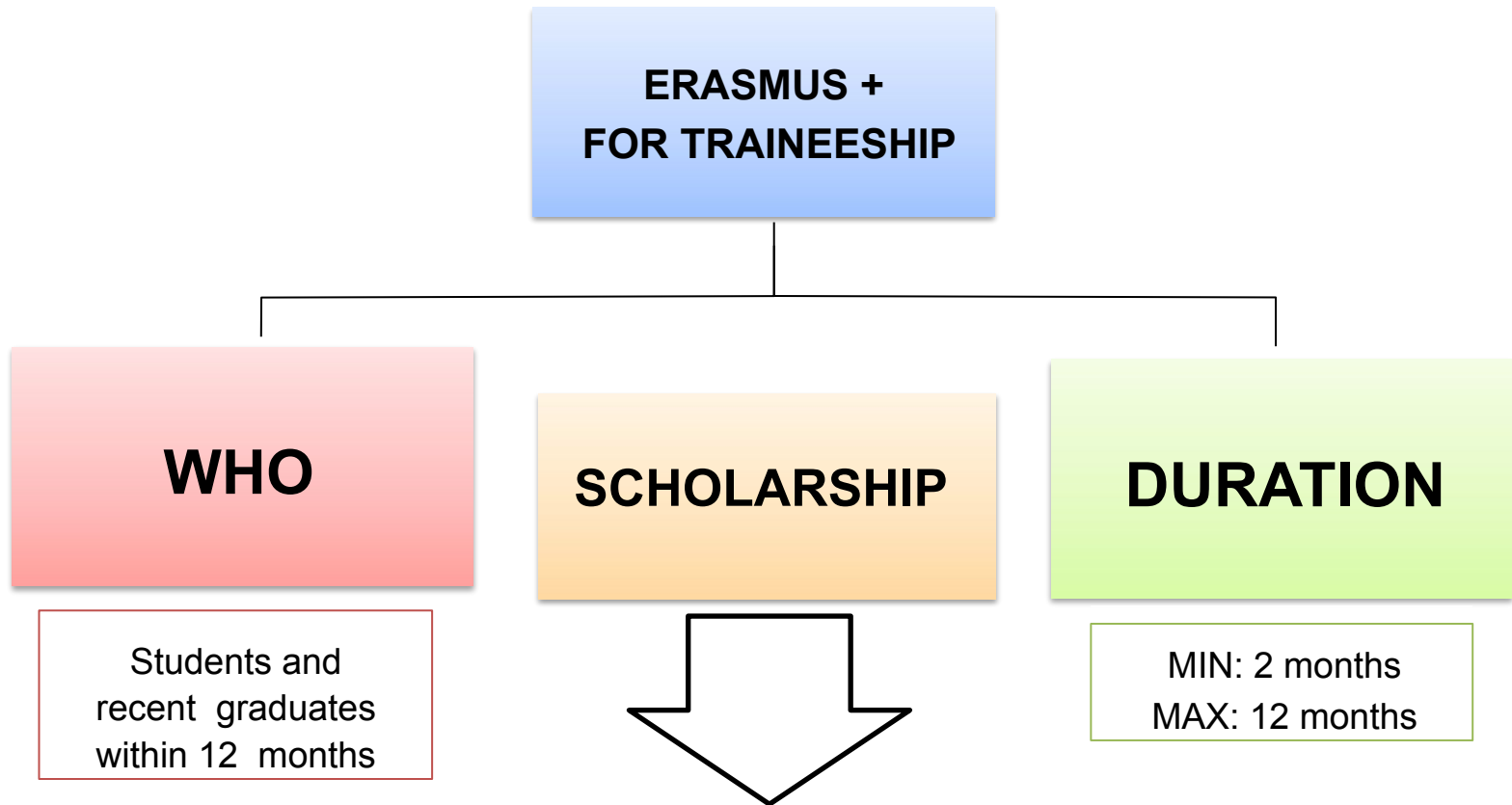
- CFUs have to be registered in your booklet at the end of the internship
- Your company tutor has to fill in and sign the **ATTESTATO DI FINE TIROCINIO/FINAL DOCUMENT**, that can be required to [monica.despirito@unipd.it](mailto:monica.despirito@unipd.it)
- Once it has been filled in and signed, you have to forward it to [monica.despirito@unipd.it](mailto:monica.despirito@unipd.it)
- Students of Management Engineering have to enrolled to the Registration Call in order to register the credits

# What to do at the end of the internship 2/2

## **NON COMPULSORY/FREE INTERNSHIP**

There are no procedures to carry on at the end of your internship

# Other opportunity: Erasmus + for Traineeship



## CALL FOR APPLICATION

[Erasmus+ per tirocinio | Università di Padova](#)

Contact: [stage.estero@unipd.it](mailto:stage.estero@unipd.it)

# Other services of Career Service Office: Placement

- ✓ Provides information to students and graduates about job offers in Italy and Abroad
- ✓ Job offers' Window
- ✓ Keep relationships with Companies (organizing events, Companies' presentations and other experiences)



# Other services of Career Service Office: Job Orientation

- ✓ Provides individuals consultations to both students and graduates about CV, presentation letters, interviews...
- ✓ GOAL project: Job orientation seminars and workshops
- ✓ Soft skills workshops
- ✓ Self evaluation Soft Skills Test
- ✓ Mentor&Me



# Follow us on social networks!

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**LinkedIn**

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Instagram



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**[www.unipd.it/orientamentolavoro](http://www.unipd.it/orientamentolavoro)**

**[www.unipd.it/placement](http://www.unipd.it/placement)**



# Contacts:

**INTERNSHIPS AND OFFERS: [stage@unipd.it](mailto:stage@unipd.it) – 0498273075**

**JOB PLACEMENT and CV CHECK: [placement@unipd.it](mailto:placement@unipd.it) 0498273075**

**MONICA.DESPIRITO@UNIPD.IT- 0498273395**

***Public opening hours:***

Mon-Fri 10.00 - 13.00, Tuesdays and Thursdays also 15.00 – 16,30

***Phone calls taken as follows:***

Mon-Fri 10.00-13.00, Tuesdays and Thursdays also 15.00-16.30

***The counter to the public [receives only by appointment](#)***





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**THANK YOU!**