



**UNIVERSITÀ
DI PADOVA**

**Guide for filling out and submitting
the training project for activating a
curricular internship**

BEFORE filling out the training project

Agree on the contents of the training project with both the company tutor and the academic tutor

Ensure you have completed the general training course on safety in the workplace

Access Unipd Careers [Internships and traineeships in Italia | Università di Padova](#) > student internships > personal area for students. Use your institutional credentials to log in

Verify and, if necessary, update your personal details.

Filling out the training project

Go to the 'Training project' section of UNIPD CAREERS



N.B. If other projects have been compiled previously, you can view your history and current drafts in this section. If you wish to fill out a new project, click on NEW PROJECT (NUOVO PROGETTO).

Select the degree program for which you are activating the internship (if you are enrolled in more than one)



Search for the host organization by tax code/VAT number or offer ID (for internship in Italy), or by company name (for internship abroad). Then, click on the organization's name that appears



SEARCH ORGANIZATION/OFFER

Search by Organization Name

☒

Search by Offer

☐

Company Name



Select the type of internship in the FORM SELECTION field (DEFINE FORM)



DEFINE FORM

Course Code:

2233

Graduation Date:

Free Internship:

☒

Compulsory training:

☐

With Credits:

☐

Select grant:

Click PROCEED and fill out the online form with all the required information



Filling out the training project

- **Fill out** the training project, paying special attention to correctly completing all required mandatory fields and any specific guidelines provided by your degree program
- **Download the project**, which is already formatted in PDF/A format.
- **Send** the project to the host organization/company for electronic signature.



N.B. Handwritten signatures must never be used, neither by the host organization nor by the intern



N.B. Any modification made to the project erases the PDF/A format; therefore, the project must not be edited. If the form is modified, save it again in PDF/A format before sending it to the host organization for signature.

If the host organization HAS a certified electronic signature

Once the training project is completed, download it and send it via email to the host organization for the electronic signature. The certified electronic signature must be affixed in PAdES mode (file extension .pdf). The signatory is determined by the host organization and can be the legal representative, a delegate, or the company tutor.

If the host organization DOES NOT HAVE a certified electronic signature

Once the training project is completed, download it and send it via email to the Career Service Office at least 15 working days before the scheduled start date. In the email, specify that the host organization does not have an electronic signature and provide the contact details (previously verified with the host organization) of the person who will sign the project:

- Name and surname, email address, and mobile phone number (capable of receiving SMS).

The Career Service Office will set up the signature procedure via the E-sign platform for both the host organization and the intern.

Submission and approval of the training project

- The training project must be sent VIA EMAIL to the Career Service (stage@unipd.it) or to your department's internship contact person (see contact list: <https://www.unipd.it/stage>) at least 15 working days prior to the start date, or within the deadlines required by your degree program if it is a mandatory or credit-bearing internship.
- The office will contact the student and any other signatories who do not possess a certified electronic signature to initiate the signature procedure via the E-sign platform.
- At the same time, the academic tutor will receive a notification of the project for information purposes.
- Once all signatures are obtained via the E-sign platform, the Office collects the signature on behalf of the University as the promoting institution. Upon approval, an automatic email is sent, and the internship can begin on the date indicated in the project.
- You can check the status of your training project at any time inside the Unipd Careers portal under the TRAINING PROJECT (PROGETTO FORMATIVO) section.



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