

# **How to activate an INTERNAL internship (at Uninsubria, any department)**

Students interested in performing an internship at the University of Insubria must, in this order:

## **PHASE I: INTERNSHIP ACTIVATION**

- **Identify** a professor available for the role of **academic tutor** for the internship and arrange the learning outcomes, activities, manner, and times of development of the internship. Fill in the **Internship application** before starting the activity and send it to the **Internship Committee**

## **PHASE II: DURING THE INTERNSHIP**

- For internal internships attendance register is **NOT** required

## **PHASE III: INTERNSHIP CONCLUSION AND VERBALIZATION**

- Students must fill in the **internship completion form**, send it to the Internship Committee and register to the call for **internship verbalization** on the Esse3 platform

*The «internship application form» can be found on the website*

*<https://www.uninsubria.it/servizi/tutti-i-servizi/sportello-stage-dbsv> (scroll down until*

*Biomedical Sciences and «internship request form BMS»*

## How to activate an **EXTERNAL** internship (in Italy)

Students interested in activating an internship outside the University of Insubria must, in this order:

### PHASE I: INTERNSHIP ACTIVATION

- **Identify the host institution**, contact the **external tutor** for the internship, and arrange the learning outcomes, activities, manner, and times of development of the internship.
- **Discuss the internship proposal** with the Internship Committee that will assign an internal tutor.
- Contact [stagedbsv@uninsubria.it](mailto:stagedbsv@uninsubria.it) to verify that the host institution is registered on the **placement platform** of our University
- **The host institution must register on the AlmaLaurea platform** (this step can be skipped if an agreement already exists)
- When the agreement is completed and active, the host institution can fill in the **Internship project on the AlmaLaurea platform**.

For internships OUTSIDE THE UNIVERSITY OF INSUBRIA please contact [stagedbsv@uninsubria.it](mailto:stagedbsv@uninsubria.it) (Chiara Esposito) BEFORE STARTING ANY PROCEDURE! Ask whether an agreement with the host institution already exists or not.

## How to activate an EXTERNAL internship (in UE countries)

Students interested in activating an internship outside the University of Insubria must, in this order:

### PHASE I: INTERNSHIP ACTIVATION

- **Identify the host institution**, contact the **external tutor** for the internship, and arrange the learning outcomes, activities, manner, and times of development of the internship.
- **Discuss the internship proposal** with the Internship Committee that will assign an internal tutor. Afterward, fill in the **Training agreement** before starting the activity and send it to the **Internship Committee**
- Contact [stagedbsv@uninsubria.it](mailto:stagedbsv@uninsubria.it) to verify that the host institution is registered on the **placement platform** of our University
- **The host institution must register on the AlmaLaurea platform** (this step can be skipped if an agreement already exists)

For internships OUTSIDE THE UNIVERSITY OF INSUBRIA please contact [stagedbsv@uninsubria.it](mailto:stagedbsv@uninsubria.it) (Chiara Esposito) BEFORE STARTING ANY PROCEDURE! Ask whether an agreement with the host institution already exists or not.

# For ALL EXTERNAL internships

## PHASE II: DURING THE INTERNSHIP

- Students must fill in the **attendance register**
- During the internship (mid-term), the students must **contact the internal tutor** for a mid-term meeting

## PHASE III: INTERNSHIP CONCLUSION AND VERBALIZATION

- The **attendance register** must be **signed by the external tutor**
- The Students must complete the **final report** (the form can be found on the AlmaLaurea portal). The report must be **signed by either the external and internal tutors**
- Fill in the **online final questionnaire** (on the AlmaLaurea portal)
- **Send the attendance register and the final report** to Sportello Stage Varese ([stagedbsv@uninsubria.it](mailto:stagedbsv@uninsubria.it)). A confirmation receipt will be released
- The confirmation receipt must be presented to the Internship Committee that will proceed with the **internship verbalization** on the Esse3 platform

# How to activate an EXTERNAL internship (non-UE countries)

## PHASE I: INTERNSHIP ACTIVATION

- **Identify the host institution**, contact the **external tutor** for the internship, and arrange the learning outcomes, activities, manner, and times of development of the internship.
- **Discuss the internship proposal** with the Internship Committee that will assign an internal tutor.

Fill in the learning agreement for traineeship

(<https://www.uninsubria.it/internazionale/mobilita-allestero/studente-free-mover>) to activate the internship as **Erasmus Free Mover**. The Learning agreement must be signed by the student, the external tutor and the internal tutor and sent to [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it) and [stage.dbsv@uninsubria.it](mailto:stage.dbsv@uninsubria.it) (please always specify that you are leaving as Erasmus Free Mover)

## PHASE II: INTERNSHIP CONCLUSION AND VERBALIZATION

At the end of the internship, students must fill in the final form of the activities in order to proceed with the verbalization. This form is found at the same web page (see above) and must be sent to [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it) that in turn will contact the CdS coordinator for the verbalization

Go to the web-site

<https://www.uninsubria.it/servizi/tutti-i-servizi/sportello-stage-dbsv>

**UNIVERSITÀ DEGLI STUDI DELL'INSUBRIA**

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## Sportello Stage DBSV

**Ambito:** Orientamento al lavoro  
**Destinatari:** Studenti  
**Modalità di fruizione:** Sportello  
**Sede:** Sportello Stage DBSV

Il Dipartimento di Biotecnologie e Scienze della vita (DBSV), attraverso il servizio di **Sportello Stage**, promuove lo svolgimento di tirocini curriculari (**Stage**), che costituiscono opportunità per lo studente di svolgere attività pratiche, anche all'esterno dell'Ateneo, in particolare presso qualificati soggetti pubblici o privati.

[Regolamento tirocini DBSV](#)

Ricordiamo che per **le comunicazioni via e-mail** con lo sportello stage gli studenti devono utilizzare **esclusivamente** l'indirizzo di posta elettronica di ateneo fornito all'atto di immatricolazione. Non verrà garantita risposta a messaggi inviati da caselle di posta private.

**Come funziona il tirocinio interno**

... and scroll down until



### Indicazioni specifiche

- Biotecnologie
- Scienze Biologiche
- Biomedical Sciences**

La prova finale per il conseguimento del titolo e la relativa verifica consistono nella preparazione e discussione di un elaborato, frutto di un lavoro di ricerca sperimentale in ambito biomedico, compiuto sotto la guida di un supervisore presso una struttura universitaria o anche esterna all'Università purché convenzionata con l'Ateneo.

The final exam to obtain the MSc degree title consists in the preparation and discussion of a report, writ-ten in English, of the experimental biomedical research activities performed by the student in an academic laboratory, or in other qualified research centers officially recognized by the University, under the supervision of an academic tutor.

Per l'attivazione di tirocini esterni lo studente deve rivolgersi allo **Sportello Stage DBSV**.

Per ulteriori informazioni è possibile rivolgersi alla Commissione Stage

- [c.kilstrup-nielsen@uninsubria.it](mailto:c.kilstrup-nielsen@uninsubria.it)
- [erica.zamberletti@uninsubria.it](mailto:erica.zamberletti@uninsubria.it)

- [INTERNSHIP REQUEST BMS.doc](#)
- [Declaration of Internship End](#)
- [Procedura di attivazione del tirocinio](#)

Forms can be found here

## Internship Committee contacts

Prof. Charlotte Kilstrup-Nielsen [c.kilstrup-nielsen@uninsubria.it](mailto:c.kilstrup-nielsen@uninsubria.it)

Prof. Erica Zamberletti [erica.zamberletti@uninsubria.it](mailto:erica.zamberletti@uninsubria.it)