



**RECOGNITION OF CFU CREDITS GAINED UPON COMPLETION OF AN INTERNSHIP -
PROCEDURES TO BE FOLLOWED ON ESSE3**

- 1) At the time of accepting the Internship offer and printing out the **Internship Agreement**, click on **“riconoscimento preventivo crediti formativi”** (Preliminary recognition of CFU credits).
- 2) During the internship you are required to fill out the **attendance sheet (FOGLIO PRESENZE)** on a daily basis. This will be sent to you at the beginning of your internship.

PLEASE NOTE: during the internship, the dates and working hours set out in the Internship Agreement must always be adhered to, therefore the dates shown in the attendance sheet must match the exact dates indicated in the Internship Agreement both for insurance and labour inspection purposes (under the responsibility of the Labour Inspectorate), as well as for the calculation of hours and the recognition of academic CFU credits.

Only the periods and hours stated in the Internship Agreement will be recognised, excluding any changes that were not officially communicated during the course of the internship.

- 3) At the end of the internship you will need to upload your attendance sheet in the section “*gestione tirocini - i miei stage*” > “*convenzione e allegati*” (*Internship Agreement and attachments*).
- 4) In the section “*gestione tirocini*” (*Manage your internship*), to be accessed by opening your Internship Agreement, you will find the section “*visualizza richiesta effettuata*” (*View your requests*). Please click on the magnifying glass icon and scroll through the page: in the open field “*annotazioni*” (*Notes*) you will need to **PROVIDE DETAILS** on the CFU credits you have gained, clearly specifying:
 - the number of CFU credits you have gained from doing a mandatory internship (F-type CFU);
 - the number of CFU credits you have gained from taking additional activities of your choice (D-type CFU);
 - the number of extra CFU credits (‘CFU in esubero’ in Italian).

Please complete this field only if you have earned credits exceeding the compulsory internship required by your study plan (F-type CFU).

- 5) At the end of the internship, the Student and the Company Tutor must fill out the online **SURVEY** (click on: “*gestione tirocini - i miei stage*” > “*valutazione*”). The survey must be completed in full and confirmed.

THE ACTIVITIES OUTLINED IN POINTS 3, 4, AND 5 MUST BE COMPLETED NO LATER THAN ONE MONTH AFTER THE END OF THE INTERNSHIP.

- 6) Once the internship has been completed, the Internships Office will check that the Student and the Company Tutor have completed the online survey, and that the attendance sheet has been uploaded. After having performed checks, the Office will confirm the hours worked by the Student, and the relevant total CFU credits gained. **The status reads ‘R’.**

- 7) The Academic Tutor receives a confirmation email, and is able to view the Student's internship documents (Internship Agreement, online survey, attendance sheet). Should the Student need further information, they can contact the Academic Tutor via chat.

The Academic Tutor is then required to approve or deny the Student's request to have their CFU credits recognised, based on the documents provided. **The status reads 'VIS'.**

- 8) The Teaching and Student Services Unit (Segreteria Studenti) receives by the Academic Tutor the authorisation to recognise the CFU credits gained by the Student upon completion of the internship, and will add the corresponding CFU credits to the student's exams record. **The status reads 'A'.**

Please note that the **date of registration** of the CFU credits will be the last day of internship.

PLEASE NOTE: at the end of the internship period **THE REGISTRATION OF THE CFU CREDITS IN THE STUDENT'S ACADEMIC RECORD IS NOT IMMEDIATE**, as it involves different administrative steps and actions to be taken by different offices and people. However, the Student can check the status of the procedure anytime by clicking on: "*gestione tirocini - i miei stage*" > "*riconoscimento crediti formativi*" > "*visualizza richiesta effettuata*".

The system will display the status as follows:

- if the status reads "**B**" = awaiting check to be performed by the Internships Office;
- if the status reads "**R**" = awaiting evaluation by the Academic Tutor;
- if the status reads "**VIS**" = awaiting recording of CFU credits by the Teaching and Student Services Unit;
- if the status reads "**A**" = the CFU credits have been recorded correctly in the Student's exams record.

INTERNSHIPS OFFICE

LOCATION: Via San Francesco 22 – 37129 Verona – Chiostro San Francesco (*Cloister*); appointments are held at the FRONT OFFICE (in person and online), **BY APPOINTMENT ONLY**, following the instructions published on the Internships Office web page.

PHONE: +39 045 8028501 (Monday to Friday, from 10:00 to 13:00)

E-MAIL: ufficio.stage@ateneo.univr.it

Please note: interns must communicate via email **exclusively using their institutional email address** (id.....@studenti.univr.it, nome.cognome@studenti.univr.it), always including their student ID number.