

INSTRUCTIONS FOR CURRICULAR AND EXTRACURRICULAR TRAINEESHIP IN ITALY

- 1) IDENTIFY A COMPANY OR AN ORGANIZATION IN WHICH YOU WISH CARRYING OUT YOUR INTERNSHIP ON THE WEBPAGE:

CURRICULAR <https://orientarsi.unisi.it/lavoro/guida-ai-tirocini/documento/guida-al-tirocinio-curriculare>

EXTRACURRICULAR <https://orientarsi.unisi.it/lavoro/guida-ai-tirocini/documento/guida-al-tirocinio-extracurriculare>

If you already have a reference company, make sure that this company has an agreement with the University of Siena. If it does not have one, the company can register by following the instructions at the following link:

https://www.unisi.it/placement/come_attivare

The company must provide the name of its company tutor

- 2) CHOOSE YOUR ACADEMIC TUTOR
You can choose among: A) your thesis' supervisor; B) the professor that has specific connections with the chosen company; C) the Chair of the Teaching Committee
- 3) DRAFT YOUR TRAINEESHIP PROPOSAL TOGETHER WITH YOUR COMPANY AND ACADEMIC TUTORS
- 4) SUBMIT YOUR PROPOSAL ACCORDING TO THE ONLINE PROCEDURE THAT IS DESCRIBED ON THE FOLLOWING WEBPAGE:
CURRICULAR <https://orientarsi.unisi.it/lavoro/guida-ai-tirocini/documento/guida-al-tirocinio-curriculare>

EXTRACURRICULAR <https://orientarsi.unisi.it/lavoro/guida-ai-tirocini/documento/guida-al-tirocinio-extracurriculare>
- 5) YOUR ACADEMIC TUTOR WILL RECEIVE AN EMAIL FROM THE UNIVERSITY AND WILL ACCEPT YOUR PROPOSAL
- 6) SUBMIT YOUR PROPOSAL TO THE APPROVAL OF THE IAMA TEACHING COMMITTEE FOLLOWING THE APPROVAL OF BOTH YOUR TUTORS