

STUDENT GUIDE FOR CURRICULAR INTERNSHIP

FACULTY OF ENGINEERING

1- First registration

Go to <https://tirocini.ing.univpm.it/> and click on [ACCESSO TIROCINANTI – INSERISCI NUOVO CURRICULUM.](#)

Once you have filled in all the boxes with the required data, confirm with the key **REGISTRA**.

Then you will receive a password to log in into the new account.

Now you have to fill in the form **ANAGRAFICA** and confirm with the key **AGGIORNA**, which is located at the end of the page; then fill in the form **ISTRUZIONE E FORMAZIONE** and confirm with the key **AGGIORNA**.

Only when all data have been completed correctly, in the form **TIROCINI** you can view the available internship proposals.

If you lost the password, you can ask for a new one, clicking on [ACCESSO TIROCINANTI-RICHIEDI PASSWORD.](#)

2- Option of the internships offered

To put an option on the internship, click on **ADERISCI** (which is located at the top right of the page) and then on **INVIA**. So you will receive a confirmation e-mail about your choice.

3- Assignment of the internship

You will receive a second e-mail when the internship you have chosen will be assigned (usually in a few days).

4- Activation of the internship

For the activation the procedure to follow is:

- Go to [LINEE GUIDA TIROCINI](#), download and fill in the [MODULO DI AMMISSIONE AL TIROCINIO](#);
- Download the PROGETTO FORMATIVO from your account page in the form **ISTRUZIONE e FORMAZIONE** by clicking on the key **VEDI** at the end of the page;
- Sign the document PROGETTO FORMATIVO, scan and send it by e-mail to the professor for signature; then write the start and end dates agreed with the professor.

The PROGETTO FORMATIVO and MODULO DI AMMISSIONE AL TIROCINIO must be sent back scanned by e-mail to the address tirocini.ingegneria@univpm.it for the Dean's signature and the activation.

5- End of the internship and evaluation

When the internship ends, you can agree on the date of the final exam with the professor.

Then the professor must fill in the EVALUATION FORM in the portal <https://tirocini.ing.univpm.it/>, sign and send it by e-mail to the student.

Lastly you have to upload the evaluation form in esse3, following this path: **CARRIERA- ALLEGATI CARRIERA- ALLEGATI GENERICI.**

For more information write an e-mail to tirocini.ingegneria@univpm.it