

INTERNSHIP OFFICE

Contacts:

The internship office offers support to students and graduates in their search of curricular internships (aimed towards gaining CFUs) and extracurricular ones (post-degree).

Scientific coordinator: Cristina Sofia

Administrative coordinator: Fabiana Gubitosi

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Office hours: Via Salaria 113, stanza B4, primo piano, martedì 14.30-16.00 giovedì 10.00-13.00

Phone: 0649918501 - FAX 0649918487

ATTENTION: Because of Covid-19 the office holds office hours via meet; you can send an email to book a meeting.

HOW TO ACTIVATE YOUR INTERNSHIP ON JOBSOUL

In order to begin a curricular internship, the student must ensure that the company is registered on www.jobsoul.it and has a partnership with Sapienza.

HOW TO PROCEED:

1. Register on : <https://www.jobsoul.it/SoulWeb/areaRiservata.action>;
2. Click on <https://www.jobsoul.it/SoulWeb/areaRiservata.action> and insert your username and password; you will be able to log in and add your CV (selecting degree course from the menu that appears in the section “istruzione e formazione”);
3. Look for available internships in the section RICERCA TIROCINI (Filter: Università la Sapienza / Area Comunicazione) and proceed with your application for the available internships; you can also send an application after looking for a company in “RICERCA AZIENDE” (Filter “convenzionate con Sapienza”);
4. Ensure that the company accepts your application, creates a “progetto formativo di tirocinio” and sends it in for approval;
5. Wait for the draft of the project (that will arrive from Soul to your email address) and show it via email to the professor in charge of your degree course (the Internship Office will communicate their name);
6. The internship office will approve the progetto formativo and send a copy to the student, who will then have to sign it;
7. The student has to get a signature from their Company Tutor on the project, and then send it back to the internship office. ATTENTION: in this period you must also choose how to do your internship (working from home or blended: half in person and half from home). The office will send the student forms to sign to select how to do it.
8. The internship and its insurance will be activated the day after receiving all signed forms, or – in case the start date is later – on the day indicated on the forms.

We will not be able to recognise CFUs for internships that are not activated this way

At the end of the internship you can send an email to the office and they will send the instructions to obtain CFUs.