

## Extramoenia Internship Guidelines

Prior to completing the educational project, students must contact an **academic tutor (internal tutor)**, who is a professor of the Master in Medical Biotechnology.

The procedure for activating the extramoenia internship requires filling the "Training project" form on the "**Collabora**" web platform.

The list of curricular internship agreements is available at the link: <http://www.unina.it/didattica/tirocini-studenti>

At the same link you can activate the procedure for the extramoenia internship by following the path indicated under the heading:

"To fill out the Extramoenia Training Project, also in English, **CLICK HERE** and enter the User and Password of the **institutional student email**"

Students must follow the following steps:

1. **Verify** that the University and the external structure (host) have an **active** agreement by visiting the Student Internships section of the University website (<http://www.unina.it/didattica/tirocini-studenti>) and looking up the host's name in the "List of Active Curricular Internship Agreements".
2. Using your email credentials, log in to the platform at <http://collabora.unina.it> (user: [username@studenti.unina.it](mailto:username@studenti.unina.it), password: new\_password). Choose the icon for "Student Internships" and then the one for "Training Project in English". Please accept "the terms and conditions in force" before completing the training project form. Enter **the internship's duration**, which cannot exceed one year. Once you have completed the form, press the "**Save**" button and log out of the platform.  
P.S. If the university tutor is not listed in the database (i.e., cannot be selected from the corresponding drop-down menu), student should contact him; it is teacher's responsibility to solve the problem.
3. The training project will undergo an administrative review. If accepted, the project will be forwarded directly to the internal tutor; if rejected, the training project will have to be rewritten. When the training project is rejected, the student will receive a notification listing all the errors, so they can be corrected.
4. Wait for **the teacher** indicated as "university tutor" **to accept the internship**. At the conclusion of the previous phase, the professor will receive an email alerting him to the status of the internship assignment request. The student will receive an email indicating that their request has been approved.
5. Click the "Student Internships" icon. Next, select "Verify Internships" from the upper left option. A doc or pdf file titled "Training Project" can be downloaded from the "Internship Request Collection" and contains the student's "Surname, Name, and Tax Code". Send the project to the host structure to get the digital signature. The form must be signed by the **legal representative with a digital signature**.
6. **The host structure** must send the project **via PEC** (certified email) to Molecular Medicine and Biotechnology Department at the address: [dip.medic.molecol.biotechmedic@pec.unina.it](mailto:dip.medic.molecol.biotechmedic@pec.unina.it).
7. Students must receive the notification of the procedure completion.
8. Download from the University website in the section "Internships – Modulistica", the "**Extramoenia internship book**". In this document, students must list the activities that they

will carry out (250 hours, 10 CFUs). Students must present the book at the end of the internship to the Student Secretariat (Cestev, via Tommaso De Amicis n. 95).

Please, pay **close attention** to the following steps when filling out the form:

- 1) write the correct year of enrollment for the academic year you are attending;
- 2) write your tutor's name and institutional email address;
- 3) always write the **name and the complete address (street, city an house number)** of your host institution, because it could be different from the registered office;
- 4) your internship can't exceed 365 days;
- 5) write the correct amount of hours and credits for the traineeship

If the internship period is 12 months, it should be written as the following examples:

30/03/2025 – 29/03/2026

01/06/2025 – 31/05/2026

**(It is necessary enter one day less to not exceed 365 days).**

Students are kindly requested to enter a starting date which takes into account the waiting time for all signatures and completion of procedures. **Acceptance and digital signatures cannot be after the start date of the placement.** If not, you have to start all over again.