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, 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. 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.
4. 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". Produce **three hard copies**. Send the project to the host structure to get the signature. The form needs to have the the **legal representative's digital signature**.
5. In order to transmit the signed training project via protocol to the Student Internship Office, the host structure must send it by pec to Molecular Medicine and Biotechnology Department at the address: dip.medic.molecol.biotecmedic@pec.unina.it.
6. Students have **to give a signed copy to the Academic Tutor**, but hold onto the final copy.
7. 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. Students must present the book at the end of the internship to the Student Secretariat (Cestev, via Tommaso De Amicis n. 95).

The period of 12 months must be signed as the example:

30/03/2024 – 29/03/2025

01/06/2024 – 31/05/2025

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

Students are kindly requested to enter a start date for the traineeship which takes into account the waiting time for all signatures and completion of procedures. Acceptance and signatures cannot be after the start date of the placement.

Please do not activate more than one project at a time to avoid problems. If you have already completed a procedure, with the transmission of the training project to the Student Internship Office (step 7), you must cancel or interrupt the previous training project sending a special form downloadable from the University website (https://www.unina.it/didattica/tirocini-studenti) and then proceed with the compilation of a new training project.