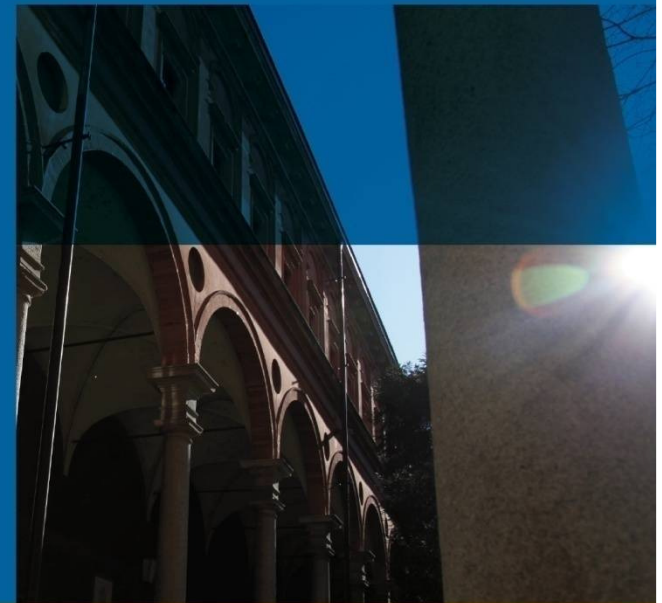




UNIVERSITÀ
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del Sacro Cuore

Internship abroad activation guide





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How to activate an internship abroad

N.B. THE ACTIVATION PROCEDURE CAN START ONLY AFTER THE STUDENT, THE PARTNER TUTOR AND THE DEPARTMENT INTERNSHIP TUTOR HAVE DEFINED THE INTERNSHIP CONTENTS AND ARRANGEMENTS.

In order to activate an international internship it is necessary to draft the Trilateral Agreement through a very simple fill in on-line procedure on STeP (Stage&Placement) Portal.

The Trilateral Agreement must be drawn up by the student.

Once the Trilateral Agreement has been filled in and the confirmation of the two other parties involved is given (the partner tutor and the faculty internship tutor), the student must wait for the International Office approval and then send by email the Trilateral Agreement signed to the International Office at least 5 days before the internship beginning.

In all cases the student, the partner tutor and the faculty internship tutor must sign the Trilateral Agreement.

Two copies bearing an original signature must be sent to the International Office once the internship has been completed.

THE INTERNSHIP IS ACTIVATED ONLY ONCE THE INTERNATIONAL OFFICE APPROVAL HAS BEEN GIVEN (A DEPARTMENT INTERNSHIP TUTOR APPROVAL IS NECESSARY IN CASE OF CURRICULAR INTERNSHIP).



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Step 1: Login



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UNICATT | DOCENTI | SEDI | FACOLTÀ | ALTE SCUOLE | CENTRI DI ATENEI | BIBLIOTECA



Laurea e Lavoro

Le vostre strade si incrociano qui

Stage & Placement

V.2.2.2

ITALIANO ENGLISH

Company

User:

Password:

[LOGIN](#) | [REGISTRATION](#)

[FORGOT YOUR PASSWORD?](#)

Attention

From 5 pm, 31/10/2018 to 04/11/2018 the portal Step WILL NOT BE ACCESSIBLE TO COMPANIES. Other users can continue to operate without restrictions.
We apologize for the inconvenience.
Servizio Stage e placement

Tutor

[ENTER](#)

**Le aziende ti aspettano
e tu cosa aspetti?**

ENTRA

Students

[ENTER](#)

ST&P

Services

ST&P is the web tool of contact between companies interested in attracting students and young graduates from all branches of the Università Cattolica del Sacro Cuore.

Institutions and companies - once they have completed their registration - can enter in their area, within which is possible to enjoy a wide range of services: job/internship/curricular internship publishing, contacting tutors and faculties.

The ambition of ST&P portal is also and above all to be a channel through which every institution and every company has the possibility to exchange and share with Università Cattolica data and information, receive and prepare periodic reports about its positioning among university population, real time access to all important news concerning Università Cattolica and its relations with the working world.

Mode Info

Stage

Thanks to ST&P you can fill in all the documentation required by current legislation for the activation of your internship.

Through a simple procedure you will receive help in filling in internship agreement and formative plan that will enable the activation of the internship.

Job Bank

The database of cv allows you to perform targeted searches of online profiles corresponding to your specific needs of recruiting. Companies can consult independently the database and receive the resumes that most suit their business needs.

Go to
<http://step.unicatt.it/>
Click on “students”
and log in with your
ICatt credentials.

Bacheca

28 maggio 2018

EY Meet Your Future - Assurance

Partecipa all'evento il 28 giugno.

25 maggio 2018

Tirocini - Aggiornamento Indirizzi regionali

22 maggio 2018

Adecco Assessment Experience - Wired Next Fest 2018

Partecipa all'evento il 25 maggio.



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Step 2: STeP Homepage

Welcome [REDACTED]
Last access: 15/11/2018 15:13:09

[BACK TO: HOME](#)


[PERSONAL SETTINGS](#) | [LOGOUT](#)

jobiri YOUR DIGITAL CAREER ADVISOR **Accelera il tuo inserimento in azienda con Jobiri**
Jobiri è un consulente di carriera digitale che ti aiuta a trovare opportunità lavorative, a scrivere curriculum e lettere di motivazione efficaci e ad allenarti a superare i colloqui 24h/24

Highlighted Ads ITALY

To see all the ads select "Search AD"

RANDSTAD HR SOLUTIONS SRL
Internship Consulenza Strategica_neolaureati
Econo... | Stage 
Bologna - BO
Published from 15/11/2018 to 13/12/2018

IKEA ITALIA RETAIL SRL
STAGE AREA STAFF PLANNING | Stage 
CARUGATE - MI
Published from 14/11/2018 to 13/12/2018

INTESA SANPAOLO S.P.A
Data Scientist - Internship | Stage 
Torino
Published from 14/11/2018 to 14/12/2018

ADECCO ITALIA S.P.A.
operatore sociale accoglienza migranti | Lavoro 

[HIGHLIGHTED ADS](#) | [MY ADS](#) | [MY SEARCHES](#)

[SEARCH AD](#)

Highlighted Ads ABROAD

To see all the ads select "Search AD"

CVI INTERNATIONAL
Research Assitant - Fashion | Job abroad 
UNITED STATES OF AMERICA
Published from 09/11/2018 to 01/02/2019

HEINEKEN BROUWERIJEN B.V.
Commercial Intern Low and No Alcohol | Internship
abroad 
Amsterdam - NETHERLANDS
Published from 09/11/2018 to 30/11/2018

**CAMERA DI COMMERCIO ITALIANA PER LA
GERMANIA - ITALIENISCHE HANDELSKAMMER
FÜR DEUTSCHLAND E.V....**
Stagista | Stage all'estero 
Frankfurt am Main - GERMANIA
Published from 08/11/2018 to 30/11/2018

[HIGHLIGHTED ADS](#) | [MY ADS](#) | [MY SEARCHES](#)

[SEARCH AD ABROAD](#)

[MY APPLICATIONS](#)

Stage

There are no internship

[STAGE](#)

[START YOUR STAGE](#)

Resume

Submit your CV to the employer. Click 'INSERT YOUR CV'

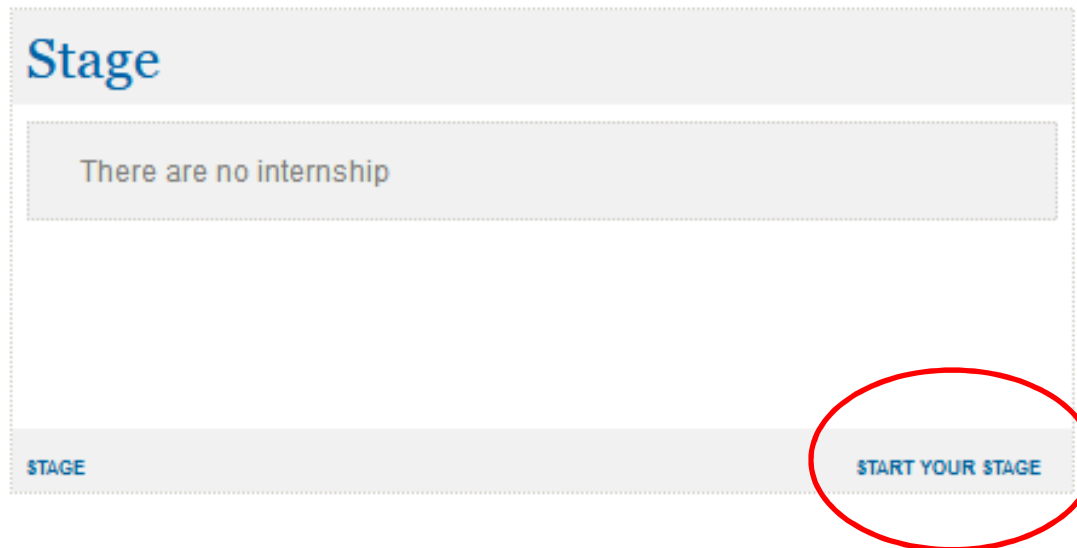
[INSERT YOUR CV](#)



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Step 3: Internship activation procedure

Bottom left on the Homepage, in the section Stage, click on “start your stage”.





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Step 4: Choice of the internship type

Select stage abroad.

Select stage

in Italy abroad

How to activate an international internship

In order to activate an international internship it is necessary to draft the Trilateral Agreement through a very simple fill in on-line procedure.

The Trilateral Agreement must be drawn up by the student.

Once the Trilateral Agreement has been filled in and the confirmation of the two other parties involved is given (the partner tutor and the department internship tutor) , the student must wait for the International office approval and then send by mail the Trilateral Agreement signed by the Internal office at least five days before the internship beginning.

In all cases the Trilateral Agreement must be signed by the student, the partner tutor and the department internship tutor.

Two copies bearing an original signature must be send to the International Office once the internship has been completed.

THE INTERNSHIP IS ACTIVATED ONLY ONCE THE INTERNATIONAL OFFICE APPROVAL HAS BEEN GIVEN (A DEPARTMENT INTERNSHIP TUTOR APPROVAL IS NECESSARY IN CASE OF CURRICULAR INTERNSHIP)

NB: THE ACTIVATION PROCEDURE CAN START ONLY AFTER THE STUDENT, THE PARTNER TUTOR AND THE DEPARTMENT INTERNSHIP TUTOR HAVE DEFINED THE INTERNSHIP CONTENTS AND ARRANGEMENTS.

[BACK TO HOMEPAGE](#)

[CONTINUE](#)



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Step 4: Choice of the internship type

Select the correct internship type (see next slide) and the destination (EU or Extra-EU), fill in with your bank account or credit card number (the bank account or credit card must be in your name).

Select the type of internship	<input type="radio"/> Traineeship for graduates	<input checked="" type="radio"/> Curricular internship for students (for credit)	<input type="radio"/> Extra-curricular internship for students (for extra credit)
Destination	<input type="radio"/> UE	<input type="radio"/> Extra UE	
Student data	[Redacted]		
Mobile (*)	[Redacted]		
E-mail (*)	[Redacted]@icatt.it		
Subject with disability (*)	<input type="radio"/> Yes	<input type="radio"/> No	Expected Study Ending Date []
Financial data			
IBAN	[]		
Prepaid card Number	[]		

We remind you the option to activate your students ID card, as a prepaid card. You can refer to Polo studenti/student centre for more informations about the activation of the card



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Step 4: Choice of the internship type

- **Traineeship for graduates:** choose this option if your internship starts within 12 months from your graduation date.
- **Curricular internship for students (for credits):** choose this option if your internship is accepted by your faculty and gives you credits. Contact the faculty internship tutor for approval before departure.
- **Extra-curricular intership for students (for extra credits):** choose this option if your internship is not recognized by your faculty. You will receive 1 extra-curricular credit if this the first international experience with UCSC.



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Step 5: Filling the Trilateral Agreement

Host company

Search by name (*)

Company tutor

Surname (*)

Name (*)

Business role (*)

E-mail (*)

Placement details

Office (*) ⓘ

Address (*)

Nation (*)

City (*)

Phone (*)

e-mail (*)

I declare to be aware that the University has activated a multidisciplinary cross-border insurance policy with Europ Assistance, operating in relation to the period of travel and stay abroad, whose conditions can be consulted on the website of the University

I undertake not to raise any claims against this University and to release the same University from any kind of injury, sickness or any other event possibly occurred in connection to his/her participation into the aforementioned internship and to release this University from any claim for damages or request for refunding possibly raised by third parties that grounds on the behaviors held by the applicant during the aforementioned internship.

I agree

You'll receive an email with the disclaimer. Sign and send it (via email) to International Office (wea@unicatt.it)

[Insurance Policies](#)

Insurance policies: INAIL n. 006348744/04 e n. 0665173253/27.
Polizza Multilines Europ Assistance n. 35557Q to secure outgoing students.
Polizza Third Party Liability Chubb n. ITCASC03827 covering all the University students

Sending Institution

Name	Università Cattolica del Sacro Cuore
District	Milano
Home office	L.go Gemelli, 1
Zip code:	20123
Fiscal code	02133120150
Headquarters of the internship	Via Trieste 17 Brescia 25121

- With a key-word, search the company
- Once selected the correct company, add the information related to the company tutor and placement details (where necessary).
- Accept the declaration related to the insurance policy.



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Step 5: Filling the Trilateral Agreement

Complete the Trilateral Agreement with information about the training period (from/to), duration, expected hours (total), working hours, a description of the activities and acquired professional competences at the end of the internship, acquired competences check modality and finally choose your faculty and your internship tutor.

Click on **ACTIVATE THE INTERSHIP**.

Internship data

Training period From To

Duration (in months) (*) Expected hours (*)

Working hours

Obiettivi formativi e di orientamento (*)

Description of the acquired professional competences at the end of the internship

Acquired competences check modality (*)

University tutor



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Step 6: Trilateral Agreement confirmation and documents download

Once the Trilateral Agreement has been filled in and the confirmation of the two other parties involved is given (the partner tutor and the department internship tutor), the students must wait for the International Office approval and then send by email the Trilateral Agreement signed to the International Office at least 5 days before the internship beginning.

In all cases the student, the partner tutor and the faculty internship tutor must sign the Trilateral Agreement.

Two copies bearing an original signature must be sent to the International Office once the internship has been completed.

Once the Trilateral Agreement is confirmed, the student must fill in the flight details to activate the insurance policy. The documents related to insurance policies, scholarships and end-of-stage forms will be available for the download in the section “Scholarship documents”.