

PLATFORM PROCEDURE

UCSC Portale SteP

1. The company makes its registration on our website <http://step.unicatt.it>.
2. After having received by e-mail our registration confirmation, the company can add a *Job/internship Ad* on the platform. The internship agreement subscription is no more requested.
3. Once a student has been selected for an internship abroad, he/she clicks on “*START YOUR STAGE*” key. The student is in charge for the internship activation. Once filled in the *Trilateral Agreement/formative plan* with all the information regarding the internship, our system sends an e-mail to the company and the academic tutor (if the internship is compulsory) who have to confirm the *Trilateral Agreement/formative plan* by logging in on the platform.
4. After company, University and tutor (if needed) confirmation, the student has to print and sign the *Trilateral Agreement/formative plan* and send it via email to the company for the company signature.
Afterwards the student send via email the *Trilateral Agreement/formative plan* properly signed (by the company and the trainee) to wea@unicatt.it at least 5 days before the internship start.
5. Once UCSC International has received (via email) the copy signed by company and trainee the internship can be considered activated (all the users will receive the activation confirmation via email).

Contacts:

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