



TSP SAPIENZA WEBSITE: INFORMATION FOR HOST INSTITUTION ABOUT THE PROCEDURE “START OF INTERNSHIP”

If the host institution has already made arrangements for the activation of the traineeship with a student or graduate, it is possible to use the "START OF INTERNSHIP" function, with the university matriculation number of the trainee.

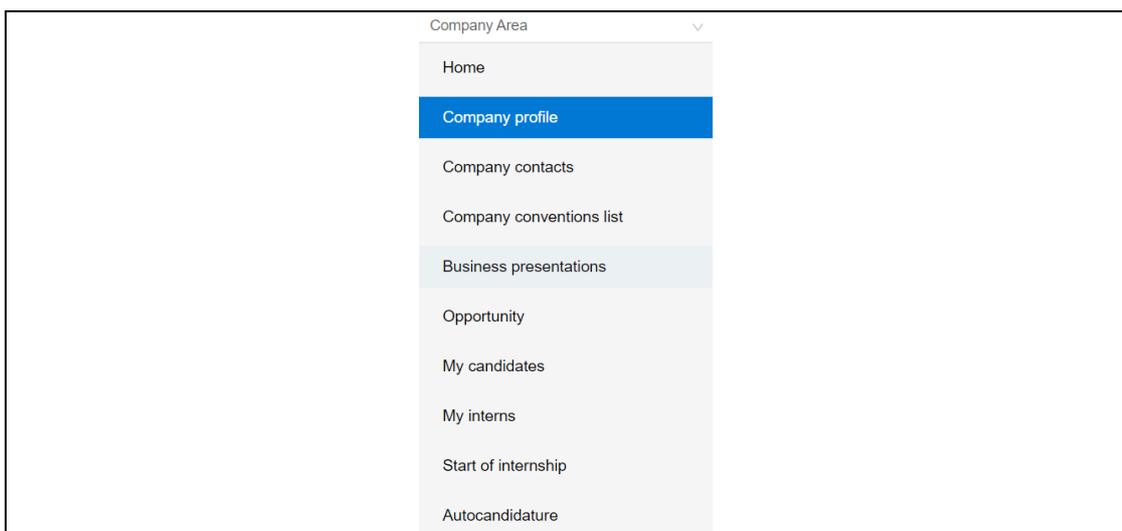
Access the TSP Sapienza platform at the following link:

<https://uniroma1.tsp.esse3.cineca.it/pub/main-page>

OPERATION 1: Information about the address of the office and the tutor

Before starting to create the training project, it is necessary to check if the address of the office where the traineeship takes place and the name of the tutor of the host institution are already indicated in TSP Sapienza.

In the left side menu, click on “**Company profile**”.





If the address of the office where the traineeship takes place is not in list “**Location**”, click on the blue botton “+” to add it.

The system will open a new tab “**Company location**” to fill the mandatory information:

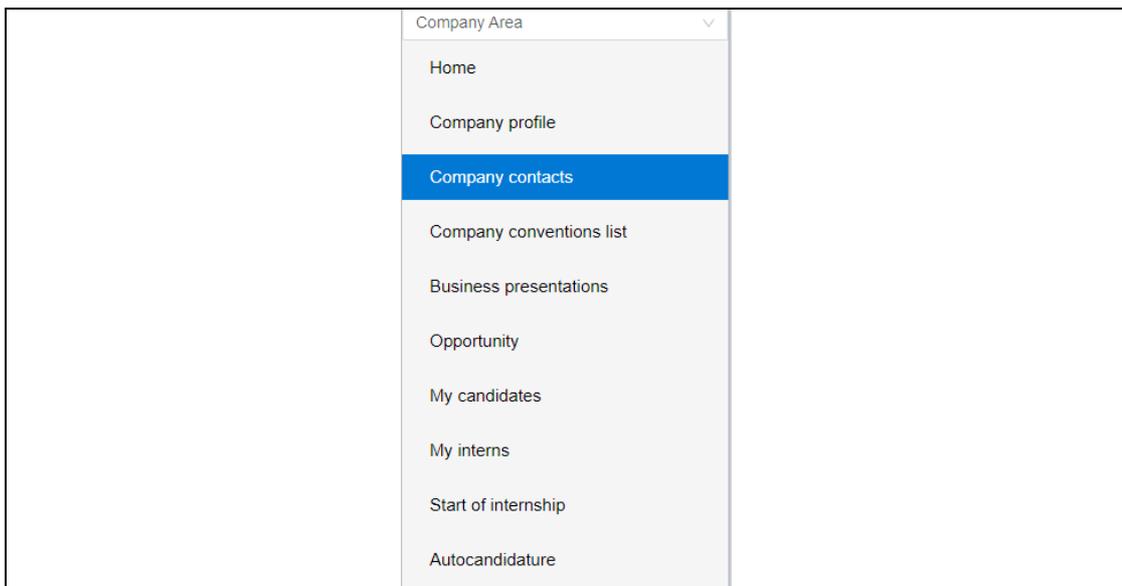
- **Office name:** you can indicate a name to identify the office
- **Site type:** you need to choose “Operativa”.



After completing the information, click on the **“Save”** button in the upper right.

Attention: if you need to update the headquarters information (Sede Legale), send an email to tirocini@uniroma1.it

Then it is necessary to check if the name of the tutor is already indicated in TSP Sapienza. In the left side menu, click on **“Company contacts”**.



If the name of the tutor is not in list **“Company contacts”**, click on the blue botton **“+”** to add it.





The system will open a new tab “**New company contact**” to fill the mandatory information. It is also necessary to complete these:

- **Roles:** check if the the contact is only a “Tutor” or also a “Referente tirocini/stage” (a person who operate in TSP Sapienza to activate traineeship or post opportunity);
- **Active:** abilitate the check box to activate the tutor profile.
- **Business location:** check the address where the contact will have a role as a “tutor”.

The screenshot shows a web form titled "Company contact personal data" with the following fields and sections:

- Roles:** Three radio buttons: "Rappresentante legale", "Referente tirocini/stage", and "Tutor". The "Tutor" option is selected and highlighted with a red box.
- Appellation:** A dropdown menu.
- Name:** A text input field.
- Surname:** A text input field.
- Gender:** Radio buttons for "Male" and "Female".
- Data of birth:** A date picker with "Select date" and a calendar icon.
- Country of birth:** A dropdown menu.
- Fiscal code:** A text input field.
- Email:** A text input field.
- Phone:** A text input field.
- Mobile:** A text input field.

Below the personal data section is the "Other company contact details" section:

- Business function:** A dropdown menu.
- Active:** A checkbox that is checked and highlighted with a red box.

At the bottom is the "Business locations (for tutors only)" section:

- Locations:** Two checkboxes with addresses. The first is unchecked, and the second, "Via Cesare de Lollis 22, 00185 Roma(RM)", is checked and highlighted with a red box.

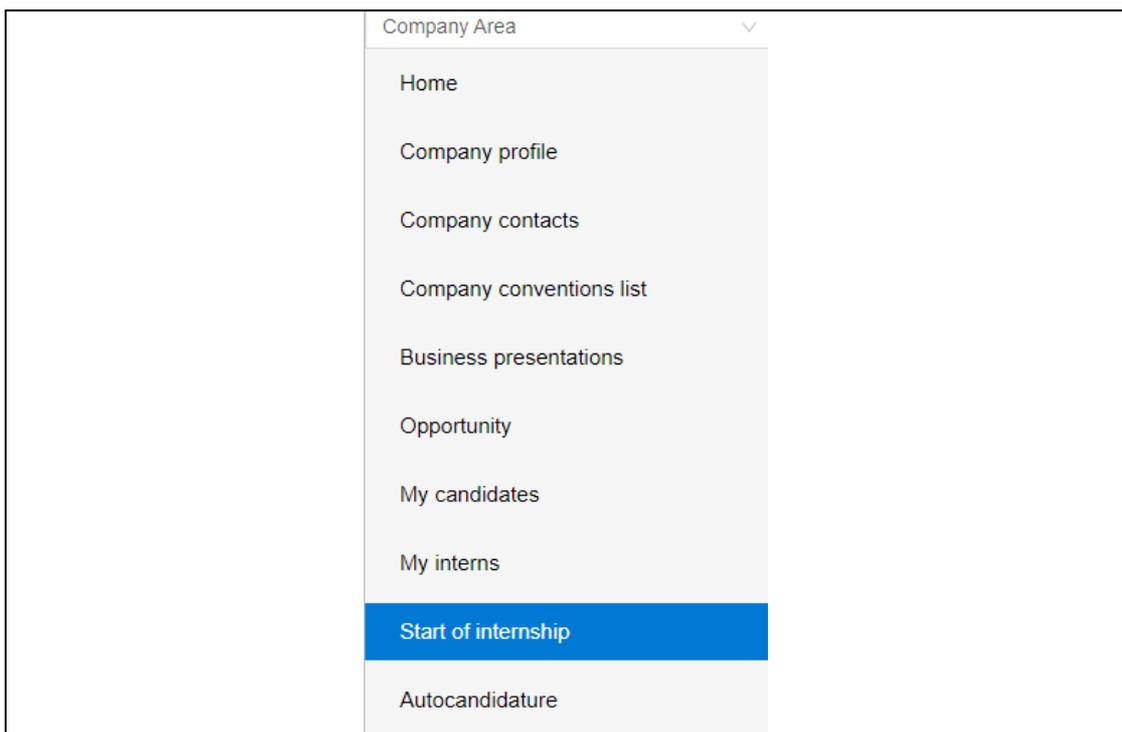


After completing the information, click on the **“Save”** button in the upper right.

Attention: if you need to update the Legal Representative (Rappresentante legale) information, send an email to tirocini@uniroma1.it

OPERATION 2: Creation of the training project

In the left side menu click, on **“Start of internship”**.



The system will open a new page **“Student search for direct internship”**. Fill the field with the university matriculation number of the trainee and then click on **“Search student”** button on the right.



Student search for direct internship

Enter the student registration number for which you want to start an internship

Search student

The system will open a new page where you'll find some information about the trainee and about the traineeship. First, it is necessary to choose:

Site: choose from the list of the Location, the address where the traineeship takes place. If you don't find the address you need, click on "Company profile" to add it (follow the instruction described in "OPERATION 1" paragraph)

Type of opportunity: since the traineeship will takes place abroad Italy, you need to choose "Tirocinio estero". The system will allow the creation of a training project only for the type of traineeship for which a convention has been stipulated.

Student data

Firstname
Reg. number
Study course

Internship data

Site *
Type of opportunity *

Start internship

After completing the information, click on the **"Start internship"** button in the bottom right.

Attention: if there isn't any convention stipulated between the host institution and Sapienza University, it is necessary to click on "Company conventions list" in the left menu and propose a new convention.



The system will open a new page where you can create a new training project, filling the fields contained in these sections:

- **Additional Company information**
- **General information**
- **Facilities** (the information of this section are not mandatory)
- **Occupational figures** (the information of this section are not mandatory)
- **Content and activities**

Mandatory fields are marked with an asterisk*.

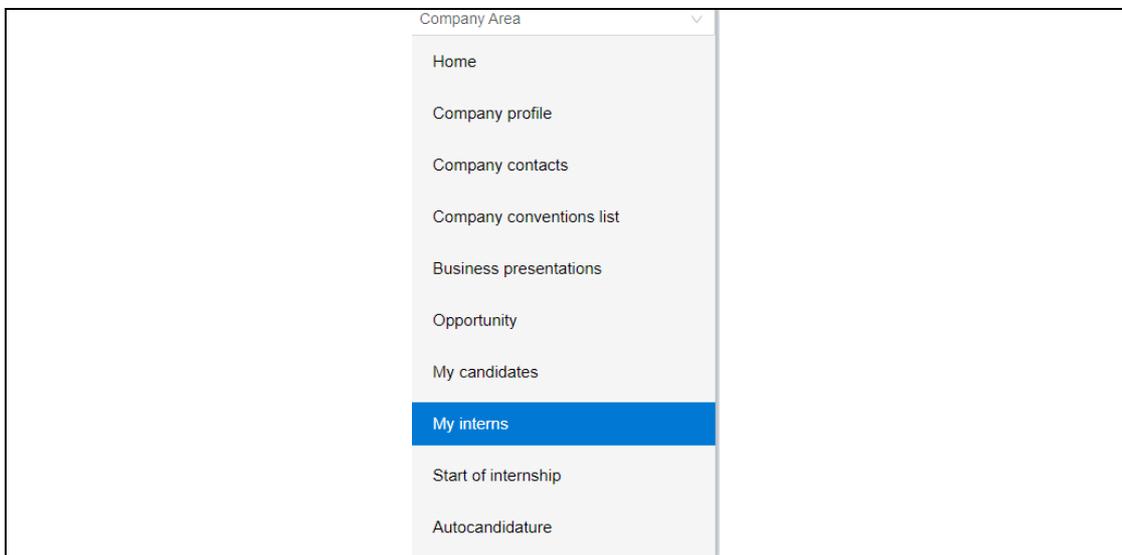
After completing the information, upper right click on the button:

- **SAVE AS DRAFT**: the training project will still be editable;
- **SAVE AND SEND**: the training project is no longer editable and is sent as a request for approval.



OPERATION 3: Approval of training project

After saving the training project, it will be visible in the left side menu “My interns”.



The system will open a new page where you'll find the list of the training project created and in which status they are. Clicking button “**View**” corresponding to the “**Training project**” column, it will be possible to open it, view its status and carry out operations.

Attention: if the dot is **RED**, it means that it is in a draft status and you need to complete and send for the approval.

For the approval of the training project, two more steps are required:

1. the trainee must access the TSP Sapienza website to accept the training project
2. the Internship Office of the course of study, has to complete the information and has to approve the training project.



When the training project has been approved, you need to enter TSP Sapienza, click on “My interns” and then click the button “**View**” corresponding to the “**Training project**” column.

The file must be downloaded, signed and sent to the Internship Office of the course of study or faculty.

Contact details of the Internship Office are available at this link:
<https://www.uniroma1.it/en/pagina/internship-offices-contact-us>

The screenshot shows the website interface for Sapienza University of Rome. At the top, there is a navigation menu with links for STUDENTS, GRADUATES, ACADEMICS, STAFF, and CONTACTS. A search bar and a language selector (EN) are also present. Below the navigation, the page title is "Internship Offices - Contact Us". The main content area features a large illustration of a modern office or meeting space with people interacting. Below the illustration, there is a list of academic departments, each with a dropdown arrow: Architecture, Economics, Pharmacy and Medicine, Arts and Humanities, Law, Industrial and civil engineering, Information engineering, computer science and statistics, Medicine and Psychology, Mathematical, Physical and Natural Sciences, and Political Science, Sociology, Communication. To the right of this list, there is a sidebar with "Navigation" links for Internships, FAO - Curricular and Extracurricular Internships, and "Links" for TSP Sapienza.