



PROCEDURE FOR ACTIVATING INTERNSHIPS

The entire procedure for activating the internship takes place via the TSP Sapienza platform.

PHASE 1: Accreditation of the Host Organization

Accreditation is the mandatory preliminary phase that allows the organization to access the platform's services.

- **System Access:** the Host Organization submits an accreditation request on the Sapienza TSP platform at the following link: <https://uniroma1.tsp.esse3.cineca.it/pub/main-page>. Upon completion, they receive an email with instructions on how to upload the accreditation form onto the platform.
- **Accreditation:** the Internship Office verifies the request and the attached documentation and "**ACCREDITS**" the organization, enabling the contact person to use the platform to proceed with the subsequent steps.

PHASE 2: Execution of the Framework Agreement (General Overview)

The Framework Agreement defines the legal framework governing internships between Sapienza and the Host Organization.

- **Request via Platform:** from their reserved area on Sapienza TSP, the Organization requests the execution of the agreement by selecting the type of interest (Curricular, Extracurricular Lazio Region, or Abroad). The status will be visible in their reserved area under the label "**PROPOSTA**" (**PROPOSED**).
- **Administrative Verification:** the Internship Office checks the correctness of the request and requirements and approves the proposal in the system. The agreement status will change from "**PROPOSTA**" to "**ACCETTATA**" (**ACCEPTED**).
- **Signature:** the Organization downloads the agreement file, signs it with a digital signature, and submits it following the instructions provided in the "Instructions for Agreement Execution" attachment available in their



TSP reserved area. **Establishment:** The Internship Office updates the agreement status to "ISTITUITA" (**ESTABLISHED**).

PHASE 3: Compilation, Approval, and Activation of the Training Project

This phase follows a mandatory process involving both the Organization and the student.

Compilation by the Host Organization

- **Starting the Procedure:** the Host Organization logs into Sapienza TSP and selects the function "Direct Internship Launch" (Avvio tirocinio diretto) (or manages applications received through listed opportunities).
- **Completing the Forms:** the Organization fills out all sections of the Training Project (general information, benefits, professional roles, content, objectives, and activities).
- **Submission:** once all mandatory fields are filled in, the Organization clicks "**Save and Send**" (**Salva e invia**), submitting the project on the platform for approval.

Intern Acceptance and Approval by the Academic Supervisor

- **Student Acceptance:** The intern accesses Sapienza TSP with their credentials and accepts the Training Project completed by the Organization.
- **Academic Internship Supervisor Approval:** The Training Project is automatically forwarded to the **Internship Supervisor for the student's degree program**. The Internship Supervisor performs the necessary checks, enters the relevant University data, and approves the training project in the system. The status of the training project changes to "**APPROVATO**" (**APPROVED**).



Signature of the Training Project and Submission to the Supervisor

- **Downloading the Approved Document:** available only if the training project status is "**APPROVATO**". The approved Training Project can be downloaded in PDF format exclusively by the host organization.
- **Signing:** the downloaded document must be signed by both the Host Organization and the Intern.
- **Submission to the Internship Supervisor:** the Training Project, signed by both the Organization and the student, must be sent to the degree program's Internship Supervisor. Contact details for all supervisors and peripheral internship offices of the University are available on the Sapienza Internship Offices Contacts page.
- **Formal Activation:** upon receiving the signed Training Project, the Internship Supervisor changes the internship status from "**APPROVATO**" to "**ATTIVATO**" (**ACTIVATED**) on Sapienza TSP.
- **Start of Activities:** The internship can begin only when the status shows "**ATTIVATO**". Under no circumstances can internship activities be backdated.

For information or assistance, send an email to tirocini@uniroma1.it