

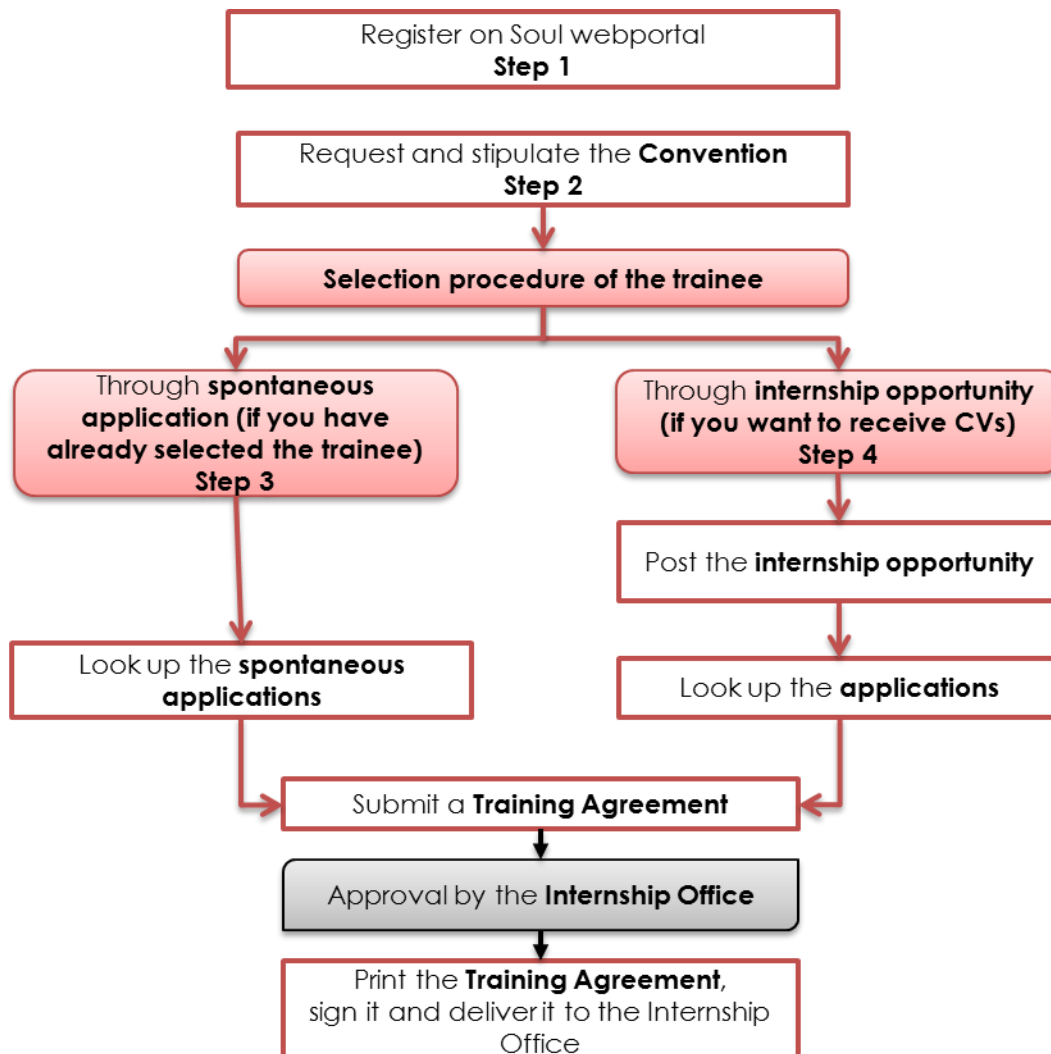
HOW TO USE SOUL WEBSITE AND ACTIVATE AN INTERNSHIP

This short guide is a useful tool to activate internships on SOUL portal (www.job soul.it).

It is addressed to private companies and public authorities wishing to activate internships through a convention with Sapienza University.

SOUL portal is designed to follow all the steps related to an internship: how to stipulate the convention, how to publish internship opportunities, how to select candidates, how to approve an internship.

Procedures on how to activate an internship on SOUL website



In Italy, Universities can activate internships for their students or graduates: in this case, the Home University covers the insurance policy. In order to activate an internship, according to the Italian law, two documents have to be issued:

- The **Framework Convention concerning Training activities** ("Convenzione per tirocini all'estero"), which is agreed between the University and the Host Institution, without the name of the student. This document establishes that, during the period of its validity, the Host Institution can start internships with university's students with insurance coverage.
- The **Training Agreement ("Progetto Formativo")**, which is the tripartite document that contains all the information about the single internship with the student, such as his/her personal information, dates of the training and activities.

The trainee can be selected in two ways:

- A. Selection through spontaneous application:** if the trainee has already been selected, without using an opportunity on SOUL portal, you can arrange a Training Agreement directly with the trainee, once he/she applied;
- B. Selection through an opportunity published on SOUL portal:** the host organization can post one or more internship opportunities and select the degree courses that the opportunity is addressed to. After receiving the applications from the students, the host organization can start the selection process and then arrange the Training Agreement.

STEP 1 – REGISTRATION ON SOUL WEBPORTAL

1.1. - Go to www.job soul.it and click on "**Accedi al servizio**"

1.2 - Click on "**Registrazione Azienda**" and then, in the opening page, click on "**Registrazione Azienda**"



Effettua il login

Nome Utente *

Password *

Accedi con credenziali ?

SOUL

ACCEDI AL SERVIZIO Password dimenticata?

Non sei ancora un nostro utente?

Registrati a SOUL e potrai:

- > Gestire il tuo curriculum e stamparlo in formato europeo
- > Individuare le opportunità di lavoro più adatte alle tue competenze
- > Candidarti alle opportunità di lavoro o direttamente alle aziende

REGISTRAZIONE UTENTE

Sei un'azienda?

Registrati a SOUL e potrai:

- > Pubblicare le tue offerte di lavoro
- > Cercare tra i curriculum di più di 162000 utenti
- > Avere il supporto di uno staff dedicato alla gestione delle aziende

REGISTRAZIONE AZIENDA

1.3 – Click on “**modulo di registrazione on-line**” in order to fill out the registration form

Nuova registrazione

Per usufruire dei servizi proposti dal sistema SOUL e proporre a studenti e laureati le proprie opportunità di lavoro o proposte di stage, le Aziende devono completare il processo di registrazione:

- 1 Compila il **modulo di registrazione on-line** ←
- 2 Stampa il documento generato automaticamente dal sistema
- 3 Invia via fax il documento all'Ufficio Placement dell'Ateneo con cui ha avuto contatti:

1.4 - Fill out all the required fields in all the forms and then click on “**Salva Dati Azienda**”

Please, pay attention to the information about:

- *Offices*: please, declare the registered office and all the other offices where the internship will take place.
- *Contact person for internship opportunities*: please, note that all the automatic messages about the internship will be sent to the email address stated in this field.

N.B. If you need further information or assistance, please email tirocini@jobsoul.it

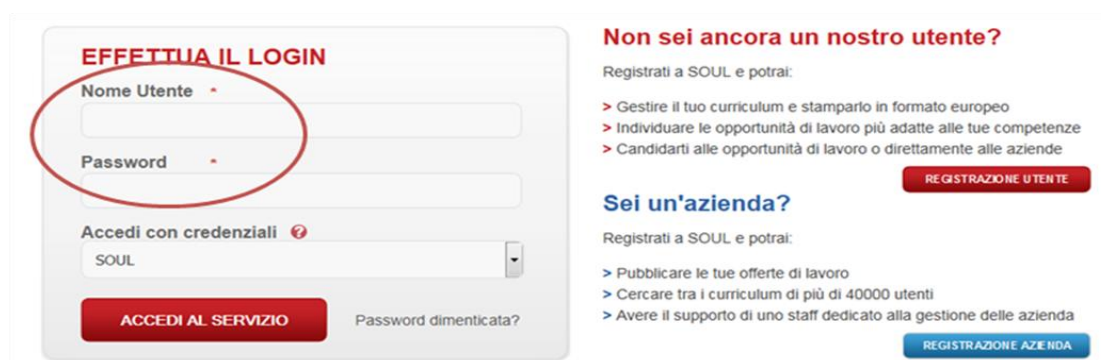
1.5 - Print the registration form, sign it, stamp it and send it by e-mail (to the e-mail address indicated in the form)

1.6 - Wait for your profile activation

STEP 2 – REQUEST AND STIPULATE THE CONVENTION

2.1 - Go to www.job soul.it and click on “**Accedi al servizio**”

2.2 - Log in with your username and password: if you do not remember them, please send an email to your SOUL's contact person or to tirocini@jobsoul.it



EFFETTUA IL LOGIN

Nome Utente -

Password -

Accedi con credenziali ?

SOUL

ACCEDI AL SERVIZIO Password dimenticata?

Non sei ancora un nostro utente?

Registrati a SOUL e potrai:

- > Gestire il tuo curriculum e stamparlo in formato europeo
- > Individuare le opportunità di lavoro più adatte alle tue competenze
- > Candidarti alle opportunità di lavoro o direttamente alle aziende

REGISTRAZIONE UTENTE

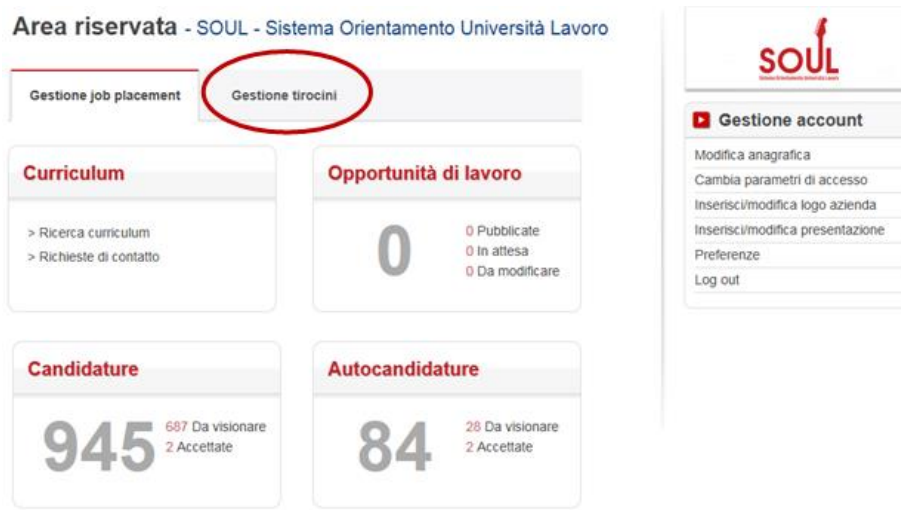
Sei un'azienda?

Registrati a SOUL e potrai:

- > Pubblicare le tue offerte di lavoro
- > Cercare tra i curriculum di più di 40000 utenti
- > Avere il supporto di uno staff dedicato alla gestione delle aziende

REGISTRAZIONE AZIENDA

2.3 - In your personal area, click on “**Gestione Tirocini**”



Area riservata - SOUL - Sistema Orientamento Università Lavoro

Gestione job placement **Gestione tirocini**

Curriculum

- > Ricerca curriculum
- > Richieste di contatto

Opportunità di lavoro

0

- 0 Pubblicate
- 0 In attesa
- 0 Da modificare

Candidature

945

- 687 Da visionare
- 2 Accettate

Autocandidature

84

- 28 Da visionare
- 2 Accettate

Gestione account

- Modifica anagrafica
- Cambia parametri di accesso
- Inserisci/modifica logo azienda
- Inserisci/modifica presentazione
- Preferenze
- Log out



2.4 - From the menu “**Convenzioni atenei**”, click on “**Richiedi convenzione**”



Area riservata - SOUL - Sistema Orientamento Università Lavoro

Gestione job placement | **Gestione tirocini**

Progetti formativi
19
0 In richiesta
1 Approvato
0 Attivato
4 Da modificare

Opportunità di tirocinio
23
0 Pubblicate
0 In attesa
0 Da modificare

Candidature Tirocini
23
4 Da visionare
7 Accettate

Autocandidature Tirocini
42
19 Da visionare
9 Accettate

Gestione account
Modifica anagrafica
Cambia parametri di accesso
Inserisci/modifica logo azienda
Inserisci/modifica presentazione
Preferenze
Log out

Convenzioni atenei
Richiedi convenzione
Lista convenzioni

2.5 - Choose “Sapienza” University and select the type of convention you are willing to stipulate, according to the type of internship you are going to activate, and then click on “**invia**”. For companies based abroad, it is compulsory to select **Convenzione per tirocini all'estero – Framework Convention** in order to activate internships for students or graduates.



Richiedi convenzione

Ateneo con cui convenzionarsi

Ateneo * UNIVERSITÀ DEGLI STUDI DI ROMA "LA SAPIENZA" ▼

Tipologia di convenzione

Selezionare la tipologia di convenzione a cui si è interessati e cliccare su "invia".
Se si desidera stipulare diverse tipologie di convenzione, è necessario effettuare una richiesta per ognuna di esse.

Convenzione per tirocini curriculari
Necessaria per attivare tirocini a favore di studenti di corsi di studio della Sapienza per l'ottenimento dei CFU previsti nei piani di studio.

Convenzione per tirocini formativi e di orientamento
Necessaria per attivare tirocini, che si svolgono presso una sede dell'azienda o dell'ente ospitante localizzata nella Regione Lazio, a favore di soggetti che hanno conseguito un titolo di studio presso la Sapienza da non più di 12 mesi.
Se si intende attivare un tirocinio formativo e di orientamento al di fuori della Regione Lazio, inviare una mail a placement@uniroma1.it

 **Convenzione per tirocini all'estero - Framework Convention**
Necessaria per attivare tirocini a favore di studenti o neolaureati della Sapienza, presso una sede dell'azienda o ente localizzata al di fuori del territorio italiano.
If you want to host Sapienza University students or graduates for an internship located abroad Italy, please choose this option.

Lettera di intenti per tirocini curriculari svolti presso strutture della Sapienza
Da sottoscrivere a cura delle strutture Sapienza per consentire lo svolgimento di tirocini curriculari agli studenti dell'Ateneo.

INVIA

INDIETRO

Wait for the approval of your request by the University.

When the University approves your request, an alert message will be sent to the *Contact person for internship opportunities* and you will be allowed to:

2.6 - Go to www.jobssoul.it and log in with your username and password

2.7 - In your personal area, click on the section "**Gestione tirocini**"

2.8 - From the menu "Convenzioni atenei", on the right side, click on "**Lista convenzioni**"

2.9 - You will find a list containing all the conventions, divided by type and status. Click on the line of the convention with the status "**in attesa di stipula**". The record of the convention displays two functions:

- **Scarica Convenzione:** it allows you to download the convention, which has to be signed and sent to Sapienza University;
- **Scarica Istruzioni Convenzione:** it allows you to download the guidelines to submit a convention.

2.10 - Download the form of the convention in pdf format, pre-filled with the information inserted during the registration process, and follow the procedure established by the University.



As soon as the convention is stipulated, an alert message will be sent to the *Contact person for internship opportunities* and the status of the convention will change in “**stipulata**”.

From that moment on, all the functions of the section “Tirocini” will be implemented.

STEP 3 – SELECTION THROUGH SPONTANEOUS APPLICATION

Spontaneous applications can be used both if the trainee has been selected without an opportunity published on SOUL portal and if students or graduates wish to spontaneously apply to the company.

How to arrange the Training Agreement

3.1 - Go to www.job soul.it and log in with your username and password

3.2 - In your personal area, click on “**Gestione Tirocini**”

3.3. - In the section “Tirocini”, click on “**Autocandidature Tirocini**”

Area riservata - SOUL - Sistema Orientamento Università Lavoro

Gestione job placement	Gestione tirocini
<p>Progetti formativi</p> <p>17</p> <ul style="list-style-type: none"> 1 In richiesta 0 Approvato 0 Attivato 0 Da modificare 	<p>Opportunità di tirocinio</p> <p>21</p> <ul style="list-style-type: none"> 0 Pubblicate 0 In attesa 0 Da modificare
<p>Candidature Tirocini</p> <p>23</p> <ul style="list-style-type: none"> 4 Da visionare 7 Accettate 	<p>Autocandidature Tirocini</p> <p>34</p> <ul style="list-style-type: none"> 17 Da visionare 7 Accettate

3.4 - Search for the candidate CV and click on his/her name

3.5 - The form of the spontaneous application will be displayed. It contains:

- The type of internship required by the applicant
- The last university degree attended by the applicant



- The CV of the applicant (that can be downloaded in pdf format)
- The cover letter (if inserted by the applicant)

3.6 - In order to create the training agreement, click on the button "**Accetta l'autocandidatura**" and confirm

Scheda autocandidatura Area Tirocini

Tipo tirocinio : **Studente - curricular con riconoscimento CFU**

Candidato : GRISANTI VALERIA	Età : 33 Anni
Stato studio : In corso	Titolo di studio : MASTER DI 1° LIVELLO
Ateneo : UNIVERSITÀ DEGLI STUDI DI ROMA "LA SAPIENZA"	Facoltà : ARCHITETTURA
Corso di laurea : Allestimento e progettazione di componenti (Master)	Media voti : 0/0
Stato accettazione : Visionato	Esperienza lavorativa : SI
	Liste protette : No

[Visualizza curriculum](#)

ACCETTA LA CANDIDATURA **RIFIUTA LA CANDIDATURA**

3.7 - At the bottom of the page, click on "**Crea progetto formativo**"

✔ **Operazione effettuata con successo**

[< Torna indietro](#)

Scheda autocandidatura Area Tirocini

Tipo tirocinio : **Studente - curricular con riconoscimento CFU**

Candidato : GRISANTI VALERIA	Età : 33 Anni
Stato studio : In corso	Titolo di studio : MASTER DI 1° LIVELLO
Ateneo : UNIVERSITÀ DEGLI STUDI DI ROMA "LA SAPIENZA"	Facoltà : ARCHITETTURA
Corso di laurea : Allestimento e progettazione di componenti (Master)	Media voti : 0/0
Stato accettazione : Accettato	Esperienza lavorativa : SI
	Liste protette : No

[Visualizza curriculum](#)

CREA PROGETTO FORMATIVO

3.8 - In the new window, you have to select the course for which you want activate the training agreement and the type of internship (the drop-down menu will display the conventions available for the company). For companies based abroad, it is compulsory to select "**Estero**". Then, click on "**invia**"

3.9 - In the page dedicated to the Training Agreement, fill out all the fields "**Dati a cura dell'azienda**" (compulsory fields are marked with an asterisk).

- *Titolo progetto formativo = Title of the Training Agreement*
- *Data inizio (presunta) = expected start date*
- *Data fine (presunta) = expected end date*
- *Durata tirocinio = duration of the internship: you can choose how to express the duration (in hours/days/months, for example: 6 mesi; 150 ore...)*
- *Sede = Address of the office where the internship will take place: if you do not find it in the list, you have to add it from the section "Modifica Anagrafica" of your personal area.*
- *Giorni e orari di accesso ai locali = Days and hours of attendance at the business organization's premises: flag the box of the day/s and select the hours from the drop-down menu. If holidays are included, please, flag the box "festività incluse"*
- *Eventuali periodi di sospensione = Any period of suspension of the internship (i.e. closing days for bank holidays, summer holidays, etc.), if applicable*
- *Giorni complessivi di sospensione = total amount of days of suspension*
- *Indennità mensile lorda = Gross monthly salary: this is a number field. If there is no salary expected, fill out the field with a "0"*
- *Facilitazioni previste = Benefits offered: please, specify any additional contribution, such as work canteen, accommodation, etc...*
- *Obiettivi formativi = Training aims*

- *Eventuali note e integrazioni = Remarks and additional information (if applicable).*
You can use this field to add further information, such as missions, business trips, access to the premises, etc.
- *Dati del tutor aziendale = contact details of the tutor appointed by the host organization*
 - *Nome = Name*
 - *Cognome = Surname*
 - *Telefono = Telephone number*
 - *Fax*
 - *E-mail*

3.10 - Once you have inserted all the data, at the end of the page click on the button "**Salva in bozze**" to save a draft. If the operation was successfully completed, the system will bring you back to the list of training agreements, where the new training agreement will be identified by the status "in bozza".

3.11 - Click on the applicant's name in order to see the Training Agreement again: check the data and, from the right-side menu "Azioni Possibili", click on **Richiedi approvazione**"

How to print the Training Agreement

When the internship office of the Faculty involved approves the Training Agreement, an alert message will be sent to the *Contact person for internship opportunities* and you will be allowed to:

3.12 - Go to www.jobsoul.it and log in with your username and password

3.13 - In your personal area, click on "**Gestione Tirocini**"

3.14 - In the section "Tirocini", click on "**Progetti Formativi**"

3.15 - Display the Training Agreement of the trainee, in the status "approvato" (approved).

3.16 - From the right-side menu "Azioni Possibili", click on "**Scarica Progetto Formativo**" (download)

The screenshot shows a web interface for an internship opportunity. On the left, under the heading "opportunità prova START UP", the status is "Approvato" and "Proroga: NO". Below this is a section for "Tirocinante" with a "VEDI CURRICULUM" button. The trainee's details are as follows:

Nome :	studente test soultest
Telefono :	066666
E-Mail :	enricomaria.castelli@gmail.com
Ateneo :	UNIVERSITÀ DEGLI STUDI DI ROMA "LA SAPIENZA"
Facoltà :	SOCIOLOGIA
Corso di laurea :	SOCIOLOGIA
Stato ciclo studio :	Concluso

A red arrow points from the "VEDI CURRICULUM" button to a sidebar on the right. The sidebar contains the SOUL logo, a section "Azioni possibili" with a red play button icon and a button "Scarica progetto formativo" circled in red, a section "Progetto formativo per:" with the Sapienza logo, and a section "Ultimo messaggio" with a red play button icon.

You have to print three copies of the Training Agreement, sign them (please, note that the document has to be signed both by the company and the trainee) and deliver them to the internship office of the university/faculty interested before the starting date of the internship. The contact details of the internship office are available at the bottom of the page dedicated to the Training Agreement on SOUL platform.

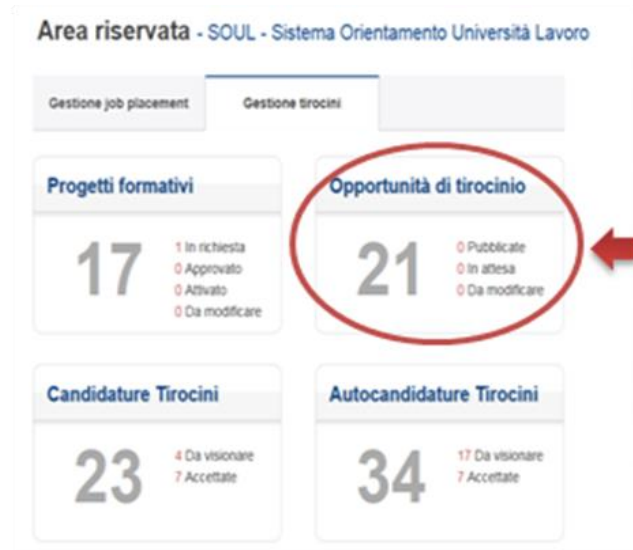
STEP 4 – SELECTION THROUGH INTERNSHIP OPPORTUNITY

In the section "Tirocini" of SOUL portal, the host organization can post internship opportunities in order to receive applicants' CVs and carry out the selection process independently. Applications should be submitted through the portal and therefore you do not need to insert any e-mail address where to send CVs.

How to post an internship opportunity

- 4.1 - Go to www.jobsoul.it and log in with your username and password
- 4.2 - In your personal area, click on "**Gestione Tirocini**"
- 4.3 - In the section "Tirocini", click on "**Opportunità di tirocinio**"





4.4 - Click on the button "**Aggiungi opportunità di tirocinio**"



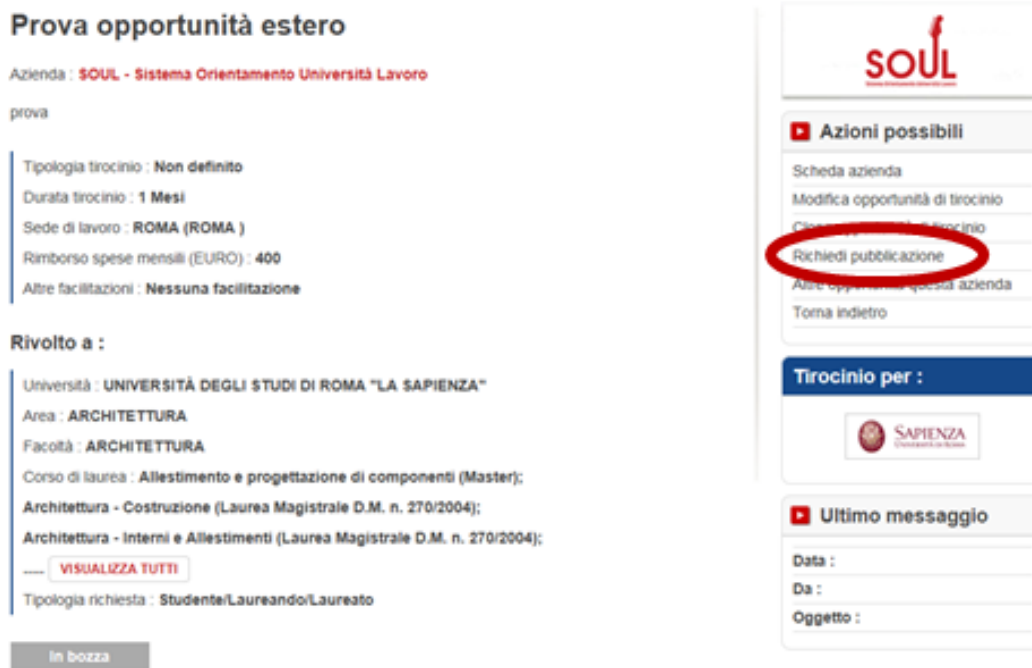
4.5 - Fill out all the compulsory fields (marked by an asterisk) and then click on the button "**Salva in bozze**" to save a draft.

N.B: you have to select the degree courses that the opportunity is addressed to. Only students who are attending/have attended that degree course will be allowed to apply. If the place of the internship is not displayed in the drop-down menu, you have to add it from the section "Modifica Anagrafica" of your personal area.

4.6 - Once you have inserted all the data, at the end of the page click on the button "**Salva in bozze**" to save a draft. If the operation was successfully completed, the system will bring you back to the list of the opportunities, where the new one will be identified by the status "in bozza".



4.7 – Open it, check all the information and, from the menu “Azioni Possibili”, click on **Richiedi pubblicazione**”



The screenshot displays the 'Prova opportunità estero' page. The main content area includes the following details:

- Azienda : SOUL - Sistema Orientamento Università Lavoro
- prova
- Tipologia tirocinio : Non definito
- Durata tirocinio : 1 Mesi
- Sede di lavoro : ROMA (ROMA)
- Rimborso spese mensili (EURO) : 400
- Altre facilitazioni : Nessuna facilitazione

The 'Rivolto a :' section lists:

- Università : UNIVERSITÀ DEGLI STUDI DI ROMA "LA SAPIENZA"
- Area : ARCHITETTURA
- Facoltà : ARCHITETTURA
- Corso di laurea : Allestimento e progettazione di componenti (Master);
- Architettura - Costruzione (Laurea Magistrale D.M. n. 270/2004);
- Architettura - Interni e Allestimenti (Laurea Magistrale D.M. n. 270/2004);

There is a 'VISUALIZZA TUTTI' button and a 'Tipologia richiesta : Studente/Laureando/Laureato' field. A 'In bozza' button is at the bottom left.

The right sidebar contains a menu titled 'Azioni possibili' with the following items:

- Scheda azienda
- Modifica opportunità di tirocinio
- Clicca qui per il tuo tirocinio
- Richiedi pubblicazione** (highlighted with a red circle)
- Altre opportunità questa azienda
- Torna indietro

Below the menu is a 'Tirocinio per :' section with the Sapienza logo. At the bottom is an 'Ultimo messaggio' section with fields for 'Data:', 'Da:', and 'Oggetto:'.

The request will be submitted to the internship office, which can post the opportunity, reject it, or require a change. When the internship office posts the opportunity, an alert message will be sent to the *Contact person for internship opportunities*, the opportunity will be available on SOUL website and users will be able to apply for it.

How to look up applications

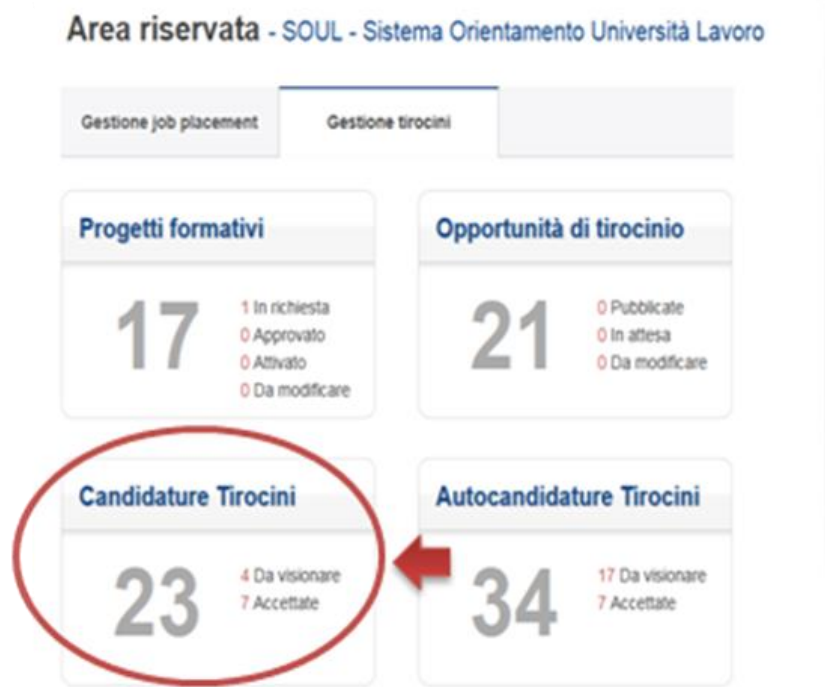
In order to look up the CVs of the applicants, you have to:

4.8 - Go to www.jobsoul.it and log in with your username and password

4.9 - In your personal area, click on “**Gestione Tirocini**”

4.10 - In the section “Tirocini”, click on “**Candidature Tirocini**”





4.11 - Choose from the filter "Opportunità di tirocinio" the title of the opportunity you are interested in and click on "Cerca"

4.12 - Click on the applicant's name to view his/her profile and CV. The form of the application will be displayed. It contains:

- The type of internship required by the applicant
- The last university degree attended by the applicant
- The CV of the applicant (that can be downloaded in pdf format)
- The cover letter (if inserted by the applicant)

4.13 - After the selection process, in order to propose a training agreement to the applicant/s selected, click on the button "**Accetta la candidatura**".

Scheda autocandidatura Area Tirocini

Tipo tirocinio : **Studente - curricular con riconoscimento CFU**

Candidato : **GRISANTI VALERIA**

Età : **33 Anni**

Stato studio : **In corso**

Titolo di studio : **MASTER DI 1° LIVELLO**

Ateneo : **UNIVERSITÀ DEGLI STUDI DI ROMA "LA SAPIENZA"**

Facoltà : **ARCHITETTURA**

Corso di laurea : **Allestimento e progettazione di componenti (Master)**

Media voti : **0/0**

Stato accettazione : **Visionato**

Esperienza lavorativa : **SI**

Liste protette : **No**

Visualizza curriculum

ACCETTA LA CANDIDATURA

RIFIUTA LA CANDIDATURA

How to arrange the Training Agreement

At this stage, you can arrange the Training Agreement:

4.14 - Go to www.jobsoul.it and log in with your username and password

4.15 - In your personal area, click on "**Gestione Tirocini**"

4.16 - In the section "Tirocini", click on "**Candidature Tirocini**"

4.17 - Search for the candidate CV and click on his/her name

4.18 - At the bottom of the page, click on "**Crea progetto formativo**"

Scheda candidatura Area Tirocini

Opportunità di tirocinio : **Prova 2 pedagogia**

Tipo tirocinio : **Non specificato**

Candidato : **RENDA ELEONORA**

Età : **33 Anni**

Stato studio : **Concluso**

Titolo di studio : **LAUREA MAGISTRALE/SPECIALISTICA (BIENNALE)**

Ateneo : **UNIVERSITÀ DEGLI STUDI DI ROMA "LA SAPIENZA"**

Facoltà : **FILOSOFIA**

Corso di laurea : **Pedagogia E Scienze Dell'Educazione E Della Formazione (509/99)**

Voto finale : **110/110 e lode**

Stato accettazione : **Accettato**

Esperienza lavorativa : **SI**

Liste protette : **SI**

Visualizza curriculum

Messaggio inviato dal candidato :

Inviato il 09/11/2010 alle ore 11:36

ciao sono io

ACCETTA LA CANDIDATURA

RIFIUTA LA CANDIDATURA

CREA PROGETTO FORMATIVO

4.19 - In the new window, you have to select the course for which you want activate the training agreement and the type of internship (the drop-down menu will display the



conventions available for the company). For companies based abroad, it is compulsory to select "**Estero**". Then, click on "**invia**"

4.20 - In the section dedicated to the Training Agreement, fill out all the fields "**Dati a cura dell'azienda**" (the compulsory fields are marked by an asterisk). Some data may be pre-filled according to the information inserted during the registration, but you can modify them if necessary.

- *Titolo progetto formativo* = Title of the Training Agreement
- *Data inizio (presunta)* = expected start date
- *Data fine (presunta)* = expected end date
- *Durata tirocinio* = duration of the internship: you can choose how to express the duration (in hours/days/months, for example: 6 mesi; 150 ore...)
- *Sede* = Address of the office where the internship will take place: if you do not find it in the list, you have to add it from the section "Modifica Anagrafica" of your personal area.
- *Giorni e orari di accesso ai locali* = Days and hours of attendance at the business organization's premises: flag the box of the day/s and select the hours from the drop-down menu. If the holidays are included, please, flag the box "festività incluse"
- *Eventuali periodi di sospensione* = Any period of suspension of the internship (i.e. closing days for bank holidays, summer holidays, etc.), if applicable
- *Giorni complessivi di sospensione* = total amount of days of suspension
- *Indennità mensile lorda* = Gross monthly salary: this is a number field. If there is no salary expected, fill out the field with a "0"
- *Facilitazioni previste* = Benefits offered: please, specify any additional contribution, such as work canteen, accommodation, etc...

- *Obiettivi formativi = Training aims*
- *Eventuali note e integrazioni = Remarks and additional information (if applicable). You can use this field to add further information, such as missions, business trips, access to the premises, etc.*
- *Dati del tutor aziendale = contact details of the tutor appointed by the host organization*
 - *Nome = Name*
 - *Cognome = Surname*
 - *Telefono = Telephone number*
 - *Fax*
 - *E-mail*

4.21 - Once you have inserted all the data, click on the button "**Salva in bozze**" to save a draft.

If the operation was successfully completed, the system will bring you back to the list of training agreements, where the new training agreement will be identified by the status "in bozza".

4.22 - Click on the applicant's name in order to see the Training Agreement again: check the data and, from the right-side menu "Azioni Possibili", click on **Richiedi approvazione**"

How to print the Training Agreement

When the internship office of the University/Faculty involved will approve the Training Agreement, an alert message will be sent to the *Contact person for internship opportunities* and you will be allowed to:

4.23 - Go to www.jobsoul.it and log in with your username and password

4.24 - In your personal area, click on "**Gestione Tirocini**"

4.25 - In the section "Tirocini", click on "**Progetti Formativi**"

4.26 - Display the Training Agreement of the trainee, in the status "approvato" (approved).



4.27 - From the right-side menu "Azioni Possibili", click on "Scarica Progetto Formativo" (download)

The screenshot displays a user profile for a trainee on the SOUL platform. The profile is titled "opportunità prova START UP" and has a status of "Approvato" (Approved) and a "Proroga: NO" (No extension) flag. The trainee's details are as follows:

Tirocinante	
Nome :	studente test soultest
Telefono :	066666
E-Mail :	enricomaria.castelli@gmail.com
Ateneo :	UNIVERSITÀ DEGLI STUDI DI ROMA "LA SAPIENZA"
Facoltà :	SOCIOLOGIA
Corso di laurea :	SOCIOLOGIA
Stato ciclo studio :	Concluso

A red arrow points from the "VEDI CURRICULUM" button to the "Scarica progetto formativo" option in the right-side menu. The menu also includes "Azioni possibili", "Progetto formativo per:" (with the Sapienza logo), and "Ultimo messaggio".

You have to print three copies of the Training Agreement, sign them (please, note that the document has to be signed both by the company and the trainee) and deliver them to the internship office of the Faculty involved before the starting date of the internship. The contact details of the internship office are available at the bottom of the page dedicated to the Training Agreement on SOUL platform.