

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 from a company, he/she clicks on “*START YOUR STAGE*” key. The student is in charge for the internship activation. After having 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 internship by logging in on the platform.
4. After company, University and tutor (if needed) approval, the student has to 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 2 days before the internship start.
5. Once received the copy signed by company and trainee, UCSC International can active the internship.

Contacts:

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