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PROCEDURE FOR ENTERING INTO AN AGREEMENT  
WITH THE DEPARTMENT OF BIOLOGY OF THE UNIVERSITY OF PISA

The host facility intending to activate an agreement for curricular internships for students enrolled in degree programs related to the Department of Biology is required to connect to the Internship Management Portal (<http://tirocini.adm.unipi.it/>) by entering the required data.

PLEASE NOTICE: In the submission form, the facility must indicate, in the notes field, the name of the Tutor chosen by the student.

After entering the required data, the portal generates the agreement, which must be digitally signed and sent via PEC to [biologia@pec.unipi.it](mailto:biologia@pec.unipi.it), including two electronic revenue stamps.

Upon receipt of the agreement, it will be the responsibility of the Biology Department's Teaching Unit to send the host facility (to the e-mail address indicated in the agreement proposal submission form) the necessary credentials to access the portal and enter the training projects.

Each trainee's training project, after being uploaded to the portal, should be sent, in PDF format and complete with the required signatures, to [didattica@biologia.unipi.it](mailto:didattica@biologia.unipi.it)

For any further information or support write to [didattica@biologia.unipi.it](mailto:didattica@biologia.unipi.it)