



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

STeP Portal Guide for Foreign Companies

- [Registration Process](#)
- [Creation of a Job Offer](#)
- [Internship approval and activation](#)



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FOREIGN COMPANY REGISTRATION PROCEDURE

V.2.2.2

ITALIANO ENGLISH

Company

User:

Password:

[LOGIN](#) | [REGISTRATION](#)

[FORGOT YOUR PASSWORD?](#)

Tutor

[ENTER](#)

Students

[ENTER](#)

ST&P

Services

ST&P is the web tool of contact between companies interested in attracting students and young graduates from all branches of the Università Cattolica del Sacro Cuore. Institutions and companies - once they have completed their registration - can enter in their area, within which is possible to enjoy a wide range of services: job/Internship/curricular internship publishing, contacting tutors and faculties. The ambition of ST&P portal is also and above all to be a channel through which every institution and every company has the possibility to exchange and share with Università Cattolica data and information, receive and prepare periodic reports about its positioning among university population, real time access to all important news concerning Università Cattolica and its relations with the working world.

[More info](#)

Stage

Thanks to ST&P you can fill in all the documentation required by current legislation for the activation of your internship. Through a simple procedure you will receive help in filling in internship agreement and formative plan that will enable the activation of the internship.

Job Bank

The database of cv allows you to perform targeted searches of online profiles corresponding to your specific needs of recruiting. Companies can consult independently the database and receive the resumes that most suit their business needs.

The first step to register your company is to connect to <http://step.unicatt.it/> and click on the highlighted section **'COMPANY REGISTRATION'**



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FOREIGN COMPANY REGISTRATION PROCEDURE

Create an account

Create Account - Step 1 of 5

Fiscal Code(*)

Foreign company registration

Cancel Continue >>>

At this point, select the section **'FOREIGN COMPANY REGISTRATION'** and click on **'Continue'**



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FOREIGN COMPANY REGISTRATION PROCEDURE

Create an account

Create Account - Step 2 of 5

Fill in with company data (*) Mandatory field

Company name(*)

Registered office

State/Region(*)

City(*)

Address(*)

Phone Number(*)

Website(*) Flag if website not available

Legal Representative

Qualification:

Surname(*)

Name(*)

Position:

Email(*)

Phone number(*)

Office:

Legal delegate address Copy data from Registered office

State/Region(*)

City(*)

Address(*)

Company Group Data

Company Group Name:

Fill the blanks with all the necessary information and click **'Continue'** until the final step.

At that point, flag consent on the processing of personal data, then click on **'SUBMIT'**.

If you have any trouble, please contact wea@unicatt.it

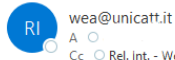


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FOREIGN COMPANY REGISTRATION PROCEDURE

Registration request approved

Richiesta di registrazione approvata / Registration request approved



La tua richiesta di registrazione è stata approvata e le tue credenziali (Username: [redacted]) sono attive.

Da questo momento puoi effettuare l'accesso al seguente link:

<http://step.unicatt.it/>

Cordiali saluti

Servizio Stage e Placement

Ufficio Internazionale

Dear [redacted],

your registration request has been approved and your credentials (Username: [redacted]) are enabled.

You can log in at the following link:

<http://step.unicatt.it/>

Best regards

Stage and Placement Department

UCSC International

The registration process is now concluded!

You can now:

- **Publish a job offer**
- **Approve and activate the internship of a selected intern**

After the registration is completed, wait for Cattolica International's approval.

Once Cattolica International approves your registration, you will receive an automatic email with your credentials to access the portal.

NOTE: Please do not forget the password you have inserted, otherwise you will not be able to login.



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CREATION OF A JOB OFFER

V.2.2.2

ITALIANO ENGLISH

Company

User:

Password:

[LOGIN](#) | [REGISTRATION](#)
[FORGOT YOUR PASSWORD?](#)

Tutor

[ENTER](#)

Students

[ENTER](#)

**Le aziende ti aspettano
e tu cosa aspetti?**

ENTRA

ST&P

Services

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[More Info](#)

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Job Bank

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To create a JOB OFFER, you can:

- go back to STeP portal (<http://step.unicatt.it/>)
- insert your credentials and click on **'Login'** to access your company homepage.



FORMAZIONE ED



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CREATION OF A JOB OFFER



Stage & Placement è su LinkedIn!

Seguici su LinkedIn per rimanere aggiornato su tutte le nostre attività e servizi!

Seguici su LinkedIn!

Online ads

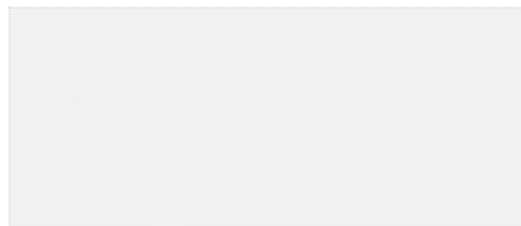
No on line ads

ONLINE ADS | TO BE PUBLISHED ADS

VIEW ALL YOUR OFFERS

[NEW AD](#)

Internships



INTERNSHIPS

[ACTIVATE AN INTERNSHIP](#)

CV database

The database allows you to search on-line profiles corresponding to the business requirements according to [Regulation \(EU\) 2016/679 \("GDPR"\)](#).

The Università Cattolica allows you to require up to 20 CV / day, 50 CV / week, 100 CV / month in order to avoid abuse and downloads not related to the actual needs of recruiting.

SEE CV

[RESEARCH PROFILE](#)

To create a new job offer click on **'NEW AD'**.



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CREATION OF A JOB OFFER

Job/Internship offer

Insert new job posting - Step 1 of 4

(*) mandatory field

Set Job Offer

Workplace (*): Italy Foreign countries

Offer type (*): -- v

Ad language (*): English v

Publication date (*):

Publish until (*): ⓘ

(Publication date depends on UCSC approval)

Required degree:

Bachelor degree Single-cycle Degree

Specializing master (I level) Specializing master (II level)

Master of science

Virtual Internship

Cancel Confirm and continue

- **Job Abroad:** select this option if it is a paid job offer
- **Internship Abroad:** select this option if it is a non-paid internship
- **Volunteering Abroad:** select this option if it is a volunteering offer

Complete with the necessary information according to your offer
Click on **'Confirm and continue'**



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CREATION OF A JOB OFFER

Ad Job abroad

Insert new job posting - Step 2 of 4

(*) mandatory field

Other data

Area(*):

Position(*):

Working language(*):

Activity description(*):

Experience:

Other requirements
(languages, ICT, etc ...):

Notes:

Contract type:

Workplace

City:

Nation(*):

Contacts

Company contact(*):

Email(*):

Fill in all the required fields
(either in English or in Italian)

Click on **'Continue'**



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CREATION OF A JOB OFFER

Job/Internship offer

Insert new job posting - Step 3 of 4

Attach here any documents with extra informations regarding the job/internship offer

Attachment 

Back

Cancel

Continue

In this passage, if needed, you can upload documents with extra information regarding the job offer.



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CREATION OF A JOB OFFER

Ad Internship abroad

Insert new job posting - Step 4 of 4

Set offer	
Offer type:	Internship abroad
Publication date:	21/11/2018
Publish until:	21/12/2018
Studies required:	Bachelor degree Master of science
Other data	
Area:	Purchasing, Logistics and Transportation
Position:	Purchase manager assistant
Working language:	English
Activity description:	search for new foreign suppliers drafting of orders and evaluation of offers participation in international trade fairs support to the activities of the purchasing office
Other requirements (languages, ICT, etc ...):	English C1 German B2 (German language knowledge is a plus) good knowledge of Microsoft Office tools
Notes:	Help in find accommodation. The normal hours of work are 9.00am to 5.30pm Monday to Friday inclusive of one hour for lunch.
Workplace	
City:	London
Nation:	UNITED KINGDOM
Contacts	
Company contact:	
Email:	

[Back](#) [Delete this Ad](#) [Publish my Offer](#)

In this last passage, you can check all the data inserted and Publish the offer



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CREATION OF A JOB OFFER

Ad Internship abroad

The job/internship posting has been successfully completed.

You will receive a confirmation email as soon as the job/internship offer will be online.

[Insert new ad](#)

[Back to previous list](#)

[Back to Homepage](#)

Once the job offer is approved by Cattolica International, it will be posted on our STeP Portal.

At this point, Cattolica students and graduates can view the job offer and can apply.



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STUDENT APPLICATION PROCESS

Nuova candidatura inserita / new application inserted



wea@unicatt.it

A Rel. Int. - Wea;



Gentili

sul portale STEP è stata inserita la candidatura ad un annuncio per la posizione stage (Id annuncio: 126940), dallo studente

Nel caso in cui tale candidatura porti alla selezione da parte dell'azienda e all'ottenimento della posizione pubblicata nell'annuncio, lo studente potrà attivare lo stage secondo la "Guida studente per attivazione stage estero" in allegato.

Cordiali saluti

Stage & Placement

UCSC International

Dear

you have received an application for the job offer stage (job offer Id: 126940), from the student

Once selected from the company, the student can start the internship activation procedure following the attached "Internship abroad activation guide".

Best regards

Stage & Placement

UCSC International

When a student applies for a Job Offer on STeP, you will receive this automatic email containing the CV and the cover letter of the candidate.

It is up to you to choose the most suitable candidates and to contact them.



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INTERNSHIP APPROVAL

After the selection, the candidate must activate the internship on STeP (by following a specific guide).

The activation procedure can start only after the student, the company tutor and eventually the academic tutor have defined the internship contents and arrangements.

LinkedIn Stage & Placement è su LinkedIn!
Seguici su LinkedIn per rimanere aggiornato su tutte le nostre attività e servizi! Seguici su LinkedIn!

Online ads
No on line ads

ONLINE ADS | TO BE PUBLISHED ADS | VIEW ALL YOUR OFFERS | NEW AD

Internships
Curricular internship for students (with credits, abroad)
Trainee:
Company contact:
Compilazione Pf avviata | 23/01/2023
Waiting for company's approval

CV database
The database allows you to search on-line profiles corresponding to the business requirements according to [Regulation \(EU\) 2016/679 \("GDPR"\)](#).
The Università Cattolica allows you to require up to 20 CV / day, 50 CV / week, 100 CV / month in order to avoid abuse and downloads not related to the actual needs of recruiting.

INTERNSHIPS | ACTIVATE AN INTERNSHIP | SEE CV | RESEARCH PROFILE

Go back to STeP portal (<http://step.unicatt.it/>), insert your credentials and login to access your company homepage.

In the section **'Internships'** you can see the application of the student.

You must approve it by directly clicking on the Internship tag.



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INTERNSHIP APPROVAL

Check the data and confirm the Trilateral Agreement

Type of Internship	Curricular internship for students (with credits)		
Destination	LU		
Student data	9102852 ROVIANI DDUIY		
Host company	<p>Company name: PAVILEZ 22 Rue Roger Carlier, 02400 Chateau-Thierry - FRANCE</p> <p>Company contacts: Jean-Noël Piat - General Director</p> <p>Company tutor: Surname: Verstraete Name: Anne-Sophie Business role: Marketing Manager E-mail: marketing@championpagaparc.com</p> <p>Placement details: Office: Marketing Address: 22 Rue Roger Carlier, 02400 CHATEAU-THIERRY City: Chateau-Thierry Phone: 03 23 69 51 30 e-mail: ansove@championpagaparc.com</p>		
Sending Institution	<p>Name: Università Cattolica del Sacro Cuore District: Milano Home office: L.go Gemelli, 1 City code: 20133 Fiscal code: 0123120150 Address: Via Emilia Parmense, 54 Piacenza 29122</p>		
Internship data	<p>Training period: From 08/02/2022 To 08/02/2022 Duration (in months): 6 Expected hours: 200 Working hours: 09:00-12:30 and 14:00-17:30</p> <p>Details of the missions: -Digital search -Animation of communities -Video performance analysis -Career talks -Registration to guide competitions for the rating of the houses' strategies -Creation of an export file for prospecting by the Export Sales Manager -Creation of an export file for prospecting by the French sales manager -Support for various public relations events according to the calendar -Internal and external communication -Creation and sending of newsletters -Updating of the website and the e-shop -Social media -Commercial operations and mailings -Management of articles and press releases -Advertising, website, press insertion -Purchase requests -Management of budget tables</p> <p>Educational objectives: -Support for various public relations events according to the calendar -Internal and external communication -Creation and sending of newsletters -Updating of the website and the e-shop -Social media -Commercial operations and mailings -Management of articles and press releases -Advertising, website, press insertion -Purchase requests -Management of budget tables</p> <p>Description of the acquired professional competences at the end of the internship: -Acquired competences check: modestly -Teamwork, case study, written report -In: PDS&LCA -Weekly update with the tutor with feedback</p> <p>Insurance Policies: Insurance policy: (INAIL n. 0254574/04 e n. 05517233/27) Polizza Multirischi Srupp Assistenza n. 255570 to secure outgoing students. Polizza Third Party Liability Club n. ITCA5020557 covering all the University students</p>		
University tutor	Amalucio Stabelli Tutor: stabelli.amalucio@unicat.it 0323-592116		
Info	For any need contact: UCSC Internships at: ucsc@unicat.it		

At this point, you have to check the data inserted by the student.

If everything is correct, please click on **'Continue'**



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INTERNSHIP APPROVAL

Regulations acknowledgement and acceptance

Disclosure pursuant to article 13 of legislative decree n. 196/2003 "regulations on the matter of protection of personal data"

Disclosure statement


Personal data supplied to this University regarding students, degree/diploma holders and users of educational initiatives are used - with this use including, but not being limited to, the collection, registration, organisation, archiving, process and communication of such data - in full compliance with the aforementioned law and in particular, in full respect of subjects' right to protection of their personal data.

To be noted:

1. The party controlling the use of personal data is Università Cattolica del Sacro Cuore, with registered offices at Largo Gemelli n. 1, Milan, as represented by the Administrative Director for the Management offices and their dependent inter-campus departments, and each individual campus Director.
2. The personal data requested or acquired are used on paper, electronically or with automatic processes to archive, manage, transmit them and to save them in access-controlled areas.
3. The processing of personal data, including sensitive data, is presumed indispensable for matters of compliance in relation to the student's position and the position of the user of different initiatives, and in the execution of the University's institutional functions, as well as for the receipt of additional benefits or services such as scholarships and subsidies. The provision of such data is thus mandatory.
4. Personal data are shared with entities and regulatory authorities, in compliance with the legal and regulatory obligations, with banks retained for the management of remittances and payment collections, and with various persons, entities and organisations for involved in carrying out the business of Università Cattolica, including supplementary educational activities, internships, orientation and professional placement, and scientific and educational information.
5. The absence of data requested from time to time will prevent the normal carrying out of administrative operations regarding students or users of educational initiatives and hinder compliance with legal obligations and to carry out specific tasks and additional services related to institutional activities.
6. In relation to the aforementioned use of personal data, subjects' may exercise the rights provided for in Article 7 of Legislative Decree n. 196/2003

Article 7 of Legislative Decree n. 196/2003 - Right to access personal data and other rights

1. The subject has the right to obtain notification of the existence or non-existence of personal data which regard him/her, and clear communication of such data, even if they are not yet registered.
2. The subject has the right to obtain information about:
 - a) the source of the personal data in question;
 - b) in what way and for what purposes the data will be used;
 - c) IT applications used to process the data, if applicable;
 - d) the identity of the owner of the data, those responsible for the data and the designated representatives (see Article 5, Paragraph 2);
 - e) the individuals or types of subjects to whom the personal data may be communicated or who may gain access to the data as designated official state representatives, as managers or as officers.
3. The subject has the right to:
 - a) have personal data updated, corrected or where applicable supplemented;
 - b) have personal data cancelled, changed to be anonymous, or have use of data stopped if being used against the law, including data which do not need to be kept for the purposes for which they were obtained or subsequently used;
 - c) certification that the operations referred to in points a) and b) have been made known, including detail of content, to persons to whom the data have been communicated or disseminated, except where such compliance would be impossible or would entail the use of means manifestly disproportionate with respect to the protected right.
4. The subject has the right to object entirely or partially:
 - a) for legitimate reasons, to personal data being used, even for the purpose for which they were obtained;
 - b) to the use of personal data for the purposes of sending advertising or direct sales material or for carrying out market research or for commercial communications.

 [Privacy Policy](#)

I agree

Confirm the privacy policy and click on
'Confirm Trilateral Agreement'



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TRILATERAL AGREEMENT and INTERNSHIP ACTIVATION

When all the parties involved have approved the internship on the portal, the student will receive an email with the 'Trilateral Agreement'.

The student will send it to the company that needs to sign it before the departure.

Once both the student and the company have signed it and send it back to **wea@unicatt.it**, Cattolica International will proceed with the activation of the internship on the STeP portal.