



UNIVERSITÀ  
CATTOLICA  
del Sacro Cuore

# STeP Portal Guide for Foreign Companies

- Registration Process
- Internship approval and activation

V.2.2.2

ITALIANO ENGLISH

**Company**  
User:   
Password:   
LOGIN | **REGISTRATION**  
FORGOT YOUR PASSWORD?

**Tutor**  
ENTER

**Students**  
ENTER

**Laurea e Lavoro**  
Le vostre strade si incrociano qui  
Stage & Placement

**Vieni a conoscere le persone  
che potrebbero selezionarti**  
ENTRA

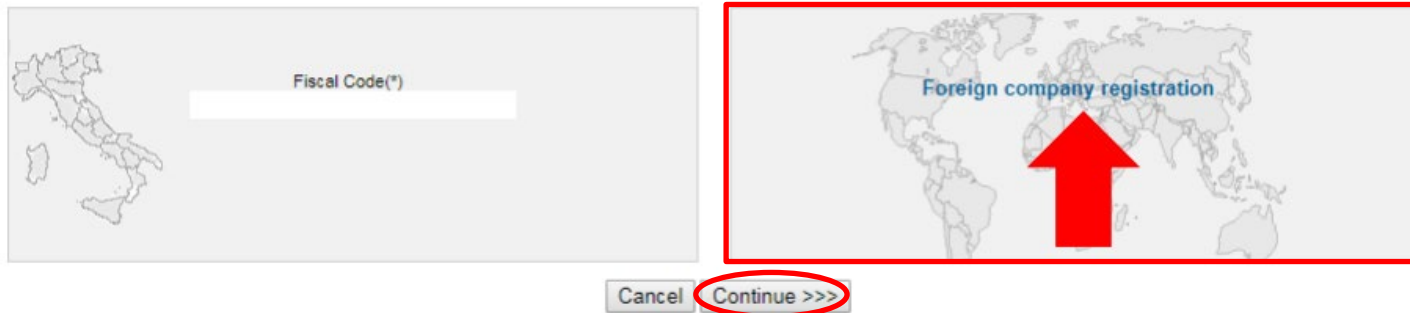
**ST&P**  
*Services*  
ST&P is the web tool of contact between companies interested in attracting students and young graduates from all branches of the Università Cattolica del Sacro Cuore.  
Institutions and companies - once they have completed their registration - can enter in their area, within which 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 <https://step.unicatt.it/> and click on the highlighted section **‘COMPANY REGISTRATION’**.

## 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’**.

The whole registration process consists of **5 steps**:

## Create Account - Step 2 of 5

Fill in with company data (\*) Mandatory field

Company name(\*):

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**Registered office**

State/Region(\*):

City(\*):

Address(\*):

Phone Number(\*):

Website(\*):   Flag if website not available

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**Legal Representative**

Qualification:

Surname(\*):

Name(\*):

Position:

Email(\*):

Phone number(\*):

Office:

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**Legal delegate address** Copy data from Registered office

State/Region(\*):

City(\*):

Address(\*):

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**Company Group Data**

Company Group Name:

Fill the blanks with all the necessary information and click **‘Continue’**.



Fill the blanks with all the necessary information about your company and click **'Continue'**.

## Create Account - Step 3 of 5

(\*) Mandatory field

Company activity data

Category(\*): -- ▾

Subcategory(\*): -- ▾

Sector(\*): ▾

Number of employee: -- ▾

Platform language(\*): English ▾

UCSC campus(\*): -- ▾ ⓘ

If you have any trouble, please contact [wea@unicatt.it](mailto:wea@unicatt.it)

## Create Account - Step 4 of 5

**Company Representative** Copy data from Legal Representative

Surname(\*):

Name(\*):

Position:

**Email(\*):**

Phone number(\*):

Office:

Address(\*):

City(\*):

State/Region(\*):

UCSC Graduate :

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**Log-in information**

User(\*):

Password(\*):

Repeat password(\*):

Please note that the **company representative** is the contact to whom all communications are sent. Therefore, we kindly ask you to provide a **valid and active email address**.

Please enter here:

- a valid **username**: it must consist of a single word without spaces or special characters.
- a valid **password**: it must consist of 8 to 20 letters or numbers. Avoid using spaces or special characters, such as semicolons.




Once you reach the **final step**, please check if everything is correct.

If so, flag **consent** on the processing of personal data and then click on **‘SUBMIT’**.

The registration has been successfully completed

#### INFORMATION ON THE PROCESSING OF PERSONAL DATA

Data requested of you will be processed by Università Cattolica del Sacro Cuore, as Data controller, in compliance with the provisions of European Regulation 2016/679 ("GDPR"). Please kindly read the Information notice on the processing of personal data consulting the website <http://www.unicatt.it/privacy-informativa-generale-di-ateneo>

  I hereby declare that I have read the Information notice on the processing of personal data

Personal data are processed for the sole purpose of providing you the desired services, offered by Università Cattolica del Sacro Cuore. You do not need, therefore, to consent for receiving communications and information.



Richiesta di registrazione approvata / Registration request approved



wea@unicatt.it

A

Cc Rel. int. - Wea

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:

- **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 and the username you have inserted, otherwise you will not be able to login.**



# INTERNSHIP APPROVAL

After the selection, the candidate must **activate** the internship on the STeP portal (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.

The screenshot shows the STeP portal interface. At the top, there is a LinkedIn banner with the text "Stage & Placement è su LinkedIn!" and "Seguici su LinkedIn per rimanere aggiornato su tutte le nostre attività e servizi". Below this, there is a section for "Online ads" which currently displays "No on line ads". A red arrow points from this section to the "Internships" section, which is highlighted with a red box. The "Internships" section contains a card for "Curricular internship for students (with credits, abroad)" with the status "Trainee: Company contact: Compilazione Pf avviata | 23/01/2023" and "Waiting for company's approval". At the bottom of the page, there are two buttons: "ACTIVATE AN INTERNSHIP" and "RESEARCH PROFILE".

Go back to STeP portal (<https://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.



# INTERNSHIP APPROVAL

## Check the data and confirm the Trilateral Agreement

Type of Internship	Curricular Internship for students (with credits)	
Destination	UE	
Student data	S10552 ROMAIN DOUY	
Host company	<p>Company name: PANNIER 23 Rue Roger Cailion, 03400 Château-Thierry - FRANCE</p> <p>Company contacts: Jean-Noël Piffet General Director</p> <p>Company tutor: Surname: Verstraële Name: Anne-Sophie Business role: Marketing Manager E-mail: marketing@champagnepannier.com</p> <p>Placement details: Office: Marketing Address: 23 Rue Roger Cailion, 03400 Nation: FRANCE City: Château-Thierry Phone: 03 23 69 51 30 e-mail: ascou@champagnepannier.com</p>	
Sending Institution	<p>Name: Università Cattolica del Sacro Cuore District: Milano Home office: Ligo Gemelli, 1 Zip code: 20123 Place code: 02123/20150 Address: Via Smile Parmense, 04 Piacenza 29122</p>	
Internship data	<p>Training period: From 06/02/2023 To 06/06/2023</p> <p>Duration (in months): 5</p> <p>Working hours: 09:00/12:30 and 14:00/17:30 Suggested hours: 900</p> <p>Details of the missions: -Digital watch -Animation of communities -Web performance analysis -Cellar visits -Registration to guide competitions for the rating of the Piacenza vineyard -Creation of an export file for prospecting by the Support Sales Manager -Creation of an export file for prospecting by the French sales manager</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 -Visual design -Commercial operations and mailings -Management of articles and press releases -Advertising visuals: press insertion -Purchase requests -Monitoring of budget tables</p> <p>Description of the acquired professional competences at the end of the internship: Computational skills, team spirit, responsiveness, adaptability, organisational skills, creativity, positivity, autonomy, versatility</p> <p>Acquired competences check modality: Teamwork, case study, written report</p> <p>Internship modality: IN PRESENCE</p> <p>Description of the remote company tutoring: Weekly update with the tutor with feedback</p>	
Insurance Policies	<p>Insurance policies: INAIL n. 00249746/04 e n. 0669/12323/27 Polizza Valutata Europ. Assistance n. 326570 to rescue outgoing students. Polizza Third Party Liability Chubb n. ITCA5003627 covering all the University students</p>	
University tutor	<p>Amalucio Staebela Tutor staebela.amalucio@unicatt.it 052-592216</p>	
Info	For any need contact UCCSC International at <a href="mailto:icc@unicatt.it">icc@unicatt.it</a>	

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

If everything is correct, please click on **‘Continue’**.

## 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'**.



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 sent it back to **wea@unicatt.it**, Cattolica International will proceed with the activation of the internship on the STeP portal.