



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

STeP Portal Guide for Foreign Companies

- Registration Process
- Internship approval and activation
- Internship evaluation

REGISTRATION PROCESS

V.2.2.2 ITALIANO ENGLISH

Company
User:
Password:
[LOGIN](#) | [REGISTRATION](#)
[FORGOT YOUR PASSWORD?](#)

Tutor

[ENTER](#)

Students

[ENTER](#)

UNIVERSITÀ CATTOLICA del Sacro Cuore

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

Vieni a conoscere le persone che potrebbero selezionarti
[ENTRA](#)

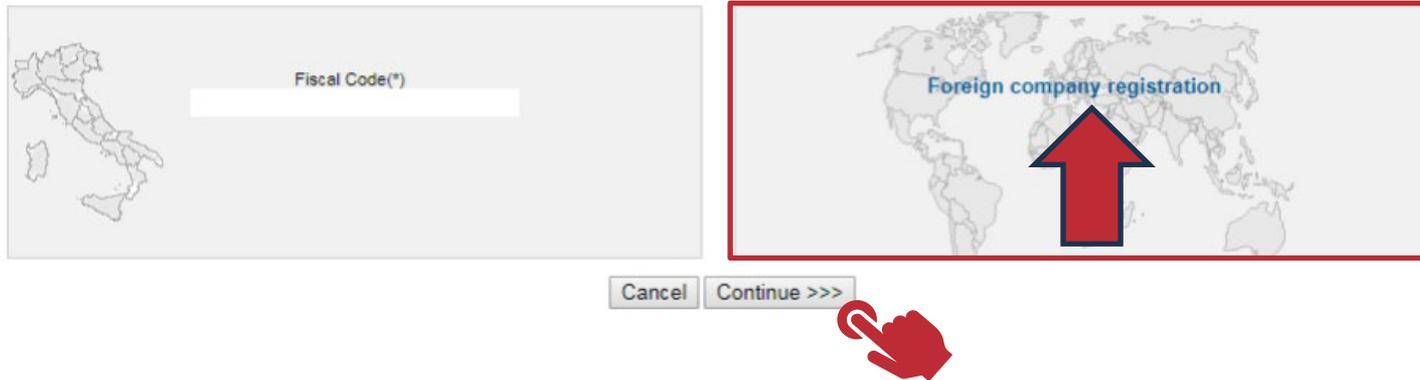
ST&P
Services
ST&P is the web tool of contact between companies interested in attracting students and young graduates from all branches of the Università Cattolica del Sacro Cuore. Institutions and companies - once they have completed their registration - can enter in their area, within which is possible 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(*):

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’**.

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

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 :

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

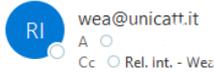
Personal data are processed for the sole purpose of providing you the desired services, offered by Università Cattolica del Sacro Cuore. You do not need, therefore, to consent for receiving communications and information.

Back Cancel Submit





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

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.

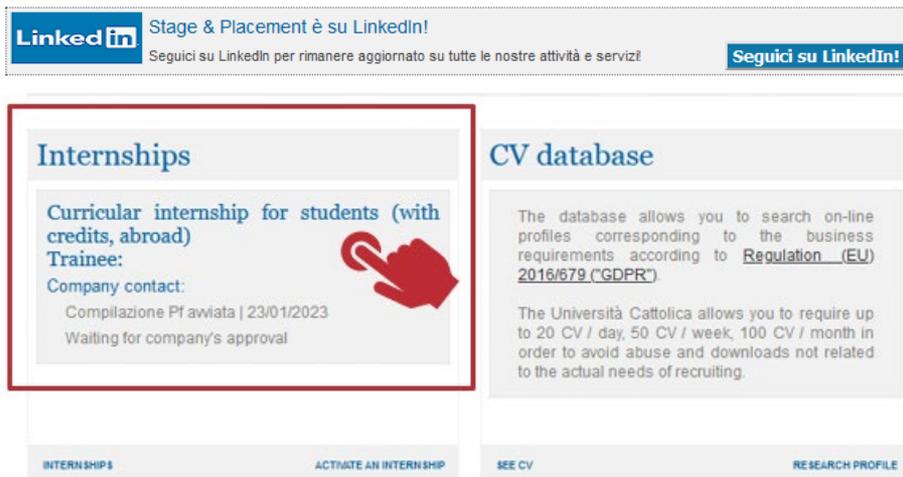
The registration process is now concluded!

You can now **Approve the internship of a selected intern**

INTERNSHIP APPROVAL

The selected student 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.



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

Internships

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

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

Once the activation is completed by the student, 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 internship project 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>	
Company tutor:	<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 Smaile Parmense, 54 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 Sperded 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 Pannier's 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 Computer 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 PRESENZA</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 Viaggiatori Europ. Assistance n. 3265701 to rescue outgoing students. Polizza Third Party Liability Chubb n. ITCA5003627 covering all the University students</p>	
University tutor	<p>Amalucio Staebelta Tutor staebelta.amalucio@unicatt.it 0523-592216</p>	
Info	For any need contact UCCSC International at info@unicatt.it	

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, you and the student will receive an email with the **'Trilateral Agreement'** attached, like the following one:

Trilateral Agreement (Progetto Formativo) di Trilateral Agreement

 wea@unicatt.it
A
Cc

 ProgettoFormativo_126985_1302901_E.pdf 43 KB

Caro/a

il tuo progetto formativo è stato approvato da tutte le parti coinvolte.

In allegato puoi trovare **Trilateral Agreement (Progetto Formativo)**, documento da compilare, firmare e inviare scannerizzato a wea@unicatt.it SOLO DOPO averlo fatto firmare anche dall'azienda ospitante.

Una volta ricevuto, l'Ufficio Internazionale procederà attivando il tuo stage; riceverai quindi una mail automatica a conferma dell'attivazione.

Cordiali saluti,
Cattolica International
wea@unicatt.it

Dear

your training project has been approved by all the parties involved.

Attached you will find the **Trilateral Agreement (Training Project)**, which must be completed, signed, and sent as a scanned copy to wea@unicatt.it **ONLY AFTER** it has also been signed by the host company.

Once received, the International Office will proceed with the activation of your internship; you will then receive an automatic email confirming the activation.

Kind regards,
Cattolica International
wea@unicatt.it

The document should be signed by both the company and the student and then sent back to [**wea@unicatt.it**](mailto:wea@unicatt.it).

Cattolica International will proceed with the activation of the internship on the STeP portal.



Once the internship has been activated by Cattolica International, you will receive an email like the one shown below, and **the internship activation process will be complete!**

Attivazione Trilateral Agreement di / Trilateral Agreement activated

 wea@unicatt.it
A
Cc

← Rispondi ← Rispondi a tutti → Inoltra
martedì 17

Gentili utenti,

si comunica che il Trilateral Agreement in oggetto è stato attivato.

Si prega di tenere monitorata la casella di mail iCatt in quanto nelle prossime settimane riceverete una mail da parte dell'Ufficio Internazionale con il link per accedere al portale di mobilità Outgoing e una serie di istru completare i successivi adempimenti.

Cordiali saluti,
Cattolica International
wea@unicatt.it

Dear sirs,

the above mentioned Trilateral Agreement has been activated.

Please check your iCatt e-mail and wait for further instructions from Cattolica International regarding the following steps to take. In this communication you will also receive a link to access the Mobility Outgoing Portal.

Kind regards,
Cattolica International

INTERNSHIP EVALUATION

After the end of the internship, you will receive the following automatic e-mail requesting to complete the **evaluation questionnaire**:

Richiesta di compilazione del questionario di valutazione dello stage - internship evaluation form

 wea@unicatt.it   Rispondi  Rispondi a tutti  Inoltra  

A: YOUR EMAIL ADDRESS gio 12/06/2025 05:00
Cc:

Spettabile COMPANY NAME,

con riferimento allo stage del tirocinante: STUDENT INFO, vi invitiamo cortesemente ad accedere al [Portale Step](#) nell'area "stage e tirocini - consulta storico stage" utilizzando le credenziali già in vostro possesso e a compilare il **questionario di valutazione**.

Segnaliamo che il questionario potrà essere compilato **entro 30 giorni** dalla data di conclusione del tirocinio. Vi ringraziamo per la preziosa collaborazione.

Cordiali saluti.

Servizio Stage e Placement

Dear sirs,

we invite you to log in your personal webpage (<http://step.unicatt.it> - Internship section - internships) and complete the evaluation questionnaire for: STUDENT INFO ;

We invite you to fill in the evaluation questionnaire **within 30 days after the conclusion of the internship**.

Thank you in advance for your valuable collaboration

Stage and Placement Department

Please note that the Internship Evaluation questionnaire must be submitted **within 30 days of the internship's end date**.

To complete it, go back to STeP portal (<https://step.unicatt.it/>), insert your credentials and login to access your company homepage. Once here, click on the '**INTERNSHIPS**' tag, as shown below:

The screenshot shows the company homepage with a navigation bar at the top containing "BACK TO: HOME" and "COMPANY DATA | PROFILE | LOGOUT". Below the navigation bar, there is a "COMPANY NAME" field and a "Welcome CONTACT COMPANY'S NAME" message. A LinkedIn integration box is present, stating "Stage & Placement è su LinkedIn!" and "Seguici su LinkedIn per rimanere aggiornato su tutte le nostre attività e servizi!". The main content area is divided into two columns. The left column is titled "Internships" and contains two identical blocks for "Curricular internship for students (with credits, abroad)". Each block includes fields for "Trainee:" and "Company contact:". The first block is highlighted with a red border. At the bottom of the left column, there is a yellow "INTERNSHIPS" button and a red hand icon pointing to an "ACTIVATE AN INTERNSHIP" button. The right column is titled "CV database" and contains text explaining the database's search capabilities and the university's policy on CV downloads. At the bottom of the right column, there are "SEE CV" and "RESEARCH PROFILE" buttons.

Once you're on the page, at the top, you'll see a section that allows you to filter the internships using various parameters.

In order for you to be able to fill out the Internship Evaluation Form the status of the internship needs to be: **'Internship Finished' / 'Concluso'**.

BACK TO: [HOME](#) COMPANY DATA | [PROFILE](#) | [LOGOUT](#)

View all the internship

Search Parameters

Description of trainee's work and goals	<input type="text"/>	Status	--
Language	--		
Type of internship	--		
MATR no.	<input type="text"/>	Surname	<input type="text"/>
Surname university tutor	<input type="text"/>	Name of university tutor	<input type="text"/>
Surname company tutor	<input type="text"/>	Name company tutor	<input type="text"/>

[SEARCH PROJECTS](#) | [ACTIVATE AN INTERNSHIP](#)

Here is how the internship tag will appear - please click on **'EVALUATE PROJECT'**:

Curricular internship for students (with credits, abroad) | STUDENT NAME | CONTACT COMPANY'S NAME

University tutor: **Concluso**

Company tutor:

[VIEW PROJECT](#) | [EVALUTE PROJECT](#)

INTERNSHIP EVALUATION

Evaluate the training project

Internship is a key step for the completion of the university course of our students. For that reason we invite you to fill in the following questionnaire which allows us to collect useful information to evaluate the overall intern's performance. Thank you in advance for your cooperation.

Section A - Internship Evaluation

1. Did the trainee attend his/her internship for at least 70% of the expected period? * YES NO
2. Short trainee work description *
- Overall evaluation:
3. How satisfying was the relationship between trainee and company tutor? Not at all Little Enough Completely
4. Was the content of the academic course consistent with the nature of the internship? * Not at all Little Enough Completely

Section B - Trainee evaluation

- Initial education:
5. Was the intern's academic background appropriate to the organization's needs? * Not at all Little Enough Completely

Trainee attitude and achieved goals:

- | | Not at all | Little | Enough | Completely |
|---|-----------------------|-----------------------|-----------------------|-----------------------|
| 6. The trainee increased his/her competence and professional skills? * | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. The trainee was punctual and responsible for his/her work? * | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. The trainee was able to work in autonomy? * | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9. The trainee was able to carry out the tasks and to reach the assigned goals? * | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10. The trainee has good problem solving ability? * | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 11. The trainee established good relations with colleagues? * | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 12. The trainee has good teamworking ability? * | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 13. The trainee shows good communication skills? * | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 14. The trainee is computer literate? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 15. The trainee has good knowledge of foreign languages? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 16. The trainee established a good relationship with company tutor? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

17. Which are the main subjects included in the academic studies that allowed him/her to work properly?
18. On the other hand do you think that during the course of studies other subjects could have been deepened in order to prepare the trainee more adequately?

Section B - Skills evaluation

Short description of the skills learnt by the trainee during the internship:

19. Training goals: *
20. Professional profile description: *
21. Acquired Professional skills: *
22. Acquired Organisational skills:
23. Acquired Computer skills:
24. Other skills acquired:

* required fields

Fill in the required information and then click on **'SAVE'**.

BACK

SAVE

