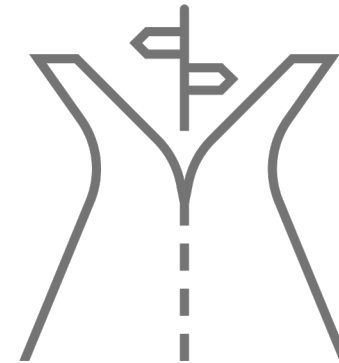




# NICE TO MEET YOU!



We are part of the UniMiB Orientation Team.  
We are here to introduce ourselves  
and explain *why* and *how* you can contact us.



Lisa Notarianni, MD and Elena Guida, PhD

Tutor TPV –  
[orientamento.aeps@unimib.it](mailto:orientamento.aeps@unimib.it)

- Support during the internship throughout the year
- Conducting workshops "Planning and Employability"
- Interception of critical situations and liaison with the University Orientation Services
- Portfolio review
- Liason with other members of the Orientation Team

→ *If you have problems with your portfolio or have troubles choosing where to do your internship you can ask them to help you.*





# Pamela D'Angelo, MD

## Tutor TPV Coordinator – [tutortirocini.aeps@unimib.it](mailto:tutortirocini.aeps@unimib.it)

- Liaison with internship institutions and facilities
- Support for internship mentors/tutors
- Organization of *Meeting with professionals*
- Management and realisation of the Institution Database (always updating)
- Liaison with other members of the Orientation Team

→ *If you have problem contacting an organization or are interested in collaborating with a specific institution you can ask her to help you.*





# Prof. Francesca Foppolo

University Tutor –  
[francesca.foppolo@unimib.it](mailto:francesca.foppolo@unimib.it)

- In charge of approving your internship project
- Liason with other members of the Orientation Team

→ *If you have problem having your internship project approved or have questions regarding how to complete it, you can write to Prof. Foppolo.*





→ *For any **BUROCRATIC** problem you must contact the **Stage office***

**stage@unimib.it**

- The office provides support to organizations, students and tutors involved in the internship activities
- It is possible to receive information related to the S3 portal on the 1) activation procedure of the agreement, 2) training project – activation, on going and closure 3) other.

**!!! They are constantly receiving emails so please – we are aware that you might be worried or preoccupied – have patience and always be kind.**

**WARNING**





→ *For any **BUROCRATIC** problem you have to contact the Stage office*

- ☞ Do not re-send an email you have already sent
- ☞ Specify in the object of the email if you need help for: curricular stage / **TPV** / Master stage  
+ *add “estero”* if you are doing it abroad  
+ your *name* and your *identification number*  
+ the institutions P.IVA or tax code

You can also book a videoconference call on Mondays and Tuesdays 10:30–12:30 and Thursdays 14:30–16:30.

→ <https://www.unimib.it/studiare/servizi-studenti-e-laureati/stage-e-tirocini/sportello-e-contatti>

# TIPS







# PEER TO PEER TUTORING

**tutoraeps@unimib.it**

- Provide various information (regarding courses, exams, procedures...)
- Help you navigate the UniMiB system and point you to the right offices and services
- Share our experience with you/give you honest opinions based on a first-hand experience
- Help you resolve technical issues

→ **Don't know who to ask? Email us first!**



# THANK YOU!



**We are happy to help you  
building your future**