

REGULATIONS FOR UNDERGRADUATE ACADEMIC INTERNSHIPS (DM 270/04)

Art. 1 – Definitions and aim

The **Academic Internship (tirocinio accademico)**: is an educational experience which students could do during their studies as stated in the Degree Course Regulation. The internship activity is part of the educational offer of of the Bachelor degree in Psychological sciences, the Master degree in Cognitive neurosciences and clinical neuropsychology and of the Master degree in Clinical, Social and intercultural Psychology.

The University of Padova is the **Promoting Institution (soggetto promotore)**, that is the subject deputed to promote the internship and verify its contents and performance, also responsible for the quality and regularity of the initiative.

Academic Tutor (Tutor accademico): the Chair of the Degree course (or another faculty appointed by the Degree course professors' Council) who is responsible for the the educational and logistical aspects of the Intern's activities (D.M. 25/03/1998, no. 142, Article 4).

Internship Hosts (Soggetto ospitante): public or private organizations and professionals hosting the internship.

Host Tutor (Tutor del soggetto ospitante) is a psychologist or another professional figure responsible for the Intern's integration within the Internship Host, who is also in charge to supervise her/his educational activities.

The internship represents a special opportunity to conjugate the theoretical knowledge with its application on the field. Its aim is to complete one's educational course by means of performing practical activities under the supervision and support provided by experienced professionals acting as tutors (Host Tutors).

To improve both her/his theoretical and practical knowledge, the Intern flanks the Host Tutor and carries out tasks exclusively relevant to her/his education. These tasks will allow her/him to conjugate the acquired theoretical knowledge with those skills common to different fields of application of Psychology.

These are a few examples of activities to be performed during the internship:

- taking part in educational, prevention, school and professional orientation based projects;
- taking part in rehabilitation, functional re-education and social integration related interventions destined to disabled subjects, subjects affected by neuropsychological deficiencies, psychiatric disorders or to substance-addicted subjects;
- taking part in psycho-educational interventions, health-promoting activities and activities destined to modify risky behaviours;
- using tests and other standard tools to measure and assess behaviours, cognitive processes, opinions and attitudes, needs and motivations or social interactions, under the Host Tutor's supervision;
- data processing within research projects carried on by the Department or by external subjects.

The Host Tutor should personally supervise any direct relationship between the Intern and the patients/users/customers in observance to the ethical principles of psychologists and their Code of Conduct (<http://www.ordinepsicologiveneto.it/ita/content/codice-deontologico>). The same applies to any research activities performed within the internship.

Art. 2 – Internship Hosts

The Intern can choose its Internship Host among these subjects:

1. Hosts belonging to the University of Padova (Departments, Inter-departmental services, etc.). The faculty entitled to be the tutor cannot supervise more than 5 Interns at the same time (including both BA and MSC students)
2. external Hosts having an agreement with the University of Padova. The Interns' number before graduation is ruled by the D.M. 25/03/1998, no. 142, Article 1.

Art. 3 – Internship abroad

The internship can also take place in other European and non-European countries with the exception of 'risky countries' as defined by criteria and travel advice of the Italian Ministry of Foreign Affairs (www.viaggiasesicuri.mae.aci.it).

If the Intern should choose to do her/his internship abroad, she/he will likewise have to fill in all the required forms (Art. 4) before the internship begins - the same applies also if the internship takes place within the Erasmus+ program -, otherwise the internship will not be acknowledged.

Art. 4 – Educational project

The internship is based on an educational project agreed and signed both by the Internship Host and the Intern, which should also be approved by the Promoting Institution (Delegated of the Rector). The educational project must include a detailed description of objectives and activities to be performed under the Host Tutor and other essential elements such as internship duration, starting and ending date.

Internship in Italy. The Intern should fill in the educational project together with the Host Tutor within her/his Reserved Area (<http://www.unipd.it/servizi/stage-lavoro/stage-tirocini/stage-tirocini> > Iniziare lo stage: istruzioni per gli studenti iscritti tirocinio curriculare > *Reserved Area* > <https://shibidp.cca.unipd.it/idp/Authn/UserPassword> with Uniweb user name and password) where she/he will also find the instructions to fill in the application form.

Art. 5 – Internship starting date and duration

The internship can begin if the Intern has already obtained 80 credits (CFU) for Bachelor Degree or 42 credits for Master Degree, has attended the 'Safety Training Course' ("*Corso di formazione generale sulla sicurezza*") as reported in Section 12) and has submitted her/his application form since not less than 15 working days.

If you are a student of the Bachelor degree in Psychological sciences - BPS, you can start the compulsory training only when you'll have obtained 80 credits with your passed exams. In this case the the training lasts 300 hours (= 12 university credits) and should be performed in no less than 2 months.

If you are a student of the Master degree in Cognitive neurosciences and clinical neuropsychology, you can start the compulsory training only when you're enrolled in the second year of the Master degree, or when you'll have obtained 42 credits with your passed exams. In this case the the training lasts 300 hours (= 12 university credits) and should be performed in no less than 2 months.

If you are a student of the Master degree in Clinical, Social and intercultural Psychology, you can start the compulsory training only when you're enrolled in the second year of the Master degree, or when you'll have obtained 42 credits with your passed exams. In this case the the training lasts 400 hours (= 16 university credits) and should be performed in no less than 2 months and a half.

Art. 6 – Internship search and choice

The student can search for an Academic Internship:

- looking autonomously for a Internship Host both in Italy and abroad. If the Internship Host should have not signed yet an agreement with the University of Padova, it could do it using a specific procedure (www.unipd.it/stage > *Informazioni per le aziende* [<http://www.unipd.it/attivare-stage-e-tirocini>] > *Attivare uno stage con lo/gli studente/i tirocinio curriculare*);
- browsing the list of Italian subjects whose availability to host internships is public and accessible in the Moodle platform of Psychology: <https://elearning.unipd.it/scuolapsicologia/>. To accede, one should click on “Tirocini” (after logging in, one can download the PDF file);
- into the *Vetrina degli Stage* (<http://www.unipd.it/cercare-stage-italia> > *Reserved Area*), that is a list of internship proposals published by Italian and foreigner subjects and kept updated by the University Career Service.

Art. 7 – Acknowledgment of a working or a volunteer activity as academic internship

A student can also apply to obtain the acknowledgement of a working or a volunteer activity as Academic Internship. The Internship Board (*Commissione tirocini*) is responsible for the evaluation of the application forms which should be presented with a report of the performed activities (the application form is to be found at <http://www.psicologia.unipd.it/informazioni-pre-lauream> > *Riconoscimento attività lavorativa/volontariato*). In particular, the Board will ascertain if the student’s experience is in accordance with the educational requirements of the Degree Course.

The acknowledgement application form can be submitted only once during the study course (including both the BA degree and the MSC degree).

Art. 8 – Monitoring and assessment

The Degree Course and the University Career Service will monitor and assess the internship activities by means of two online questionnaires which the Intern will fill in and submit immediately after the end of the internship.

The first questionnaire, set up by the Board of the School of Psychology, is to be filled in here: https://docs.google.com/forms/d/e/1FAIpQLSd4hRqcJrPQ4GkvTZI-URNDQqk8T8XJYLgSxvEftGZWXMstew/viewform?usp=send_form

Instead, the University Career Service will e-mail the second questionnaire directly to the Intern’s and the Host Tutor’s e-mail address as reported in the educational project.

Art. 9 – Documents required to start the internship

In order to start the internship, the Intern will have to provide the University Career Service – School of Psychology with the following documents:

- the educational project signed Host’s legal representative or alternatively by the Host Tutor or by the person appointed by the Host

- the certificate attesting the Intern has passed the Safety Training Course (“*Corso di formazione generale sulla sicurezza*”);
- a printout of Uniweb online record of examinations attesting the Intern has obtained the required credits

Interns who do their internships without having previously provided all the required documents, will not obtain the credits acknowledged to the internship neither if they would provide the documents successively.

Whether, during the internship, the Intern should decide to change her/his working schedule or place, or should end her/his activities before the terms stated in the educational project, she/he together with the Host Tutor have to report it immediately to the University Career Service (in person or via fax to: 049.827.3524).

Art. 10 – End of the internship and credits (CFU)

When the Academic Internship ends, the Intern will provide the University Career Service (see Section 11) with the following documents:

- certificate attesting the end of the internship, whose form is available here: https://www.psicologia.unipd.it/sites/psicologia.unipd.it/files/ATTESTATO_300h%20PSYSCIE NCE.pdf
- printout of the screenshot confirming the first assessment questionnaire set by the School of Psychology (see Section 8) has been submitted
- printout of the confirmation e-mail received after the end of the second assessment questionnaire sent by the University Career Service (Art. 8)

Once the University Career Service will have ascertained the correctness and completeness of the documents, the professors in charge will register the internship credits (CFU), provided the Intern signed up for a registration date. The registration of the credits is an online procedure and does not require the student’s presence. The registration dates are published here: <http://www.psicologia.unipd.it/informazioni-pre-lauream>, under: *Per CONCLUDERE e REGISTRARE il tirocinio* (To CONCLUDE and REGISTER the internship).

Art. 11 – Safety Training Course (“Corso di formazione generale sulla sicurezza”)

In accordance with the Italian law (D.lgs 81/2008) and the Conference between the State, Regions and autonomous Provinces (*accordo Conferenza Stato Regioni e Province autonome del 25 luglio 2012*), the University of Padova as Promoting Institution provides the Intern with an Health and Safety four-hour general Training Course (<https://elearning.unipd.it/serviziosicurezza/> > [Stagisti Tirocinanti; English version \(General section: https://elearning.unipd.it/servizioformazione/course/index.php?categoryid=30\)](https://elearning.unipd.it/servizioformazione/course/index.php?categoryid=30)).

The Internship Host must provide the Intern with the Health and Safety Training Course specifically related with the activities she/he is committed to and to the risks they could cause.

12 – Insurance

The University of Padova insures the Intern against work-related accidents with the National Institute for Insurance against Accidents at Work (INAIL) and with other insurance companies for civil liability against third party and for accidents at work.

Art. 13 – Benefits

The Internship Host has no obligation to provide the Intern with any kind of benefits (i.e. company canteen, accommodation, means of transportation, etc.).

Art. 14 – Retroactive application of temporary regulations

These Regulations entered into force since the 2015-2016 Cohort.