

**REGULATION INTERNSHIP**  
**BACHELOR'S DEGREE classe L-24 Nuovo Ordinamento**  
**Tirocinio Pratico Valutativo (TPV), in accordance with D.I. n. 654 of July 5, 2022**

**Art. 1 – Definitions and aim**

**Internship:** Tirocinio Pratico Valutativo (TPV) – practical internship carried out during the course of study, as indicated in the course's didactic regulations, that involves the acquisition of 12 CFU/ECTS, necessary to get the Bachelor Degree, 10 CFU of which useful for TPV.

It is supported by:

**Promoting institution (soggetto promotore):** the University of Padua, the institution that promotes the practical internship experience by controlling its content and progress, thus assuming responsibility for the quality and regularity of the initiative.

**The Internship Board (Commissione Tirocini Integrata Università-Ordine),** hereinafter Commission, composed by University professors from the School of Psychology and by members designated by the territorially competent Order of the Council of the Order of Psychologists of the Veneto Region, in agreement with the University office, performs consultative, monitoring and qualification functions for training and professionalising traineeships, audits, identification of accreditation and maintenance criteria for traineeship sites and of qualification and updating criteria for tutors.

**Internship Host institution (soggetto ospitante):** public or private organisations and bodies, freelance professionals, hosting the internship.

**Host Tutor (tutor del soggetto ospitante):** a psychologist registered with the Order of Psychologists, section A, for at least three years. The professionals identified as tutors must have a consistent and systematic professional relationship with the organisation/company as employees, collaborators or consultants and must carry out activities with the specific qualification of psychologist involving an hourly commitment of at least 15 hours per week.

The internship represents a special opportunity to conjugate 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 their theoretical and practical knowledge, the Interns follow the Host Tutor and carry out tasks exclusively relevant to their education. These tasks will allow them to conjugate the acquired theoretical knowledge with those skills common to different fields of application of Psychology.

The articulation of the professional training activities provides for:

- a) activities for the acquisition of basic professional skills, relating to the empirical methods that characterise all the fields of psychology and to the techniques for evaluating the processes of the functioning of the mind and behaviour, including their psychobiological correlates, in relation to different age groups and different social and life contexts;
- b) activities for the acquisition of basic professional skills relating to psychological assessment and the main forms of intervention in interpersonal and intra-group relations, in the various social contexts, at the level of the couple, family, small groups and organisations;
- c) analysis of the main forms of alteration of psychic processes and human behaviour, in relation to different age groups and different social and life contexts.

With reference to the Code of Conduct, any direct contact with patients/clients must always be supervised directly by the Host Tutor and will refer to the ethical rules governing the psychologist's profession.

### **Art. 2 - Internship starting date and duration**

The internship must begin after the acquisition of at least 80 CFU/ECTS.

The duration of the internship is 300 hours, corresponding to 12 CFU/ECTS, to be completed in a period of not less than two months (maximum 40 hours per week, maximum 8 hours per day).

### **Art. 3 - Types of Host institutions**

Host institutions may be chosen from:

1. Structures of the University of Padua. In this case, the professor/researcher (including fixed term contract researcher) or research grant holder who takes on the role of Tutor must have been enrolled in the Register for at least three years and may supervise a maximum of 5 interns at the same time (between Bachelor's and Master's Degrees; a temporary overlap beyond this number, for administrative reasons only, of a maximum of 15 days is possible).

In the case of researchers (including fixed term contract) or post-doctoral researchers, they must be holders of a contract that provides for a sufficient period to guarantee supervision throughout the duration of the agreed internship;

2. External structures that have an agreement with the University of Padua. Also in this case, the person who takes on the role of Tutor must have been enrolled in the Register for at least three years and may supervise a maximum of 5 interns at the same time (between Bachelor's and Master's Degrees; temporary overlapping beyond this number is possible, for administrative reasons only, for a maximum of 15 days).

### **Art. 4 – 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.viaggiare Sicuri.mae.aci.it](http://www.viaggiare Sicuri.mae.aci.it)). The Commission will assess the suitability of the structure and the company Tutor as the criteria set out in Art. 1 cannot be applied.

### **Art. 5 – Training project**

The internship is based on a training project agreed and signed both by the Internship Host institution and the Intern, then it needs to be approved by the Promoting Institution (Delegated of the Rector). The training 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.

The training project must be completed by the Intern in consultation with the Host Tutor. The procedures for completing and submitting the training project to the Career Service are indicated on the School of Psychology website.

## **Art. 6 – Internship search and choice**

In compliance with the provisions of Article 3, the Tirocinio Pratico Valutativo (TPV) – practical internship institution must have an agreement with the University in accordance with the procedures indicated by the Career Service.

The student can search for an Internship:

- looking autonomously for an Internship Host both in Italy and abroad. If the Internship Host should have not signed yet an agreement with the University of Padova, it is necessary to contact the Career Service office: [stage@unipd.it](mailto:stage@unipd.it);
- 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](#), by the Career Service, where it is possible to consult the offers published directly by a number of Italian and foreign companies willing to host interns.

## **Art. 7 – Monitoring**

The internship activity is monitored by the Degree Course and the Career Service through two online surveys that the Intern is asked to complete.

## **Art. 8 – End of the internship and registration of the 12 CFU/ECTS**

At the end of the internship, the intern submits to the Career Service the internship certificate duly signed by the Tutor and the Intern. Once the Career Service has verified the correctness and completeness of the documents, the professors in charge will automatically register the CFU/ECTS acquired by the Intern, subject to the Intern's compulsory registration. Registration takes place online and does not require the physical presence of the Intern.

## **Art. 9 - Formal requirements**

Applications for the start of the internship and documents certifying the end of the activity must be submitted to the Career Service.

## **Art. 10 - Transitional rules**

The following regulation shall apply as of students enrolled from the academic year 2023/2024.

For any matters not governed by this regulation, please refer to the provisions of Decreto Interministeriale n. 654 of July 5, 2022.