

INSTRUCTIONS TO FILL IN THE TRAINING PROJECT FOR INTERNSHIPS

It is possible to fill in the training project only after the host company has been accredited and has activated the specific agreement.

The training project must be completed by the student in his / her own private area, in consultation with the host institution's tutor.

The reserved area can be reached by connecting to the website:

<https://careers.unipd.it/it/>> Are you a student? click here.

To access the reserved area, the same credentials used to access Uniweb must be entered.

ATTENTION: we suggest you to check the data entered under **My curriculum**, especially as regards the *Education and training section*. We also suggest you to check that the changes and updates have been correctly registered before proceeding; if they were not saved, log out and access the reserved area again as you did previously.

If the data entered are complete and correct, you can click on the **Training Project** item and then on the **NEW PROJECT** item;

At this point, it will be possible to search for the host institution in two ways: **1.** If you have independently found your company, search for it using the tax code (it could be alphanumeric) or the VAT number (numerical only), taking care not to include unnecessary spaces and / or characters; **2.** If you found the company through an offer on the internship portal/window, search for it using the id code of the offer

In the **FORM DETERMINATION** section, you must choose the type of internship you are going to carry out (**Compulsory Internship** – TPV POST LAUREA FORM) and click **Proceed**.

Download the PDF/A file of the Training Project

Documents delivered late or if an internship has already begun WILL NOT BE ACCEPTED. Internships carried out without having submitted the necessary documents WILL NOT BE RECOGNIZED UNDER ANY CASE.

Some additional information

- **The company contact person who will follow the student during the internship in the company must be indicated under the heading "Company tutor"** a Psychologist registered with the Order of Psychologists, section A, for at least three years. Under the heading **"Academic Tutor"**, a professor from the University must be indicated:

Bachelor

- **L1** - S.P. cognitive e psicobiologiche: **Prof.ssa Mariagrazia Ranzini**
- **L2** - S.P. dello sviluppo, della personalità e delle relazioni interpersonali e dell'educazione: **Prof.ssa Francesca Peressotti**
- **L3** - S.P. sociali e del lavoro: **Prof.ssa Laura Dal Corso**
- **L4** - S.P. della personalità e delle relazioni interpersonali: **Prof.ssa Francesca Peressotti**
- **L5** - Scienze e tecniche psicologiche (e Discipline della ricerca psicologico-sociale): **Prof.ssa Michela Lenzi**
- **BPS** – Psychological science: **Prof. Michele Vicovaro**
- **TEMPS**: Techniques and Methods in Psychological science: **Prof. Andrea Spoto**

Master Degree

- **LM** – Developmental and educational psychology: **Prof.ssa Irene Mammarella**
- **M1A** - Psicologia cognitiva applicata (e P. sperimentale e scienze cognitive):

Prof.ssa Mariaelena Tagliabue

M1B - Psicologia clinica: **Prof. Claudio Gentili**

- **M1C** - Neuroscienze e riabilitazione neuropsicologia: **Prof.ssa Chiara Begliomini**
- **CN2** – Cognitive neuroscience and clinical neuropsychology:

Prof.ssa Merylin Monaro

- **M2** – Psicologia dello sviluppo e dell'educazione: **Prof.ssa Irene**

Mammarella

- **M3** – Psicologia sociale, del lavoro e della comunicazione: **Prof.ssa Teresa Maria**

Sgaramella

- **M4A** – Psicologia clinico-dinamica: **Prof.ssa Teresa Maria Sgaramella**
- **M4B** – Psicologia di comunità: **Prof. Alessio Vieno**
- **MPCS** – Psicologia clinica dello sviluppo: **Prof.ssa Tiziana Pozzoli**
- **LM** – Clinical, Social and Intercultural Psychology: **Prof.ssa Teresa Maria**

Sgaramella -

Where it is required to indicate the timetable, it is possible to indicate "wide" internship times (eg: 9 - 18) and indicate in brackets the words "*maximum of 8 hours a day*", for a maximum total of 40 hours per week(calculated considering 8 hours a day for 5 working days).

It is necessary to indicate **WITH PRECISION the duration of the internship, the total number of hours**, established on the basis of the agreed weekly number of hours, AVOIDING both an excessively long period and a too short period in which the internship will take place. During the course of the internship it will be possible to change the duration of the internship while keeping the total number of hours defined in the training project unchanged. The company's tutor will have to communicate (via email to stage@unipd.it): in the case of **extension of the period**, the new deadline BEFORE CONCLUSION INDICATED IN THE INITIAL TRAINING PROJECT; in the case of **early termination**, the ACTUAL end date.