

INSTRUCTIONS AND GUIDELINES FOR COMPLETING YOUR ONLINE TRAINING PROJECT

You should complete your training project from your Careers account in conjunction with your company tutor. Instructions on how to do so are also available in your account.

You can log in to your account from:

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

Use your Uniweb credentials to log in to your account.

PLEASE NOTE: check the information entered under **Personal Curriculum**, especially the *Education & Training* section. You should also make sure that any changes and updates have been saved correctly before proceeding. If they were not saved, log out of your account and then log back in.

☑ When all of your details are complete and correct, click on **Training Project** and then on

NEW TRAINING PROJECT;

Scroll down the page and **select** your degree course, i.e. the one you are going on the traineeship for;

You can now look for your host organisation by entering its **VAT number or tax code**. You should ask the organisation for this information and not look it up for yourself online;

Now select **Free internship without credits** and click **Continue**.

N.B.: If your traineeship is at a University of Padova department or laboratory, e.g. The University Clinical Psychology Services Centre (SCUP), **YOU NEED TO ENTER THE UNIVERSITY'S VAT NUMBER: 00742430283**.

Fill in the new screen with all of the information you are asked for.

PLEASE NOTE: provide the name of the host organisation employee who will act as your **company tutor** under the related section. Under "**University Tutor**", provide the name of the University of Padova lecturer who is supervising your traineeship. Make sure that this name is submitted as it is a legal requirement under current traineeship legislation (D.M. 25/03/1998, no 142, article 4).

Your University Tutor is the Director of the Degree Course, or another lecturer from the list below:

FIRST-CYCLE/BACHELOR'S DEGREE COURSES:

L1 - Cognitive Psychology and Psychobiology: **Prof. Mariagrazia Ranzini**

L2 - Developmental and Educational Psychology: **Prof. Francesca Peressotti**

L3 - Social and Work Psychology: **Prof. Laura Dal Corso**

L4 - Psychology of Personality and Interpersonal Relationships: **Prof. Francesca Peressotti**

L5 - Psychological Sciences and Techniques (and Social Psychological Research): **Prof. Michela Lenzi**

BPS - Psychological Science: **Prof. Michele Vicovaro**

SECOND-CYCLE/MASTER'S DEGREE COURSES:

M1A - Applied Cognitive Psychology (Experimental Psychology and Cognitive Sciences): **Prof. Marialena Tagliabue**

M1B Clinical Psychology: **Prof. Claudio Gentili**

M1C Neuroscience and Neuropsychological Rehabilitation: **Prof. Chiara Begliomini**

CN2 - Cognitive Neuroscience and Clinical Neuropsychology: **Prof. Merylin Monaro**

M2 - Developmental and Educational Psychology: **Prof. Irene Mammarella**

M3 - Social, Work and Communication Psychology: **Prof. Teresa Maria Sgaramella**

M4A - Clinical Dynamic Psychology: **Prof. Teresa Maria Sgaramella**

M4B - Community Psychology: Prof. Alessio Vieno

MPCS - Clinical Developmental Psychology: Prof. Tiziana Pozzoli

PLEASE NOTE: where you are asked to state the traineeship working hours, you can keep them broad, e.g. from Monday to Friday, 9 am - 6 pm, but state in brackets “a maximum of 8 hours per day”, for a maximum of 40 hours per week (calculation based on 8 hours per day for 5 working days).

When you have provided all of the information, click on the red SAVE button.

After you have clicked on SAVE, the same screen may appear instead of the next one. If this happens, check that all the fields on the form are filled in and that no symbol or writing appears on the right-hand side of the form.

Download the training project in PDF/A format

PLEASE NOTE: any changes you make to the training project will change the format it is saved in. Remember to save the training project as a PDF/A file.

Remember that, in accordance with Ministerial Decree no. 142/1998, the number of traineeships an organisation may host at the same time is limited (Article 1, paragraph 2):

- (a) organisations with no more than five permanent employees: one trainee;
- (b) organisations with between six and nineteen permanent employees: no more than two trainees;
- (c) organisations with more than twenty permanent employees: the number of trainees may not exceed 10% of total permanent employees.

Partners working at the organisation also count as employees.

Attach all electronic signatures as per the PROCEDURE FOR THE PREPARATION, SIGNING AND TRANSMISSION OF THE TRAINING PROJECT provided on the website.

Forms submitted late or after a traineeship has begun WILL NOT BE ACCEPTED. Traineeships carried out without the requisite forms being submitted WILL NOT BE RECOGNISED UNDER ANY CIRCUMSTANCES. In these cases, you will need to apply for a new traineeship.

Once your University Tutor has signed off the traineeship, the host organisation will receive a document confirming that the traineeship can begin.