

Bachelor's Degree in "Animal Care – [Tutela del benessere animale]"

Traineeship Regulation

Art. 1 Definitions and Purpose

1. The Bachelor's Degree in Animal Care requires a traineeship period in which students are asked to develop and conduct a specific project. The traineeship project, previously agreed upon with the host organisation, must be in line with the study plan chosen by the student.
2. The traineeship aims to enable students to apply the knowledge acquired during university courses, gain new skills and experiences aimed at entering the employment market.
3. The traineeship is not an employment relationship and on no account can it replace labour or professional performance.

Art. 2 Time frame, duration and procedure

1. The traineeship is compulsory and can only be started after the end of the 4th semester and after having acquired at least 100 ECTS, as required by the study plan, and upon filling the Traineeship Application form.
2. The traineeship's duration is determined by university education credits (12 ECTS) and in hours (each ECTS is equal to 25 hours, for a total of 300 hours) and requires an activity to be completed at a public or private institution; production holdings; commercial enterprises; professional studios; associations; governmental and non-governmental organisations; public or private research institutes, including the departments and centres of the University of Padova. The traineeship can be completed either in Italy or abroad. Traineeships completed abroad can also be conducted at universities that maintain relations with the BCA and MAPS departments in the field of the Erasmus+ programme, as well as universities that have collaboration agreements with the University of Padova.
3. The traineeship can be completed in either one or two periods, in a full-time or part-time mode. The traineeship developed in the departments and University centres is allowed only for half of the overall ECTS required. The aim is to gain professional experience in the chosen sector. Exceptions aimed at extending the duration of the period in facilities belonging to departments and University centres can be granted by the Traineeship Commission, if they represent actual professional facilities of reference.
4. Hours dedicated to the thesis activity carried out in the host organisation, will not be recognised as further traineeship ECTS.

Art. 3 Traineeship Agreement and Training and Orientation Project

1. The relationship with institutions has allowed them to welcome students in accordance with a Traineeship Agreement made between the University of Padova and the host organisation, as required by the current regulations. The Traineeship Agreement is valid for five years and is compulsory to activate the traineeship.

2. The student will contact a perspective host organization, which may or may not be part of a list of affiliated institutions published on the web site of the School of Agriculture and Veterinary Medicine. If the perspective host organization does not have a Traineeship agreement with the University yet, it must make a request by completing the online Traineeship agreement, registering using the appropriate form (see "Traineeships Vademecum"), and send it signed or through PEC, by post, or by fax (in the case of individuals) to the Stage and Career Service (Agripolis office).

N.B. In case of a new host organization (whose agreement with the University of Padova is being activated for the first time), the Training and Orientation project must be sent to the Agripolis Stage and Career Office at least 30 days in advance respect to the dates published on the website of the School of Agriculture and Veterinary Medicine.

3. The Training and Orientation Project is the document which defines the traineeship's objectives and modalities, traces the work plan and describes in detail the traineeship activities and aims. The Training and Orientation Project must be completed, in agreement with the company tutor, by the student in the student's own "reserved area", where the instructions for the compilation are also found. The original Training and Orientation Project must be sent, delivered or sent by fax to the Agripolis office of the Stage and Career Office, according to the methods indicated in the reserved area; afterwards the University, having the opinion of the Traineeship Commission on the Training and Orientation Project, will send to the host organization a countersigned copy of both the Training and Orientation Project and the Traineeship agreement.

4. The Agripolis Stage and Career Office will send the Training and Orientation Project to the Bachelor's Degree Traineeship Commission for the approval of the Training and Orientation Project and the assignment of the University Tutor and, if the proposal is considered valid, the Traineeship agreement will be stipulated with the host organization.

Art. 4 Insurance Guarantees

1. The University, as a promoter, insures the student as outlined in the Traineeship Agreement and Training and Orientation Project.

Students are insured against accidents at work by INAIL, the Italian National Institute for Insurance against Industrial Accidents, as well as civil responsibility towards third parties, by Generali Assicurazioni insurance company. Insurances also cover the activities which the student develops outside the host organisation which are included in the Training and Orientation Project.

Art. 5 Company Tutor and University Tutor

1. The host organisation guarantees the presence of a Company Tutor who is qualified in the Bachelor's Degree disciplines and supervises the student directly.
2. The company tutor's tasks include:
 - a) helping the student in the definition of the Training and Orientation Project;
 - b) introducing the student into the host organisation and supporting him/her at all stages;
 - c) supervising the traineeship's development, providing the student with the necessary information.
3. The Company Tutor interacts, when requested, with the Agripolis Stage and Career Office and with the University Tutor and is responsible for the Traineeship Diary endorsement.
4. When the traineeship period has concluded, the Company Tutor is required to assess the student's traineeship activities by completing the Company Tutor's Traineeships Assessment Sheet provided by the Agripolis Stage and Career Office and given to the Company Tutor by the student.
5. The Company Tutor's Traineeships Assessment Sheet, duly completed and signed by the Company Tutor, needs to be in a sealed envelope displaying the host organisation's stamp and the Company Tutor's signature as the seal. The student must deliver the sealed envelope and Traineeship Diary to the Agripolis Stage and Career Office within 30 days of completing the traineeship and, in any case, at least 45 days prior to the graduation session date.
6. All professors who teach in the Bachelor's Degree can undertake the University Tutor role.
7. The Traineeship Commission will keep an updated list of University Tutors. The Traineeship Commission will identify a University Tutor, taking into account the place where the traineeship takes place, the content of the Training and Orientation Project, the eventual development of a thesis project and previous commitments as a tutor.
8. The University Tutor's tasks include:
 - a) assisting students in the host organisation and traineeship activities' choice;
 - b) supporting students during the traineeship development and providing general suggestions in case of doubts in writing the Final Report;
 - c) reviewing the Final Report that the student must produce at the end of the traineeship (according to the guidelines) and, subsequently, authorize its upload on Moodle.
 - d) fill in the University Tutor's Traineeship Final Report Assessment Sheet (UT SHEET) and upload it on Moodle together with the permission to upload the Final Report.
 - e) if the student intends to present and discuss the topic developed during the traineeship as a Final Exam Report on the basis of the specific regulation, the University Tutor will need to coordinate with the Reference Professor of the Final Exam Report, if they are not the same person.

Art. 6 Student's Obligations

1. The Traineeship is not an employment relationship of any sort, which is why the student does not receive payment, provision or insurance rights from the host organisation.

2. The student must:

- have passed the general safety training course in the workplace.
- complete and submit the Traineeship Application form.
- contact the Agropolis the Stage and Career Office, to indicate the host organization, as reported in Art. 3.2;
- comply with the procedures indicated in article 8, paragraph 1;
- conform to what was agreed in the Training and Orientation Project;
- follow the instructions of the tutors and refer to them for any need;
- respect, both during and after the traineeship, the confidentiality obligations inherent in the production processes, products, data or other information relating to the host organization of which the student becomes aware during the traineeship;
- comply with company regulations and rules on occupational hygiene and safety.

3. If the student does not comply with the obligations mentioned above, the University Tutor, the Traineeship Commission and the Stage and Career Service can interrupt the traineeship after contacting the host organisation.

4. If the traineeship is interrupted for reasons which are linked to what is briefly mentioned in the 2nd paragraph, the student will not gain any ECTS gained during that period of time.

5. Within 30 days of the completion of the traineeship, the student has to digitally file a Final Report on the activities undertaken. The Final Report has to be produced as referred to in the guidelines (see "Final Report Guidelines"). The students also have to inform the University Tutor about the uploaded Final Report file and they have to give the Agropolis Stage and Career Office the Traineeship Diary, the student's assessment of her/his experience at the host organisation (Student's Assessment Sheet) filled in and the sealed envelope containing the Company Tutor's Traineeships Assessment Sheet.

If the traineeship has concluded close to the graduation session, the delivery must take place at least 45 days prior to the expected graduation date.

Art. 7 Traineeship Commission

1. A Traineeship Commission is appointed for each study course. The commission is composed of at least three professors, who elect a President among them. The commission can also be supported by a stakeholder in order to approve the Training and Orientation Projects. The commission is renewed with the election of the Bachelor's Degree Coordinator. The commission decides, by majority of the members. In the case of the same number of votes, the President's vote prevails.

2. The Traineeship Commission's tasks include:

- a) selecting the traineeship host organisation according to their specific suitability, by annually updating the host organisation list, on the basis of the results achieved and verified also through the questionnaires provided by the Stage and Career Service of the University of Padova;
- b) allocating the University Tutors to the students. In doing so, the commission considers if the student wants to present and discuss the topic developed during the traineeship as a Final Exam Report according to the regulations (see "Final exam Regulation), and then allocates the role of University Tutor to the Reference Professor;
- c) examining the Training and Orientation Projects presented by the students;
- d) preparing the activities assessment arrangements and, in general, activating all the procedures that the traineeship requires;
- e) supporting the University Tutors during the completion of their tasks;
- f) electing among its members the Traineeship Evaluation Commission, whose task is to evaluate the student about his/her traineeship experience.
- g) playing any other role that the commission itself considers to be useful to improve the traineeship's development, by also suggesting adjustments to the present regulations.

3. The Commission's President's tasks include:

- signing the minutes for the traineeship applications approval and the single Training and Orientation Projects presented by the students;
- signing the minutes for the traineeship ECTS approval.

Art. 8 Administrative Procedures

Traineeship application and commencement of the traineeship:

1. The student who intends to carry out the traineeship must submit to the Agripolis Stage and Career Office the Traineeship Application form, the Training and Orientation project, which, as reported in the Art. 3.3, must be completed online, and delivered in duplicate, to the Agripolis Stage and Career Office, together with the certificate of overcoming the general safety training course, within the dates established annually by the competent educational structure and published on the website of the School of Agriculture and Veterinary Medicine.
- 2 The Agripolis Stage and Career Service sends a copy of the complete documentation, including the Training and Orientation project, to the Traineeship Commission, for its evaluation and for the selection of the University Tutor .
3. The traineeship can start from the end of the 4th semester, only after the Training and Orientation Project approval by the Traineeship Commission and after having acquired at least 100 ECTS.
4. After the established deadline, the Agripolis Stage and Career Service sends all the documentation to the Traineeship Commission whose President signs the minutes of the traineeship applications approval.
- 5.The Traineeship Commission verifies the documentation, by also considering the students' study plan, and countersigns it.

Traineeship Diary:

1. The Agripolis Stage and Career Service delivers the Traineeship Diary to the student following Training and Orientation Project approval by the Traineeship Commission.
2. On the Traineeship Diary, the student records the dates, the overall traineeship hours and the activities completed during every Traineeship month.
3. At the end of the traineeship period, in the deadlines established by the educational structure, the traineeship diary, signed by the Company Tutor attesting the regularity of the traineeship, must be returned to the Agripolis Stage and Career Office which will keep it together with the Traineeship Application form and the Training and Orientation project. After verifying the documentation, the Agripolis Stage and Career Office will give the authorization in Moodle. The Traineeship Commission can then go to the Agripolis Stage and Career Office to collect a copy of the Company Tutor's Traineeships Assessment Sheet (CT SHEET) and of the Student's Assessment on the Traineeship Experience at the Host Organisation (TE Assessment).

Traineeship Final Report:

1. At the end of the traineeship, the student has to prepare a final written report concerning the activities undertaken at the host organisation (i.e., Final Report).
2. In the modalities and deadlines established by the teaching structure and published on the School of Agricultural Science and Veterinary Medicine website, the Traineeship Final Report must be:
 - digitally filed by the student;
 - verified by the University Tutor, who digitally approves it, and uploads the University Tutor's Traineeship Final Report Assessment Sheet (UT SHEET) on Moodle, after having completed it.
3. The student subscribes to the registration appeals of the traineeship activities for the concerning ECTS acquirement in the modalities and deadlines established by the teaching structure and published on the School of Agricultural Science and Veterinary Medicine website.
4. The Traineeship Commission, taking into account the University Tutor's evaluation and the verification of the documentation by the Agripolis Stage and Career Service, verbalises its judgment on the university website in terms of approval or non-approval of the 12 Traineeship ECTS.

Art. 9 Traineeship Assessment

1. The traineeship overall assessment is conducted by the Traineeship Evaluation Commission and contributes to the definition of the Graduation final mark (see "Final exam Regulation").
2. The student's commitment and the results achieved can be assessed for a maximum of 2 points on a basis of 110. The Traineeship Evaluation Commission, composed of two members of the Traineeship Commission, determines the mark considering:
 - a) the Company Tutor's assessment (i.e., CT SHEET);
 - b) the Final Report's assessment, filled in by the University Tutor (i.e., UT SHEET);
 - c) the student's educational and professional growth verified during an interview.

The CT SHEET will be collected by the Traineeship Commission at the Agripolis Stage and Career Office, while the UT SHEET and the Final Report will be found on Moodle. The interview takes place according to an appeal calendar given by the Traineeship Commission depending on the final exam session calendar. The student has to register for such appeals through the Uniweb procedure. The final mark is communicated to the candidate at the end of the interview and is sent to the Graduation Commission by the Traineeship Commission.

Art. 10 Request for recognition of jobs as traineeship

1. In accordance with article 5, paragraph 7 of the Ministerial Decree 22th October 2004, No 270, the student's knowledge and professional skills are individually recognised and certified according to the current regulation. Such recognition is assessed by the student's Bachelor's Degree Council under presentation of the correct documentation or by the Traineeship Commission under delegation and according to the guidelines given by the Bachelor's Degree Council. The maximum number of recognisable ECTS is equal to 12. Students who work can request the recognition of their job as traineeship, if it is in line with the chosen study plan, by presenting the request form. The request must be presented in the modalities and deadlines established by the teaching structure and published on the School of Agricultural Science and Veterinary Medicine website, together with the documentation required in the form itself and a report on the work activity carried out that must follow that provided for the traineeship (i.e., the Final Report).

Art. 11 Transitional Rules

1. The present regulations are applied to all students enrolled in the Bachelor's Degree in Animal Care – [Tutela del Benessere Animale].