**Vademecum for Traineeship in AC: deadlines for the academic year 2021/2022**

# TRAINEESHIP STARTING PROCEDURE

The basic information on traineeship can be found at: <https://www.agrariamedicinaveterinaria.unipd.it/en/current-students/curricular-internships-and-trainings/traineeships-animal-care-students>

In order to start the traineeship, the student must present the following documentation:

1. Traineeship application (to be download from the website)
2. Training project

Which can be found at: <https://careers.unipd.it/it/#/pages/login?redirectTo=https:%2F%2Fcareers.unipd.it%2Fit%2F%23%2Fportale%2Fstage-italia%2Fcandidati%2Fricerca%2Fmodifica>

For a training project in Italy fill in the form in Italian, whereas for a training project abroad, switch to the English language (English flag) and follow the instructions.

1. Certificate of passing the general training course on safety in the workplace

(see General security training course for interns/trainees at the University of Padova) <https://www.agrariamedicinaveterinaria.unipd.it/en/current-students/laboratory-safety-training>

1. Confidentiality commitment form (available on Moodle at the following link) <https://elearning.unipd.it/scuolaamv/course/view.php?id=3080>

The forms must be delivered to the Stage and Career Service at the Agripolis office (or sent by email to silvia.begni@unipd.it) strictly within the following dates:

Tuesday 21/09/2021 Tuesday 11/01/2022 Tuesday 22/03/2022 Thursday 12/05/2022 Thursday 23/06/2022 Thursday 08/09/2022

After these deadlines, the Stage and Career Service will send all the documentation and the Traineeship diaries to the Traineeship Commission which will check the training projects, taking also into account the CV of the trainees. Traineeship diaries are nominative and shall be picked up by the student at the Stage and Career Service at the Agripolis office before the traineeship starts. Students can start the traineeship 20 days after the deadline.

# TRAINEESHIP ENDING PROCEDURE

Once the Traineeship is concluded, STUDENTS shall, within the following dates: Friday 22/10/2021

Friday 07/01/2022 Tuesday 01/03/2022

Wednesday 01/06/2022 Friday 01/07/2022 Thursday 01/09/2022 Friday 21/10/2022

1. Deliver to the Stage and Career Service at the Agripolis office and send by email to silvia.begni@unipd.it and tirocinioanimalcare.bca@unipd.it:

1.     **Traineeship Diary**, stamped and signed for each month of presence by the Company Tutor,

2.     the **Student’s Assessment on the Traineeship Experience** at the Host Organisation (TE Assessment).

1. Send the final report on the activity carried out to your University tutor for approval.
2. Once approved, you must upload your report in moodle at:

<https://elearning.unipd.it/scuolaamv/course/view.php?id=4274>
Select the Study Course; identify the useful delivery period of the report; access "Insert report".

1. On the same page select the date and subscribe for the assessment conducted by the Traineeship Evaluation Commission (which contributes to the definition of the Graduation final mark) on the platform Moodle. The dates for the assessment are scheduled within the week before the dates of Uniweb approval of the Traineeship ECTS, and are found on:

<https://elearning.unipd.it/scuolaamv/course/view.php?id=4274>

1. Ask to your Company Tutor to send by email its evaluation form (CT SHEET) to silvia.begni@unipd.it and tirocinioanimalcare.bca@unipd.it and make sure he/she did it.
2. **For traineeship in Italy only**: subscribe at the **Uniweb list** for the approval or non-approval of the 12 Traineeship ECTS at the following dates:

Friday 05/11/2021 Friday 14/01/2022 Tuesday 15/03/2022 Wednesday 15/06/2022 Tuesday 19/07/2022 Monday 12/09/2022 Friday 04/11/2022

THE UNIVERSITY TUTOR shall within the following dates:

Friday 29/10/2021 Monday 10/01/2022 Monday 07/03/2022 Wednesday 08/06/2022 Friday 08/07/2022 Monday 05/09/2022 Friday 28/10/2022

1. Check the final report on the activity sent by the Student and uploaded in Moodle. (<https://elearning.unipd.it/scuolaamv/course/view.php?id=4274> )
2. Send the University Tutor’s Traineeship Final Report Assessment Sheet (UT SHEET) by email to the Traineeship Commission (tirocinioanimalcare.bca@unipd.it)

THE STAGE AND CAREER SERVICE shall within the following dates: Friday 29/10/2021

Monday 10/01/2022 Monday 07/03/2022 Wednesday 08/06/2022 Friday 08/07/2022 Monday 05/09/2022 Friday 28/10/2022

a) Check the correctness of the documentation presented by the trainee by expressing on the platform Moodle the authorization.

(see <https://elearning.unipd.it/scuolaamv/course/view.php?id=4274> )

Access the "Reserved area-Evaluator register"; enable "Activate modification"; in the "Office" section; express its authorization on the Final Report by selecting the appropriate field in the drop- down menu.

THE TRAINEESHIP COMMISSION well in advance must

a) Insert the lists with date/hour/place of the assessments conducted by the Traineeship Evaluation Commission on the platform Moodle at: <https://elearning.unipd.it/scuolaamv/course/view.php?id=4274>

THE TRAINEESHIP COMMISSION must within the following dates: Friday 05/11/2021

Friday 14/01/2022 Tuesday 15/03/2022 Wednesday 15/06/2022 Tuesday 19/07/2022 Monday 12/09/2022 Friday 04/11/2022

1. **Upload in moodle the UT SHEET**

Access the "Reserved area-Evaluator register"; enable "Activate modification"; in the "Tutor" section and express/or not the approval on the final report by selecting the appropriate field in the drop-down menu and upload the University Tutor’s Traineeship Final Report Assessment Sheet (UT SHEET).

1. Examine and evaluate the Company Tutor’s Traineeships Assessment Sheet (CT SHEET) and the documents on the Moodle platform.

(see <https://elearning.unipd.it/scuolaamv/course/view.php?id=4274> [)](https://elearning.unipd.it/scuolaamv/course/index.php?categoryid=465))

interview the students according to the assessment calendar given by the Traineeship Commission and uploaded in Moodle (see <https://elearning.unipd.it/scuolaamv/course/view.php?id=4274> [)](https://elearning.unipd.it/scuolaamv/course/index.php?categoryid=465))

The student’s commitment and the results achieved can be assessed for a maximum of 2 points on a basis of 110. The final mark is communicated to the candidate at the end of the interview and is inserted in Moodle to be transmitted to the Graduation Commission.

The mark will be reported at: <https://elearning.unipd.it/scuolaamv/course/view.php?id=4274>

After acknowledging the approval by the University Tutor and the Internship and Career Service, the Commission reports its opinion in terms of approval in **Uniweb**, within the three following working days.