

## Vademecum for Traineeship in AC: deadlines for the academic year 2022/2023

(Updated on 04/04/2022 due to the new signature procedures)

### 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. Training project**

Which can be found at:

<https://careers.unipd.it/#/pages/login?redirectTo=https:%2F%2Fcareers.unipd.it%2Fit%2F%23%2Fportale%2Fstage-italia%2Fcandidate%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.

#### **2. 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>

The forms must be sent as indicated with the electronic signature

([https://www.agrariamedicinaveterinaria.unipd.it/en/sites/agrariamedicinaveterinaria.unipd.it/en/files/OperationalStudentGuide\\_EN\\_.pdf](https://www.agrariamedicinaveterinaria.unipd.it/en/sites/agrariamedicinaveterinaria.unipd.it/en/files/OperationalStudentGuide_EN_.pdf)) to the Career Service Office at the Agripolis officeto [silvia.begni@unipd.it](mailto:silvia.begni@unipd.it) strictly within the following dates:

- 08/09/2022
- 16/01/2023
- 23/03/2023
- 16/05/2023
- 30/06/2023
- 12/09/2023

After these deadlines, the Career Service Office will send all the documentation to the Traineeship Commission which will check the training projects, taking also into account the CV of the trainees.

Students can start the traineeship 20 working days after the deadline. We also remind you that in order to start the internship, the Agreement between the Host institution and the University is required.

### TRAINEESHIP ENDING PROCEDURE

Once the Traineeship is concluded, STUDENTS shall, within the following dates:

- 01/09/2022
- 21/10/2022
- 09/01/2023
- 03/03/2023
- 05/06/2023
- 07/07/2023

- 04/09/2023
- 24/10/2023

- Send via email to the Career Service Office at the Agripolis office to [silvia.begni@unipd.it](mailto:silvia.begni@unipd.it) and [tirocinioanimalcare.bca@unipd.it](mailto:tirocinioanimalcare.bca@unipd.it):
  - Certificate of attendance**, correctly completed and electronically signed by the company tutor ([ITA version](#) and [ENG version](#)),
  - the **Student's Assessment on the Traineeship Experience** at the Host Organisation (TE Assessment).
- Send the final report on the activity carried out to your University tutor for approval.
- Once approved, you must upload your report in moodle at: <https://samv.elearning.unipd.it/course/view.php?id=4743#section-1>  
Select the Study Course; identify the useful delivery period of the report; access "Insert report".
- 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://samv.elearning.unipd.it/course/view.php?id=4743#section-1>
- Ask to your Company Tutor to send by email its evaluation form (CT SHEET) to [silvia.begni@unipd.it](mailto:silvia.begni@unipd.it) and [tirocinioanimalcare.bca@unipd.it](mailto:tirocinioanimalcare.bca@unipd.it) and make sure he/she did it.
- 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:

- 12/09/2022
- 04/11/2022
- 19/01/2023
- 17/03/2023
- 19/06/2023
- 21/07/2023
- 14/09/2023
- 06/11/2023

THE UNIVERSITY TUTOR shall within the following dates:

- 05/09/2022
- 28/10/2022
- 12/01/2023
- 09/03/2023
- 12/06/2023
- 12/07/2023
- 07/09/2023
- 30/10/2023

- Check the final report on the activity sent by the Student and uploaded in Moodle. (<https://samv.elearning.unipd.it/course/view.php?id=4743#section-1>)
- Send the University Tutor's Traineeship Final Report Assessment Sheet (UT SHEET) by email to the Traineeship Commission ([tirocinioanimalcare.bca@unipd.it](mailto:tirocinioanimalcare.bca@unipd.it))

THE CAREER SERVICE OFFICE shall within the following dates:

- 05/09/2022
- 28/10/2022
- 12/01/2023
- 09/03/2023
- 12/06/2023

- 12/07/2023
- 07/09/2023
- 30/10/2023

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

(see <https://samv.elearning.unipd.it/course/view.php?id=4743#section-1>)

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://samv.elearning.unipd.it/course/view.php?id=4743#section-1>

THE TRAINEESHIP COMMISSION must within the following dates:

- 12/09/2022
- 04/11/2022
- 19/01/2023
- 17/03/2023
- 19/06/2023
- 21/07/2023
- 14/09/2023
- 06/11/2023

**a) 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).

**b)** Examine and evaluate the Company Tutor's Traineeships Assessment Sheet (CT SHEET) and the documents on the Moodle platform.

(see <https://samv.elearning.unipd.it/course/view.php?id=4743#section-1>)

interview the students according to the assessment calendar given by the Traineeship Commission and uploaded in Moodle (see <https://samv.elearning.unipd.it/course/view.php?id=4743#section-1>)

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://samv.elearning.unipd.it/course/view.php?id=4743#section-1>

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.