

TRAINEESHIP VADEMECUM: deadlines for the academic year 2024/2025

STARTING PROCEDURE:

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

1. Training project

Which can be found at:

<https://www.agrariamedicinaveterinaria.unipd.it/en/current-students/curricular-internships-and-trainings>

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 training project must be sent as indicated with the electronic signature (https://www.agrariamedicinaveterinaria.unipd.it/en/sites/agrariamedicinaveterinaria.unipd.it/en/files/OperationalStudentGuide_EN.pdf) to the Career Service Office (to silvia.begni@unipd.it or stage@unipd.it) strictly within the following dates:

12/11/2024

21/01/2025

25/02/2025

08/04/2025

13/05/2025

24/06/2025

16/09/2025

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.

ENDING PROCEDURE

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

22/10/2024

14/01/2025

11/03/2025

10/06/2025

08/07/2025

02/09/2025

21/10/2025

a) Send via email to the Career Service Office at the Agripolis office to silvia.begni@unipd.it and tirocinioanimalcare.bca@unipd.it:

1. **Certificate of attendance**, correctly completed and electronically signed by the company tutor ([ITA version](#) and [ENG version](#));

b) Upload the final report in moodle (after the tutor approval) at:

<https://samv.elearning.unipd.it/course/index.php?categoryid=314>

Select the Study Course; identify the useful delivery period for the submission of the report; access "Traineeship Final Report".

c) subscribe at the [Uniweb list](#) for the approval at the following dates:

06/11/2024

22/01/2025

21/03/2025

18/06/2025

18/07/2025

10/09/2025

31/10/2025

If you've done an internship abroad, you don't need to subscribe at the Uniweb list as the registration will be automatic after sending of the documentation.

THE UNIVERSITY TUTOR shall within the following dates:

29/10/2024

20/01/2025

17/03/2025

16/06/2025

14/07/2025

08/09/2025

27/10/2025

a) Check the final report on the activity sent by the Student and uploaded in Moodle. (<https://samv.elearning.unipd.it/course/index.php?categoryid=314>)

THE CAREER SERVICE OFFICE shall within the following dates:

29/10/2024

20/01/2025

17/03/2025

16/06/2025

14/07/2025

08/09/2025

27/10/2025

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

THE TRAINEESHIP COMMISSION must within the following dates:

06/11/2024

22/01/2025

21/03/2025

18/06/2025

18/07/2025

10/09/2025

31/10/2025

a) Examine and evaluate the document on the Moodle platform.
(see <https://samv.elearning.unipd.it/course/index.php?categoryid=314>)

After acknowledging the approval by the University Tutor and the Career Service, the Commission reports its opinion in terms of approval in Uniweb.