

## INSTRUCTIONS TO FILL THE ONLINE TRAINING PROJECT

The training project must be completed by the student in his / her own private area, in consultation with the company tutor.

The reserved area can be reached by connecting to the website: <https://careers.unipd.it/it/> Are you a student? click here.

To access the reserved area, the same credentials used to access Uniweb must be entered.

**ATTENTION:** we suggest you to check the data entered under **My curriculum**, especially as regards the *Education and training section*. We also suggest you to check that the changes and updates have been correctly registered before proceeding; if they were not saved, log out and access the reserved area again as you did previously.

If the data entered are complete and correct, you can click on the **Training Project** item and then on the **NEW PROJECT item**;

At this point, it will be possible to search for the host institution in two ways: **1.** If you have independently found your company, search for it using the tax code (it could be alphanumeric) or the VAT number (numerical only), taking care not to include unnecessary spaces and / or characters; **2.** If you found the company through an offer on the internship portal/window, search for it using the id code of the offer

In the FORM DETERMINATION section, you must choose the type of internship you are going to carry out (free internship, internship with credits, internship) and click **Proceed**.

**NB:** those who have to carry out an internship at one of the Departments of the University of Padua, or other laboratories **MUST**

ENTER THE VAT NUMBER OF THE UNIVERSITY OF PADUA: 00742430283;

Fill in the new screen with all the required data

**Download** the PDF file of the Training Project

Documents delivered late or if an internship has already begun WILL NOT BE ACCEPTED. Internships carried out without having submitted the necessary documents WILL NOT BE RECOGNIZED UNDER ANY CASE.

### **Some additional information**

- **The company contact person who will follow the student during the internship in the company must be indicated under the heading "Company tutor"**. Under the heading **"Academic Tutor"**, a professor from the University must be indicated:
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  - BPS – Psychological science: Prof. Michele Vicovaro
  - CN2 – Cognitive neuroscience and clinical neuropsychology: Prof.ssa Merylin Monaro
  - Clinical, Social and intercultural Psychology: prof.ssa Teresa Maria Sgaramella
  - Temps - Prof. Andrea Spoto
- Where it is required to indicate the timetable, it is possible to indicate "wide" internship times (eg: 9 - 18) and indicate in brackets the words "*maximum of 8 hours a day*", for a maximum total of 40 hours per week (calculated considering 8 hours a day for 5 working days).
- It is necessary to indicate **WITH PRECISION the duration of the internship**, established on the basis of the agreed weekly number of hours, **AVOIDING** both an excessively long period and a too short period in which the internship will take place. If it is not possible to define a precise duration from the beginning, the tutor must communicate (via email to [stage@unipd.it](mailto:stage@unipd.it)): in the case of **extension of the period**, the new deadline **BEFORE CONCLUSION** INDICATED IN THE INITIAL TRAINING PROJECT; in the case of **early termination**, the **ACTUAL** end date.
- Please note that, in compliance with Ministerial Decree 142/1998, host organizations can simultaneously activate a number of internships within the limits indicated below (Article 1, paragraph 2):

a) companies with no more than five permanent employees, one trainee;

b) b) with a number of permanent employees between six and nineteen, no more than two trainees at the same time;

c) with more than twenty permanent employees, trainees not exceeding ten percent of the aforementioned employees at the same time.

Partners working in the facilities are also considered as employees.

