

# **Vademecum for Traineeship in AC: deadlines for the academic year 2020/2021**

## **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%3A%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.

3. 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>
4. 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 strictly within the following dates:

Tuesday 08/09/2020

Thursday 12/11/2020

Tuesday 12/01/2021

Tuesday 23/03/2021

Thursday 13/05/2021

Thursday 24/06/2021

Thursday 09/09/2021

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:

Thursday 22/10/2020

Thursday 07/01/2021

Tuesday 02/03/2021

Thursday 03/06/2021

Friday 02/07/2021

Thursday 02/09/2021

Friday 22/10/2021

a) Enter the final report on the activity carried out (supervised by the University Tutor) in WORD format on the platform Moodle.

(see <https://elearning.unipd.it/scuolaamv/course/view.php?id=3610>)

Select the his/her Study Course; identify the useful delivery period of the report; access "Insert report".

After the authorization in Moodle of the University Tutor, who also uploads the University Tutor's Traineeship Final Report Assessment Sheet (UT SHEET), and of the Stage and Career Service the documents will be examined by the Traineeship Commission of the degree course.

b) 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=3610>

c) Deliver the Traineeship Diary, stamped and signed for each month of presence by the Company Tutor, 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) to the Stage and Career Service at the Agripolis office;

d) Subscribe at the **Uniweb list** for the approval or non-approval of the 12 Traineeship ECTS at the following dates:

Thursday 05/11/2020

Friday 15/01/2021

Tuesday 16/03/2021

Wednesday 16/06/2021

Tuesday 20/07/2021

Monday 13/09/2021

Friday 05/11/2021

THE UNIVERSITY TUTOR shall within the following dates:

Thursday 29/10/2020

Monday 11/01/2021

Sunday 07/03/2021

Wednesday 09/06/2021

Friday 09/07/2021

Monday 06/09/2021

Friday 29/10/2021

a) Check the final report on the activity carried out on the Moodle platform.

(see <https://elearning.unipd.it/scuolaamv/course/view.php?id=3610>)

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), after having completed it.

THE STAGE AND CAREER SERVICE shall within the following dates:

Thursday 29/10/2020

Monday 11/01/2021

Monday 08/03/2021

Wednesday 09/06/2021

Friday 09/07/2021

Monday 06/09/2021

Friday 29/10/2021

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=3610>)

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=3610>

THE TRAINEESHIP COMMISSION must within the following dates:

Thursday 05/11/2020

Friday 15/01/2021

Tuesday 16/03/2021

Wednesday 16/06/2021

Tuesday 20/07/2021

Monday 13/09/2021

Friday 05/11/2021

a) 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=3610>)

b) interview the students according to the assessment calendar given by the Traineeship Commission.

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=3610>

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.