VADEMECUM INTERNSHIP: Deadlines for the Academic Year 2025/2026

<mark>**PROCEDURE TO START THE INTERNSHIP:**</mark>

In order to start the internship, the student must submit the following documentation:

- **Training project** (OperationalStudentGuide)
- **Certificate of completion of the general training course on workplace health and safety**
  (for information: Information and useful links for pre-graduation internship | University of Padua > Workplace health and safety training)

The form to be completed for compulsory internships is Form Q (internship with credits), to be sent according to the electronic signature procedures indicated in the Student Operational Guide to the Career Service Office (silvia.begni@unipd.it and/or stage@unipd.it) **strictly within 15 working days** (therefore 3 weeks) before the start date.

In order to complete the training project, the agreement with the company must already be active; otherwise, the system will not allow completion of the form.

The Career Service Office will verify the correctness of the documentation and forward it to the Internship Committee, which will review the training projects for approval. The internship may start on the date indicated in the project only after receiving the approval confirmation email, and always subject to having reached the minimum required ECTS credits established by each degree programme, as indicated in the respective internship regulations.

PROCEDURE TO COMPLETE THE INTERNSHIP:

(To be carried out only after the internship has been completed)

STUDENTS must, by the following dates:

Tuesday 02/09/2025
Tuesday 21/10/2025
Tuesday 13/01/2026
Friday 13/02/2026
Friday 10/04/2026
Tuesday 09/06/2026
Tuesday 07/07/2026
Tuesday 01/09/2026
Tuesday 20/10/2026

- **Upload the final report on the activities carried out** (already revised by the academic tutor) to the Moodle platform (see https://samv.elearning.unipd.it/course/index.php?categoryid=314). Select your Degree Programme; identify the relevant submission period; access "Report". After the clearance (nulla osta) on Moodle by the University Tutor and the Career Service Office, the report will be examined by the Internship Committee of the degree programme.

The student may modify their report ONLY until the submission deadline. To check the evaluation status, the student must access "Grades," where any comments from the Internship Committee will also be available.

- **Send to the Career Service Office** (silvia.begni@unipd.it and/or stage@unipd.it) the internship completion certificate correctly filled out in pdf/A format and electronically signed by the company tutor (ITAversion and ENG version)
- **Register** for the Uniweb registration list on the following dates (ony for internship in Italy, for internships abroad the registration will be automatic after we receive the final documents):

Wednesday 10/09/2025
Friday 31/10/2025
Tuesday 21/01/2026
Monday 23/02/2026
Monday 20/04/2026
Wednesday 17/06/2026
Friday 17/07/2026
Wednesday 09/09/2026
Friday 30/10/2026

The list usually opens one month in advance. Graduating students are advised to check the degree completion deadlines in the Graduation Vademecum in order to register the internship within the indicated deadlines.

THE CAREER SERVICE OFFICE AND THE UNIVERSITY TUTOR must, by the following dates:

Monday 08/09/2025
Monday 27/10/2025
Monday 19/01/2026

Thursday 19/02/2026
Thursday 16/04/2026
Monday 15/06/2026
Monday 13/07/2026
Monday 07/09/2026
Monday 26/10/2026

- The tutor must check on the Moodle platform that the final report has been uploaded.
- The Office must verify the correctness of the internship completion documentation submitted by the trainee.

Both must express their clearance (nulla osta) on the Moodle platform (see https://samv.elearning.unipd.it/course/index.php?categoryid=314). Access "Grades"; enable "Edit mode"; in the "Tutor" column, express your clearance by selecting "YES" from the drop-down menu. Only with both clearances (tutor and office) may the Committee proceed with registration.

THE INTERNSHIP COMMITTEE, by the registration dates, must:

- Examine and evaluate the final report on the Moodle platform (see https://samv.elearning.unipd.it/course/index.php?categoryid=314).

After acknowledging approval by the University Tutor and the Career Service Office, the Committee expresses its opinion on the final internship report, indicating any corrections by entering feedback: access "Grades"; enable "Edit mode"; in the "Committee" (or "Internal notes") column select "Edit grade" and fill in the Feedback field.

- Record in Uniweb its assessment in terms of approval and registration of the internship.