

Vademecum Internship: deadlines for 2017/2018

Procedure to begin the internship

To start the internship the student **HAS TO** submit the following documentation:

1. Internship application
(download link: <http://www.agrariamedicinaveterinaria.unipd.it/modulistica-italia>)
2. Two original copies of the orientation project
(download link: <http://www.agrariamedicinaveterinaria.unipd.it/modulistica-italia>)
3. The general security training course certificate
(go to “Iniziare stage:istruzioni per gli studenti iscritti tirocinio curriculare”; download link: <https://elearning.unipd.it/serviziosicurezza/course/index.php?categoryid=2>)

All the documents have to be delivered to the Career Service at the Agripolis office mandatorily before the following dates:

Tuesday	12/09/2017
Thursday	16/11/2017
Thursday	11/01/2018
Thursday	15/03/2018
Thursday	17/05/2018
Thursday	05/07/2018
Tuesday	11/09/2018

After these deadlines the Career Service will send all the documentation and the Internship diaries to the Internship Commission which will verify the Orientation projects, taking into account the students' curriculum studiorum. The Internship diaries are nominative and have to be withdrawn at the Agripolis office of the Stage and Career Service Center before the beginning of the internship. The internship can start 20 days after the deadline.

End of the internship procedure

AFTER THE INTERNSHIP CONCLUSION

THE STUDENTS have to respect the following deadlines to:

Thursday	26/10/2017
Tuesday	09/01/2018
Thursday	01/03/2018
Thursady	03/05/2018
Thursday	05/07/2018
Tuesday	04/09/2018
Thursday	25/10/2018

- a) Upload the report of the activities performed during the internship (corrected by the tutor) in WORD format to the Moodle platform.
(<https://elearning.unipd.it/scuolaamv/course/index.php?categoryid=360>)
Select study course; look up the deadlines for the report delivery; access the “Inserire relazione”.

After the nulla osta of your University Tutor and of Career Service on the Moodle platform, the report will be examined by the Internship Commission of your study course. The student will be able to modify the report **ONLY** before the deadline.

To verify the evaluation stage, the student will have to access “Consulta valutazione”, where can also be found any comments made by Internship Commission;

- b) Deliver the Internship diary (with the signature and the stamp of the Company Tutor for each month) to the Agropolis office of the Career Service;
- c) Sign up on Uniweb list for the following dates:

Thursday	09/11/2017
Friday	19/01/2018
Tuesday	13/03/2018
Monday	14/05/2018
Friday	20/07/2018
Thursday	13/09/2018
Thursday	08/11/2018

Usually the list is opened a month before the designed dates.

UNIVERSITY TUTOR has to respect the following deadlines to:

Thursday	02/11/2017
Friday	12/01/2018
Tuesday	06/03/2018
Monday	07/05/2018
Friday	13/07/2018
Thursday	06/09/2018
Wednesday	31/10/2018

- a) Verify the end internship report on the Moodle platform.
(link <https://elearning.unipd.it/scuolaamv/course/index.php?categoryid=360>)
Access the “Area riservata – Registro valutatore”; enable “Attiva modifica”; inside the section “Tutor” issue the nulla osta regarding the report by selecting the correct field on the drop down menu.

CAREER SERVICE has to respect the following deadlines to:

Thursday	02/11/2017
Friday	12/01/2018
Tuesday	06/03/2018
Monday	07/05/2018
Friday	13/07/2018
Thursday	06/09/2018
Wednesday	31/10/2018

- a) Check if the documentation delivered by the student is correct, and issue the nulla osta on the Moodle platform.
(link <https://elearning.unipd.it/scuolaamv/course/index.php?categoryid=360>)

Access the “Area riservata – Registro valutatore”; enable “Attiva modifica”; inside the section “Ufficio” select the correct field on the drop down menu to issue the nulla osta regarding the report.

INTERNSHIP COMMISSION has to respect the following deadlines to:

Thursday	09/11/2017
Friday	19/01/2018
Tuesday	13/03/2018
Monday	14/05/2018
Friday	20/07/2018
Thursday	13/09/2018
Thursday	08/11/2018

- a) Examine and evaluate the final report on Moodle platform.
(link <https://elearning.unipd.it/scuolaamv/course/index.php?categoryid=360>)
Take note of the University Tutor approval and of the Career Service approval. The Commission expresses its opinion on the internship final report, and eventually points out to the student the corrections that have to be made; access the “Area riservata – Registro valutatore”; enable “Attiva modifica”; in the “Commission” section (or “Note interne”) select the “Modifica voto” function and fill in the field Feedback;
- b) Record in Uniweb the judgment , respecting the three following working days deadline.