



Bachelor's degree program in "Animal Care"

Regulations for the conduct of internship

Art. 1 - Definition and purpose

1. The Degree Course in Animal Care required the performance of an internship period during which students are required to develop and implement a specific project. The internship project, agreed in advance with the host institution, must be consistent with the course of study chosen by the student.
2. The purpose of the internship is to enable students to apply the knowledge learned in university courses, to acquire new skills and to gain experience useful for the labor market. The internship does not constitute an employment relationship, nor should it in any case be a substitute for company labor or professional services.

Art. 2 - Timing, duration and mode of conduct

1. The internship is compulsory and must be done only after acquiring at least 100 ECTS stipulated in the curriculum.
The internship has a duration, expressed in University Credits (ECTS) and hours (each ECTS is worth 25 hours), to be carried out at a host institution, represented by public or private companies/institutions, according to the terms agreed with the institution.
2. The internship has a duration of 300 hours equal to 12 , to be carried out preferably in a single facility and on a continuous basis, either in Italy or abroad. For those who decide to do the internship in two different facilities, one in Italy and one abroad, the 12 ECTS must be divided equally in 6+6, thus 150 hours + 150 hours. The Course of Study exceptionally allows the internship to be carried out also in university facilities, both Italian and foreign, compatibly with the receptivity and activity of the facilities themselves, only for half of the total ECTS provided. Exceptions aimed at extending the duration of the period at such facilities may be granted by the Internship Commission for locations that, while within university facilities, may represent actual professional locations. Hours dedicated to any thesis, performed at the internship site, will not result in recognition of additional internship ECTS.

Art. 3 – Agreement and Training and Orientation Project

1. Relationships with companies, public or private, eligible to host internship students are regulated on the basis of a Training and Orientation Internship Agreement that is stipulated between the University and the company/host institution, in accordance with current regulations. The Agreement is valid for five years, and is mandatory for the activation of the internship. The agreement must be activated by the host company according to the instructions published on www.unipd.it/stage.
2. The training and orientation project is the document that defines the objectives and methods of the internship, outlines the plan of work and describes in detail the activities through which the internship is developed. The project must be submitted by the student by filling out the appropriate form, according to the procedures and timelines provided by the Career Service Office and published on the website of the School of Agriculture and Veterinary Medicine.

Art. 4 - Insurance Guarantees

1. Internship students are insured against occupational accidents with the National Institute for Occupational Accident Insurance (INAIL), as well as for third-party liability, with the Assicurazioni Generali company. The insurance coverage also covers any activities carried out by the trainee outside the internship site, subject to written notification to the Career Service Office, and falling within the scope of those envisaged by the training and orientation project.

Art. 5 – Company Tutor and University Tutor.

1. The host institution guarantees the presence of a Tutor (Company Tutor) who has expertise in subject areas consistent with the Course of Study and is committed to directly supervising the student.
2. The Company Tutor performs the functions of:
 - a) Supporting the student in defining the internship project;
 - b) Integration in the Institution/Company;
 - c) Supervision and accompaniment of the trainee during the internship.

The Company Tutor interacts, when required, with the Career Service Office, and the University Tutor and is responsible for the regular endorsement of the certificate of completion of the internship, as well as the completion of the evaluation form.

3. All the professors who teach in the Degree Course may serve as University Tutors. It is the duty of the University Tutor:
 - a) Support the student in defining the internship project;
 - b) Explain to the trainee the purpose and criteria for writing the final report, evaluate and approve the final internship report;
 - c) authorize, the student, via email, to upload the final report to the moodle platform;
 - d) Complete the evaluation form of the final internship report and send it to the Internship Commission.

Art. 6 - Obligations of the trainee

1. The trainee during the internship must:
 - a) Adhere to what was agreed upon in the Training Project;
 - b) Follow the directions of Tutors and refer to them for any needs and/or requirements;
 - c) Comply with confidentiality obligations inherent in production processes, products, data or other information related to the host entity of which it becomes aware, both during and after the conduct of the internship;
 - d) Comply with company regulations and occupational health and safety rules.
2. In the event non compliance of the above obligations by the trainee, the University Tutor, the Internship Commission, the Career Service, and the host institution may consider terminating the internship.
3. In case of interruption of the internship, for reasons that can be traced back to what is summarized in Paragraph 2, the intern will not be awarded any ECTS accrued up to that point.

Art. 7 - Internship Commission

1. It is the responsibility of the committee, appointed by the Council Of the course of study:
 - a) Evaluate and approve training projects submitted by students;
 - b) Assist university tutors in carrying out their duties;
 - c) Evaluate and finally approve, after interview, the internship activity.
2. It is the duty of the President of the Commission:
 - a) Sign the report of approval of internship applications and individual Training Projects submitted by students;
 - b) Sign the report approving the ECTS resulting from the internship activities.

Art. 8 - Administrative Procedures

START OF THE INTERNSHIP

The internship must be carried out at a host institution that has an agreement with the University of Padua, which the student can identify independently. In the case of a new and not yet affiliated facility, it will be the student's responsibility to inform the institution about the procedure for the stipulation of the agreement, published on the website www.unipd.it/stage.

Training project and conduct of internship:

1. The internship is carried out on the basis of a training project agreed upon and signed by the host institution, the intern and approved by the University. The training project should detail the objectives and activities that will be carried out under the supervision of the Company Tutor, and establish the manner in which the internship will be carried out. The training project must be completed by the trainee in consultation with the Company Tutor.
2. All information about the deadlines and how to submit the training project is given in the Internship Vademecum, which is updated and published annually on the website of the School of Agriculture and Veterinary Medicine.

CONCLUSION OF THE INTERNSHIP

At the end of the internship period, within the deadlines and in the manner established and indicated in the Internship Vademecum, the student must concurrently:

- a) Send to the Career Service Office the certificate of attendance signed by the company tutor attesting the regularity of the internship;
- b) Upload the report of the internship on the Moodle platform, concerning the activities carried out at the internship site, after having it reviewed by the university tutor who will give his or her approval by e-mail;
- c) Register for the registration round of the internship activity for the acquisition of the relevant ECTS. Only in the case of internships carried out in Italy, the student must register at the registration roll of the internship activity on UNIWEB for the acquisition of the relevant ECTS. The registration of the internship carried out abroad is done automatically by the Commission after the student has taken the interview.

The Internship Commission, having acknowledged the clearance by the University Tutor and the verification of the correctness of the documentation by the Career Service, examines the evaluations of the company and university tutors, conducts an interview with the interns and provides a final evaluation, registering in the University system its judgment in terms of approval or non-approval and the score (maximum 2 points). In the case of non-approval, the Commission notifies the Career Service Office will be in charge of informing the student that he/she must modify or supplement the final report, following the same procedure indicated for the next round.

Article 9 - Application for recognition of work activity as an internship activity

1. In accordance with the provisions of Article 5, Paragraph 7 of Ministerial Decree No. 270 of October 22, 2004, working students may apply for recognition of work activity for internship purposes, if it is relevant to their chosen course of study, by submitting the appropriate documentation to the Career Service Office, in the manner and by the deadlines indicated website of the School of Agriculture and Veterinary Medicine.

