

Vademecum for Traineeship in AC: deadlines for the academic year 2025/2026

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>. Please read the instructions carefully.

In order to start the traineeship, the student must present the following documentation:

1. Training project ([OperationalStudentGuide](#))

For internships in Italy, please complete the form in the “Stage Italia” portal. For internships abroad, switch the portal from the top-left menu to “Internship Abroad.” Students can select their preferred language (English or Italian) for filling out the form in their account settings.

2. 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>

The form to be completed for compulsory internships is **form Q** (modulo Q - internship with credits), which must be sent in accordance with the electronic signature procedures indicated here: [OperationalStudentGuide](#) to the Career Service Office (silvia.begni@unipd.it and/or stage@unipd.it) **strictly within 15 working days** (i.e. 3 weeks) **before the starting date**. In order to proceed with the completion of the training project, the agreement with the company must already be active, otherwise you will not be allowed to proceed with the completion.

The Career Service Office will verify the accuracy of the documentation and forward it to the Internship Committee, which will review the training projects for approval. The internship will begin on the date indicated in the project only after receiving the approval confirmation email, and only after the minimum number of credits required (100) has been achieved, as indicated in the respective internship regulations.

TRAINEESHIP ENDING PROCEDURE:

NB. Be sure that the date of traineeship registration on Uniweb suitable for you is earlier than the deadline for the closure of your career to graduate (<https://www.agrariamedicinaveterinaria.unipd.it/en/current-students/graduation>).

Once the Traineeship is concluded, STUDENTS shall, within the following dates:

- 21/10/2025
- 13/01/2026
- 13/02/2026
- 10/04/2026

- 09/06/2026
- 07/07/2026
- 01/09/2026
- 20/10/2026

a) Send via email to the Career Service Office to silvia.begni@unipd.it and tirocinioanimalcare.bca@unipd.it:

1. **Certificate of attendance**, correctly completed and electronically signed by the company tutor ([IT Aversion](#) and [ENG version](#));
2. the **Student's Assessment on the Traineeship Experience** at the Host Organisation (TE Assessment).

b) Send the final report on the activity carried out to your University tutor for approval.

c) Once approved, you must upload your report in moodle at: <https://samv.elearning.unipd.it/course/index.php?categoryid=314> Select the Study Course; identify the useful delivery period of the report; access "Traineeship Final Report".

d) On the same page 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://samv.elearning.unipd.it/course/index.php?categoryid=314>

e) Ask to your Company Tutor to send by email its evaluation form (CT SHEET) to tirocinioanimalcare.bca@unipd.it and make sure he/she did it.

f) **For traineeship in Italy only:** subscribe at the **Uniweb list** for the approval and registration or non-approval of the 12 Traineeship ECTS at the following dates:

- 31/10/2025
- 21/01/2026
- 23/02/2026
- 20/04/2026
- 17/06/2026
- 17/07/2026
- 09/09/2026
- 30/10/2026

THE UNIVERSITY TUTOR shall within the following dates:

- 27/10/2025
- 19/01/2026
- 19/02/2026
- 16/04/2026
- 15/06/2026
- 13/07/2026
- 07/09/2026
- 26/10/2026

a) Check the final report on the activity sent by the Student and uploaded in Moodle. (<https://samv.elearning.unipd.it/course/index.php?categoryid=314>)

b) Send the University Tutor's Traineeship Final Report Assessment Sheet (UT SHEET) by email to the Traineeship Commission (tirocinioanimalcare.bca@unipd.it)

THE CAREER SERVICE OFFICE shall within the following dates:

- 27/10/2025
- 19/01/2026
- 19/02/2026
- 16/04/2026
- 15/06/2026
- 13/07/2026
- 07/09/2026
- 26/10/2026

a) Check the correctness of the documentation presented by the trainee by expressing on Moodle the authorization.

(see <https://samv.elearning.unipd.it/course/index.php?categoryid=314>)

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://samv.elearning.unipd.it/course/index.php?categoryid=314>

THE TRAINEESHIP COMMISSION must within the registration dates:

a) **Upload in moodle the UT SHEET**

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-downmenu and upload the University Tutor's Traineeship Final Report Assessment Sheet (UT SHEET).

b) Examine and evaluate the Company Tutor's Traineeships Assessment Sheet (CT SHEET) and the documents on the Moodle platform.

(see <https://samv.elearning.unipd.it/course/index.php?categoryid=314>)

interview the students according to the assessment calendar given by the Traineeship Commission and uploaded in Moodle

(see <https://samv.elearning.unipd.it/course/index.php?categoryid=314>)

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://samv.elearning.unipd.it/course/index.php?categoryid=314> .

After acknowledging the approval by the University Tutor and the Career Service, the Commission reports its opinion in terms of approval in **Uniweb**, within the five following working days.

Notes: The evaluation forms for students, company tutors and University tutors are available on the Moodle page <https://samv.elearning.unipd.it/course/index.php?categoryid=314>