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## SCHOOL OF SCIENCE

### **Bachelor's degree program in "Biology of Human and Environmental Health"**

#### **Regulations for the conduct of internship**

##### **Art. 1 - Definition and purpose**

1. The Degree Course in Biology of Human and Environmental Health required the performance of an internship period during which students are required to develop or implement a specific project. The internship project, agreed in advance with the host institution, must be consistent with the course of study in Biology of Human and Environmental Health.
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 completed only after meeting the requirements for the admission to the third year of the course. 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 lasts 125 hours, equivalent to 5 ECTS credits, and should preferably be carried out in a single facility on a continuous basis, either in Italy or abroad, typically over a period of eight weeks during the second semester of the third year of the course. The Stage is aimed to make a direct practical experience in preparation of the Final exam. The Final exam consists in the preparation of a written report (thesis) describing activities carried out during the internship. The essay (or dissertation) is deemed to demonstrate critical ability as well as full comprehension of the activities attended or performed during the stage. Presentation of original results is not mandatory. More information is available at the graduation section of the website.

##### **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](http://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](#).

#### **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. All the professors who teach in the Degree Course may serve as University Tutors. It is the duty of the University Tutor to support the student in defining the internship project. The University Tutor is usually chosen by the student as Reference Professor for the final exam.
2. 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.
3. 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.

#### **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 of non-compliance of the above obligations by the trainee, the University Tutor, 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 - 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](http://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. Upload in Moodle the "Self-certification of enrolment and transcript of records" available in Uniweb.

#### **CONCLUSION OF THE INTERNSHIP**

At the end of the internship period the student must concurrently:

- 1. Upload the certificate of attendance signed by the company tutor attesting the regularity of the internship on the Moodle platform;
- 2. Register for the internship credit registration appeal on the Uniweb portal. The registration of the internship carried out abroad is done automatically. For the purpose of degree completion, credits must be registered within the deadlines given in the website.

### **Article 8 - 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 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 Science.