Guidelines for the Practical Evaluation Internship (TPV) for the Qualifying Degree

According to Article 2 of Interim No. 654 of 5 July 2022, the Practical Evaluation Internship in Psychology (hereinafter TPV) consists of contextualised and supervised practical activities, involving direct observation and the performance of tasks aimed at situated learning and the development of the procedural and relational skills and competences essential for the practice of the profession.

These competences relate to the typical and exclusive practices that characterise the profession of psychologist, including within the meaning of Article 1 of Law No. 56 of 18 February 1989, and encompass the use of diagnostic and intervention tools for prevention, diagnosis, habilitation and rehabilitation, and psychological support aimed at individuals, groups, social organisations and communities, as well as experimental, research and teaching activities.

The specific activities of the TPV are set out in the teaching regulations, taking into account the specialist area of psychological practice to which the Graduate programme relates.

In particular, according to Article 2, paragraph 10 of Interim Decree No. 654/2022, the TPV must enable, or at least facilitate, the acquisition of the competences for:

a) case assessment;

b) the appropriate use of psychological tools and techniques for gathering information to carry out an analysis of the case and its context;

c) the design of a professional and evidence-based intervention;

d) the evaluation of the process and outcome of the intervention;

e) the drafting of a report;

f) providing feedback to the patient/client/service user/institution/organisation;

g) establishing appropriate relationships with patients/clients/service users/institutions/organisations;

h) establishing appropriate relationships with colleagues;

i) understanding the legal, ethical and professional conduct aspects of the profession, as well as any potential conflicts therein.

TPV activities are carried out in operational settings, totalling a minimum of 14 ECTS credits, equivalent to 350 hours in total, to be undertaken at external partner organisations.

In agreement with the Commissione paritetica dell'Ordine degli Psicologi della Lombardia (*Joint Commission of the Order of Psychologists of Lombardy*) (OPL) – comprising all Lombardy universities offering Graduate programmes in Psychology that qualify for professional practice – it is recommended that the weekly workload for the internship should be no less than 8 hours and no more than 16 hours per week.

The new Implementing Decree also introduces an assessment of the TPV by the organisation's tutor, who, in addition to certifying the intern's attendance, must provide an assessment of suitability. Should the intern fail to achieve this suitability, they are required to complete the number of internship hours for which they were not eligible.

The organisations where the internship is to be carried out must be ACCREDITED by OPL (https://tirocini.opl.it/elenco.php) and have an AGREEMENT with Università Cattolica for the TPV component of the qualifying degree.

→ Please note that the TPV must be completed at least one and a half months before the graduation session in which the student intends to graduate (including the submission of the final documents).

1) ***Choosing the organisation for the internship***

The organisations where the TPV can be carried out, which already have an agreement with Università Cattolica, can be viewed via the following link https://www.dropbox.com/s/446xz1uwpladgr4/Elenco enti convenzionati.xlsx?dl=0

Please note that the agreements are currently being renewed in accordance with the new decrees: therefore, in the file, those organisations marked with a tick in the column relating to the signing of the agreement for the TPV qualifying degree internship are already to be considered eligible for the TPV qualifying degree internship.

Once a student has identified the organisation where they would like to undertake their internship, they should contact the organisation's designated psychologist to check whether an internship is possible. Depending on their availability, some organisations will arrange an introductory and selection interview. Once selected, the student may agree on the internship plan with the tutor at the host organisation.

If the organisation selected to host the TPV is not already affiliated with Università Cattolica but is nevertheless accredited by the OPL (a list of accredited organisations can be found on the website http://tirocini.opl.it), it is possible to apply for a new agreement.

Once the student has obtained confirmation from the organisation that it is willing to enter into an agreement with Università Cattolica, they may send an email to the **University Internship Tutor*** requesting that a new agreement be drawn up with the new organisation (in the email, please state in the Subject line: 'Request for TPV agreement for Qualifying Degree' and, in the body of the email, specify the name of the organisation and, if possible, its VAT number or tax code and email address).

Applications for new agreements must be submitted approximately two months before the start of the internship for private organisations, and at least six months in advance for public bodies. Late applications for agreements will also be accepted, but it will then be up to the organisation to complete the agreement procedure within the specified timeframe. If this is not the case, the start of the internship will be postponed.

***Milan Campus:**

- barbara.bertani@unicatt.it for the Graduate degree in Psychology for Organizations: Human Resources, Marketing, Communication
- silvia.pasolini@unicatt.it for the Graduate degree in Developmental Psychology and Protection Processes
- valentina.granese@unicatt.it for the Graduate degree in Clinical and Health Psychology: Person, Family and Community Relationships
- manuela.bina@unicatt.it for the Graduate degree in Psychology for Wellbeing: Empowerment, Rehabilitation and Positive Technology

Brescia Campus

- Tirocini.Psi-Bs@unicatt.it (Silvia Serana) for the Graduate degree in Psychology of Clinical Interventions: Groups, Organizations, Communities

Cremona-Piacenza Campus

- marta.acampora@unicatt.it (Marta Acampora) for the Graduate degree in Consumer behaviour: psycology applied to food, health and environment

2) ***Activation of the internship***

Once agreed with the tutor at the host organisation, the internship proposal (which must include objectives, activities and resources) must be uploaded to the St&p portal.

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For further details on the portal, please refer to the document "STEP PORTAL GUIDE"

- Click on the following link: http://step.unicatt.it and log in via the STUDENT portal using your personal @ICatt credentials
- Select 'Practical evaluation internship' and click on 'Activate TPV – Psychology Students'. N.B. The internship to be activated is the TPV, not the curricular placement with ECTS credits
- Enter the name of the organisation
- Specify the location of the internship (if it is to be carried out at the organisation's registered office, enter the relevant details; if, however, it is to take place elsewhere, specify the location where the internship will physically be carried out)
- Enter the internship project (max. 2,000 characters), specifying the degree programme you are currently enrolled on, the objectives, activities and tools, in the 'learning objectives' section. The text must be copied directly into the field because files cannot be attached.
- Enter the start and end dates of the internship: the start date entered must be at least 14 days after the project is uploaded (for example: if I upload the project on the 1st of the month, the start date I must enter must be after the 15th). For the end date, consider calculating it based on the total number of weekly hours agreed with the organisation, taking into account any absences or sick leave.
- Indicate working hours: specify the timetable to be entered; please note that this is for guidance only.
- Specify the delivery method: whether in-person, and how monitoring by the organisation's tutor will be carried out – whether remotely or in-person.

Once the internship programme has been approved by the Internship and Job Placement Office, the student will receive an email notification and must log in to the St&p portal to digitally sign the training programme using an OTP code.

A. To receive the OTP code, the student must log in to the St&p portal, view their internship plan, click on the 'Proceed with confirmation via OTP' button and then on 'Request OTP code'. The OTP code will be sent to their institutional email address @icatt.

B. The student must enter the OTP code received via email at the @icatt address and proceed to validate the programme (validation must be completed within 5 minutes of requesting the code; otherwise, another OTP will need to be requested).

C. The portal will confirm that the OTP has been entered correctly, and the student will have completed the digital signature process.

Once the student has completed the digital signature process, the internship agreement must be digitally signed by the Campus Director of Università Cattolica and by the Legal Representative of the host organisation (or by a delegate authorised to sign on their behalf). **The Legal Representative of the host organisation will be the last to sign the internship agreement and may only do so by means of a digital signature.**

Please note that the signing process (both by the student and the organisation) must be completed two working days before the start date. For example, "if the start date of the internship, as indicated on the St&p portal, is, say, a Thursday, all parties involved (the student, the UC and the organisation) must sign the internship agreement by Monday (two working days before the start date)."

The TPV is only considered to have been properly activated once the Internship and Job Placement Office has sent an email confirming its activation, specifying the date from which the insurance cover begins.

PLEASE NOTE:

- Each time you complete a step on the portal for the relevant approvals, as described above, you will receive automated emails setting out the next steps to be taken to complete the activation process. These emails and their contents should be read carefully.

- If you encounter any difficulties during the activation process, please email stage-mi@unicatt.it for the Milan campus, stage-bs@unicatt.it for the Brescia campus, and ser.stage-pc@unicatt.it for the Piacenza–Cremona campus.

3) Starting up the TPV

Once you have started the TPV programme, you must complete the general safety course and enrol on the TPV course via the Blackboard platform (enrol on the TPV course for the academic year in which the course is included in your study plan).

3a) Safety Course

The health and safety course is required under Legislative Decree 81/2008: this stipulates that student trainees must also undertake the workplace health and safety course. The host organisation, as set out in the agreement, must cover the costs of the general health and safety course and the specific health and safety course. Every student on an internship is required to complete the general and specific health and safety training courses and to submit the relevant certificates to the relevant offices together with the documentation marking the end of the internship. If the student is carrying out an internship at an organisation that does not provide the general health and safety training course, they may enrol on the course offered by the University free of charge by sending an email to the University Internship Tutor with the following details:

- Surname and first name

- Tax code

- icatt email address

- Mobile number

PLEASE NOTE: The general health and safety course must be completed at the start of the internship; therefore, the application for enrolment in the online course can be made once the project has been entered on the St&p portal. The University cannot organise specific health and safety training courses relating to third-party organisations; therefore, the responsibility for providing specific training rests with the host organisation.

3b) Blackboard

Enrolment on the TPV course via the Blackboard portal **is ESSENTIAL** in order to complete the TPV closure procedures and thus be able to upload all the documentation required to terminate the internship (without which it will not be possible to formally record the TPV).

Access to Blackboard (https://blackboard.unicatt.it) and iCatt (https://icatt.unicatt.it) is via your personal account (username and password), using the same login details as those used on the Enrolment Portal.

To enrol on the Practical Evaluation Internship course, follow the instructions at the following link: https://ilab.unicatt.it/ilab-ilab-iscrizione-corsi#content. You must enrol on the TPV course for the academic year in which the course is included in your study plan.

4) Internship abroad

If a student wishes to undertake their TPV at an organisation abroad, they must identify the organisation and personally contact the lecturer/tutor at that organisation to check its availability. If the organisation does not have an agreement with Università Cattolica, the student must send the University Internship Tutor* the name and email address of a contact person or the organisation's internship office at the foreign institution, so that the process of establishing an agreement can be initiated.

At the same time, the student must gather the following documents and send them by email to the University Internship Tutor* for assessment by the Internship Committee:

- a certificate confirming the role of the psychologist tutor and the relevant activities carried out at the organisation (if a Register of Psychologists exists in the host country: year of enrolment and registration number);
- an explicit declaration that the internship period will not constitute a period of specialisation, such as a Specialising Master Programme (in line with national regulations regarding the incompatibility between internships and Postgraduate Diploma Programmes for psychotherapy);
- a description of the activities carried out by the organisation where the internship will take place;
- a copy of the supervising psychologist's CV;
- a personal internship plan drawn up in conjunction with the supervising psychologist.

The student must wait for notification that the documents have been approved by the Internship Committee.

Once the student has received confirmation from the Internship Committee that the internship has been approved, they must ask the overseas organisation to register on the St&p portal, if it does not already have an active account on the portal (to check this, please contact wea@unicatt.it). Please note that registration must be carried out exclusively by the organisation. Once the foreign organisation has been successfully registered on the St&p portal, the student may proceed to activate their TPV by following the relevant guidelines. For any queries or support regarding this procedure, please contact wea@unicatt.it.

You will need to activate the internship on the St&p portal as an 'internship abroad' and follow the various steps until the Trilateral Agreement has been created; once this has been completed and signed by both you and the host organisation, it must be sent to wea@unicatt.it to finalise the activation process.

Please read carefully the information on insurance cover and the relevant procedures to follow upon arrival in the country where the internship is taking place; this will be sent to you before your departure.

The activation procedure on the St&p portal must be carried out by following the "Guide to Activating an Overseas Internship" available on the website https://studenticattolica.unicatt.it/stage-all-estero-portale-step

5) Completion of the internship

To be completed at the end of the Practical evaluation internship (TPV) and no later than one month after the internship ends.

THE STUDENT

At the end of the internship period, the student must upload the following documents to the Blackboard page within the 'Practical evaluation internship' course, in the 'TPV completion documentation' section:

- Internship report: name the file using First name, Surname and student number_Report

- General safety course certificate: name the file using First name, Surname and student number_Certificate

Please note that you may attach multiple files when uploading.

THE ORGANISATION'S TUTOR

You must complete and sign the booklet available on the website https://milano.unicatt.it/facolta/psicologia-informazioni-per-gli-studenti-tirocinio-pratico-valutativo-tpv-laurea-abilitante or which you may receive from the student, and send it to the University Internship Tutor for the relevant Graduate's degree programme*, following the instructions provided in the booklet.

6) TPV transaction record

Once you have completed the TPV closure procedure, you can enrol in the registration session in order to have your TPV recorded in the academic register. Those who had ECTS to make up because they had previously completed a three-year degree at another university, and have therefore completed more than 350 hours, must also enrol in the 'Completion of Previous Studies' (AFP) session.

N.B. The TPV must be recorded on your academic transcript in order to enrol on the PPV and, consequently, to graduate.