

L34 Earth and climate dynamics

Rules and Forms for Internships

The Bachelor's Degree in Earth and Climate Dynamics includes an internship period under the supervision of a tutor, during which enrolled students are required to develop and implement a specific project, agreed in advance with the host organization, consistent with the student's chosen course of study (in the following paragraphs, the masculine gender is used to refer to the subjects concerned, for simplicity's sake, is intended to refer to all genders).

The internship aims to allow students to apply the knowledge acquired during university courses, acquire new skills, and gain useful experience for their subsequent entry into the world of work. The internship does not constitute an employment relationship, nor should it replace company labor or professional services.

Internships can be carried out at a research laboratory at the University of Padua or, on the basis of specific agreements, at companies or public and private entities suitable for hosting students on internships. The agreement is valid for five years and is mandatory for the internship to be activated. The agreement must be activated by the host company according to the instructions published on the website www.unipd.it/stage.

During the internship, students will be able to carry out experimental or compilation work on scientific topics agreed upon with their academic tutor and company tutor, relating to geosciences and mainly focused on the analysis of geological, anthropogenic, and natural risks, the analysis of environmental risks in terms of surface and deep water pollution, soil pollution, analysis of georesources, their composition, distribution, and sustainability, and impacts on terrestrial and marine ecosystems.

The internship is mandatory and may only begin after the completion of the lectures and teaching activities of the first semester of the second year of the course, having passed all the exams of the first year and those of the first semester of the second year of the degree program. Students undertake to produce a self-declaration confirming that they meet the requirements, to be sent together with their training plan. The internship awards students 3 credits, for a total commitment of 75 hours over a period of at least 1 month. During the internship, students may not change their topic or tutor, except for justified reasons, which will be reviewed by the Internship and Degree Commission (CTL). If a new tutor is assigned, any period previously completed will be considered valid, unless otherwise specified by the CTL.

Tutor

Company tutor: The host organization guarantees the presence of a company tutor who has expertise in subject areas consistent with the degree program and who is committed to directly supervising the student. The company tutor performs the following functions: a) Supporting the student in defining the internship project; b) involving the intern in the research or work activities of the host organization with the aim of introducing them to the world of research and work; c) supervising and accompanying the intern during the internship. The company tutor is responsible for regularly certifying the end-of-internship certificate and completing the evaluation form.

University tutor: All teachers who teach on the degree program (including contract teachers) or on other degree programs at the University may act as university tutors. The university tutor is responsible for supporting the student in defining the internship project.

The student identifies the university tutor, taking into account both the availability of the lecturers and the correspondence between the planned internship activity and the teaching area of the chosen lecturer.

In the case of internships at the University of Padua, the "company tutor" may propose a Co-tutor, whose role is to assist the Tutor in guiding the intern during the internship period. This person must have qualified scientific and/or technological skills.

For external internships, the host organization will appoint a company tutor who will work closely with the student and the academic tutor, who remains responsible for the constant supervision of the graduate student.

Documentation to start the internship

Once the content and terms of the internship have been agreed upon with the academic tutor and the company tutor, and once the requirements have been verified and the suitability of the chosen topic has been confirmed, the student must send the following forms to the University Career Service Office (stage@unipd.it) at least 15 working days before the start date of the internship:

1) The Training and Orientation Project, accompanied by a self-declaration certifying that the required requirements are met, defines the objectives and methods of carrying out the internship, outlines the work plan, and describes in detail the activities through which the latter is developed. The project must be submitted by filling in the appropriate form, in accordance with the procedures and deadlines set by the Career Service Office, by accessing the University Internship page www.unipd.it/stage in the area reserved for students (please note: select Training Project, enter the VAT number/tax code of the chosen institution or company in the appropriate space and select the item "Internship," "con crediti" (with credits)).

The following information must be included in the various fields of the Training Project:

- a) Tasks to be performed: enter the topic of the internship, specifying the techniques that will be addressed during the practical internship or the topic that will be the subject of the compilation activity;
- b) Functional area: select the item relating to your sector from the drop-down menu or "Other – specify";
- c) Department: specify the department where the activity will take place. In the following fields, indicate the address;
- d) Company tutor: indicate the professor responsible for the university laboratory or the designated person at the company;
- e) Duration (months): indicate the period during which the student will attend the laboratory assigned for the internship;
- f) Hours: indicate the time slots during which the student will attend the laboratory;
- g) Days of the week: indicate the days on which the facility will be accessed (e.g., Monday to Friday), respecting the maximum limit of 6 days out of 7;
- h) Start date and end date: indicate the period during which the internship is to be carried out, which may exceed two months since the student can only carry out the internship on certain days of the week and during certain time slots;
- i) Academic tutor: indicate the tutor who will supervise the activity;
- h) Number of credits and hours in relation to credits (3 credits for 75 hours);
- i) Date of completion of the general safety course and provider (Unipd);

Specific training is the responsibility of the host organization and, in the case of internal internships, the responsibility of the host location.

Once all signatures have been obtained, the document is complete and the internship can begin on the date indicated in the Project.

The training project must be completed with particular attention to the correct completion of all required fields and must be downloaded in PDF/A format.

Please note that any changes made to the project once it has been downloaded will delete the PDF/A format. Therefore, before sending it to the company or laboratory manager, it must be checked and, if necessary, saved again in the specified format. Once downloaded and signed, the Training Project cannot be modified.

Important: any changes to the initial Training Project, including any extensions or early terminations, must be communicated well in advance by the company tutor to: stage@unipd.it (and copied to didattica.geoscienze@unipd.it) using the appropriate "Modulo variazioni al progetto formativo" available on the website <https://www.unipd.it/stage-tirocini-italia>.

If the internship is internal (e.g., in a laboratory), the intern must also send the following documents to didattica.geoscienze@unipd.it:

2) **Certificate of attendance and passing the relevant test for “General training - basic course on worker safety”** accessible at the link: <https://elearning.unipd.it/formazione>, by clicking on “Safety area” and then “General training” (authentication via Single Sign On will be required) provided by the University.

3) **Certificate of attendance and passing of the relevant test for “Specific training on the health and safety of workers employed in laboratory activities - High risk class”** accessible at the link: <https://elearning.unipd.it/formazione>, by clicking on “Safety Area” and then Specific Training - High Risk Activities (authentication via Single Sign On will be required) provided by the University.

Note: If, during the internship, the student goes on field trips, the tutor must send a notification to the Career Service Office (stage@unipd.it) and, for information, to the student and the Academic Office (didattica.geoscienze@unipd.it), indicating the period (day(s), hours) during which the student is engaged outside the location indicated in the Training and Orientation Project.

Request for badge authorization to access the laboratories of the Department of Geosciences

Interns who need access to the facilities of the Department of Geosciences, as indicated by their tutor, must fill out the appropriate forms available from the Academic Office.

Documentation for the completion of the internship

At the end of the internship, students must send the Career Service Office (stage@unipd.it) the final internship completion certificate, duly completed and signed, certifying their eligibility to obtain the relevant credits, using the forms available on the School of Sciences website (School of Sciences: Internships, Work Placements, and Placement).

Certificates for internships completed in Italy must bear a PAdES certified electronic signature. For internships abroad, a handwritten signature is required.

Students will have access to a call for registration on Uniweb before each graduation session, which they must complete in order to register their internship and the corresponding credits for their degree program.

N.B. This regulation has been translated into English for information purposes only. Only the Italian version is valid for all legal purposes.