

## INTERNSHIP GUIDELINES

The student must plan for availability and dates with one of the companies/entities among those affiliated for the Degree Course at the following link (<https://dfssn.unical.it/didattica/orientation-mobilita/tirocinio/>) or, possibly, with a company/entity not having an agreement but willing to create an agreement the company/entity must contact the President of the Internship Commission Prof. Filomena Conforti.

1. The company must request accreditation from the University of Calabria at the following access link: <https://unical.tsp.esse3.cineca.it> and, following the TSP 2.0 corporate-entity guidelines, proceed with the registration, to confirm the company data (Name, Tax Code, VAT number) and to provide the contact details of the legal representative and of the individuals within the company (e.g. company tutor) who must have access to the system, indicating their name, surname, tax code (codice fiscale) and email address;
2. Once the access credentials have been acquired, the Company can access the platform at the following link (<https://unical.tsp.esse3.cineca.it/pub/main-page>). To recover the TSP access password, go to the following link:  
<https://unical.esse3.cineca.it/Anagrafica/PasswordDimenticata.do>  
To recover the TSP access password, go to the following (link) and enter the tax code (codice fiscale) or username of the contact person/tutor who must recover the password.
3. Once the presence of a valid agreement has been verified, the Company can directly start an internship with a student by searching for the matriculation number. If there is no valid agreement, it can be activated by following the TSP 2.0 organization-business guidelines (point 1).
4. The Company then submits the Training Project within the platform.
5. The student must log in to the TSP 2.0 internship platform with the same access credentials used for the Esse3 system (tax code and password).
6. Once logged in, the student must accept the internship received from the company from the "My internships" area and click on "Accept training project".

**N.B. when defining the start and end period of the internship, take into consideration that the platform does not allow you to enter more than 36 hours/week.**

I. Under the heading "Academic Tutor" the student must **NECESSARILY** indicate the tutor for his/her degree course: Prof. Francesca Aiello (CTF); Prof. Maria Luisa Di Gioia (SNM); Prof. Rosamaria Lappano (SN); Prof. Stefania Marsico (ISFPS); Prof. Laura Rombolà (FA).

II. Under "Company Tutor" enter the name of the tutor.

III. Indicate the number of hours: For FA and CTF, 900h; for SNM, 150h; for ISFPS, 90h; for SN 90h, but students who have chosen to carry out the additional curricular internship (6 credits = 18h) must present a separate PF (Internship).

## **N.B Pharmacy students can start their 4th-year internship ONLY in the second semester**

IV. Indicate a valid start date of the internship, which is after the date of request to start the internship, and end of the internship (one day before the start day), which is NOT less than the total duration of the internship for each CdS.

7. The student must therefore wait for the approval of the Training Project by the Academic Tutor and the Department

8. The student can then begin the internship activity according to the methods and times indicated in the Training Project.

### **Training Project Approval**

Pharmacy degree course: first Monday of the month Prof.ssa L. Rombolà

Chemistry and Pharmaceutical Technology degree course: first Tuesday of the month Prof.ssa F. Aiello

Nutritional Sciences master's degree course: first Wednesday of the month Prof.ssa M.L. Di Gioia

Nutritional Sciences degree course: first Thursday of the month Prof.ssa R. Lappano

Scientific Information on Drugs and Health Products degree course: first Friday of the month

Prof.ssa S. Marsico

#### **INTERNSHIP REGISTRATION GUIDELINES**

1. Once the internship period has been completed, the student must complete the attendance register and the evaluation questionnaire and upload the internship report, which illustrates the activities carried out in a PDF file, endorsed by the host tutor.

2. The company tutor can then approve the attendance register and fill out the evaluation questionnaire.

3. At the end of the aforementioned procedures by students and companies, the academic tutor views the questionnaires, the attendance register, the final report and any further attachments and authorizes the recognition of the CFU. For those enrolled in the CdS in CTF and FA, starting from the 2023/2024 academic year, the recognition of the CFU will be after the completion of a pre-degree exam.

4. For further information, consult the following link: <https://dfsn.unical.it/didattica/orientation-mobilita/tirocinio/>