

RULES AND REGULATIONS FOR THE CONDUCTION OF THE POST-GRADUATE PRACTICAL EVALUATION (TPV) INTERNSHIP

for graduates of the non-qualifying Classes L24 and LM 51 (formerly XXXIV and 58/S) in order to be admitted to the State Exam and the Practical Evaluation Test (PPV) towards receiving professional qualification

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This document of Rules and Regulations, up to and including art. 11, fully reports the memorandum of understanding signed on 09/24/2024 between the University of Parma and the Order of Psychologists of Emilia-Romagna regarding the practical evaluation internship.

These Rules and Regulations become valid the day after approval by the Council of the Master's Degree Course in Clinical and Social Intervention Psychology.

Rules and Regulations approved by the Council of the Course in Clinical and Social Intervention Psychology on 10/30/2024.

Art. 1 – Internship definition

According to Art.2 of the Intern. Decree no. 567 of 20/06/2022 and Art.2 of the Intern. Decree no. 654 of 05/07/2022, the Practical Evaluation Internship (hereafter TPV) consists of contextualized and supervised practical activities, which include direct observation and the execution of activities aimed at situated learning and the development of procedural and relational skills and abilities fundamental for carrying out professional activity.

These skills refer to typical and reserved acts, characterizing the profession of psychologist also pursuant to Article 1 of Law 18 February 1989, no. 56, and include the use of cognitive and intervention tools for prevention, diagnosis, rehabilitation and psychological support activities aimed at individuals, groups, social organizations and communities, as well as experimental, research and teaching activities, as described in the document “Typical and reserved acts of the psychological profession: the competence of counseling” by CNOP (June 2020) and subsequent updates.

The specific activities of the TPV are defined within the individual teaching regulations and according to art.2, c.10 of the Interim Decree no. 654/2022 and the Interim Decree 567/2022, the internship must make possible, or at least facilitate, the achievement of skills aimed at:

- a) case assessment;
- b) the appropriate use of psychological tools and techniques for the collection of information to carry out an analysis of the case and the context;
- c) the preparation of a theoretically founded and evidence-based professional intervention;
- d) the evaluation of the process and outcome of the intervention;
- e) the drafting of a report;
- f) the feedback to the patient/client/user/institution/organization;
- g) the establishment of adequate relationships with patients/clients/users/institutions/organizations;
- h) the establishment of adequate relationships with colleagues;
- i) the understanding of the legal/ethical/deontological profiles of the profession, as well as their possible conflicts.

Art. 2 – Characteristics of the internship

To ensure the quality requirements, the internship must have the following characteristics:

Periods:

According to art. 2, paragraph 1 of D. Intern. n. 654/2022 within the scope of the professionalizing training activities envisaged for the master's degree class in Psychology LM- 51, 20 university training credits (hereafter CFU) are acquired by carrying out a practical-evaluative internship within the study courses. According to paragraphs 3 and 4, of these 20 CFU a minimum number of 14 CFU are carried out at operational units, at qualified external bodies affiliated with the universities. According to paragraph 5, the additional professionalizing training activities, equal to 10 CFU, are carried out during the degree courses in Psychological Sciences and Techniques - class L-24.

The student who obtains a negative evaluation of the internship activities must repeat the TPV, or part of it, and acquire the aforementioned judgment of suitability for the purposes of participation in the final qualification exam.

Each CFU reserved for the TPV, both external and internal, corresponds to at least 20 hours of professionalizing training activities and no more than 5 hours of supervised in-depth activity. The latter may also concern the ethical aspects relating to the activities carried out.

The timing of the internship during the Course of Studies is set out in the teaching regulations of each Course, based on the specific needs of teaching organization and agreements with territorial bodies.

According to Ministerial Decree 567/2022, for those who, belonging to non-qualifying teaching systems, have not carried out the TPV during the course of studies, the training activities listed above will be carried out after graduation respecting the same requirements of duration, operation and professionalism. In this case, the TPV has a total duration of 750 hours.

It is desirable, however, that the internship areas, both internal and external, cover more skills of the professionalism of the psychology for which the graduate will be directly qualified.

Internship contexts

According to art.2, c.4 of D. Interm. n.654/2022, part of the activities of the external TPV are carried out at public or private health facilities accredited and contracted with the National Health Service. If these facilities cannot ensure the adequate and effective availability within them of psychology services and the related tutors, the aforementioned external TPV can be carried out entirely at other external bodies that have agreements with the universities.

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Institutions/Companies/Professional Firms cannot use interns as a substitute for employees or collaborators and cannot consider the internship activity as an additional professional resource.

The intern is required to carry out his/her activity in accordance with the objectives pursued by the Institution/Company/Professional Firms in which he/she operates, adhering to the provisions relating to the specific sector in which he/she will be placed as well as the general regulations of the Institution/Company/Professional Firm.

He/she must also operate in accordance with the objectives agreed in the internship project, following the instructions of the tutor in agreement with the Managers of the host Institution/Company/Professional Firm.

The practical internship activity is carried out and supervised individually. If the size of the Institution/Company/Professional Studio is such as to accommodate a significant number of interns, discussion and reworking groups of the internship practice may also be envisaged, activated under the specific responsibility of the tutor, without prejudice to the individualization of the supervision and evaluation. The groups may be led by a psychologist other than the tutor (internal or external to the structure), but having the requirements of the tutor, identified by the host Institution/Company/Professional Studio. These activities may be integrated with training sessions, aimed at all interns of the Institution/Company/Professional Studio, which have as their object theoretical, methodological, ethical issues of a general nature. These training sessions may be led by a psychologist having the requirements of the tutor, internal or external to the structure.

When drafting the training project, for which an individual supervision certification is mandatory, in addition to being required for the acquisition of the EuroPsy certification, it will be necessary to take into account the provisions of the Interim Decree no. 654/2022.

Art. 3 – Requirements and obligations of the internship locations

Public and private entities/companies and professional firms that apply to host interns must ensure compliance with the provisions of articles 1 and 2 of this document, as well as possessing the following requirements:

- presence of psychological functions and services within the activities carried out by the entire entity/company/professional firm or by a specific sector thereof;
- possibility for the intern to participate directly in the activities considered fundamental for the future professional activity.
- the professionals identified as tutors must have a systematic and formalized professional relationship with the Institution/Company/Professional Studio as employees, collaborators, consultants, partners or owners and, regardless of the contractual framework, must carry out activities with the typical characteristics of the psychological professional system (Law 56/89 art. 1) and which normally involve a time commitment of at least 15 hours per week, and must have been registered in the Register of Professionals for at least three years;
- where there is more than one psychologist tutor within the Institution/Company, a Psychologist who is part of the structure may optionally be identified as the “Coordinator of Psychology Internships”;

The acceptance and performance of internship activities must not in any way be subordinated to requests for participation in preparatory or ongoing training activities that require a financial burden for the intern.

The same principles envisaged for carrying out the internship at a national level apply to internship locations abroad. The Universities, through the adoption of their own Internal Regulations, regulate the methods for carrying out the internship abroad, in compliance with the characteristics envisaged by the decrees for national institutions.

Requests aimed at the agreement to activate new internship locations must be submitted using the agreed forms, also in electronic form, following the indications provided by the

various Universities. They are assessed by the Integrated Commission.

Art. 4 – Agreement between internship locations and university structures

Internship activities are regulated by an agreement between the University of Parma and the suitable locations drawn up on the basis of the document prepared by the CPA or models deemed suitable by the Integrated University-Order Internship Commission referred to in art. 7.

The methods, times and criteria through which to proceed with the aforementioned verification will be agreed upon by the Integrated University-Order Internship Commission referred to in art. 7.

The Institution/Company/Professional Firm where the internship takes place will be responsible for informing the Integrated University-Order Internship Commission of any changes to the requirements referred to in art. 3 that have occurred with respect to what was communicated at the time of signing the Agreement; the affiliated structures also undertake to update the list of available tutors every six months, ensuring that the tutor does not exceed the maximum number of five interns. Should there be any changes in the structure of the Internship Training Project, a new request for authorization must be promptly submitted.

Art. 5 – Functions and tasks of the tutor

The internship tutor is a Psychologist registered in the A Register of Professionals for at least three years.

The professionals identified as tutors must have a systematic and formalized professional relationship with the Institution/Company/Professional Firm in the capacity of employees, collaborators, consultants, partners or owners and, regardless of the contractual classification, must carry out activities with the typical characteristics of the psychological professional system (Law 56/89 art. 1) and which usually involve a time commitment of at least 15 hours per week.

For the professional skills and activities of the tutor, please refer to the specifications in articles 5 and 20 of the Code of Ethics and the Recommendations for the ethical aspects for tutors and interns of professional internships.

According to art. 2, paragraphs 8, 10 and 11 of the Interim Decree no. 654/2022 the tutor compiles a booklet in which he or she expresses an opinion on the student's skills relating to “know-how and

knowing how to be a psychologist”. These skills consist in applying the psychological knowledge necessary for professional practice, as well as demonstrating the ability to solve typical problems of the profession and questions of professional ethics and deontology. The training and evaluation activities of the TPV are carried out in accordance with what is provided for tutorial teaching by the teaching regulations of the study courses.

By compiling the booklet, the tutor issues a formal certificate of attendance, together with an evaluation of the skills demonstrated by the intern. These skills refer to:

- a) case evaluation;
- b) the appropriate use of psychological tools and techniques for gathering information to carry out an analysis of the case and the context;
- c) the preparation of a theoretically founded and evidence-based professional intervention;
- d) the evaluation of the process and outcome of the intervention;
- e) preparing a report;
- f) returning it to the patient/client/user/institution/organization;
- g) establishing appropriate relationships with patients/ clients/ users/ institutions/ organizations;
- h) establishing appropriate relationships with colleagues;
- i) understanding the legal/ethical/deontological profiles of the profession, as well as their possible conflicts.

The tutor, for the entire duration of the internship portion of which he/she is the supervisor, is responsible for the following functions:

- introducing the intern to the various contexts of the professional activity: relationships with the institutions, interpersonal relationships, technical---instrumental equipment;
- verifying the experience carried out by the intern through constant monitoring, help in critical understanding and providing suggestions and corrections to integrate the experience;
- final evaluation of the internship that takes into account the results achieved by the intern and his/her ability to integrate within the institutional context in which the experience was carried out.

Each tutor may follow no more than 5 interns at the same time, regardless of the number of locations in which he/she operates. The tutor must submit a self-declaration to the affiliated body, pursuant to the D.P.R. 445/2000, that the number of interns at the same time is not greater than five.

The limit of five can be waived in the event that the start and end times of the interns are staggered and the overlap is limited in time (up to a maximum of 15 days).

The new regulation reported in the Manual on the continuous training of Healthcare Professionals, recognizes 1 (one) training credit for every 15 hours of tutoring activity.

The professionals identified as tutors who are subject to the disciplinary sanction of suspension are not authorized to perform the role of tutor during the period of suspension from professional practice.

Art. 6 – Rights and duties of the intern

The intern is required first of all to know the Code of Ethics of Italian Psychologists and, with regard to the times and methods of carrying out the activity, must comply with the Regulations on internships referred to in the following art. 8.

He/She must maintain an attitude and behavior consistent with the profession for which he/she is carrying out the internship, since this is in fact the first approach to the future profession.

In particular, reference is made to the provisions of the Recommendations for the ethical aspects for tutors and interns of professional training internships (Annex 1 of the guidelines on professional training in LM-51 and their evaluation, an integral part of this Convention).

If the intern believes that the experience in progress does not comply with the conditions indicated in this Convention and, in particular, that his /her right to learning referred to in art. 1, he/she has the possibility to report in writing, within the first third of the number of hours to be carried out, the situation to the offices in charge at the individual Universities that will inform the Integrated University-Order Internship Commission referred to in the following article which, having carried out the appropriate checks, will evaluate how to intervene ensuring the safeguarding of the internship period already completed. In the event that, following the check, it is found that the provisions contained in articles 1, 2, 3 and 5 of the present document have not been respected, the

Commission referred to in the following art. 7, will adopt the measures deemed most appropriate with respect to the offices with which the Agreement has been activated, including withdrawal from the same.

Art. 7 – The Integrated University-Order Internship Commissions

In order to implement the provisions of the Interim Decree 654/2022, art. 2 c. 12, regarding the “collaboration with the territorially competent professional Order” for “the methods of carrying out the TPV activities, selection and agreement of external bodies and tutors”, and in analogy to the provisions of art. 1 paragraph 2 of the Ministerial Decree. 239/’92, an Integrated University-Order Internship Commission is established in each University (pursuant to Art. 2, c. 12 of the Interim Decree no. 654/2022) composed of University professors, identified for this purpose with absolute priority among the professors registered in the Register of Psychologists, and two members designated by the Council of the Order of Psychologists, in agreement with the university headquarters.

According to the aforementioned art. 2, c. 12 of the Interim Decree no. 654/2022, in the planning activities of the methods of carrying out the TPV activities, selection and agreement of external bodies and tutors, the Commission must also consult the competent student representative bodies.

The Commission’s working tasks are the following:

- a) to perform consultative, monitoring and qualification functions of the training and professionalizing internship, audit, identification of accreditation criteria and maintenance of internship locations, qualification criteria and updating for tutors;
- b) to evaluate the accreditation proposals of the Institutions/Companies/Professional Firms to be affiliated;
- c) to receive the proposed agreement schemes and coordinates their implementation in the various locations;
- d) to evaluate the access requirements of the tutors;
- e) to promote and organize the updating for the tutors;
- f) to establish the criteria for the periodic monitoring of the effectiveness of the internship;
- g) to collect and examine the evaluations of the internship experiences, also for the purposes of admission to the final evaluation test;

h) to examine the critical issues that are highlighted by the teaching structures of the University and/or by the affiliated locations and/or by the Order regarding the performance of the internship, and express an opinion;

i) to collect and examine the critical issues raised by students during their internship;

j) to organize meetings with the supervising tutors for a periodic evaluation of the internship experiences;

k) to perform advisory functions in view of the composition of the judging committees of the Practical Evaluation Test (PPV) aimed at ascertaining the level of technical preparation of the candidate for the qualification to practice the profession (art. 3 of the Interim Decree no. 654/2022).

It is desirable that a regional database be set up made available by the Order on the basis of the information provided by the Universities, with the authorized structures, in which the availability of the structures to welcome new interns could also be updated to facilitate coordination among different offices that insist on the same territory.

If there is more than one University in the regional territory and more than one Integrated Internship Commission is established, regular moments of discussion among the Commissions themselves must be planned in order to share procedures and decisions and ensure homogeneity in the same.

Art. 8 – Internship Regulations

According to the internship regulations adopted by the University of Parma, the following must be agreed upon by both the University and the contracting Institution/Company/Professional Firm:

1. methods for requesting authorization as an internship location by the structures;
2. instructions for defining the individual training project;
3. instructions regarding insurance coverage;
4. methods for submitting internship applications;
5. methods for managing the attendance and certification booklet;
6. methods for carrying out the internship abroad;
7. all else deemed necessary for the adequate organization of internships.

Art. 9 – Transitional provisions

All professionalizing internships in psychology carried out according to the previous guidelines continue to be valid for access to the State Exam.

As provided for by Ministerial Decree no. 554 of 06/06/2022, art. 2, up to and including 2026, candidates who have completed the post-graduate professional training for the qualification to practice as a psychologist pursuant to Presidential Decree no. 328 of 5 June 2001, will obtain this qualification by taking the qualifying oral exam in the two sessions set annually by ministerial ordinances.

After 2026, the aforementioned candidates will also qualify by taking the practical evaluative exam and for this purpose they will have to apply to a university hosting the Master's Degree in Psychology.

Graduates and students who are taking or have taken the TPV as provided for in Ministerial Decree no. 567 of 20/6/2022, in order to access the PPV, will follow the provisions established by the University.

Art. 10 – Duration

This Protocol is valid and effective from the date of its signature by the Parties for a duration of 5 (five) years, and may be renewed in writing, by means of communication sent via certified electronic mail (PEC) among the Parties before the expiry.

Art. 11 – Final provisions

This document and the Guidelines attached to it, which form an integral part thereof, constitute the binding references for all future agreements.

Art. 12 – Definition of host structure and operating offices

The definitions of the following terms, present in the subsequent articles of these Regulations, are hereby reported:

- **host structure or structure:** the public or private Entities/Companies and the Professional Firms that enter into the agreement with the University of Parma for undergoing post-graduate TPVs;

• **accredited operational locations:** the internal branches of the host structures in which the internship activities are carried out (e.g. Services, U.O., Districts, Offices, ...), each of which corresponds to a specific internship training project approved by the Integrated University Internship Commission.

Art. 13 - Procedures for having a structure entered into an agreement or accredited an operational location/tutor

The choice of the structure is the personal responsibility of the intern, as is his/her relationship with it. The University is the only guarantor of the compliance with the legal terms of the various structures.

In order to carry out the TPV, the graduate may:

- A) choose from the structures already in agreement based on availability;
- B) propose a new structure to enter into an agreement;
- C) propose the accreditation of a new operational location for a structure already in agreement.

a) In this case, the intern must first check the availability of the chosen structure and make sure that the operational headquarters where he/she wants to carry out the internship and the tutor are accredited, by consulting the database of the structures affiliated with the University of Parma published at the link <https://corsi.unipr.it/it/cdlm-pics/tirocinio-post-laurea>. Then he/she must send the forms for the start of the TPV, as reported in Art. 16.

b) After having verified that the chosen structure is not an affiliated one, according to the method indicated in point a), the intern must have the structure itself send an email to the TPV post-graduate Office of the Department of Humanities, Social Sciences and Cultural Enterprises (dusic.tirocini@unipr.it), with which to request the procedure to activate the agreement with the University and the forms to have the training project approved for at least one operational location.

This form, after being duly filled in and signed by the Legal Representative of the structure, must be sent **by the structure itself** to the email address dusic.tirocini@unipr.it of the TPV post-graduate Office of the Department of Humanities, Social Sciences and Cultural Enterprises, which will submit it for evaluation by the Integrated University Internship Commission.

The approval of the training project is communicated via email to the structure and to the intern by the TPV post-graduate Office of the Department of Humanities, Social Sciences and Cultural Enterprises.

c) The intern, after having verified, according to the method indicated in point a), that the chosen structure is an agreement, but the operational headquarters where he/she wants to carry out the internship or the tutor identified are not accredited, must **have the structure itself** send an e-mail to the Post-Graduate TPV Office of the Department of Humanities, Social Sciences and Cultural Enterprises (dusic.tirocini@unipr.it), with which to request the forms for the accreditation of the new operational headquarters and the tutor. Once the forms have been received from the structure, duly completed and signed, the Post-Graduate TPV Office will submit them for evaluation by the Integrated University Internship Commission. Accreditation is communicated via email to the structure and to the intern by the TPV Post-Graduate Office of the Department of Humanities, Social Sciences and Cultural Enterprises.

Art. 14 – Indications for the definition of the training project

In the definition of the training project, to be drawn up according to the appropriate forms, the tutor or the person in charge of the structure must indicate, in addition to a description of the activities of the structure itself: THE professional SKILLS that the intern will be able to acquire, the ACTIVITIES that he/she will be able to carry out, the TOOLS that he/she will be able to learn and the METHODS through which learning will take place.

Art. 15 – Indications regarding insurance coverage

The University, through payment made by the intern, covers the entire period of the internship with insurance both against accidents and for civil liability towards third parties.

In the case of a Local Health Authority (USL), the insurance coverage is automatically valid throughout the territory, i.e. in every service or district of the Authority.

If, in order to achieve the training objectives set out in the internship project, the intern must carry out some activities outside the ordinary location of the TPV, indicated in the application to start the internship itself, in order for the insurance coverage to be valid, it is necessary for the Head of the structure to send an email to the Post-Graduate TPV Office of the Department of Humanities, Social

Sciences and Cultural Enterprises (dusic.tirocini@unipr.it), communicating the precise days, times and place where the intern must go to carry out the activities outside the office.

This communication must reach the Post-Graduate TPV Office at least three days before the trip.

For any further clarification regarding insurance coverage, it is possible to contact the Insurance Office of the University of Parma.

Art. 16 – Procedures for starting the internship

To carry out the internship, a payment of a contribution of 104.00 euros and a stamp duty of 16.00 euros is required through the pagoPA method. To issue the relevant payment notice on Esse3, the intern must contact the relevant Student Secretary (segreteria.corsiumanistici@unipr.it).

The forms to be filled out for starting the TPV (Forms A and D) are available on the University website at <https://corsi.unipr.it/it/cdlm-pics/tirocinio-post-laurea>.

This form and the receipt of the payment must be scanned into a **single PDF file** and sent by email to the Post-Graduate TPV Office of the Department of Humanities, Social Sciences and Cultural Enterprises (dusic.tirocini@unipr.it) **at least 10 days before the start date of the internship**. In the same email, the intern must communicate.

By the start date of the internship, the Post-Graduate TPV Office will communicate by email:

- to the intern that the documentation submitted is in order, authorizing the start of the internship;
- to the Student Secretary of the Humanities Degree Courses the address for sending the attendance booklet, which will send it by post within a few days.

Internships carried out without having previously submitted the necessary documentation will not be considered valid and will not be recognized *a posteriori* in any case.

Art. 17 – Change of location and modification of the internship period

During the TPV, the intern may request:

- the replacement of the structure originally chosen with another already in agreement with the University;
- the increase in the number of hours of internship, defined at the start of the same, to be carried out at the same structure.

In both cases, the change must be motivated by the intern with a statement in which it is specified what leads to the request for modification, any problems that have emerged and the solution attempts implemented. This declaration must be sent to the Post-Graduate TPV Office of the Department of Humanities, Social Sciences and Cultural Enterprises (dusic.tirocini@unipr.it), attaching the duly completed and signed Form A, available at the following link <https://corsi.unipr.it/it/cdlm-pics/tirocinio-post-laurea>.

In the event of a reduction in the number of hours of internship at the first chosen structure, with the aim of guaranteeing the safeguarding of the internship period already completed, the tutor of the first host structure must evaluate the suitability of the intern for the period under his/her supervision. This evaluation must be sent to the Post-Graduate TPV Office (dusic.tirocini@unipr.it).

The CIT will evaluate the request and authorize the potential change of location and/or change in number of hours.

Should it not be possible to complete the entire number hours of the internship by the scheduled end date for the internship, the intern can request an extension of the TPV period by sending Form B, duly filled out and signed and available at <https://corsi.unipr.it/it/cdlm-pics/tirocinio-post-laurea> to the Post-Graduate TPV Office of the Department of Humanities, Social Sciences, and Cultural Enterprises (dusic.tirocini@unipr.it).

Art. 18 – Procedures for managing the attendance book

Daily attendance must be recorded and signed for by the tutor in charge of the internship on the Attendance Booklet made available by the Student Secretary of degree courses in humanities. Each page of the booklet will be stamped and sealed by the tutor to confirm the activities indicated. At the end of the TPV, the intern must return the booklet, with the daily confirmation of attendance, to the Student Secretary of degree courses in the humanities in Via D’Azeglio, 85, either by delivering it in person or by post.

Art. 19 – Procedures for carrying out the internship abroad

For TPV sites located abroad, the same principles apply as for completing the internship in Italy. As provided for in the Single Agreement for internships of the University of Parma, for internships carried out abroad, the University is required to adopt an Internship Agreement, as a training plan/pact, written in the relevant language. The agreement with the facility must follow the same standards as those in vigor in Italy and the EuroPsy criteria, which require personal supervision by a psychologist tutor. The intern must confirm that they have attended and passed a training activity with confirmation of learning, also remotely, regarding the Italian code of ethics.

Foreign facilities that intend to host interns for their TPV must present forms in Italian or in English analogous to those presented by Italian facilities in order to obtain approval as TPV sites by the CIT and to be able to subsequently undersign the agreement with the university.

For TPVs completed abroad, documentation must be in hard copy as provided for by the Internship Office of the university. As the criterion of registry with the Italian Board of Psychologists for at least three years cannot be applied, the CIT will evaluate requirements on a case by case basis. The intern can present the request for a TPV abroad to the university considering foreign sites where an agreement already exists, or ask for a new foreign facility to be included. In the latter case, it is the intern's responsibility to make the first contact with the foreign facility.

For the purposes of evaluating the TPV activity, the intern must fill out the attendance register, where they must record the activities and hours completed. This register, filled out in Italian or English, is then signed by the tutor from the host foreign facility and constitutes a formal confirmation attendance. Along with the register, the intern must also fill out a questionnaire regarding their experience in the internship. Along with the confirmation of attendance, the foreign tutor must also evaluate the skills acquired by the intern. Confirmation of adequacy can be expressed in Italian, English, or the language of the host site, if accompanied by a translation into Italian or English.

The TPV is passed through the acquisition of a confirmation of competency. Should the internship have been completed at more than one foreign facility, each tutor must provide a confirmation of competency for their period of responsibility. The TPV is passed through the acquisition of all of the confirmations of competency.

Should the confirmation of competency not be acquired, the intern is required to repeat the number of hours of internship for which they were deemed not to be competent.

The CIT can collect and evaluate the evaluations of experiences with internships abroad, also for the purposes of sending them to the PPV commission.

Art. 20 – Procedures for the professionalizing internship for registration in Register B

The internship period necessary to access the State Exam that is valid for registration in Section B of the Board must have a minimum length of 6 months for a total of 500 hours to be carried out in approximately 20-25 hours per week, usually divided into 4-5 hours per day over 4-5 days per week.

The internship activities must begin only after the degree has been obtained.

The internship must be continuous and uninterrupted, except for the special cases provided for in the following point. A prolonged interruption that makes it impossible to carry out the planned number of hours shall be considered, with the exception of the cases indicated below, grounds for invalidation, requiring the intern to repeat the entire experience. The periods already completed will not be able to be used to count against the overall completion of the internship if carried out continuously.

In the event of the birth of a child or for serious and documented reasons, the CIT will evaluate requests to suspend and resume the internship period, maintaining the validity of the period already completed. Requests must be made in writing to the Post-Graduate TPV Office of the Department of Humanities, Social Sciences, and Cultural Enterprises (dusic.tirocini@unipr.it) and accompanied by documentation confirming the reason for the interruption.

Should the interruption of the internship be caused by the host facility and accompanied by documentation and serious reasons regarding the conduct of the intern, the facility must inform the Post-Graduate Office in a timely manner, which will inform the CIT, which will evaluate the possibility of cancelling the period of the internship completed to that point.

Should the intern carry out the internship outside of the periods authorized by the university, such periods cannot be considered valid for the purposes of completing the planned semester.

GUIDELINES FOR PROFESSIONALIZING INTERNSHIPS IN LM-51 AND THEIR EVALUATION

As part of the professionalizing training activities included in the category of master's degrees in psychology, 20 university credits (hereinafter CFU) are acquired by completing an internal TPV during the degree course. The TPV activities are carried out in operational contexts, for a minimum of 14 CFU, at qualified external sites with which the university has agreements. These guidelines refer specifically to these CFU.

For the procedures regarding the internship that is part of L-24 and LM-51, please see the AIP-CPA guidelines.

According to Art. 2 of D. Interm n. 567 of 20/06/2022 and Art. 2 of D. Interm. n. 654 of 05/07/2022, the Practical Evaluation Internship (hereinafter TPV) is composed of practical activities carried out under supervision, which include direct observation and execution of activities whose purpose is learning in context and the development of procedural and relational competencies and abilities that are fundamental to subsequent professional activities.

Such competencies include typical and reserved acts that characterize the profession of psychology, also pursuant to article 1 of Law no. 56 of 18 February 1989, and include the use of informational and interventional tools for the prevention, diagnosis, rehabilitation, and support in the context of psychology focused on individuals, groups, social organizations, and communities, as well as research and teaching activities.

The specific activities of the TPV are defined through didactic regulations, also considering the area of specialization of psychology to which the master's degree refers, but without such activities being carried out in a single area of practical internship, given that graduates will be able to practice in all spheres of the profession of psychology, excluding psychotherapy.

In particular, according to art. 2, c. 10 of D. Interm. no. 654/2022, the internship must enable participants to acquire competencies in the following areas:

- a) Case assessment;
- b) Appropriate use of psychological tools and techniques to collect information to analyze a case and its context;
- c) Provide a professional intervention founded in theory and based on evidence;
- d) Assess the process and outcome of the intervention;
- e) Write reports;
- f) Deliver them to patients/clients/users/institutions/organizations;
- g) Establish appropriate relationships with patients/clients/users/institutions/organizations;
- h) Establish appropriate relationships with colleagues;

- i) Understand the legal/ethical/deontological profiles of the profession, as well as possible conflicts.

The training plan upon which the TPV experience is founded must enable the intern to integrate knowledge, practice abilities acquired, experience future working roles, reflect upon and discuss their own activities and those of others, and the acquisition of ethical and professional competencies necessary to prepare them for independent practice in the profession of psychology. In particular, the activities that are observed and experienced under supervision must concern the use of investigational and interventional tools for the prevention, diagnosis, rehabilitation, and support in the context of psychology focused on individuals, groups, social organizations, and the community, as well as research and teaching activities in psychology.

1. UNIVERSITY INTERSHIP SITES:

Internships are planned and evaluated outside of the site of the university. In order to promote the student's transfer to other universities during their academic career, the specific procedures provided for by each individual university (e.g., regarding the timing of starting internships, any ranking lists, injury insurance, etc.) must be widely available, also through university websites and that of the Order of Psychologists.

2. INTERNSHIP SITES LOCATED IN REGIONS OUTSIDE OF THAT OF THE UNIVERSITY WHERE THE TPV IS BEING COMPLETED

The site where the internship is completed may be in another region than that where the university is located, or even abroad.

Without prejudice to possible agreements between universities in other regions for the recognition of other internship sites, for which the university can send students to facilities already accredited by universities in other regions, the University sending the internship will stipulate an agreement with the facility in another region (or another country), specifying the procedures as described below.

If the internship facility is abroad, the agreement must provide for compliance with the regulations in force in Italy and the EuroPsy criteria, which require individual supervision by a psychologist tutor.

3. WHERE THE INTERNSHIP CAN BE CARRIED OUT:

Pursuant to art. 2, c. 4 of D. Interm no. 654/2022, some of the external TPV activities are carried out in public or private healthcare facilities that are accredited and with which contracts have been drawn up with the National Healthcare Service. If such facilities cannot ensure the adequate and effective availability of psychology services and tutors within them, the external TPV can be carried out entirely in other external facilities with which the university has signed an agreement.

4. TIME FRAMES:

Pursuant to art. 2, sections 3 and 4 of D. Interm. no. 654/2022, the TPV activities are carried out in operational contexts for a minimum number of 14 CFU, in qualified external facilities with which the university has signed an agreement.

Each CFU assigned to the TPV, both external and internal, corresponds to at least 20 hours of professionalizing training activities and not more than 5 hours of supervised activities of further investigation. These can also concern ethical aspects of the activities carried out.

The time frame of the internship during the degree course is set out in the didactic regulations of each course, based on the specific organizational and didactic needs and the agreements with local facilities.

It is in any case advisable that, in both external and internal internships, various areas of the profession of psychology for which the graduate will be deemed certified be covered (in the prior regulations, at least two different areas were required for post-graduate experiences).

5. TUTORS:

The internship tutor is a psychologist who has been registered on Register A for at least three years. The professionals identified as tutors must have a consistent and systematic relationship of employment, collaboration, or consultation with the facilities/companies and carry out an activity specifically as a psychologist with a minimum of 15 hours per week.

Please see the rules specified in articles 5 and 20 of the Code of Ethics and Recommendations for tutors and participants in the professionalizing internships for the professional competencies and tutor activities.

According to art. 2, sections 8 and 10 of D. Interm. no. 654/2022, the tutor fills out a booklet in which they express an evaluation of the student's competencies with regards to the "know-how of being a psychologist". Such competencies consist of applying psychological knowledge necessary for professional practice, as well as demonstrating the ability to solve the typical problems of the profession and questions of professional ethics and deontology. The training and evaluative activities of TPV are carried out based on those provided for in tutoring didactics through the didactic regulations of the degree course.

By filling out the booklet, the tutor provides a formal certification of attendance, as well as an evaluation of the competencies demonstrated by the intern. These competencies include:

- a) Case assessment;
- b) Appropriate use of psychological tools and techniques to collect information to analyze a case and its context;
- c) Providing a professional intervention founded in theory and based on evidence;

- d) Assessing the process and outcome of the intervention;
- e) Writing reports;
- f) Delivering them to patients/clients/users/institutions/organizations;
- g) Establishing appropriate relationships with patients/clients/users/institutions/organizations;
- h) Establishing appropriate relationships with colleagues;
- i) Understanding the legal/ethical/deontological profiles of the profession, as well as possible conflicts.

Tutors, for the entire duration of the internship they are supervising, must fulfill the following obligations:

- a) Introduction of the intern to the various contexts of professional activity: relationships with institutions, interpersonal relationships, technical-instrumental equipment;
- b) Checking the intern's experiences through constant monitoring, help in critical understanding and provision of suggestions and corrections and additional information;
- c) Overall evaluation of the internship taking into account the results obtained by the intern and their capacity to integrate into the institutional context in which the experience is being carried out.

Each tutor can manage not more than 5 interns at the same time, independently of the number of sites at which they work. The tutor must present the affiliated institution with a declaration, pursuant to DPR 445/2000, that the number of interns is not more than five at any given time. The limit of five can be overcome should the start and end dates of the internships be staggered and the overlap limited in time (up to 15 days).

The new regulations included in the Manual of continuing education for the health professions recognizes no. 1 credit for each 15 hours of tutoring.

6. CONTENTS OF THE INTERNSHIP:

The facilities/companies may not use internships to replace employed staff or collaborators and cannot consider the internship activities as additional professional resources.

The intern must carry out their activities according to the purposes pursued by the facility/company in which they are working, adhering to the provisions related to the specific sector in which they are placed as well as the general facility/company rules.

They must also operate according to the objectives agreed upon in the internship plan, according to the instructions from the tutor in cooperation with the managers of the host facility/company.

The practical internship activity is carried out and supervised individually. Where the size of the facility/company is such that a relevant number of interns is hosted, discussion groups and internship practice reviews can be organized, under the tutor's responsibility, without prejudice to

the individual nature of the supervision and evaluation. The groups may be conducted by another psychologist who is not the tutor (internal or external to the facility), but who meets the criteria to be a tutor, identified by the host facility/company. These activities may be integrated with training opportunities open to all of the interns of the facility/company, focused on theoretical, methodological, deontological, and general themes. These training opportunities can be conducted by a psychologist who meets the criteria to be a tutor, internal or external to the facility.

In drawing up the training plan, whose certification of individual supervision is mandatory, in addition to requiring the acquisition of EuroPsy certification, it is necessary to keep in mind the requirements of D. Interm. no. 654/2022.

7. EVALUATION

For the purposes of evaluating the TPV activities, each tutor expresses an assessment of the competencies acquired by the student with regards to the “know-how of being a psychologist”, in addition to confirmation of attendance. Such competencies consist of applying the psychological knowledge necessary for professional practice as well as demonstrating the ability to resolve the typical problems of the profession and questions of professional ethics and deontology. The TPV is passed by acquiring an assessment of adequacy. Should the assessment of adequacy not be acquired by the intern, they must repeat the number of internship hours for which they were not deemed adequate.

8. COMMISSION FOR INTERNSHIPS (EX ART. 1 SECTION 2 D.M. 239/92)

For the purposes of concretizing the provisions of D. Interm. 564/2022, art 12, section 12 concerning “collaboration with the professional orders with local jurisdiction” for the “procedures for carrying out the TPV activities, selecting and drawing up agreements with external facilities and tutors” and analogously to the provisions of art. 1 section 2 of D.M. 239/92, each site institutes an Integrated University-Order Internship Commission (ex. Art. 2 section 12 of D. Interm. no. 654/2022) made up of university instructors and one or more members of the order with local jurisdiction of the Council of the Order of Psychologists of the Region.

According to the previously cited art. 2, section 12 of D. Interm. no. 654/2022, within the activities of planning the procedures for carrying out the activities of the TPV, choosing and drawing up agreements with external facilities and tutors, the Commission must also contact the relevant student representation organizations.

The Commission works towards the following objectives:

- a) Carrying out consultation, monitoring, and qualification of training and professionalizing internships, audits, identification of accreditation and maintenance criteria for internship sites, and qualification and updating criteria for tutors;

- b) Evaluating accreditation proposals from facilities/companies with which to draw up agreements;
- c) Receiving proposed agreement drafts and coordinating their implementation at various sites;
- d) Evaluating requirements for access for tutors;
- e) Promoting and organizing updates for tutors;
- f) Establishing criteria for periodic monitoring of the efficacy of the internship;
- g) Collecting and reviewing evaluations of internship experiences, also for the purposes of admission to the final evaluation task;
- h) Reviewing critical areas that are raised by the didactic facilities of the university and/or the sites with which agreements have been drawn up and/or the order regarding the execution of the internship, and issuing opinions;
- i) Collecting and reviewing critical areas raised by students during their internship;
- j) Organizing meetings with supervising tutors for period evaluations of the internship experience.
- k) Carrying out consultations to create the evaluating commissions of the Practical Evaluation Test (PPV) for the purpose of certifying the level of technical preparation of the candidate for certification for professional practice (art. 3 of D. Interm. no. 654/2022).

It is advisable that a regional database be created and managed by the relevant Order, with the accredited facilities, in which the availability of the facilities to host new interns could be included in order to promote coordination among various sites within the same area.

9. PRACTICAL EVALUATION TEST (PPV)

The certifying test to practice the profession of psychology is a single test and is administered orally. It focuses on the activity carried out during the TPV and the connections between theories/models and professional practice, as well as on aspects of legislation and professional deontology.

The purpose of the test is to certify the candidate's ability to adopt a professional approach founded on theoretical models and evidence and complying with ethical principles, duties, and deontological rules of professional conduct, as well as their ability to reflect critically on the overall experience of the internship and the activities performed.

The organizational procedures and the time frame (to be established prior to the thesis defense) are provided in the Course of Study regulations.

The content of the test and the relevant evaluation are the supervised practical activities, with provide for direct observation and conduct of activities for the purpose of learning in context and the development of procedural and relational competencies and abilities, which are fundamental to

practice within the professional, and contribute, along with the theoretical knowledge acquired, the acquisition of a set of competencies necessary to access the profession of psychologist. Such competencies refer to typical and reserved acts that characterize the profession of psychology, also pursuant to article 1 of Law no. 56 of 18 February 1989 and include investigational and interventional tools for the prevention, diagnosis, rehabilitation, and support in the area of psychology focused on individuals, groups, social organizations, and communities, as well as research and didactic activities. These guidelines have been approved by the Technical Round Table of the Order and University on 24 October 2022.

RECOMMENDATIONS FOR THE DEONTOLOGICAL ASPECTS FOR TUTORS AND PARTICIPANTS IN THE PROFESSIONALIZING INTERNSHIP

Tutors must be appropriately trained and upon request can be added to the National List of accredited supervisors, stipulated according to the parameters provided for in art. 5, that is, in a short list that is open, public, and periodically updated. They may be involved in didactic activities to be carried out in presence or remotely, through training programs alternating with professional activities.

Deontological instructions for tutors

1. Tutors are responsible for the acquisition and evaluation of professional competencies acquired by the intern in the specific professional context. The intern's competencies can be found in the activities identified in art. 1 of Law 56/89 and are divided into primary and certifying abilities.
2. Tutors contribute to the development of the discipline of psychology and undertakes to communicate the progress of their knowledge and techniques to future colleagues (art. 34 C.D.). Their activities are aimed at providing the intern with an appropriate level of knowledge and abilities, promoting both training in initial competencies and the awareness of the social responsibility of acts deriving from professional practice (art. 3 C.D.).
3. Tutors stimulate the intern's interest in the deontological principles, also by demonstrating how they inspire their professional conduct (art. 20 C.D.).
4. Tutors manage the training relationship with the intern, preserving their professional autonomy in the choice and application of methods, techniques, and psychological tools. In no case must tutors delegate to other psychologists or professionals in other areas the management of the intern's training and the choice of their practical activities (art. 6 C.D.).
5. Tutors are responsible for the intern's operations and must protect the recipient of the intervention (art. 4 C.D.), also preventing any misunderstandings with regards to the intern's role and function (art. 39 C.D.).
6. Tutors facilitate the intern's learning by personally carrying out in their presence the activities that constitute the profession (art. 7 C.D.). Subsequently, these activities can be carried out together or delegated to the intern, based on the level of competence acquired during the internship. During the evaluation phase, the tutor is required to follow the criteria of the specific competencies and preparation (art. 19 C.D.).
7. Tutors promote direct interaction with the intern at all times to resolve doubts or questions with regards to motivations for the intervention, methodologies used, and their scientific references (art. 5 C.D.).

8. Tutors protect the intern by teaching them how to use the tools and techniques belonging to the profession of psychology, and founded on documented scientific evidence. Tutors guide the interns in recognizing the limits of their own competencies and using only the theoretical-practical tools acquired that belong to the activities typical of the profession of psychology and abstain from training them in areas of competency that require a degree in psychotherapy (art. 5. C.D.).
9. Tutors adhere to the principles of appropriacy and loyalty, avoiding public comments on the intern, their level of training and competencies and the results they have obtained (art. 36 C.D.).
10. Tutors update their own competencies in tutoring also by attending specific training and continuing education courses organized by the Order of Psychologists in collaboration with the university and other training institutions (art. 5 C.D.).

Responsibilities of the intern

The intern is required to draw up, along with the assigned tutor, a personalized internship plan, adhering to the regulations provided for in the agreement, to provide the documentation of the activities carried out, to write a concluding work and, where necessary, fill out the final evaluation forms.

The intern undertakes to

- Carry out the activities provided for in the training plan;
- Follow the tutor's instructions and refer to them for any organizational needs or any other issues;
- Adhere to confidentiality requirements and not reveal any information regarding users, employees, and the host facility, whether learned during or before the internship;
- Follow the rules of the internship site and the standards of hygiene, safety, and health in the workplace.

For the purposes of displaying appropriate conduct to the profession of psychology, the intern must familiarize themselves with the deontological code of psychologists, and align their conduct with the rules and principles deriving from it.

At the end of the internship period, the intern must demonstrate the acquisition of the professional competencies initially drawn up with the tutor and included in the personalized internship plan, using a portfolio in which they record the work done, evaluate the competencies acquired, and identify the needs for professional development.

