



VADEMECUM FOR THE ACTIVATION OF THE POSTGRADUATE TRAINEESHIP AIMED AT ENROLLING IN THE REGISTER OF PSYCHOLOGISTS - *REGISTER A AND B*

TIMES

After graduating with a Bachelor's degree in Psychological Sciences, it is possible to be registered in Register B, subject to passing the state examination, after completing a traineeship of 500 hours in a 6 continuous month period.

After graduating with a Master's degree in Clinical Psychology, it is possible to enrol in Register A, subject to passing the state examination, after completing a traineeship of 1000 hours in a 12 continuous month period. The 1000 hours can all be carried out in the same location or in two different locations (500 hours in one location and 500 hours in another location); in any case, for the two semesters, two distinct training projects must be presented, falling into two different areas among the following: a. general and experimental psychology; b. developmental and educational psychology; c. social, work and organisational psychology; d. clinical psychology.

Traineeship semesters begin on 15 April and 15 October of each year.

The activation procedure described in the following paragraphs must be carried out and completed:

- by 31 March for the semester beginning in April
- by 30 September for the semester beginning in October

N.B. The traineeship must be completed (both in terms of hours and months) before the first round of the State Examination.

ACCREDITATION OF THE TRAINING PROVIDER INSTITUTION

A traineeship valid for the state exam can only be carried out at an accredited institution. The list of already accredited institutions can be consulted by accessing the following portal: <http://tirocini.opl.it/elenco.php>. By means of this list it is possible to view the file of each Institution containing: a) the reference contacts and personal data, b) the description of the psychological activity carried out at the Institution, c) the approved traineeship projects in the 4 areas of psychology foreseen, d) the Institution's offices accredited for the traineeship.



Institutions that are not yet accredited and intend to host a postgraduate traineeship, before signing the agreement with the University of Bergamo (see next paragraph), must apply for and obtain ACCREDITATION at the Joint Traineeship Commission composed of representatives of the Order of Psychologists of Lombardy (OPL) and Lombardy Universities, according to the procedures and timeframes indicated by the Commission itself. Accreditation procedures are available on the OPL website <http://tirocini.opl.it/elenco.php> (see section PDF MANUAL and FAQ).

Once you have chosen the organisation where you want to carry out your traineeship, you should first check that it is accredited by the Joint Traineeship Commission mentioned above for the following aspects:

- the specific area of psychology relevant to the traineeship project
- the specific location where it will be carried out
- the psychologist who acts as a tutor in that area and in that institution (PLEASE NOTE: the possibility of checking the accreditation of the tutor is not available by accessing the above-mentioned portal, so this verification must be done by the trainee by calling the Placement office).

IMPORTANT:

Psychologists who have been enrolled in the Register of Psychologists for at least 3 years and who can prove that they have carried out adequate and relevant professional, research and/or training activities in the last 5 years in the areas of psychology in which they intend to tutor trainees may apply for accreditation by the Joint Traineeship Commission (see the accreditation procedures and timescales in conjunction with the accreditation of host organisations on the OPL portal). Each tutor may supervise a maximum of 3 postgraduate trainees per semester.

AGREEMENT BETWEEN TRAINEESHIP PROVIDER INSTITUTION AND UNIVERSITY OF BERGAMO

For administrative and insurance reasons, accredited training provider institutions must also ENTER into an agreement with the University of Bergamo. If the host institution accredited by the Joint Traineeship Commission does not have an agreement with UNIBG, it must complete and sign the agreement already prepared, through the portal <http://sportello.unibg.it/esse3/Home.do>. The agreement must be signed by the legal representative and sent to the Placement Office according to the procedures described in the reserved area of the host company/institution of the Internet desk under AGREEMENT.



You can check whether the accredited organisation you have chosen for the traineeship also has an agreement with the University of Bergamo by accessing your Internet Desk, in the Traineeship Placement section, under the heading COMPANY.

TRAINING PROJECT AND STEPS FOR THE ACTIVATION OF THE TRAINEESHIP

1. The trainee checks the OPL portal (<http://tirocini.opl.it/elenco.php>) to verify the accreditation of the host institution, the location and the area of the training project.
2. The trainee contacts the Placement office (tel. 035-2052291/289/292) and makes sure that the tutor of the host organisation is accredited by the Joint Traineeship Commission OPL-University for the specific area and location where the traineeship is to be carried out.
3. The trainee must also check that the host institution has an active agreement for traineeships with the University of Bergamo. This check can be carried out by trainees by accessing their own Internet Desk, in the Traineeship Placement section, under the heading COMPANIES.
4. The trainee makes an appointment with the tutor of the institution to prepare together a specific six-month traineeship training project, included in the general description of the project accredited on the OPL portal for the specific area of psychology chosen.
5. The tutor of the host organisation enters online the agreed project at the Internet Desk (<http://sportello.unibg.it/esse3/Home.do>) in the reserved area of the institution/company, clicking on **ACTIVATE TRAINEESHIP WITH KNOWN STUDENT/GRADUATE**, inserting the matriculation number of the graduate and filling in the fields of the project itself.

THE AREA OF PSYCHOLOGY (a-General and experimental psychology; b-Social, work and organisational psychology; c-Clinical psychology or d-Developmental psychology) in which the traineeship project is carried out must be ENTERED IN UPPER-CASE LETTERS AS THE TITLE OF THE ACTIVITY DESCRIPTION (please note that the two semesters of traineeship must be taken in two different areas). Without this indication the project cannot be approved.

By entering the project, tutors of the host organisation declares that they have read and approved the Document concerning the recommendations for the ethical aspects for tutors and trainees of vocational traineeships (see attachment 1 of the Guidelines issued by the CNOP on 15/11/2013), published on the page of the unibg.it website dedicated to vocational traineeship:

<https://www.unibg.it/studia-noi/frequentare/tirocinio/tirocini-professionalizzanti-0>



6. The trainee enters the name of the supervising professor and approves the training project online. By approving the project, students declare that they have read and approved the Document concerning the recommendations for the ethical aspects for tutors and trainees of vocational traineeships (see attachment 1 of the Guidelines issued by the CNOP on 15/11/2013), published on the page of the unibg.it website dedicated to vocational traineeships:

<https://www.unibg.it/studia-noi/frequentare/tirocinio/tirocini-professionalizzanti-0>

7. The trainee makes an appointment with a supervising professor and checks with them the educational and professional adequacy of the project. The professor may approve the online project or, if they deem it useful and necessary to make changes, they will reject the project, which can then be modified online again by the institution according to the agreed indications. During the same meeting with the professor, the supervision activities to be carried out during the semester will be agreed upon, in order to support learning and to protect the educational quality of the traineeship experience.

The supervising professor must be chosen among the professors identified by the Internal Commission for traineeships of the Degree Course in Clinical Psychology (Italian and English curricula). The supervising professors, divided by area of psychology in which the traineeship is carried out, are listed in the file on the following internet page:

<https://www.unibg.it/campus-e-servizi/servizi-gli-studenti/orientamento/stage-e-placement-orientamento-post-lauream-1> - LIST OF SUPERVISING PROFESSORS (to contact them, please refer to the office hours indicated on each professor's web page).

8. The Placement Office, after verifying the formal regularity of the project (presence of the necessary accreditations and agreements, approvals from all parties involved, distinction between the project areas of the two semesters) makes it effective online and activates the relevant insurance coverage. **N.B.: In case of irregularities, the Office will reject the training project and the trainee will have to start again with the completion process.**

IMPORTANT:

The area of psychology and the activities reported in the traineeship training project must fall within the scope and activities of the General Projects approved by the Joint Traineeship Commission for that host institution and for that area, for that location and for that specific tutor.

Activation of a traineeship carried out in the absence of accreditation of one of the following aspects will NOT be considered valid: host institution, location of the host institution,



area of psychology in which the project is carried out, psychologist accredited to act as tutor in that institution and in that specific area of psychology (see paragraph on the accreditation of the institution). Therefore, the trainee is asked to pay special attention to verify this prerequisite before starting the traineeship to avoid doing a traineeship that will not be considered valid for the state exam.

TRAINEESHIP REGISTER

It is the responsibility of the trainee to make periodic detailed and accurate records of the activities performed during the traineeship. To this end, a register has been prepared which can be downloaded from the following web page: <https://www.unibg.it/studiai/frequentare/tirocinio/tirocini-professionalizzanti-0>

At the end of each semester, the trainee will sign the register, have the institution's tutor sign it, and have the supervising professor countersign it.

Within one month at the latest after the end of each semester, this register must be submitted to the Placement Office, complete in all its parts.

TRAINEESHIP ABROAD

It is also possible to do the traineeship abroad. Foreign institutions, unlike Italian institutions, are not accredited by the Joint Traineeship Commission, but are accredited by the individual universities. The locations accepted for traineeships abroad are primarily universities (Departments, Laboratories and University Services of Psychology or University Clinics) or other institutions/companies positively evaluated by the Internal traineeship Commission of the Master's Degree Course in Clinical Psychology (Italian and English curricula). The presence in the host institution of a psychologist who has been working in the field of psychology for at least three years is also required.

The request for accreditation must be sent to the coordinating professor of postgraduate traineeships of the Master's Degree Course in Clinical Psychology, Prof. Attà Negri (atta.negri@unibg.it). Once the accreditation has been decided, the Placement Office (placement@unibg.it) must be asked to provide the English format of the agreement and the training project, to be filled in and signed by the foreign host institutions. The online procedure must then be carried out at the Internet Desk relating to the above-mentioned training project.



ELECTRONIC RESOURCES LIBRARY SERVICES

The trainee may have access to the electronic resources of the university library systems for their own further education and research during the traineeship. In order to reactivate your credentials you must send an email request to placement@unibg.it indicating your name, surname, matriculation number and references (host institution and start and end dates) of your traineeship.

FOR OTHER INFORMATION

For all details on the rules governing the traineeship please refer to the FAQ published on the website of the Order of Psychologists of Lombardy (OPL) or the Guidelines of the National Council of the Order of Psychologists (CNOP):

<https://tirocini.opl.it/tirocini-faq.php>

<http://www.psy.it/allegati/linee-guida-tirocini.pdf>

http://www.psy.it/wp-content/uploads/2015/04/Linee-di-indirizzo-sul-tirocinio-professionalizing-approved-CNOP-15_11_2013.pdf

Bergamo, 19/05/2021