



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
DIPARTIMENTO DI PSICOLOGIA



Ordine degli Psicologi dell'Emilia-Romagna

COMMISSIONE TIROCINI INTEGRATA Università-Ordine

Guidelines for Practical Evaluation Internships (TPVs) in qualifying degree programmes in Psychology giving access to the Practical Evaluation Test (PPV)

Having regard to:

- Law 56/1989 “Legal requirements for practicing as a professional Psychologist”;
- Ministerial Decree 239/1992 “Guidelines laying down provisions on postgraduate practical internships for admission to the State exam to qualify as a professional Psychologist”;
- Ministerial Decree 240/1992 “Guidelines laying down provisions on the State exam to qualify as a professional Psychologist”;
- Ministerial Decree 509/1999 “Guidelines laying down provisions on the teaching autonomy of universities”;
- Ministerial Decree 142/98 “Guidelines laying down provisions for implementing the principles and criteria referred to in Article 18 of Law no. 196 of 24 June 1997 concerning training and guidance internships”;
- Law 170/2003 “Conversion with amendments into law of Decree-Law 105/2003, laying down urgent provisions for universities and research institutions, as well as on the subject of qualification for practicing professional activities”, as subsequently amended and/or supplemented;
- Ministerial Decree 270/2004 “Amendments to the Guidelines laying down provisions on the teaching autonomy of universities, approved by Ministerial Decree 509/1999 of the Minister of University and Scientific and Technological Research”;
- Presidential Decree 328/2001 “Amendments and supplements to the requirements for admission to the State exam and to the tests that qualify for practicing certain professions, as well as to the provisions governing the applicable systems”;
- Ministerial Decree 1135/2019 “Guidelines for the organisation and recognition of Vocational Internships in Member States of the European Union or in foreign countries, and specifically regarding the role of the vocational internship supervisor” of the Minister of Education, University and Research;
- Law 163/2021 “Provisions on qualifying degrees”;
- Interministerial Decree 554/2022 (implementing Article 7, paragraph 1 of Law 163/2021);
- Interministerial Decree 567/2022 “Specific temporary provisions on qualification as a professional psychologist” (implementing Article 7, paragraph 1 of Law 163/2021);
- Interministerial Decree 654/2022 “Second cycle degree that qualifies for practicing as a professional Psychologist – Class LM-51” (implementing Articles 1 and 3 of Law 163/2021);

Having acknowledged:

- Ministry of University and Research Note no. 4375 dated 13.11.2008 on the continuity principle referred to in Article 9 of Ministerial Decree 239/1992;

- MIUR Note no. 3139 dated 07.10.2010, derogating from Article 1, paragraph 9 of Ministerial Decree 239/92;
- The principles stated in the “Guidelines and recommendations for vocational internships pursuant to Ministerial Decree 270/2004”, drawn up by the National Council of the Italian Professional Association of Psychologists (*Ordine degli Psicologi*);
- The reference framework and minimum standards of education and professional training in Psychology under the EuroPsy certification;
- The “Guidelines on vocational internships in LM-51 and their evaluation”, approved by the Professional Association-University Technical Roundtable on 24 October 2022 and endorsed by the Academic Psychology Conference (*Conferenza Psicologia Accademica*, CPA) and the National Council of the Italian Professional Association of Psychologists (CNOP);
- The University Internship Regulations governing curricular and non-curricular internships (Rector’s Decree no. 658 dated 05.06.2020);
- The Memorandum of Understanding between Alma Mater Studiorum – Università di Bologna and the Emilia-Romagna Professional Association of Psychologists (*Ordine degli Psicologi dell’Emilia-Romagna*), dated 19 June 2023, on practical evaluation internships;

The Guidelines for Practical Evaluation Internships (hereinafter TPVs) in qualifying degree programmes in Psychology giving access to the Practical Evaluation Test (hereinafter PPV) are laid down as follows.

Art. 1 – TPV objectives and contents

A TPV allows interns to gain additional knowledge, practice acquired skills, experiment with job roles, reflect on and discuss their own and other professionals’ activities, and train the ethical and professional skills required for working as a professional psychologist.

The main goal of the internship is to develop the basic professional skills necessary to perform the reserved and typical tasks that characterise the psychology profession pursuant to Article 1 of Law 56/1989, which include using cognitive and intervention tools for prevention, diagnosis, habilitation, rehabilitation and psychological support targeted towards individuals, groups, social organisms and communities, as well as carrying out experimentation, research and teaching activities. (A more exhaustive definition of typical tasks, so-called *atti tipici*, is available in the CNOP document *La professione di psicologo: declaratoria, elementi caratterizzanti ed atti tipici*, File no. 15000174 dated 05 June 2015, and in the CNOP document *Atti tipici*).

In particular, the internship will allow – or at least help – participants to gain the skills required to (Interministerial Decree 654/2022, Article 2, paragraph 10):

- a) assess a case;
- b) appropriately use psychological tools and techniques for gathering information to examine a case and its context;
- c) prepare a theoretically grounded and evidence-based professional intervention;
- d) evaluate the process and outcome of the intervention;
- e) draft a report;
- f) terminate the intervention with a patient/client/user/institution/organisation;
- g) establish appropriate relations with patients/clients/users/institutions/organisations;
- h) establish appropriate relations with colleagues;
- i) understand the legal and ethical aspects of the profession, as well as their possible conflicts.

A TPV involves supervised and contextualised practical work, including direct observation and performance of activities aimed at situated learning and development of key procedural and

relational knowledge and skills to practice the profession (Interministerial Decree 567/2022, Article 2; Interministerial Decree 654/2022, Article 2).

The internship thus aims to provide interns with an adequate level of preparation, covering both “how to work as” and “how to be” a professional psychologist, promoting training and the social responsibilities arising from professional practice (Code of Ethics, Article 3).

In order for the intern to acquire the necessary professional skills, he/she must become gradually independent, under the constant supervision of his/her tutor. In particular, after an initial shadowing period with direct supervision (joint presence), the intern should be able to experience first-hand the typical tasks of the profession with indirect supervision.

Art. 2 – TPV structure

In order to qualify as professional psychologists, students of degree programmes in Psychology must earn 30 CFU credits (equal to 750 hours) by carrying out a TPV over the entire course of their university studies (first cycle and second cycle degree programmes). After acquiring 30 CFU credits from their TPV, students will have access to the PPV, which must be taken before graduation, i.e. before dissertation discussion.

Each CFU earned from a TPV (both within and outside the university) corresponds to at least 20 hours of professional training and up to 5 hours of supervised further learning. The latter may also concern ethical aspects.

The 30 CFU credits – i.e. 10 CFU credits (equal to 250 hours) earned during the first cycle and 20 CFU credits (equal to 500 hours) earned during the second cycle degree programme – are broken down as follows.

- a) TPVs for first cycle degree programmes in Psychological Sciences and Techniques – Class L-24: 10 CFU credits (equal to 250 hours) earned from professional training activities. Such activities may be carried out in whole or in part either within the university or at qualified third-party partner organisations of the University of Bologna. Students who access a second cycle degree programme in Psychology at the University of Bologna after obtaining their first cycle degree or other valid qualification from a different university, including abroad, can apply to have their previous internship experience considered, up to a maximum of 250 hours. The corresponding internship certificate (in Italian or English) must be attached to the application, which will be assessed on the basis of criteria defined by the CTI and the degree programmes of the Department of Psychology.
- b) TPVs for second cycle degree programmes in Psychology – Class LM-51: 20 CFU credits (equal to 500 hours) broken down as follows.
 - a. Internal TPVs: up to 6 CFU credits (equal to 150 hours) from activities carried out within the university.
 - b. External TPVs: from 14 CFU credits (equal to 350 hours) to 20 CFU credits (equal to 500 hours) from activities carried out at qualified third-party partner organisations of the University of Bologna.

Art. 3 – TPV host facilities

Internal TPV host facilities include all university facilities, also abroad, such as laboratories, psychology services, and departmental and interdepartmental research centres.

Qualified third-party organisations outside the university include public and private healthcare facilities accredited and in an agreement with the Italian National Health Service. Where such facilities are unable to ensure adequate and effective availability of psychology services and tutors, TPVs may be carried out entirely at other third-party partner organisations of the University of Bologna (Interministerial Decree 654/2022, Article 2, paragraph 4).

Qualified third-party organisations (hereinafter Organisations) that may enter into partnership

agreements with the University of Bologna (hereinafter University) include public non-healthcare facilities and institutions, private healthcare and non-healthcare businesses and practices where psychology activities falling within the definition of Article 1 of Law 56/1989 are carried out on a continuous basis and which meet the requirements to become TPV locations, including IRCCS, non-university research centres and university hospitals.

External TPVs may not be carried out at Organisations where the intern's cohabitants, relatives or relatives-in-law work, nor at host Organisations with which they have professional ties, nor at the intern's workplace or at the organisation where he/she works, including on a self-employed basis.

Art. 4 – TPV timing and procedures

The timing for undertaking a TPV is specified in the teaching regulations of the relevant degree programme, depending on its teaching organisation needs and partnership agreements with third-party Organisations.

The specific activities to be carried out in internal TPVs (Classes L-24 and L-51) are described in the teaching regulations. In the case of Class L-51, consideration is also given to the specialist area of psychology to which each second cycle degree programme refers. However, the internship will not focus on that area only, as the graduate will be qualified to practice in every area of psychology, with the exception of psychotherapy.

External TPV activities must be carried out in accordance with the internship plan objectives agreed between the University and the host Organisation and in compliance with the provisions in force for the relevant area, the aims of the intern's degree programme and the general regulations of the host Organisation.

Each TPV will be carried out and supervised on an individual basis. If, due to its size, an Organisation is able to host a significant number of interns, these may be grouped together by the tutor to discuss and review their internship experience. However, individualised supervision and assessment will be ensured at all times. The groups may be led by a psychologist other than the tutor but meeting the same requirements, to be identified by the host Organisation within or outside itself. The activities may be supplemented by training sessions open to all interns at the Organisation, focussing on theoretical, methodological or ethical issues of a general nature. Such training sessions may be conducted by a psychologist within or outside the host Organisation, but meeting the requirements for tutors.

Art. 5 – Criteria for identifying eligible locations to host external TPVs

Third-party Organisations hosting interns must ensure compliance with the requirements of Art. 3 above, as well as meeting the following criteria:

- a) presence of psychology functions and provision of psychology services as part of the activities carried out by the Organisation as a whole or by one of its departments;
- b) presence of tutors who meet the requirements set out in these Guidelines (Art. 6);
- c) definition of a training plan that takes the applicable rules and the provisions of Art. 1 above into account;
- d) possibility for the intern to engage directly in the activities considered basic for his/her future profession;
- e) possibility for the intern to progressively experience first-hand the typical tasks of the psychology profession with indirect supervision, when the tutor considers that the necessary and appropriate skills have been gained.

Interns will carry out activities under the supervision of a psychologist tutor and may not be used by the host Organisation as replacement employees or additional resources.

Acceptance and performance of internship activities may in no way be made conditional upon the intern participating in preparatory or ongoing training at cost.

Requests for the activation of new internship locations or for renewal of existing partner locations must be submitted by the Organisation concerned using the forms provided by the University, also electronically, as instructed in the University website. All requests will be assessed by the University-Professional Association Integrated Internship Committee (hereinafter CTI) during regular meetings on a monthly basis, save due to specific rescheduling needs. The CTI will determine whether an Organisation is eligible to become an internship location, on the basis of the requirements set out in these Guidelines (Art. 5). In assessing the training plan, the CTI will also rely on the indications received from the degree programmes and the opinions of the students' representatives.

After obtaining eligibility, the Organisation must sign a partnership agreement with the University of Bologna (hereinafter University) to govern their relationship for the purposes of the TPV, and then register with the University's Internship application in order to activate the agreement. When the agreement is active, the Organisation must upload the internship plan preventively agreed with and approved by the CTI to the online application; the student must then apply for the position, the tutor must validate the internship and the University must approve it.

Partner Organisations undertake to make sure that each tutor supervises up to 5 interns. Partner Organisations further undertake to timely inform the University of any new tutors available and of any other changes in the Organisation's requirements with respect to the original content of the agreement. Any changes in the internship training plan must be promptly communicated to and approved by the CTI.

The CTI will suspend or revoke the status of eligible TPV location if an Organisation no longer meets the necessary requirements to maintain eligibility.

Art. 6 – Requirements for the external TPV psychologist tutor

The external TPV tutor is a psychologist who has been enrolled in the Professional Register of Italian Psychologists A (*Albo degli Psicologi*) for at least three years.

Professionals appointed as tutors must have a continuous and formal relationship in place with the Organisation, as employees, collaborators, consultants, partners or owners, and, regardless of their contract classification, must carry out activities that are typical of the psychology profession (Law 56/89, Article 1) and normally involve an hourly commitment of at least 15 hours per week.

Each tutor may supervise up to 5 interns at the same time, regardless of the number of locations of the Organisation he/she works in. The limit of 5 interns may be exceeded if their start and end dates are staggered and the overlap is limited in time (up to 15 days).

Where more than one psychologist tutor is present at the Organisation, one of them may optionally be appointed as the TPV in Psychology Coordinator.

The Organisation will be required to provide a written justification if a tutor needs be replaced during the course of an internship. If the new tutor is not among those included in the documentation submitted when applying for eligibility, the Organisation must send the new tutor's dossier to allow for verification of the applicable requirements.

If a tutor has to interrupt his/her assignment for any reason, even temporarily, the Organisation must immediately inform the University and replace him/her with a psychologist who meets the applicable requirements. In the event that no other psychologist is available at the Organisation, the CTI will authorise the intern to change his/her internship location.

The eligibility requirements for psychologists to act as TPV tutors are assessed by the CTI.

Art. 7 – Duties of the TPV psychologist tutor

Tutors will have the following duties for the entire duration of the TPV in which they act as such:

- a) introduce the intern to different professional contexts, relations with institutions,

- interpersonal relations and technical equipment;
- b) check the intern's experience by monitoring him/her at all times, helping him/her with critical understanding and providing advice and suggestions to supplement his/her experience;
 - c) carry out a final evaluation, taking into account the results achieved by the intern and his/her ability to integrate into the Organisation in which the experience took place.

Furthermore, in performing their duties, tutors will: draw the attention of the intern(s) to ethical principles, first and foremost by complying with such principles in their own professional conduct; manage the training relationship with intern(s) while preserving their own professional autonomy and remaining responsible for their own actions and their foreseeable consequences; foster respect for the dignity and rights of intervention recipients, by instructing the intern(s) to adopt practices and behaviours that protect them at all times; finally, aware of the specific nature of the psychology profession and the importance of the TPV, tutors will not delegate their training duties to non-psychological professionals.

Art. 8 – TPV assessment

For the purpose of evaluating TPV activities, the tutor will issue a formal certificate of attendance, together with an assessment of the intern's skills as regards both "how to work as" and "how to be" a psychologist. These skills consist, in general, in applying the psychological knowledge necessary for professional practice and in demonstrating the ability to solve the typical problems of the profession and deal with ethical matters in full autonomy, in accordance with Art. 1 of these Guidelines.

In particular, such skills include:

- a) understanding connections between psychological theory, tools and practice;
- b) assessing a case;
- c) assessing and appropriately using psychological tools and techniques for gathering information to examine a case and its context;
- d) preparing a theoretically grounded and evidence-based professional intervention;
- e) evaluating the process and outcome of the intervention;
- f) drafting a report and terminating the intervention with a patient/client/user/institution/organisation;
- g) establishing appropriate relations with patients/clients/users/institutions/organisations;
- h) establishing appropriate relations with colleagues and other professionals and operators;
- i) understanding the legal and ethical aspects of the profession, as well as their possible conflicts and implications;
- j) reviewing one's own experience autonomously and critically.

The TPV will be passed with a passing grade. If an intern does not obtain a passing grade, he/she will be obliged to repeat the internship for the number of hours he/she did not pass.

Upon completion of the training hours provided in the Regulations and after the tutor gives the intern a passing grade, the internship will be formally approved by the University and the student will be able to access the PPV.

Art. 9 – Rights and duties of interns

In the course of the TPV, the intern must:

- a) sign the internship plan;
- b) follow his/her tutor's instructions and inform his/her tutor of any organisational needs or other circumstances;

- c) comply with the rules laid down in the partnership agreement, the regulations in force at the internship locations and the rules of hygiene and occupational health and safety;
- d) carry out the activities stated in his/her internship plan, observe the agreed working hours, respect the work environment and needs of the Organisation;
- e) act and behave in a manner that is appropriate to the profession in which he/she is training; in this regard, it is recommended that the intern read the Code of Conduct for Psychology Interns attached to these Guidelines;
- f) deepen his/her knowledge of the Code of Ethics of Italian Psychologists (*Codice Deontologico degli Psicologi Italiani*), conforming his/her behaviour to the rules and principles that inspire it;
- g) comply with the privacy laws in force by ensuring the utmost confidentiality of any data, information and knowledge acquired during the internship;
- h) comply with University rules, including the Code of Ethics and Conduct (Rector's Decree 1408/2014, Official Bulletin Extraordinary Supplement no. 93 dated 31/10/2014), the Code of Conduct for the Prevention of Sexual and Moral Harassment (Rector's Decree 611/2020, Official Bulletin no. 280 dated 15/06/2020) and the Regulations governing disciplinary procedures for students (Rector's Decree 1918/2019, Official Bulletin no. 272 dated 15/10/2019).
- i) Should an intern believe that, during the course of his/her internship, he/she is or has been a victim of discrimination, offensive behaviour or moral or sexual harassment, he/she may contact the University (in particular the CTI, the Department of Psychology tutor, the Confidential Counsellor), which will take all steps to protect him/her. Interns may also contact the provincial Equality Councillor tasked with protecting the rights of male and female workers, including interns, volunteers and collaborators in other capacities.

At the end of the TPV, each intern must demonstrate that he/she has acquired the professional skills stated in the internship plan, as well as draw up, if so requested by his/her tutor, a written final paper and complete a questionnaire as required by the University Regulations.

Art. 10 – Changing external TPV location

During the course of an external TPV, the intern may ask to change the Organisation he/she originally selected with another one that is already a partner of the University. The request for a change must be justified in a statement specifying what prompted it, any issues that have arisen and the attempts made to resolve them. In order to ensure that the internship period already completed is duly taken into consideration, the tutor of the former host Organisation must assess the intern for the period during which he/she was under his/her supervision. The CTI will consider the request and authorise any change of location.

If an intern indicates that the experience in progress does not comply with the conditions of the partnership agreement between the Organisation and the University or that his/her right to learn is not being safeguarded, the CTI will carry out the appropriate checks and take the measures deemed most suitable against the partner Organisation, including revocation of the status of eligible TPV location.

If an intern fails to comply with instructions or ethical rules, the host Organisation may suspend the internship, undertaking to immediately provide the University with written justification. The CTI will carefully assess the circumstance that the intern received a non-passing grade with regard to the internship period already completed, if this is the case, also by hearing both parties.

Art. 11 – Application procedures and TPV attendance management

The Department of Psychology, through its websites, will disseminate the TPV application

procedures as defined and updated from time to time, and prepare and supply the necessary forms.

Students must apply based on an Organisation's internship offer available in the online application; the Organisation tutor must then validate the internship and the University must approve it.

For the purpose of assessing the TPV, at the end of the internship, the intern will complete an attendance sheet recording his/her activities and hours of training. The sheet will be signed by the host Organisation tutor and constitutes a formal certificate of attendance. When completing the attendance sheet, the intern also fills in a questionnaire about his/her internship experience. Upon certifying attendance, the tutor assesses the skills acquired by the intern against those listed in Art. 1 above, using the procedures detailed on the relevant websites.

The TPV will be passed with a passing grade. If the internship is carried out at two separate Organisations, each tutor must assess the period of his/her competence. The TPV will be passed with both passing grades.

If an intern does not obtain a passing grade, he/she will be obliged to repeat the internship for the number of hours he/she did not pass.

The CTI will gather and review internship assessments, also for the purpose of admitting the intern to the PPV.

Art. 12 – Insurance coverage

The intern will be insured for the entire duration of the TPV in accordance with the provisions of the partnership agreement between the host Organisation and the University of Bologna.

The host Organisation undertakes to report any accident and/or impediment during the course of the TPV to the University within the deadlines prescribed by the applicable legislation.

Art. 13 – Internship abroad

The TPV for the second cycle degree programme may be carried out abroad, as follows:

- a) up to 20 CFU credits (equal to 500 hours) at qualified foreign partner Organisations of the University of Bologna, including up to 6 CFU credits (equal to 150 hours) of internal TPV. Internal TPV host facilities include both Italian universities and foreign partner universities of the University of Bologna.
- b) Qualified foreign Organisations that may enter into partnership agreements with the University of Bologna include public and private healthcare facilities and other foreign, non-university institutions where psychology activities falling within the definition of Article 1 of Law 56/1989 are carried out on a continuous basis.
- c) Any TPVs carried out abroad must comply with the legislation in force in Italy and with EuroPsy criteria, requiring individualised supervision by a psychologist tutor.
- d) Before ending the internship, each intern must attend and pass a training course (also online) on the Code of Ethics of Italian Psychologists (*Codice Deontologico degli Psicologi Italiani*).
- e) Foreign universities and Organisations that wish to host interns for TPV purposes must submit a form in Italian or English similar to that submitted by Italian Organisations, in order to obtain eligibility as a TPV location from the CTI, then sign the partnership agreement with the University and register with the online application (in Italian or English).
- f) In the case of an internship abroad, the tutor must meet the following requirements: a background in psychology (degree or post-graduate qualification), registration with the Professional Board of Psychologists for at least three years, or having worked in a professional psychological capacity for at least three years.
- g) Regarding the psychological background, the CTI reserves the right to evaluate on a case-

by-case basis other possible qualifications alternative to a degree or post-graduate qualification in psychology, provided they are relevant to the field of psychology.

- h) In the case where there is no professional board of psychologists in the foreign country, or if one exists but the tutor is not registered, the tutor must declare that they have been practicing in a psychological professional capacity for at least three years.
- i) If the tutor at the foreign institution is not registered with the professional board (either due to the non-establishment of such a board or their lack of registration), they will be paired with an internal tutor at the University of Bologna who is registered with the Italian Psychologists' Board, appointed by the degree program attended by the student.
- j) Students must apply based on a foreign Organisation's internship offer available in the online application; the host Organisation tutor must then validate the internship and the University must approve it.
- k) For the purpose of assessing the TPV, the intern will complete an attendance sheet recording his/her activities and hours of training. The sheet, which must be completed in Italian or English, will be signed by the foreign host Organisation tutor and constitutes a formal certificate of attendance. When completing the attendance sheet, the intern also fills in a questionnaire about his/her internship experience. Upon certifying attendance, the foreign tutor also assesses the skills acquired by the intern against those listed in Art. 1 above. The assessment may be given in Italian, English or the language of the host Organisation, provided it is accompanied by a translation into Italian or English.
- l) The TPV will be passed with a passing grade. If the internship is carried out at two separate foreign Organisations, each tutor must assess the period of his/her competence. The TPV will be passed with both passing grades.
- m) If an intern does not obtain a passing grade, he/she will be obliged to repeat the internship for the number of hours he/she did not pass.
- n) The CTI will gather and review foreign internship assessments, also for the purpose of admitting the intern to the PPV.

Art. 14 – Final provision

These Guidelines will become effective the day after approval by the Board of the Department of Psychology.

Annex: Code of Conduct for Psychology Interns.

(Approved by the Department Board on 21/07/2023 and modified on 19/07/2024)