

**Guidelines for the Implementation of the Practical Evaluative Internship (TPV)
for students enrolled in single-cycle Master's Degree programs belonging to classes LM-13 and
LM-13 R at the Alma Mater Studiorum – University of Bologna (Pharmacy, Pharmaceutical
Chemistry and Technology, and Farmacia)**

(approved by resolution of the Department of Pharmacy and Biotechnology on 26/02/2026)

These guidelines, pursuant to Article 2, paragraph 3, of Ministerial Decree No. 651 of 5 July 2022, define and regulate the activities of the Practical Evaluative Internship (TPV) required for single-cycle Master's Degree programs in Pharmacy, Pharmacy, and Pharmaceutical Chemistry and Technology, belonging to classes LM-13 and LM-13 R, within the Department of Pharmacy and Biotechnology (FABIT) of the Alma Mater Studiorum – University of Bologna, with reference to internships starting from October 2025.

For ease of reading, it is specified that the masculine form is used in this document as a gender-neutral term intended to refer to all persons regardless of gender.

1.

The Practical Evaluative Internship (hereinafter TPV) is a professional training pathway aimed at acquiring the skills necessary to perform the pharmacist's activities within the National Health Service (SSN).

2.

The TPV is an integral part of university education and, in line with its objectives, is carried out through the supervised and assessed participation of the student in the activities of the host pharmacy. The core contents of TPV activities are specified in the "Protocol on curricular practical-evaluative internship (TPV)" established, pursuant to Article 2, paragraph 3, of Ministerial Decree No. 651 of 5 July 2022, by the Italian Federation of the Orders of Pharmacists (FOFI) and the Conference of Rectors of Italian Universities (CRUI), in consultation with the National University Council and the Conference of Pharmaceutical Sciences. The Protocol was approved by the FABIT Department Council on 18/01/2024, together with the standard agreement template for the implementation of the TPV, defined in agreement with the Council of the Orders of Pharmacists of Emilia-Romagna.

3.

In accordance with Article 44(2)(b) of Directive 2005/36/EC, the TPV includes a six-month period of professional internship to be carried out at a community pharmacy and/or a hospital pharmacy or within territorial pharmaceutical services under the supervision of the pharmaceutical service. The TPV must be carried out full-time, up to a maximum of 40 hours per week, for a total of 900 hours (30 ECTS credits), at a community pharmacy or, upon the student's request, for 450 hours at a community pharmacy and 450 hours at either a community pharmacy or a hospital pharmacy, with each part lasting at least 3 months.

4.

The TPV may be carried out at no more than two host institutions.

5.

Attendance at the pharmacy must take place within opening hours, excluding night shifts and public holidays, and under the supervision of the professional tutor.

6.

The number of trainees accepted by a pharmacy must not exceed a ratio of one trainee per tutor pharmacist.

7.

The TPV may not be carried out at pharmacies/hospital pharmacies where the owner, director, or a staff member is related to the student up to the fourth degree.

8.

The TPV must be completed within 24 months from its start date.

9.

The academic tutor is a faculty member belonging to one of the relevant disciplinary sectors, appointed by the Degree Program Council to guide the student throughout the TPV, interacting with the professional tutor and, when necessary, with the professional Order.

10.

The trainee must contact the academic tutor:

- i) before starting the TPV (introductory meeting) to define the procedures for carrying out the TPV and completing the logbook on the RUF platform;
- ii) upon reaching the 250th and 650th hour of internship to assess progress and report completion;
- iii) at the end of the TPV after approval by the professional tutor.

11.

The TPV may be carried out abroad exclusively in pharmacies located in European Union countries and within international student mobility programs, in compliance with the relevant regulations. The TPV abroad must last at least three months and may not exceed 40 hours per week and 450 total hours. Upon return, the student must complete the remaining hours in a community pharmacy. The internship abroad must be completed before undertaking the second part of the TPV in Italy.

For all matters not expressly covered by these guidelines, reference should be made to the “Protocol on curricular practical-evaluative internship (TPV)” agreed between FOFI and CRUI.

Requirements for Access to the TPV

Pharmaceutical Chemistry and Technology:

- at least 160 ECTS credits obtained
- attendance of all fourth-year courses
- exams passed: Pharmaceutical Chemistry II, Pharmacology and Pharmacotherapy, Pharmaceutical Legislation, and Drug Formulation and Control Laboratory

Farmacia:

- at least 160 ECTS credits obtained
- exams passed: Pharmaceutical and Toxicological Chemistry I, General Pharmacology and Pharmacotherapy I, Pharmaceutical Technology, and Pharmaceutical Legislation, Ethics, and Pharmacy Management

- attendance of all fourth-year courses and of “Technological Aspects of Innovative Medicines” and “Pharmacy Services”

Pharmacy (English-taught):

- at least 160 ECTS credits obtained
- attendance of all fourth-year courses, Toxicology, and Pharmacovigilance and Pharmacoepidemiology
- exams passed: General Pharmacology, Pharmacogenetics and Pharmacotherapy, Pharmaceutical Technology and Galenic Pharmacy, and Pharmacy Law, Ethics and Regulation

Before applying for the TPV, all students must have completed mandatory workplace health and safety training and obtained the relevant certificates.

Activation and Management of the TPV

Following the FOFI-CRUI Protocol, TPVs are activated through the University of Bologna internship platform and the FOFI RUF platform.

The TPV may only be carried out at pharmacies that have joined the agreement between the University and the relevant territorial Order and are registered on the University platform. In the case of hospital pharmacies, the affiliated healthcare institution is typically the contracting entity.

Pharmacies wishing to host trainees must apply to the relevant Order of Pharmacists. Upon approval, they are included in the agreement.

Students must:

1. apply via the University platform and obtain authorization.
2. download the approved TPV program with required signatures.
3. request RUF credentials.
4. upload the approved program and required documents.
5. wait for authorization and activation of the trainee logbook.

The TPV may begin on RUF no earlier than the approved start date. Insurance coverage is provided by the University.

The trainee logbook is an official personal document used to certify the internship. Students must record daily hours and reports until reaching 900 hours.

In the case of a TPV to be carried out in two pharmacies, the student must submit two applications for the TPV via the University internship platform (one for each of the two 450-hour parts). If part of the TPV (450 hours) is to be carried out abroad, the application for its activation must be submitted through the platform for managing international student mobility.

To request authorization from the Order of Pharmacists and activation of the Trainee Logbook, it is necessary to upload to the RUF platform both TPV programs approved by the University at the same time, before the start of the first part of the TPV.

If the student carries out the TPV in two pharmacies located in different provinces, the Logbook is activated by the territorial Order where the pharmacy hosting the first part of the TPV is located, and the academic tutor assigned on RUF will be the one associated with the first pharmacy.

Completion of the TPV

At the end of the activities, after completing the required 900 hours on RUF:

1. the professional tutor reviews all the hours entered by the student in the Trainee Logbook and approves them, also providing an evaluation of the internship (in the case of a TPV carried out in two pharmacies, both professional tutors must perform this operation);
2. the academic tutor, based on the Logbook evaluation(s) and the final report prepared by the trainee, approves the TPV;
3. the Order approves the TPV.

Subsequently, on the University **internship platform**, before the Practical Evaluative Test (PPV) and by the final deadline for submitting the graduation application, the student must:

- 4. upload a self-certification attesting the completion and approval of the TPV on RUF by the Order of Pharmacists (a template is available on the TPV webpage of the Degree Programs);**
5. complete the mandatory end-of-internship questionnaire (after which the pharmacy/pharmacies where the TPV was carried out will also receive a notification to complete their questionnaire).

If the TPV is carried out in two pharmacies, the documentation referred to in point 4 must be uploaded twice (once for each TPV), and the questionnaire must also be completed twice (once for each part of the TPV registered on the platform).

If part of the TPV has been carried out abroad, as part of an international mobility program, its management follows the procedure set out in the AlmaRM system. Therefore, once the mobility period has ended and after uploading the transcript of records certifying the hours completed, the student must apply for recognition of the credits earned abroad, which—upon approval—will be recorded by the Student Administration Office.

After completion of the TPV and passing the Practical Evaluative Test (PPV):

1. the University PPV Coordinator approves the TPV on RUF;
2. the Internship Committee records the TPV and PPV on AlmaEsami, except in cases where part of the TPV was carried as part of an international mobility program.

Students who do not pass the PPV may be assigned an additional internship period by the Internship Committee, and the corresponding hours must be recorded on RUF.

The provision regarding the simultaneous recording of the TPV together with passing the PPV does not apply to students who had already started a TPV at the time these Guidelines were approved.