**PROJECT**

**by**

**Psychology Practical Evaluation Internship**

**Valid for access to the Practical-Assessment Test (Roll A)**

This form has fillable fields. When you have completed it, please print it out, sign the required signatures, scan it in pdf format and send it to tirocini@unimarconi.it

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| **Biographical data Trainee** |
| Name of the trainee: | Click here to enter text |
| Place and date of birth: | Click here to enter text |
| Residence: | Click here to enter text |
| Telephone number: | Click here to enter text |
| Fiscal Code: | Click here to enter text |
| **Host Organisation**Ref. Convention Prot. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (reserved for the Traineeships Office) |
| Host organisation: | Click here to enter text |
| Internship location: | Click here to enter text |
| VAT number/Fiscal code: | Click here to enter text |
| Supervising psychologist: | Click here to enter text |
| E-mail Tutor | Click here to enter text |
| **Practical Apprenticeship Data** The TPV is activated according to the number of CFUs to be accrued |
| Activation TPV from n° CFU cfu starting from: Choose from the menu Year in the entity mentioned above as Choose from the menuThe traineeship may be carried out from Monday to Saturday, excluding public holidays, with a weekly frequency of 15 to 30 hours. No more than eight hours may be completed per day.  |
| **Insurance policies** |
| * Civil liability position no. 65/182685679 Unipol Assicurazioni company
* Accident Pat Inail No. 91415958/09

Insurance cover will be guaranteed for all months of the placement. |
| **Objectives of the traineeship** |
| Define the knowledge and skills that the traineeship aims to concretise |
| Click here to enter text |
| **Internship activities** The training activity must be constantly supervised by a Supervisor Tutor designated by the host |
| Pursuant to I.D. Nos. 567/2022 and 654/2022 the TPV shall provide for: * TPV L24:

(a) activities for the acquisition of basic professional skills relating to the empirical methods that characterise all areas of psychology and techniques for evaluating processes of the functioning of the mind and behaviour, including their psychobiological correlates, in relation to different age groups and different social and life contexts;b) activities for the acquisition of basic professional competences relating to psychological assessment and the main forms of intervention at the level of interpersonal, intragroup and intergroup relations, in different social contexts, at the level of the dyad, family, small groups and organisations;(c) the analysis of the main forms of alterations in psychic processes and human behaviour, in relation to different age groups and different social and life contexts.* TPV LM51:

(a) activities, carried out individually or in small groups, aimed at learning methods, tools and procedures relating to the applied contexts of psychology; (b) practical experience, workshops, simulations, role playing, drafting of projects, carried out individually or in small groups, concerning tools, methods and procedures, aimed at developing the knowledge needed to work in the contexts in which psychologists intervene*.*  |
| Click here to enter text |
| **Tasks of the trainee** |
| 1. The trainee is required to agree with the tutor assigned to him/her on the individualised traineeship project, to comply with the rules laid down in the agreement with the host organisation, to prepare the final documentation and to complete the questionnaire prepared online by the University at the end of the experience.2. The trainee undertakes to:a. carry out the activities indicated in the training project; b. follow the instructions of the mentor and refer to him/her for any organisational or other needs;c. respect obligations of confidentiality and not disclose, during and after the placement, news or information concerning users, operators and the host establishment;d. comply with the regulations of the traineeship sites and the rules on hygiene, safety and health in the workplace. |

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Signature of trainee

Supervisor's signature

**SELF-DECLARATION BY THE SUPERVISING TUTOR**

To be filled in by the Supervising Tutor

I, the undersigned Click here to enter text declare that I am registered in Register A of the Order of Psychologists of Click here to enter text from Click here to enter text with number Click here to enter text, operating at Click here to enter text with employment relationship Choose an element for a number of hours per week for constant supervision of the trainee.

I further declare:

* Not to follow more than 5 trainees at the same time;
* that he/she has not been convicted of any criminal offence and that he/she has no ongoing criminal proceedings that would prevent him/her from carrying out the activity of tutor. In the event that the person is in one of the conditions listed above, it will be his or her duty to declare this to the Joint Committee, which will be called upon to express an opinion on the matter;
* that he/she is not currently suspended from professional practice and that he/she has not been subject to any type of disciplinary sanction by the black bar in the last 5 years;
* to be in good standing with the Order's membership fees;
* not to carry out/encourage, in any way and for any reason, activities aimed at favouring/encouraging the abuse of the profession and/or the usurpation of the title, nor initiatives operating in this sense;
* not to contribute to training non-psychologists (e.g. counsellors) in the exercise of activities that employ tools and techniques aimed at intervening on the mental, cognitive and emotional processes of the interlocutor/trainee, with the use of schemes and theories proper to the psychological sciences, such as to configure the potential of abusive exercise of the psychologist's profession.

Those who have been enrolled in Section A of the Register of Psychologists for at least three years may perform the function of Supervisor. In public and private organisations, the supervisor function may be performed either by personnel employed by the structure or by personnel working at the structure as consultants or in agreement for an appropriate number of hours per week (not less than 20). No more than 3 trainees may be assigned to each supervisor, up to a maximum of 5 trainees in total.

I, the undersigned, under my own responsibility and aware of the penal sanctions provided for by Art. 76 of D.P.R. 445 of 28/12/2000 for the hypothesis of falsity in deeds and mendacious declarations indicated herein, declare that the above is true and I undertake to promptly communicate to the Internship Office of the University of Guglielmo Marconi any variation with respect to my presence in the structure.

**INFORMATION ON THE PROCESSING OF PERSONAL DATA**

**FOR SUPERVISING TUTORS**

Pursuant to Article 13 of the EU Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (hereinafter *General Data Protection Regulation*, "**G.D.P.R.**" for short) and the national provisions, from time to time, applicable, the University of Guglielmo Marconi informs you that:

1. The Guglielmo Marconi University of Studies (Tel. 06.377251 - Fax 06.37725212 - e-mail: info@unimarconi.it), with registered office in Rome, Via Plinio n. 44, in the person of the Rector, is the data controller of your personal data (hereinafter referred to as "**Data Controller**") and by virtue of the Internship Agreement with the Host Organisation/Hosting Party Click here to enter text and the self-certification *ex* D.P.R. no. 445/2000 produced in your capacity as Supervising Tutor, you (hereinafter "**Interested Party**") have provided.
2. The Data Protection Officer is Dr. Domenico Brasca (e-mail: dpo\_gdpr@unimarconi.it).
3. The categories of data belonging to the Data Subject (hereinafter jointly '**Personal Data**') that will be processed by the Data Controller are:

- first and last name;

- registration in professional registers;

- work (current occupation);

- e-mail and/or telephone number.

1. The Personal Data of the Data Subject are collected, processed and stored by the Data Controller for the following purposes:

1) Provide tutoring services for students;

2) Ensure the proper performance of organisational and administrative procedures for the fulfilments related to the full implementation of the tutoring service between the student and the Data Controller;

3) to the extent strictly necessary, even after termination of the tutoring service, for other purposes connected with the performance of the Data Controller's institutional activities and compatible with the purposes for which the data were initially collected;

1. The Personal Data of the Data Subject are collected and processed by the Data Controller in compliance with the provisions of the G.D.P.R. and of the applicable national legislation for the execution of the Agreement between the Host Institution/Hosting Entity and the Data Controller as well as for the execution of the tutoring service in favour of the students in such a way as to guarantee adequate security and confidentiality, also in order to prevent unauthorised access or use of the personal data and of the equipment used for the processing.
2. The Data Subject's Personal Data may be made accessible for the purposes referred to in point d) to employees and collaborators of the Data Controller, in their capacity as persons in charge and/or internal data processors and/or system administrators.

The complete and up-to-date list of Data Processors can be obtained by simple request to the Università degli Studi Guglielmo Marconi, Via Plinio n. 44 - 00193 Rome, or by sending an e-mail to the following address: personale@unimarconi.it.

1. The Personal Data of the Data Subject thus collected may be communicated by the Data Controller to the following entities (hereinafter referred to as '**Recipients**'):

- Public Administrations, Local Bodies and Institutional Bodies for the purpose of fulfilling legal obligations for requirements related to the execution of the Internship Agreement between the Host Institution/Host and the Data Controller as well as for the execution of the tutoring service in favour of the students and/or for institutional, administrative, operational and management requirements connected and/or instrumental to the full implementation of this Agreement;

- Financial Administration, Judicial Authorities as well as all other subjects to whom the communication of the data of the Data Subject is compulsory by law, regulation and/or EU legislation;

- trade union or patronage bodies;

- insurance institutions to settle any claims for damages;

- natural or legal persons who, also by virtue of a contract with the Data Controller, provide specific processing services or perform activities connected, instrumental to or in support of those of the Data Controller.

1. The Personal Data of the Data Subject may also be transferred by the Data Controller to third countries where the latter has or will have its offices. The transfer does not require specific authorisations in the event that such third country guarantees an adequate level of protection as it takes place in the presence of an adequacy decision by the European Commission pursuant to article 45 of the G.D.P.R..

 In the absence of a decision pursuant to Article 45 of the G.D.P.R., the Data Controller may only transfer the Personal Data of the Data Subject to a third country if the guarantees and conditions set out in Article 49 of the G.D.P.R. are met.

The management and storage of the Data Subject's Personal Data will take place on servers located within the European Union of the Data Controller and/or of third party companies appointed and duly appointed as Data Processors. The servers are currently located in Italy and the Netherlands. It is in any case understood that the Data Controller, should it become necessary, shall have the right to move the location of the servers also to non-EU countries, ensuring in such case, as of now, that such transfer takes place in compliance with the applicable provisions of law and/or stipulating, if necessary, agreements that guarantee an adequate level of protection and/or adopting standard contractual clauses provided for by the European Commission.

1. The Personal Data of the Data Subject collected in this way will be kept by the Data Controller for the time strictly necessary to fulfil the purposes described at point d), as well as for the purpose of exercising or defending its rights in court. Once this retention period has expired, the Personal Data of the Data Subject will be destroyed or made anonymous. The Personal Data of the Data Subject kept by the Data Controller for statistical purposes, in accordance with Article 89(1) of the G.D.P.R. will be pseudonymised, provided that the statistical purpose can be achieved in this way.
2. The Data Subject has the right to ask the Data Controller for access to his/her Personal Data, to rectify or erase it, to restrict the processing of data concerning him/her, to object to its processing, as well as the right to data portability.
3. The data subject shall have the right to withdraw the consent given at any time without prejudice to the lawfulness of the processing based on the consent given before the withdrawal.
4. The data subject has the right to lodge a complaint with the following Supervisory Authority: Garante per la Protezione dei Dati Personali *(*http://www.garanteprivacy.it).
5. The communication of Personal Data by the Data Subject to the Data Controller for the purposes referred to in point d) is a necessary requirement for the provision of the tutoring service in favour of the student, without which it is not possible to proceed with its provision.
6. Pursuant to Article 21 of the G.D.P.R., the Data Controller also informs the Data Subject that it is his right to object at any time:

- on grounds relating to his or her particular situation, to the processing of Personal Data concerning him or her in accordance with Article 6(1)(e) or (f), including profiling on the basis of these provisions;

- the processing of Personal Data concerning him/her carried out for marketing purposes, including profiling insofar as it is related to such direct marketing;

- for reasons related to his particular situation, to the processing of Personal Data concerning him for statistical purposes.

1. Pursuant to Article 34 of the G.D.P., the Data Subject has the right to be informed, without justified delay, by the Data Controller if a breach of his Personal Data occurs and such breach is likely to present a high risk to his rights and freedoms, unless one of the conditions set out in paragraph 3 of the aforementioned Article 34 applies.
2. The aforementioned rights may be exercised by the interested party by writing by post to: Università degli Studi Guglielmo Marconi, Via Plinio n. 44 - 00193 Roma, or by e-mail to the following e-mail address: dpo\_gdpr@unimarconi.it.

The Data Subject, having acknowledged and read the foregoing, declares that he/she has been informed about all aspects relating to the collection, processing and storage of his/her Personal Data, as well as about his/her rights under and pursuant to the G.D.P.R. and applicable national legislation.

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The Supervising Company Tutor

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