



UNIVERSITÀ
DEGLI STUDI
FIRENZE

Scuola di
Psicologia

SCHOOL OF PSYCHOLOGY

**COVENANT ON POSTGRADUATE TRAINEESHIP NECESSARY FOR ADMISSION TO
THE STATE EXAMINATION FOR THE QUALIFICATION TO THE PSYCHOLOGICAL
PROFESSION**

*(Section A of the Psychological Register – Degree in Psychology (five-year degree course ex tabella
XXXIV) - Class degree courses 58/S and LM-51)*

BETWEEN

The **School of Psychology of the University of Florence**, fiscal code N. 01279680480, with registered office in Florence, Piazza San Marco 4, and working office in Florence, Via della Torretta 16 (post code 50137), from now onwards called “promoting subject”, represented by the President, Prof.ssa Franca Tani, born in Firenze (FI) on 20/10/1950,

AND

The _____ from now onwards called “Concern/Firm”, VAT Code / fiscal code _____, E-mail _____, Phone n. _____, with registered office in _____, Street/Road _____, and working office in _____, Street/Road _____, in the person of the Legal Representative, Dr. _____, born in _____, on _____.

GRANTED THAT

- Article 1 of the Italian Law 18 February 1989, n.56, states that qualifying as a psychologist by passing the State Examination and being enrolled in the specific register are necessary steps in order to practise psychology; the above article further decrees that, in order to be allowed to take part to the State Examination, psychology graduates must possess the necessary documentation proving that they have carried out a practical training enabling to acquire professional knowledge and skills.
- According to article 1, point 3 of D.M. (*governmental decree*) 13 January 1992, n.239, the practical training must deal with practical aspects of two of the following areas:
 - 1- General Psychology
 - 2- Clinical Psychology
 - 3- Social Psychology
 - 4- Developmental Psychology
- Article 52 of D.P.R. (*President of the Republic Decree*) 5 June 2001, n.328 239 decrees that, in order to be allowed to take part to the State Examination for the qualification, Psychology graduates (degree courses 58/S and LM-51 established by MIUR decree 16 march 2007) must have completed the postgraduate practical training, which lasts one year and is subdivided into two successive semesters.
- Article 1 of D.M. (*governmental decree*) 13 January 1992, n.239 decrees that, in order to be allowed to take part to the State Examination for the qualification, Psychology graduates (five-year degree course ex tabella XXXIV) must have completed the postgraduate practical



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training, which lasts one year and is subdivided into two successive semesters. It further states that the training can be carried out in a public utility, as well as in privately-owned enterprises, provided that the latter are deemed appropriate by the academic authorities in accordance with the Council of the Psychological Association (*Consiglio dell'Ordine*).

THE FOLLOWING IS AGREED UPON AND DRAWN UP:

Art. 1

(Features of the training)

1. The Concern/Firm pledges itself to let Psychology graduates enter its premises, as far as the psychological area/s is/are concerned, so as to let them carry out their practical training period.
2. Activities of traineeship are those experiences of psychological kind carried out by the Concern/Firm that enable a Psychology graduate to reach specific professional skills, without being given neither responsibilities nor formal duties which are typical of professional psychologists. These activities will be selected in the area of expertise of the Concern/Firm.
3. The activity of training is by no means employment and cannot be considered title for preceding other applicants for a job in the psychological field, nor for being preferred in the procedures for recruiting psychologists chosen by the Concern/Firm.

Art. 2

(How traineeship must be carried out)

1. The trainee psychologist carries out his / her activity under the responsibility of a psychologist supervisor and cannot be used by the Concern/Firm as a supply for regularly-employed-staff, nor as extra staff.
2. Every trainee psychologist must have a supervisor of his / her training, who will be chosen among the qualified psychologists that are regularly employed by the Concern/Firm .
3. The practical training lasts two semesters, which start either on 15 March or on 15 September. The total number of hours required in order to be issued the final certification is: 450 per semester, which must be carried out into at least 105 days per semester (Class degree course ex *tabella* XXXIV); 500 per semester which must be carried out into at least 100 days per semester (Class degree courses 58/S and LM-51). The trainee psychologist's weekly task must not be inferior to 20 hours, and must not exceed 25 hours, possibly subdivided into 5 days a week; however, it must in no case exceed the maximum number of hours. If the above number of hours is not respected the School and the Psychological Association, together, are at any time allowed to end or cancel the acknowledgment as centre for Italian psychological traineeship. The training period will be invalidated if the absences exceed, for whatever reason, one third of the compulsory frequency period (Art.1, point 7, D.M. 239/ 92). The frequency must be clearly documented. The Supervisor and the person responsible for the Concern/Firm have to certify attendance at the training by signing the specific frequency personal record book issued by the University.



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4. Before starting the training period every trainee psychologist must draw up a training project, which must be agreed upon by the Supervisor under whose guidance he is going to be. The project must contain:

- The name of the trainee-psychologist
- The period when the training is going to take place
- The area chosen for the training (Either General Psychology or Clinical Psychology or Social Psychology or Developmental Psychology)
- Name and address of the training centre
- Data of the Supervisor: Name, qualification, activity carried out in the Concern/Firm
- Planning of the training experience: Both general and specific aims to be achieved; Methods, techniques and instruments to be used in order to reach the planned aims(kind of observation, kind of activity, how the training is going to be practically carried out under the guidance of the supervisor psychologist, etc.); Psychological instruments and materials the trainee-psychologist will use during the training and be familiar with at the end of it; Phases and sub-periods planned in order to carry out the activity; Methods to check and assess the experience step by step while it is taking place, and periods chosen to do that; Methods chosen for the final assessment: evaluation of learning, evaluation of knowledge of techniques and expertise, evaluation of the experience as a whole.

Art. 3

(Rights and duties)

1. While he/she is in training the trainee-psychologist has to:

- Follow the general and organizational regulations of the Concern/Firm ;
- Carry out the activities set on the training project agreed upon;
- Obey the rules regarding hygiene, safety and health in working places;
- Keep the necessary privacy regarding data, information or knowledge concerning productive processes, which have been acquired during the training period;
- Take part to the activities inside the Concern/Firm according to the time and methods agreed upon in the project.

2. The applicant, for its part, agrees to:

- Respect the training project agreed upon, and make the trainee-psychologist respect it;
- Immediately communicate to the University whatsoever action meant to interrupt or cancel the authorization for the training, together with the reasons for the decision, should the trainee-psychologist disregard or disobey the general and organizational rules of the host Firm/Concern;



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Art. 3 bis – Health and safety in the workplace

It is noted that in matters of health and safety in the workplace, both parties are required to comply with the provisions of Legislative Decree n. 81/2008 and subsequent amendments, and the respective regulations in force therein. In particular, as regards the obligation of information and training, it is established that information is under the responsibility of the Concern/Firm, as well as specific training, if the risks are different from those for which the relative training is already given. Similarly, if during the activity the trainee is exposed to risks relevant to health, it will be the responsibility of the Concern/Firm to inform the promoting subject so that the latter can fulfill the obligations of the employer. Finally, the Concern/Firm declares to have adopted an effective and efficient emergency management system, to which the trainee is required to abide during the period of activity.

Art. 4

(Insurance coverage)

The trainee shall be insured for the entire period of the internship by the University through a Public-Liability Insurance Policy.

Trainees are expected to adhere to the policy of the University for accidents at work. In case of accident and / or impediment during the training period, the Concern/Firm agrees to report the event, within the time required by law, to the insurance companies and the University.

Art. 5

(Releasing)

The present Covenant does not have exclusive nature, and neither the Concern/Firm nor the School want to create any relationship of dependence, association or syndicate through it. Every notification, request or communication regarding the Covenant must be done in writing. Any change to the Covenant must be agreed upon in writing by both parties.

Art. 6

(Withdrawal)

Both the Concern/Firm and the School of Psychology are allowed to withdraw from the Covenant, should one of the parties be defaulting to any obligation, as long as the non-fulfilment of the agreement has been notified by registered letter with advice of delivery, and provided that the non-fulfilment continues for more than thirty days from the date of receipt of the above notification. The use of the trainee-psychologist in activities which are different from those set on the training project entitles the School of Psychology to withdraw from the Covenant.

Art. 7

(Treatment of data)

Both the Concern/Firm and the School are required to comply with the provisions of Regulation (EU) 2016/679 and Italian Legislative Decree no. 196/2003 as amended by Italian Legislative Decree 10 August 2018, n. 101. The Concern/Firm and the School qualify as



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autonomous data controllers. Personal data are collected, recorded, rearranged, stored and used for activities functional to the stipulation and execution of the contractual relationship between the same parties and for the fulfillment of publication required by current legislation. Limited to the stipulation and management of the conventional relationship, the persons acting on behalf of the parties declare to be informed about the use of their personal data.

**Art. 8
(Covenant term)**

This Covenant has annual validity and is tacitly renewed, unless notice of cancellation is given by the Concern/Firm or by the School of Psychology within two months prior the expiry date. However, trainee-psychologists that have already begun their training are guaranteed the possibility to conclude it in the same Concern/Firm .

Date, _____

<p>ON BEHALF OF THE UNIVERSITY OF FLORENCE</p> <p>SCHOOL OF PSYCHOLOGY</p> <p>THE PRESIDENT PROF.SSA FRANCA TANI</p>		<p>ON BEHALF OF</p> <p>LEGAL REPRESENTATIVE</p>
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