



UNIVERSITÀ
DI PAVIA

SERVIZIO MEDICINA E POST LAUREA

TSP 2.0
TRAINEESHIP BOOKING FORM
5° AND 6° YEAR – GOLGI AND HARVEY
A.Y. 2025/2026



UNIVERSITÀ DI PAVIA

ADVANTAGES OF THE NEW APPLICATION FORM

- *Efficiency in shift allocation*
- *Conscious choice by the student*
- *Simplification and transparency of the process*
- *Less time taken by the Traineeship Office to assign shifts*
- *Improved timing of shift reporting to Hospitals*



BOOKING WINDOWS

- **JULY 2025** – First booking window for 5° year (curricular and TPV): **21-22 JULY** and for 6° year (curricular): **23-24 JULY**
- **SEPTEMBER 2025**: first booking window for VI year - TPV MMG; second booking window for V year (curricular+TPV) and for VI year (curricular)
- **OCTOBER 2025** – dates to be defined
- **JANUARY 2026** - dates to be defined
- **MARCH 2026** - dates to be defined
- **MAY 2026** - dates to be defined



5° YEAR BOOKING WINDOWS 2025/2026

During all booking windows, 5° year - Golgi and Harvey students will be able to access TSP 2.0 to book their **curricular traineeship** shifts and, for those who meet the requirements to access the **TPV** (all fundamental exams from 1st till 4th year must be already passed), it will be also possible to choose their shifts for TPV in medical and surgical area (to be attended from mid February 2026 onwards).

Curricular traineeships will take place between late September 2025 till late September 2026 (excluding August), concentrating between late September 2025 and mid-February 2026.

TPV will take place between mid-February 2026 and late September 2025 (excluding August).

It is advisable to book curricular traineeship shifts in the first semester, as from mid-February to September 2026 availabilities will be significantly reduced in order to ensure TPV attendance.



6° YEAR BOOKING WINDOWS 2025/2026

During the booking windows, 6th year - Golgi and Harvey students will be able to access TSP 2.0 to book their **curricular traineeship** shifts, and for those who'll meet the requirements for access to the General Medicine TPV (all fundamental exams from 1st till 4th year + Anatomia patologica for Golgi/Clinical Pharmacology, Genetics and Pathology for Harvey - must be already passed) will be able to choose their shifts at the available MMGs (General Practitioners) studios.

Curricular traineeships will take place between late September 2025 till late September 2026 (excluding August).

The General Medicine TPV shift can be chosen during the first September 2025 booking window, for the months from October 2025 to September 2026, (excluding August).



TSP 2.0 – HOW IT WORKS

- Access to the platform **from a link** in the Esse3 Reserved Area or from a dedicated page on the Faculty website with University credentials.
- Imported into the system the traineeship locations of the “Polo didattico pavese” assigned to the V/VI year, with the slots available. Also imported the GP Tutors available in Pavia and province.
- In order to carry out the **curricular traineeships** (6 CFUs, equivalent to 120 hours for Golgi and Harvey 5th year; 5 CFUs, equivalent to 100 hours for Golgi 6th year; 8 CFUs, equivalent to 160 hours for Harvey 6th year), the student must choose **two shifts in two different departments. The student must apply for both shifts in the same booking session.**
- For the Medical/Surgical Area or MMG **TPV**, on the other hand, the student meeting the requirements will have to book **just one shift for each area**, i.e. he/she will select one ward/MMG studio that he/she will attend for one month (until 100 hours are reached).



APPLICATION RULES

- Reservations can only be **made just once per traineeship activity** (curricular, medical TPV, surgical TPV, MMG TPV).
- **Once made, the booking CANNOT be cancelled by the student.**
It is recommended to carefully check the selected availability before finally submitting the application. Changes to the schedule will only be possible for serious and documentable reasons, assessed by the Traineeship Commission.
- Next to each shift in a given ward (N.B.: it is recommended that you carefully check the name of the location before booking), you will see dots that change colour depending on the **remaining availability**: green if there are still 2 or more places available in the ward, yellow if there is only one place available, red if there is no more availability (at the same time, the shift will also become unselectable).



APPLICATION RULES

- The system **blocks** the booking of more than one rotation in the same period, even if for different traineeship activities: once an availability is chosen, all other rotations that would take place at the same time are automatically rendered unselectable.
- It is not possible to count a shift booked as curricular traineeship as a TPV - and vice versa.
- **TPV MMG:** each MMG Tutor will only be able to host one student per month. Each MMG Tutor will host a maximum of 5 students in the 2025/2026 academic year. Once this threshold is reached, this doctor will no longer be available.



APPLICATION RULES

– IN CASE OF MOBILITY PERIODS ABROAD

- **The platform does NOT allow partial booking of slots**, so the student must apply ONLY IF, for that particular traineeship activity, he/she obtains ALL the relevant CFUs in the facilities of the *Polo didattico* pavese.
- Those who have planned to carry out ALL CFUs of curricular and/or TPV **DURING THE MOBILITY** DON'T have to book via the TSP 2.0 procedure the slot for the same traineeships activity.
- Those who have planned to carry out ONLY A PART of curricular and/or TPV traineeship CFUs **DURING THE MOBILITY** and need to complete the same traineeship activities in Pavia DON'T have to book any slots via TSP 2.0, but should report their situation to the Traineeships Office, which will plan the weeks needed to reach the total CFUs of the study plan.



PRESENCE AND ATTENDANCE REPORTING PROCEDURES

- While attending the curricular traineeship/TPV, the student must complete the **attendance register** available under “My internships” - “Periods”.
- The student must indicate, for each day, time of entry and time of exit, hours performed, activities carried out ONLY in the case of TPV (for which it is compulsory) and Tutor for the day.
- At the end of the shift, the student must print out the register and submit it to the Tutor for his/her stamp and signature. This document, signed, will serve as a certificate of attendance of the curricular traineeships.



PRESENCE AND ATTENDANCE REPORTING PROCEDURES - TPV

- For the TPV, in addition to the attendance register, which must be signed by the Tutor, the student must **also** submit to the Tutor **the “Valutazione in itinere”/“Valutazione finale” page (in the case of TPV MMG) of the TPV booklet**, to also acquire the evaluation of the training carried out.
- The Traineeship Office will issue students who book both shifts with the TSP 2.0 platform with a ‘simplified’ TPV booklet, to be integrated with the attendance registers of the two shifts.
- Students who'll attend all or part of the TPV during a mobility period abroad, will be issued with the complete booklet, so that they can complete the diary section referring to the period abroad on paper.



PRESENCE AND ATTENDANCE REPORTING PROCEDURES

- In the case of curricular traineeships, the student must upload the two attendance registers signed by the Tutor in the 'Attachments' section of the platform.
- In the case of TPV, the student must upload in the 'Attachments' section of the platform the attendance registers for each activity, together with the page of the TPV booklet with the Tutor's assessments.
- Once the documents have been uploaded, the student can request the registration of the traineeship CFUs by sending an e-mail to tirocini.medicina@unipv.it (please, read the General Traineeship Information published on the Faculty website for all the details).



MEDICINE AND SURGERY FACULTY WEBSITE

**The new website of the Faculty of Medicine and Surgery
(<https://medicina.unipv.it/it>)**

includes a section dedicated to the medical traineeships

<https://medicina.unipv.it/it/didattica/corsi-di-laurea/tirocini-di-area-medica>

**IT IS RECOMMENDED TO CONSTANTLY CONSULT THIS PAGE WHERE ALL
USEFUL INFORMATION FOR THE BOOKING PROCEDURE WILL BE PUBLISHED**



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THANK YOU FOR YOUR ATTENTION



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