



UNIVERSITÀ
DI PAVIA

SERVIZIO MEDICINA E POST LAUREA

TSP 2.0
TRAINEESHIP BOOKING FORM
GOLGI AND HARVEY
A.Y. 2026/2027



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

- **SEPTEMBER 2026**
 - **III YEAR GOLGI:** from 15/09/2026 at 8.30 a.m. to 16/09/2026 at 12.30 p.m.
 - **III YEAR HARVEY:** from 16/09/2026 at 8.30 a.m. to 17/09/2026 at 12.30 p.m.
 - **IV YEAR GOLGI:** from 09/09/2026 at 8.30 a.m. to 10/09/2026 at 12.30 p.m.
 - **IV YEAR HARVEY:** from 10/09/2026 at 8.30 a.m. to 11/09/2026 at 12.30 p.m.
 - **V YEAR GOLGI:** from 07/09/2026 at 8.30 a.m. to 08/09/2026 at 12.30 p.m.
 - **V YEAR HARVEY:** from 08/09/2026 at 8.30 a.m. to 09/09/2026 at 12.30 p.m.
 - **VI YEAR GOLGI E HARVEY:** from 02/09/2026 at 8.30 a.m. to 03/09/2026 at 12.30 p.m.



NEXT BOOKING WINDOWS

- **OCTOBER 2026**
- **JANUARY 2027**
- **MARCH 2027**
- **MAY 2027**
- **JULY 2027**



III ANNO

BOOKING WINDOWS 2026/2027

During all booking windows, 3° year - Golgi and Harvey students, for those who meet the requirements to access (Anatomia Umana for Golgi/Structure of the Body e Biochemistry for Harvey must be already passed), will be able to access TSP 2.0 to book their curricular traineeship.

Curricular traineeships will take place between the end of October 2026 and September 2027 (excluding August).



TSP 2.0 - III YEAR ATTENDANCE

- For each AD, attendance is required for 25 hours per week, distributed over 5 days of 5 hours each (from 8:00 a.m. to 1:00 p.m.), in order to achieve a total of 5 CFU, equivalent to 100 hours for each AD.
- For the **curricular traineeships** (15 CFUs, equal to 300 hours), which are divided into 3 distinct AD, the student will have to choose **a turn in one of the designated wards for a duration of 4 weeks per AD**

Harvey Course Golgi Course

Traineeship AD	Credits	Shifts	Hours for week	Total hours
510677 Tirocinio III anno 1	5 CFU	One 4-week rotation	25 hours for week	100 total hours
510678 Tirocinio III anno 2	5 CFU	One 4-week rotation	25 hours for week	100 total hours
510679 Tirocinio III anno 3	5 CFU	One 4-week rotation	25 hours for week	100 total hours

Traineeship AD	Credits	Shifts	Hours for week	Total hours
510687 3rd year traineeship 1	5 CFU	One 4-week rotation	25 hours for week	100 total hours
510688 3rd year traineeship 2	5 CFU	One 4-week rotation	25 hours for week	100 total hours
510690 3rd year traineeship 3	5 CFU	One 4-week rotation	25 hours for week	100 total hours



IV ANNO

BOOKING WINDOWS 2026/2027

During all booking windows, 4° year - Golgi and Harvey students, for those who meet the requirements to access (Fisiologia Umana e Semeiotica Medica e Chirurgica for Golgi/ Functions of the body e Biology of Disease for Harvey must be already passed), will be able to access TSP 2.0 to book their curricular traineeship.

Curricular traineeships will take place between the end of September 2026 and September 2027 (excluding August).



TSP 2.0 – IV YEAR ATTENDANCE

•**AD 510680 – Golgi e AD 510692 - Harvey:** a 4-week rotation with a weekly attendance of 20 hours, distributed over 5 days of 4 hours each (from 8:30 a.m. to 12:30 p.m.), in order to achieve a total of 4 CFU, equivalent to 80 hours. For the remaining 1 CFU, equivalent to 20 traineeship hours, students will be required to attend 4 sessions of Campus ON AIR Project over the course of the academic year.

•**For the others AD:** a 4-week rotation for each AD with a weekly attendance of 25 hours, distributed over 5 days of 5 hours each (from 8:00 a.m. to 1:00 p.m.), in order to achieve a total of 5 CFU, equivalent to 100 hours for each AD

Golgi Course

Traineeship AD	Credits	Shifts	Hours for week	Total hours
510680 Tirocinio IV anno 1	5 CFU	One 4-week rotation	20 hours for week	80 traineeship + 20 Campus ON AIR= 100 total hours
510681 Tirocinio IV anno 2	5 CFU	One 4-week rotation	25 hours for week	100 total hours
510682 Tirocinio IV anno 3	5 CFU	One 4-week rotation	25 hours for week	100 total hours

Harvey Course

Traineeship AD	Credits	Shifts	Hours for week	Total hours
510692 4th year traineeship 1	5 CFU	One 4-week rotation	20 hours for week	80 traineeship + 20 Campus ON AIR= 100 total hours
510693 4th year traineeship 2	5 CFU	One 4-week rotation	25 hours for week	100 total hours
510694 4th year traineeship 3	5 CFU	One 4-week rotation	25 hours for week	100 total hours



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V YEAR

BOOKING WINDOWS 2026/2027

During all booking windows, 5° year - Golgi and Harvey for those who meet the requirements to access the curricular traineeship shifts (Semeiotica Medica e Chirurgica must be already passed for Golgi) 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 2027 onwards).

Curricular traineeships will take place between the end of September 2026 till September 2027 (excluding August), concentrating between the end of September 2026 and mid-February 2027.

TPV will take place between mid-February 2027 and late September 2027 (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.



TSP 2.0 - V YEAR ATTENDANCE

•**Curricular Traineeship:** a 4-week rotation with a weekly attendance of 25 hours, distributed over 5 days of 5 hours each (from 8:00 a.m. to 13:00 p.m.), in order to achieve a total of 5 CFU, equivalent to 100 hours. For the remaining 1 CFU, equivalent to 20 traineeship hours, students will be required to attend 4 sessions of Campus ON AIR Project over the course of the academic year.

•**Medical and Surgical TPV:** attendance is required for 25 hours per week, distributed over 5 days of 5 hours each (from 8:00 a.m. to 1:00 p.m.), in order to achieve a total of 5 CFU, equivalent to 100 hours for each AD.

Golgi Course

Traineeship AD	Credits	Shifts	Hours for week	Total hours
507250 Tirocinio V anno	6 CFU	One 4-week rotation	25 hours for week	100 traineeship + 20 Campus ON AIR= 120 total hours
508919 TPV Area Medica	5 CFU	One 4-week rotation	25 hours for week	100 ore totali
508920 TPV Area Chirurgica	5 CFU	One 4-week rotation	25 hours for week	100 ore totali

Harvey Course

Traineeship AD	Credits	Shifts	Hours for week	Total hours
506553 clinical cases 5th year	6 CFU	One 4-week rotation	25 hours for week	100 traineeship + 20 Campus ON AIR= 120 total hours
508998 Pract. Evaluat. Traineeship in Medical Area	5 CFU	One 4-week rotation	25 hours for week	100 ore totali
508999 Pract. Evaluat. Traineeship in Surgical Area	5 CFU	One 4-week rotation	25 hours for week	100 ore totali



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VI YEAR

BOOKING WINDOWS 2026/2027

During the booking windows, 6th year - Golgi and Harvey for those who meet the requirements to access the **curricular traineeship** shifts (Semeiotica Medica e Chirurgica must be already passed for Golgi) 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 to 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 the end of September 2026 till September 2027 (excluding August).

The General Medicine TPV will take place between the end of September 2026 till September 2027 (excluding August).



TSP 2.0 - VI YEAR ATTENDANCE GOLGI

- Curricular Traineeship:** a 4-week rotation with a weekly attendance of 20 hours, distributed over 5 days of 4 hours each (from 8:30 a.m. to 12:30 p.m.), in order to achieve a total of 4 CFU, equivalent to 80 hours. For the remaining 1 CFU, equivalent to 20 traineeship hours, students will be required to attend 4 sessions of Campus ON AIR Project over the course of the academic year.
- MMG TPV:** attendance is required for 25 hours per week, distributed over 5 days of 5 hours each (from 8:00 a.m. to 1:00 p.m.), in order to achieve a total of 5 CFU, equivalent to 100 hours for each AD.

Traineeship AD	Credits	Shifts	Hours for week	Total hours
507259 Tirocinio VI anno	5 CFU	One 4-week rotation	20 hours for week	80 traineeship + 20 Campus ON AIR=100 total hours
508923 TPV MMG	5 CFU	One 4-week rotation	25 hours for week	100 total hours



TSP 2.0 - VI YEAR ATTENDANCE HARVEY

•**Curricular Traineeship** : a 4-week rotation + a 3-week rotation with a weekly attendance of 20 hours, distributed over 5 days of 4 hours each (from 8:30 a.m. to 12:30 p.m.), in order to achieve a total of 7 CFU, equivalent to 140 hours. The two rotations CANNOT be carried out in the same ward. For the remaining 1 CFU, equivalent to 20 traineeship hours, students will be required to attend 4 sessions of Campus ON AIR Project over the course of the academic year.

•**MMG TPV**: attendance is required for 25 hours per week, distributed over 5 days of 5 hours each (from 8:00 a.m. to 1:00 p.m.), in order to achieve a total of 5 CFU, equivalent to 100 hours for each AD.

Traineeship AD	Credits	Shifts	Hours for week	Total hours
506558 – Clinical cases 6th Year	8 CFU	One 4-week rotation One 3-week rotation	20 hours for week	80 traineeship + 60 traineeship + 20 Campus ON AIR=160 total hours
508923 TPV MMG	5 CFU	One 4-week rotation	25 hours for week	100 total hours



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 all courses years, with the slots available.



APPLICATION RULES

- Reservations can only be **made just once per traineeship activity**.
- 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 by completing the appropriate form.
- 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 viceversa.
- **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 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 (tirocini.medicina@unipv.it) , which will plan the weeks needed to reach the total CFUs of the study plan, which must be completed in wards within the Polo didattico pavese.



APPLICATION RULES

- Students who may need to complete traineeship CFU belonging to the previous course's years have to contact Ufficio Tirocini (tirocini.medicina@unipv.it) to arrange to make up the rotations required by their degree programme. These rotations must be completed attending the wards within the Polo didattico pavese.
- Attendance at the Campus ON AIR Project sessions **will NOT be recognized** for students who may need to complete traineeship CFU belonging to the previous course's years, nor for Erasmus students who will complete part of their traineeship abroad.



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 traineeships and it will be uploaded 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.
- In the case of curricular traineeship that require attendance at 4 sessions of the Campus ON AIR Project, students must upload in the 'Attachments' section of the platform the attendance register(s) together with the specific certificate of attendance for the Project.
- For the verbalization, it is recommended to see the General Traineeship Information published on the Faculty website



PRESENCE AND ATTENDANCE REPORTING PROCEDURES - TPV

- The Traineeship Office will issue the TPV booklet to students who meet the requirements.
- Students booking their shifts through the TSP 2.0 platform must include the attendance registers for TPVs as part of the TPV booklet.
- Students completing all or part of their TPV during a mobility programme must report their hours in the diary section of the TPV booklet.
- 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.
- Upon return from mobility and following the partial verbalization of CFUs, students must request the verbalization of the remaining CFUs by emailing tirocini.medicina@unipv.it (it is recommended to see the General Traineeship Information published on the Faculty website)



MEDICINE AND SURGERY FACULTY WEBSITE

**The 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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