“WHO TO CONTACT”: TOOLS AND SUPPORT FOR STUDENTS OF PSYCHOLOGY MASTER’S PROGRAMS (AEPS, NPNC, PC, PSPE, PSED)

ALL INFORMATION IS AVAILABLE ON THE E-LEARNING PAGES OF THE DEGREE PROGRAMMES (HOME PAGE OR GENERAL INFORMATION).

THERE ARE ALSO SEVERAL SUPPORT SERVICES AND CONTACT PERSONS AVAILABLE TO STUDENTS. THEIR CONTACT DETAILS CAN BE FOUND ON THE E-LEARNING PAGE, UNDER THE “GENERAL INFORMATION ABOUT THE DEGREE PROGRAMME” SECTION, ON THE “USEFUL CONTACTS FOR ENROLLED STUDENTS” PAGE.

TUTORING



- **Peer-to-peer tutors** (first-year, continuing, or Master’s students): “Senior” students who provide peer tutoring. They have a dedicated e-learning page.
  - They offer informal guidance based on their university experience and support students in managing their academic pathway;
  - They create opportunities for students enrolled in the same Degree Programme and/or Department, and with similar needs, to meet and connect;
  - They promote awareness of the services and opportunities offered by the University.
- **Faculty tutors:** lecturers from the Degree Programme who make office hours available to listen to and provide guidance to enrolled students seeking support.

ADMINISTRATIVE AND BUREAUCRATIC MATTERS



For information:
https://en.unimib.it/study/services-students-and-graduates/student-services

- **Student Administration Office:** handles certificates and self-certifications, enrolment renewal, transfers and changes of degree programme, recognition of previous academic records, interruption, suspension and withdrawal from studies, individual courses, and graduation procedures.
- **Psychology Education Services Office:** provides administrative information related to teaching and academic matters. Please contact the office only after consulting the relevant e-learning pages.

ERASMUS



For information:
https://elearning.unimib.it/course/view.php?id=64718

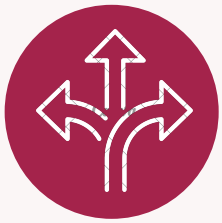
- **Bicocca University Angels:** students with experience of international mobility through the Erasmus programme who provide peer support to students preparing to go abroad or returning from a study period abroad.

REPRESENTATIVES



- They have an institutional mediation role. Their task is to gather and bring students’ views to the attention of lecturers, the Teaching Coordination Council (CCD), and/or the Joint Committee, as well as to promote initiatives encouraging active participation in university life.

GUIDANCE AND ORIENTATION SERVICES



For information: https://en.unimib.it/study/services-students-and-graduates/guidance-and-career-services

- The University offers a Network of Guidance and Orientation Services providing free personalised consultations, meetings, and workshops on specific topics to support students at the entry, during, and completion stages of their university journey.

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PRACTICAL EVALUATIVE INTERNSHIP (TPV)



Important information:
Internship office: https://en.unimib.it/study/services-students-and-graduates/guidance-and-career-services/internships
TPV: https://elearning.unimib.it/course/view.php?id=48031
PPV: https://elearning.unimib.it/course/view.php?id=59045

- **Internship Office**: the central service responsible for managing the entire administrative process of the Practical Evaluative Internship (TPV), including activation, agreements, training project management, and insurance.
- **Orientation Tutors**: professionals in the field who are part of the Orientation Pathway for the TPV and Practical Evaluative Examination (PPV) (https://elearning.unimib.it/course/view.php?id=53331). They support students in reflecting on their training experiences, developing a professional career plan, choosing and reflecting on their TPV experience, and preparing for the Practical Evaluative Examination (PPV). They are the main point of contact for any questions or uncertainties regarding the TPV.
- **TPV Faculty Coordinator** (University Tutor): a university-based figure who supports the definition of the training project in case the host organisation has any questions and is responsible for approving the project once it has been uploaded to the platform. This is the person to contact in the event of serious problems arising during the TPV.
- **Host Organisation Tutor**: the person at the host organisation responsible for training and supervision during the TPV. They are the point of contact for information about how the organisation operates and are responsible for signing the attendance record.
- **Psychology Teaching Services Office** (psicologia.ppv@unimib.it): responsible for organising the Practical Evaluative Examination (PPV).

THESIS



Important information:
https://elearning.unimib.it/course/view.php?id=48032

- **Thesis Supervisors**: guide students in planning and developing their thesis, providing scientific and methodological supervision. Any faculty member in the Department can serve as a thesis supervisor.
- **Thesis Project Opportunities Board**: this board contains thesis project proposals submitted by faculty members (https://elearning.unimib.it/mod/data/view.php?id=1367393).
- **Thesis Support Tutors**: organise meetings on topics relevant to the different stages of the thesis process and provide methodological guidance and practical advice. They have a dedicated e-learning page.
- **Psychology Teaching Services Office** (tesi.psicologia@unimib.it): responsible for managing requests for the assignment of a thesis supervisor, either directly or through official assignment; graduation sessions and committees; and authorisations for data collection at external organisations.
- **Student Careers Office**: handles issues related to submitting the graduation application through the online student portal.