

GUIDE ON ACTIVATION OF THE INTERNSHIP IN PHARMACY
(= TIROCINIO PRATICO VALUTATIVO TPV)
QUALIFYING DEGREE.

GUIDE TO ACTIVATING THE PHARMACY INTERNSHIP

(= Practical Evaluative Internship – TPV)
QUALIFYING DEGREE

BEFORE REQUESTING THE TPV

Each student must:

- Find a pharmacy willing to host them.
- Ensure that the pharmacy is registered/accredited on the FoFi platform and has an agreement with the University of Tor Vergata.

HOW TO CHECK WHETHER THE PHARMACY HAS AN AGREEMENT

- Connect to the website of the Order of Pharmacists of Rome:
[Order of Pharmacists of Rome](#)
- From the menu on the homepage, select:
 1. **Student**
 2. **Professional Internship in Pharmacy**
- Scroll down the page until you find:
“Public portal of pharmacies participating in the Internship” (“click here”).
- In the national pharmacy list, enter:
 - In the section **“Province Pharmacy”**: *Order of Pharmacists of Rome*
 - In the section **“Pharmacy Social Region”**: the name of the pharmacy

Then select **Search**.

- If the pharmacy appears in the list, it should have an agreement with the University of Tor Vergata.
- This requirement can be verified by selecting the item **“Conventions”** in the section dedicated to the pharmacy.

Elenco nazionale farmacie

Elenco nazionale farmacie

Ragione sociale farmacia: castro pretorio

Partita IVA: []

Località: []

Provincia farmacia: ORDINE DEI FARMACISTI DELLA PROVINCIA DI ROMA

Svuota campi

Cerca

Anagrafica | Contatti | Ordine Di Riferimento

• FARMACIA CASTRO PRETORIO SAS
• 06187301004

• ROMA
• VIA DEI MILLE 27
• 00185
• 06/491813

ORDINE DEI FARMACISTI DELLA PROVINCIA DI ROMA

Convenzioni

- If the pharmacy is not listed or does not have an agreement with the University of Tor Vergata, it will need to complete the required procedure by following the instructions available on the same page under: **“Download: Pharmacy Accreditation Procedures.”** For any issues, it is advisable to contact the Order of Pharmacists of Rome for assistance with registration on the platform or to request the activation of the agreement with the University.

Order of Pharmacists of Rome

- **NB: Without registration on the portal and an agreement with the University of Tor Vergata**, the pharmacy will not be able to host students from the University.
- Furthermore, the internship application will be rejected by the Order.

HOW TO APPLY FOR THE INTERNSHIP

- Schedule an appointment with the contact person of the Didactic Secretariat, who will verify whether the requirements to access the internship are met and will explain the procedure.
- Students eligible to start the internship will receive by email from the contact person of the Didactic Secretariat:
 1. The application form: **“Application for Admission to the TPV.”**
 2. The link to register/login to the FoFi platform.
 3. The link to the Course website where this guide is published. Since each step is explained in detail, students are asked to read the guide carefully.

DOMANDA DI AMMISSIONE PER LO SVOLGIMENTO DEL TPV. (Laurea abilitante LM-13.)

Alla Coordinatrice del Corso Di Laurea, Prof.ssa Laura di Renzo;
p.c. alla Direttrice del Dipartimento di Biologia, Prof.ssa Antonella Canini.
Università Degli Studi Di Roma “Tor Vergata”

OGGETTO: Svolgimento tirocinio curriculare pratico-valutativo sulla base dall'articolo 44, comma 2, lett. b), della direttiva 2005/36/CE, recepita con D.Lgs 651/2022 e inserito nel Regolamento Didattico del Corso di laurea in Farmacia (Degree Course in Pharmacy) dell'Università di Roma “Tor Vergata”.

La/il sottoscritta/o _____ nata/o a _____ (____) il _____
residente a _____, via/piazza _____ n. _____
C.F. _____ e-mail: _____
cell. _____, regolarmente iscritta/o al _____ anno del corso di laurea di:
Laurea abilitante in Farmacia “Degree Course in Pharmacy”, matr. n. _____

DICHIARA

- di aver acquisito almeno **160 CFU** ed essere iscritto almeno al quarto anno del corso di laurea;
- di aver superato almeno un esame di un insegnamento del settore scientifico disciplinare (CHEM-07/A: Medicinal Chemistry) e tutti gli esami previsti dal piano didattico del settore scientifico disciplinare (BIOS-11/A: Farmacologia);
- di aver frequentato almeno un corso di un insegnamento del settore scientifico disciplinare (CHEM-08/A: Pharmaceutical Technology with Pharmaceutical Compounding Practices; Italian and European Pharmaceutical Legislation)
- di aver acquisito la disponibilità allo svolgimento dell'attività formativa da parte del responsabile della farmacia ospitante e/o della farmacia ospedaliera nonché del tutor professionale e del tutor accademico (Prof.).

COMPLETION OF THE APPLICATION FORM

For the completion of the application form, the student must agree with the contact person of the Didactic Secretariat on:

1. **The internship start date**
2. **The internship period**

NB: In this section, a period will be indicated within which the student must complete the required 900 internship hours (for no more than 40 hours per week, during the pharmacy's opening hours and excluding night shifts).

To protect the student, a period longer than the minimum time required to complete the internship may be indicated, including a period exceeding the standard six months allowed for the internship. This will make it possible to recover any missed internship days. Regardless of the indicated period, the total internship hours will always remain 900.

3. **Academic Tutor**

The Didactic Secretariat will communicate the name of the Course professor who will act as Academic Tutor and supervise the student during the internship.

COMPLETION OF THE “APPLICATION FOR ADMISSION TO THE TPV”

The remaining sections of the application form must be completed by the student:

1. Personal data
2. The section “**Declarations**” (tick all required boxes)
3. The section “**Request**”

Note:

The Professional Tutor must be a pharmacist registered with the Order for more than two years.

A pharmacist may act as Professional Tutor for only one student at a time. If a pharmacist is assigned as Professional Tutor for more than one student, the Order will reject the internship application.

4. Signature of the trainee
5. Signature of the Professional Tutor
6. Pharmacy stamp

NB: The Professional Tutor must sign in the section specifically dedicated to them and not underneath the pharmacy stamp.

7. If the student carries out the internship in only one period (at a single pharmacy), the sections:
 - **Second period**
 - **Third period**

must not be completed.

SUBMISSION OF THE APPLICATION

The completed application form, in PDF format, must be:

1. Uploaded to the FoFi platform (after obtaining access credentials – see the following section);
2. Delivered by hand in its original version and also sent by email to the Didactic Secretariat.

NB: Before uploading the application to the FoFi platform, students are strongly advised to have the Didactic Secretariat check the correct completion of the form.

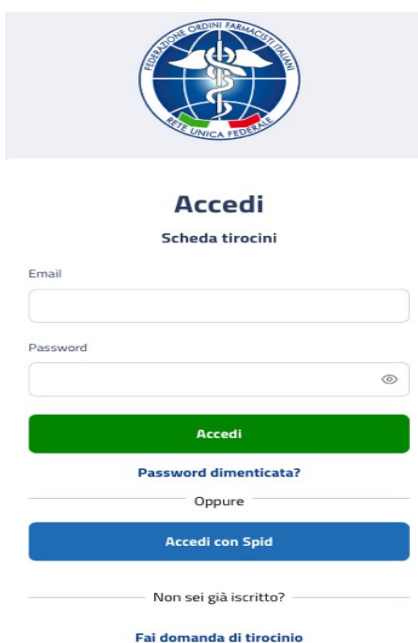
Any errors may result in the rejection of the internship activation request by the Order.

REQUEST FOR LOGIN CREDENTIALS TO THE FOFI PLATFORM

8. The student must connect to the following link (the link will be provided during the internship appointment in person at the Didactic Secretariat – see above)

<https://tirocini.fofiruf.it/>

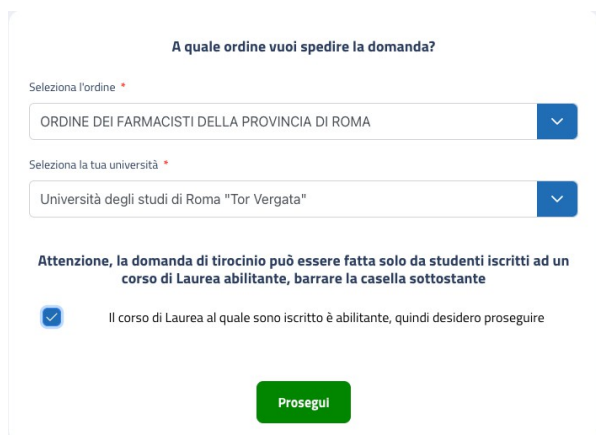
1). You will be directed here:



- 2) Select: **“Apply for Internship”** (“Fai domanda di tirocinio”) at the bottom of the page.

In the following screen, select:

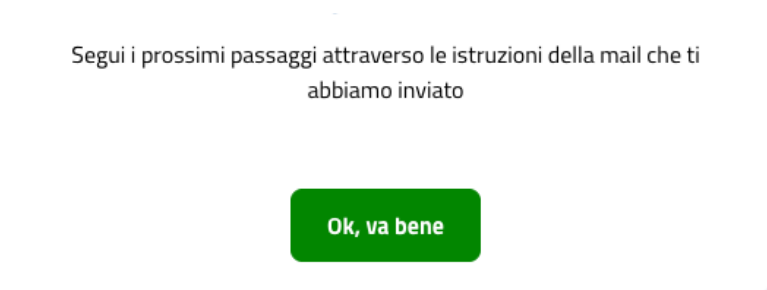
- **Order of Pharmacists of Rome** under: *“Select the Order”*
- **University of Tor Vergata** under: *“Select your University”*



- Select: **“The degree course I am enrolled in is qualifying, therefore I wish to continue.”**
- Click **Continue**.
- In the following screen, the student must enter their personal details.


NB: The email address provided will be used by the Order for all future communications. Therefore, it is important to use an email address that is checked daily, preferably the institutional email address.

- Enter the required data and select **“Continue”** and then **“Send access credentials.”**
- The Order will send, to the registered email address, a temporary password to access the platform.



- Once the temporary password has been received, the student must log back into the platform via the following link:
[FoFi Internship Platform](#)
- Enter your registered email address and the temporary password.
- **NB:** The password can be changed after the first login.

Once logged into the platform, the system will ask the student to upload the internship application (which must be in PDF format).



Accedi
Scheda tirocini

Email

Password

Accedi

[Password dimenticata?](#)

Oppure

Accedi con Spid

[Non sei già iscritto?](#)

[Fai domanda di tirocinio](#)

NB: The application consists of a single file (please ignore the option indicating that the application is made up of two files).

i siamo quasi, ora carica i documenti richiesti

Documenti per l'attività di tirocinio

domanda di tirocinio *

Trascina l'allegato o clicca qui

Il documento è composto da due files

After uploading the application, the message “**Application completed successfully**” will appear.

Domanda completata correttamente

La tua domanda è stata presentata all'ordine, verrà valutata e riceverai una email con l'esito all'indirizzo email da te indicato:

The Order requires at least **15 days** to process and approve the internship request. This period starts from the date the application is uploaded to the FoFi platform and is necessary to define all internship timelines, including the start date.

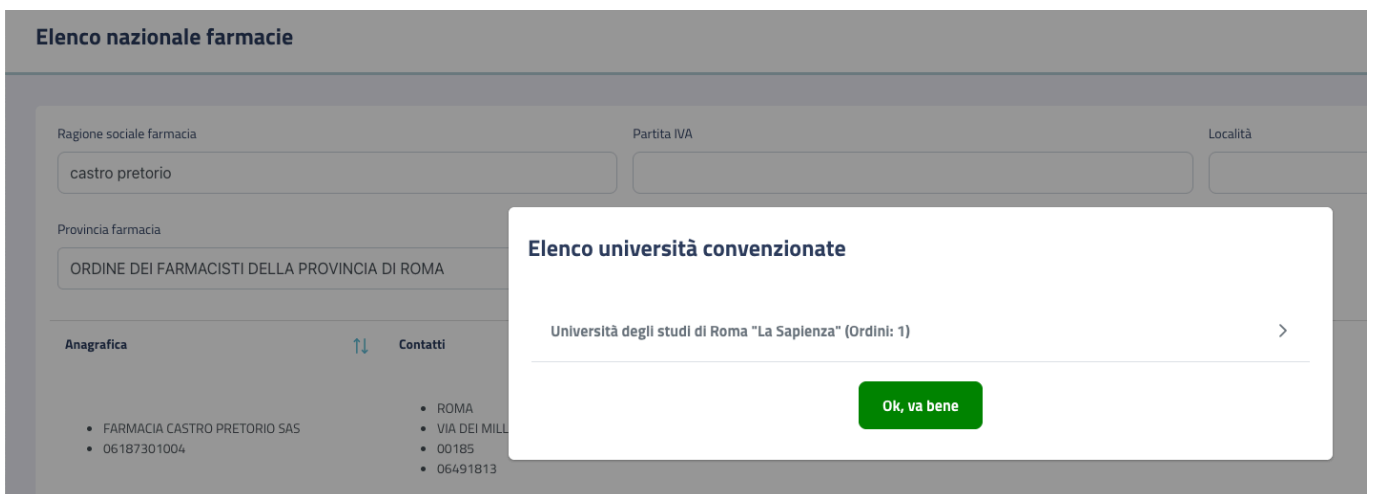
This is because the internship start date, together with all related timelines and deadlines, will be calculated starting from the submission of this request.

All students are required to comply with the requirements set by the Order and are asked to take this timeframe into account when requesting the activation of the internship. The 15-day period is counted from the moment the request is uploaded to the FoFi platform.

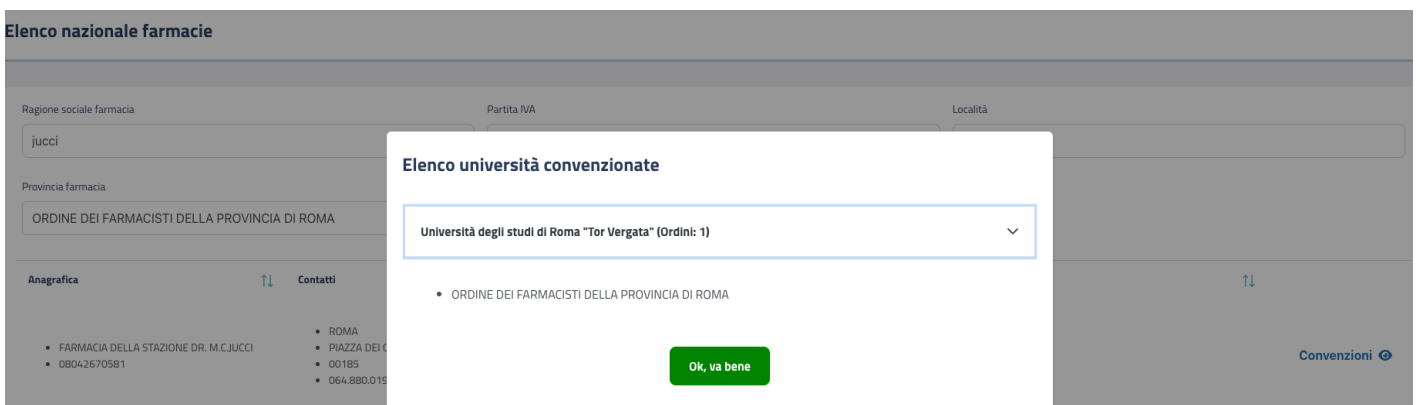
Applications requesting immediate commencement or submitted with deadlines close to the date of the eligibility verification appointment will not be considered.

NB: If the pharmacy is not included in the list of accredited pharmacies on the FoFi platform and/or does not have an agreement with the University of Tor Vergata, the Order of Pharmacists of Rome will reject the student's application.

It may also occur that a pharmacy is accredited (and therefore appears on the FoFi platform) but has an agreement with other universities and not with the University of Tor Vergata.



Pharmacies wishing to host students from the Pharmacy Degree Programme must complete the procedure again by signing an agreement with the University of Tor Vergata.

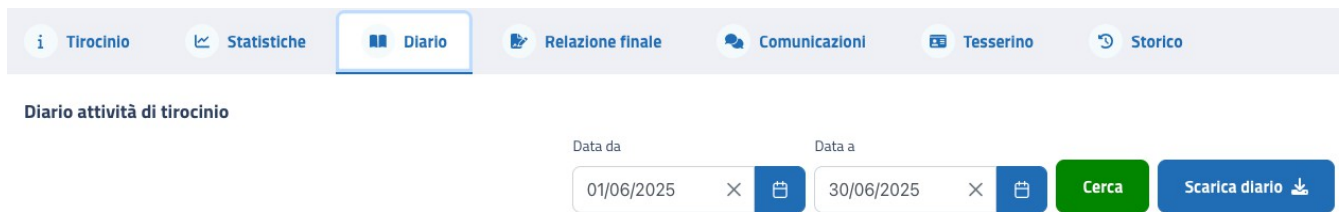


NB: BEING REGISTERED ON THE FOFI PLATFORM IS NOT SUFFICIENT.

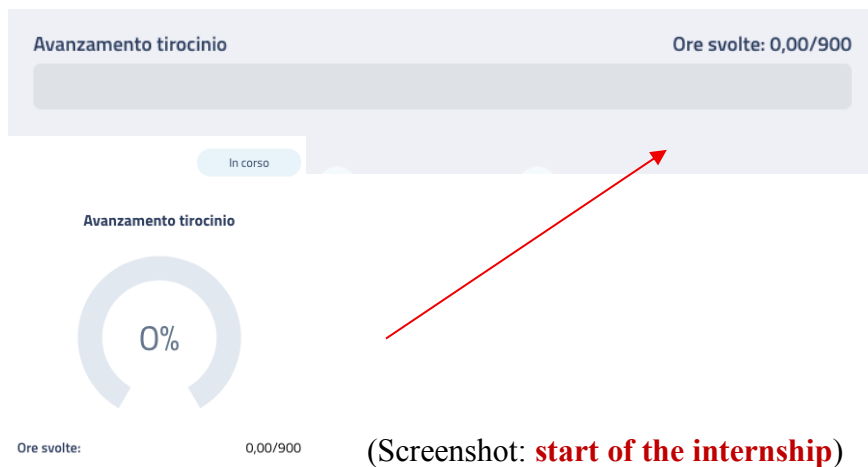
It is the student's responsibility to verify the pharmacy's registration, either by contacting the pharmacy directly or through the Order's website (see above).

Once the internship request is approved, the student will have a personal area on the FoFi platform, where they must select the **Internship Diary (online version)**.

The internship diary must be filled in from the actual start date indicated in the application for admission to the TPV. For example, if the internship begins on the 15th of the month, even if the system calendar starts on the 1st, entries must begin from the 15th.



The system will automatically calculate the internship hours (progress), deducting them from the total of **900 hours** required to complete the internship.



(Screenshot: internship **in progress**)



To complete the virtual diary, the student must select from the list of proposed topics the activity carried out each day and provide a detailed description in the section “**Further notes.**”

NB: The logbook must be filled in **daily** and strictly in **Italian**.

It is recommended not to leave any days of the month without a description of the activities performed, even if some activities are repeated over time.

Diario - 24/06/2025 ×

<input type="checkbox"/> Gestione dei veleni	<input type="checkbox"/> Alimenti per gruppi speciali
<input type="checkbox"/> Preparazioni Galeniche magistrali o officinali	<input type="checkbox"/> Prodotti e preparati di origine vegetale
<input type="checkbox"/> Gestione dei Medicinali uso umano e disciplina di dispensazione al pubblico	<input type="checkbox"/> Prodotti cosmetici
<input type="checkbox"/> Gestione sostanze stupefacenti e psicotrope	<input type="checkbox"/> Dispositivi medici e presidi medico-chirurgici
<input type="checkbox"/> Gestione dei medicinali dopanti	<input type="checkbox"/> Organizzazione della farmacia aperta al pubblico e attività autoispettiva
<input type="checkbox"/> Gestione dei medicinali uso veterinario	<input type="checkbox"/> Gestione economico-finanziaria e imprenditoriale della farmacia
<input type="checkbox"/> Ossigeno e ossigenoterapia	<input type="checkbox"/> Gestione delle emergenze e primo soccorso in farmacia
<input type="checkbox"/> Vaccini	<input type="checkbox"/> Altri servizi
<input type="checkbox"/> Sanità digitale e tracciabilità dei farmaci	<input type="checkbox"/> Rapporto con il cittadino
<input type="checkbox"/> Integratori alimentari	

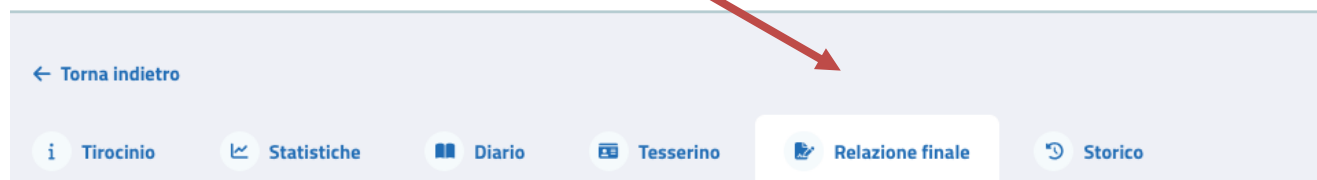
Ulteriori annotazioni

Internship finished

- 1) The platform timer will automatically record the completion of the internship.



- 2) The student must complete the **Final Report**, which is available in the platform menu.



To complete the report, the student must fill in all sections related to the listed topics in a thorough and complete manner (see below).

NB: An incomplete or approximate compilation will result in the report being considered invalid.

Relazione finale

Argomenti

✓ **Gestione dei veleni**

Per quanto riguarda la gestione dei veleni, ho imparato a distinguere nettamente di e nella Tabella 3 della F.U. o identificate dai codici di pericolo H300, H310, H330 del r a Ricetta Non Ripetibile con la dose del principio attivo scritta integralmente in lettere artigianale o industriale), ho appreso che questa è consentita solo a persone maggio custodia di sicurezza

✓ **Preparazioni Galeniche magistrali o officinali**

✓ **Gestione dei Medicinali uso umano e disciplina di dispensazione al pubblico**

✓ **Gestione sostanze stupefacenti e psicotrope**

✓ **Gestione dei medicinali dopanti**

✓ **Gestione dei medicinali uso veterinario**

✓ **Ossigeno e ossigenoterapia**

✓ **Vaccini**

3) At the end of the report, the internship must be approved by:

- 1) **Professional Tutor**: who must also write an evaluation report on the student's performance.
- 2) **Academic Tutor**
- 3) **The Order**
- 4) **TPV Representative**
- 5) **Educational Office**

Approval is sequential: the Academic Tutor will only be able to approve the internship after it has been approved by the previous parties in the required order.

by the Professional Tutor; similarly, the Order will only approve the internship after it has been approved by the Professional Tutor, and so on.

NB: After approval by the Professional Tutor, it is advisable to inform the Academic Tutor by email.

The progress of approvals can be monitored in the platform's **History (Storico)** section (see below)

Stato tirocinio Approvato dall'ordine

Attività tirocinio

Anno: 2026 | Voto:

Orari di tirocinio: | Diario:

Farmacia	Dom	Lun	Mar	Mer	Gio	Ven
FARMACIA SAVIGNONI Tutor: BARTOLESCHE MARRA	0	0	0	0	0	0

Informazioni

Cognome: CLICCON	Nome: JONALD YVAN CLESTE	Email: jonaldclcon07@gmail.com
Codice Fiscale: LCCILD01T09Z219G	Numero Registrazione: 20	Data approvazione: 01/07/2025
Data fine: -	Tutor accademico: MARIANO DALILA	

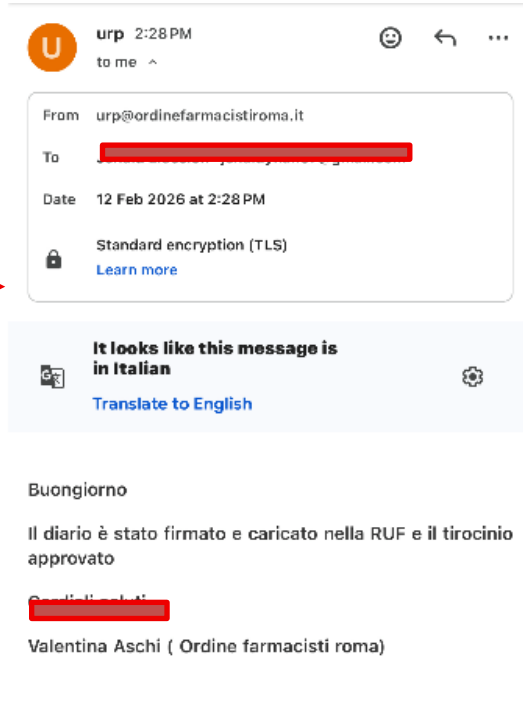
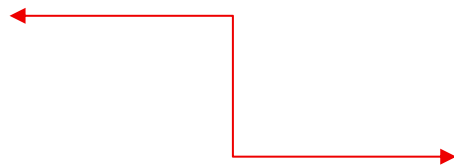
Valutazione tutor professionali

Relatore: **BARTOLESCHE MARIA**

La valutazione del tirocinio presso la mia farmacia di Jonald Clicon è positiva. Ha mostrato capacità e professionalità in tutti i lavori svolti. In fede Maria Bartoleschi

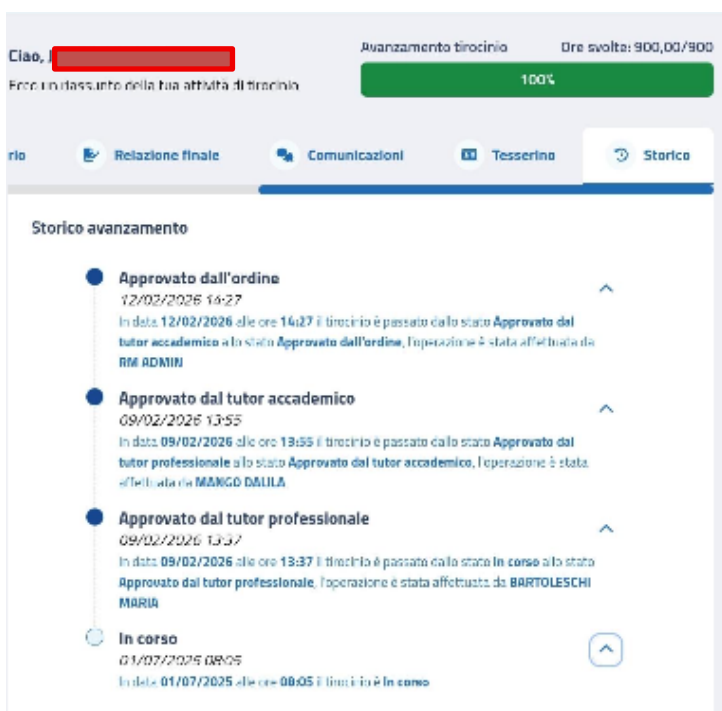


4) After approval by the Order, the student **will receive an email with the approval notification** :



5) After approval by the PPV contact person, **before the internship is approved by the didactic secretariat**, it is advisable to **DOWNLOAD** the PDF copy of the internship booklet.

6) After approval by the TPV representative, the internship will be almost complete (NOT complete!!!) (see below). The internship status will still remain: **IN PROGRESS**.



7) Final approval will be issued by the Didactic Secretariat. At this stage, the internship status will change from **IN PROGRESS** to **COMPLETED**, and the student will receive a notification from the Order.

IMPORTANT: only after approval by the Didactic Secretariat will the internship be officially considered completed.

Comunicazione archiviazione del tirocinio da parte della segreteria

noreplyruf@fofi.it <noreplyruf@fofi.it> Mon, 2 Mar at 8:31AM
To: jonaldynan07@gmail.com <jonaldynan07@gmail.com>

Salve ELECION JONALD TRAY CELESTE,

Il suo tirocinio è stato archiviato da PICCIRILLI SILVIA ed è ora completato.

Accedi al portale iscritto

Se hai problemi con il bottone in alto, copia e incolla l'URL qui sotto nel tuo browser web.

<https://tirocini.fofiruf.it>

Diario Tesserino Relazione finale **Storico**

- Completato 02/03/2026 08:31
- Approvato dal referente PPV 13/02/2026 11:56
- Approvato dall'ordine 12/02/2026 14:27
- Approvato dal tutor accademico 09/02/2026 13:55
- Approvato dal tutor professionale 09/02/2026 13:37
- In corso 01/07/2025 08:05

NB: The Didactic Secretariat continuously monitors the progress of internships. However, students are required to notify the Secretariat by email once approval by the PPV Representative has been obtained, as this represents the final approval stage prior to closure.

- 8) Didactic Secretariat will download the version of the virtual diary digitally signed by the Order (p7m format) and will verify the AUTHENTICITY OF THE SIGNATURE (through a specific system).
- 9) The audit will produce an **Audit Report of authenticity** with : the name of the student and the data certifying the original signature of the Diary, including its legal validity.
- 10) **The Authenticity Verification Report will be considered a valid document certifying the completion of the internship.** And will be presented to the Commission on the day of the Practical Evaluation Test (PPV).
- 11) To take the PPV exam , the student must present himself/herself with **a printed copy of the Diary** (PDF version downloadable from the platform) and with a copy of the email received from the Order certifying the approval of the Internship (see above - Point 4).

IMPORTANT NOTICE

- EVEN IF THE STUDENT HAS COMPLETED THE INTERNSHIP (100% = 900 hours on the FOFI platform), for the internship to be officially considered completed in accordance with the regulations and academic rules, the following approvals are required: Professional Tutor, Academic Tutor, Professional Order, PPV Supervisor, and final closure by the Academic Secretariat.
- WITHOUT THESE PROCEDURES, THE INTERNSHIP WILL REMAIN ACTIVE AND THE STUDENT WILL NOT BE ELIGIBLE TO TAKE THE PPV EXAM.
- AFTER THE INTERNSHIP HAS BEEN APPROVED BY THE PPV SUPERVISOR, in order to speed up the conclusion process, students are advised to send an email to Dr. Piccirilli with the following subject line:

- **“Request for Internship Closure”** (*Richiesta chiusura del tirocinio*).

NB: EACH STUDENT IS RESPONSIBLE FOR:

1. Completing all internship procedures (virtual diary, final report, checking the FOFI platform, etc.).
2. Requesting and verifying all required internship approvals.
3. Requesting the final approval and official closure of the internship from the Academic Secretariat.

Failure to obtain the required approvals within the established deadlines, and consequently failure to complete the internship, is the sole responsibility of the student.

4. **WITHOUT THE OFFICIAL CLOSURE OF THE INTERNSHIP BY THE ACADEMIC SECRETARIAT (together with all other required approvals), THE STUDENT CANNOT TAKE THE PPV EXAM.**
5. Students must request the official closure of the internship immediately after completing the internship and no later than 10 days before the PPV exam.

Requests for internship closure that do not comply with these deadlines will not be accepted.

NB

- The following persons have access to the Virtual Diary: the Academic Tutor, the Professional Tutor, the Professional Order representatives, and the Academic Secretariat. All authorized parties may monitor the completion of the diary on a daily basis.
- When submitting the original TPV Admission Request Form to the Academic Secretariat, students are advised to obtain a paper diary in which to record their daily activities, just as they do in the virtual diary.

The diary booklet must be identical to the virtual version: it must be completed daily, in Italian, on every page (without leaving blank pages). At the end of the internship, each page must bear the Pharmacy stamp and the signature of the Director/Professional Tutor. Finally, the diary must be submitted to the Professional Order for signature. Students are strongly advised to have the diary checked by Prof. Di Renzo and by the Academic Secretariat before submitting it to the Professional Order for approval.

- The diary booklet is required in cases where the platform encounters technical issues (for example, difficulties in completing the diary or obtaining tutor approvals).

However, if the platform functions correctly — meaning that the diary is sequentially approved by all authorized persons and the student is able to download the PDF version — submission of the signed and stamped paper diary will no longer be necessary.

- **IT IS THE RESPONSIBILITY OF EACH INTERN TO OBTAIN A PAPER DIARY** (copies are freely available at the Didactic Secretariat).
- **INTERNSHIPS ARE NOT ACTIVATED DURING THE MONTHS OF AUGUST AND DECEMBER.** Deadlines for submitting applications are generally set at the end of June and November.
- Students who have officially completed the internship will be eligible to take the PPV (Practical Evaluation Examination) in any scheduled session, not necessarily the one immediately preceding their graduation session.

The PPV is generally scheduled approximately two weeks before each graduation session. Students are advised to contact the Academic Secretariat well in advance to confirm the examination date.

- Graduation dates are available on the course website:

-

[Graduation Calendar and Deadlines](#)

NB

Students who are declared not eligible in the **PPV WILL BE REQUIRED TO REPEAT THE ENTIRE TPV** for the full duration foreseen (900 hours).

Acronyms

- **TPV** = *Tirocinio Pratico Valutativo* (Practical Evaluative Internship)
- **PPV** = *Prova Pratica Valutativa* (Practical Evaluation Examination)
- **PPV Representative** = Professional representative of the Professional Order authorized to supervise and verify the TPV.

Dr. Silvia Piccirilli