

Handbook for Internships

Internship's activation

3 parties are always required to activate an internship:

1. Company / institution,
2. Intern (student / graduate),
3. University (institution that promotes the internship)

Every activation of an internship requires an agreement that regulates the cooperation, rights and obligations of the university and the internship company. See [Facsimile Agreement](#).

Types of internship

- Curricular internships with credit points;
- Curricular internships without credit points;
- Extracurricular internships (post-graduation).

Number of interns per company

The maximum number of interns that can be hosted by a company, depends on the total number of employees with open-ended contracts within the internship company.

The company tutor

The job of the company tutor is to support the intern throughout the internship. They should preferably work in an area that is relevant to the intern's project.

Tasks of the company tutor:

- Receives and assesses the application and checks whether the expectations of the students / graduates match the requirements of the company;
- Defines the internship project and the learning objectives with the student and the academic tutor / supervisor;
- Receives the intern and introduces them to the work environment;

- Supports and looks after the intern and periodically reviews the goals achieved;
- Maintains regular consultation with the intern to evaluate the learning experience and to address or prevent any difficulties that may arise;
- Guarantees that the activities specified in the training project are carried out;
- Immediately notifies unibz in the event of an accident or an unnotified absence of the intern;
- Assess the intern at the end of the internship and fills in the relevant documents;
- Fills out an online questionnaire that will be sent by e-mail after the internship has finished.

Monetary compensation

According to the law, internship companies are not obliged to pay interns, but most of them provide pocket money, meal vouchers or other allowances. Any remuneration must be stated in the project. A minimum remuneration must be provided by law for extracurricular internships. Amounts are specified at regional level.

Insurance

Unibz students and graduates are insured against accidents within the company and abroad for the entire duration of their internship and have third-party liability insurance. In addition, they receive travel insurance that is valid worldwide for internships abroad. Details on the respective insurance coverage and the reporting modalities in the event of an accident can be found [online](#).

*The use, in this code, of the male gender to indicate subjects, positions, and legal statuses has been used only for the sake of simplicity of the text and is intended to refer to both genders.

Medical rounds

High-risk companies are obliged to have a medical examination carried out on the intern / graduate. For more information, see Legislative Decree No. 81/2008 on Occupational Safety.

Extension and early termination of the internship

An extension of the internship is possible if the goals and content of the internship project remain unchanged. A possible extension or premature termination can be requested via the [Career Hub](#).

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