VADEMECUM RECEIVING ORGANISATION

TYPE OF INTERNSHIP

- Curricular internships with credit points: a minimum number of hours is expected;
- Curricular internships without credit points;
- Extra-curricular internships – carried out after the degree (the maximum duration of the internship is 6 months overall, starting within 12 months after the graduation date).

INTERNSHIP’S ACTIVATION PROCEDURE

- You have found a student/a recent graduate and you want to host him/her as an intern? Here are the steps you should follow in order to activate the internship project:
- Agree upon objectives and activities with the student/recent graduate and define the preferred internship period; Insert the agreed information in the internship project, which has to include the following indications: objectives, contact details of the intern and of the academic tutor (supervisor) and company tutor;
- Together with the student, define the type, duration and modalities of the internship;
- Stipulate an agreement between the sending institution (unibz) and the receiving organisation (company), if it is not already existing. The agreement is the document to which the individual internship project has to be attached. The same agreement can be applied to several internships concerning various individuals. It is not therefore necessary to stipulate an agreement for each intern;
- Mandatory notification for extra-curricular internships (after graduation). The Ministerial Decree of 30.10.2007 requires that any postgraduate internship experience must be communicated by the receiving organisation to the local Employment Office.

USEFUL INFORMATION

Number of interns per receiving organisation
The maximum number of interns depends on the number of employees of the receiving organisation. The numbers are established in the following way:
- if a company has fewer than five permanent employees, it can take on one intern at a time;
- if a company has between six and nineteen permanent employees, there can a maximum of two interns at the same time;
- if a company has more than twenty employees, the number of interns should not exceed the 10% of the total number of permanent employees (art. 1 para. 3 D.M. 142/1998).
In order to calculate the numbers above, for companies that deal with seasonal employees, the note from the Work Ministry of 18 September 1998 is valid where workers with a fixed term contract are recognised, following certain conditions, as tenured workers.

Maximum duration of the internship
The maximum duration of the internship for university students, doctoral students and those following specialisation schools and courses cannot be longer than 12 months. However, it is also possible for graduates to begin an internship in the twelve months after completing their studies for the maximum duration of 6 months (law n. 148 del 14.09.2011).

Company tutor
The company tutor is assigned by the receiving organization. The tutor is in charge to guarantee the necessary support to the intern for the entire duration of the internship. The tutor’s tasks should match with the student’s main duties.
Company tutor’s duties:

- Receive and analyse the internship request, verifying that the student’s/recent graduate’s expectations align with the company’s needs and expectations;
- Together with the student and in accordance with the academic tutor/supervisor, formulate and define the internship project and learning objectives;
- Welcome the student and introduce him/her to the work environment;
- Support the intern during the internship and regularly check up on achieved results;
- Engage in regular verbal exchanges/meetings with the intern in order to discuss how the internship is going and deal with any difficulties that might arise;
- Guarantee that the student carries out the tasks and duties agreed in the project;
- In case of accidents or unjustified absence of the intern, immediately alert the University;
- Evaluate the intern at the end of the internship and fill in the necessary forms;
- Fill in the online questionnaire sent by e-mail at the end of the internship.

**Remuneration**

It is not compulsory for receiving organisations to pay their interns if they are still students, but many companies do provide some kind of financial support, such as lunch vouchers, expenses, etc. Any support received by the receiving organisation must be specified in the internship project. For extra-curricular internships a minimum amount of 300 euro per month is provided for by law.

**Insurance**

The Free University of Bolzano-Bozen insures students and recent graduates against on-the-job injuries, unibz additionally provides third party liability insurance and travel insurance for the entire period spent doing a previously approved internship. Detailed information about the limit of liability and communication modalities in case of accident is available online.

**Medical checkup**

Companies that deal with high risk work are required to arrange a medical check-up for their interns. Further information can be found in the legislative decree no. 81/2008 about safety at work.

**Prolonging the internship**

The internship can be prolonged only if the main elements of the project remain unvaried by sending a written request at least 14 days before the end of the internship.

**Earlier conclusion of the internship**

It is possible to interrupt or conclude the internship before the scheduled period by contacting the Career Service. ([cas@unibz.it](mailto:cas@unibz.it))

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tel. +39 0471 01 27 00
e-mail: [cas@unibz.it](mailto:cas@unibz.it)