

Handbook receiving organization

To activate an internship three parties are involved:

1. the host company/institution,
2. the trainee (student, or graduate within 12 months since the graduation date),
3. the promoter (unibz).

In order to activate an internship the host company/institution needs to sign an agreement that disciplines the relationships between the parties and indicates rights and obligations of the host company/institution and the promoter (unibz).

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).

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 recognized, 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

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.

Extension requests and earlier conclusion of the internship

The internship can be prolonged only if the main parameters of the project remain unchanged. Extension or earlier conclusion, have to be requested through the [Career Hub](#). For the deadlines of these procedures please contact us:

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