

Which are the differences between an internship for students and an internship for graduates?

How many interns can I host at the same time?

How long does it take to activate the internship?

About issuing internship contracts based on non Italian companies' local laws

Which insurance coverage is given to the intern?

Is the Host organization charged to activate an internship?

What are the host organization's obligations?

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What to do at the end of the internship?

ALL YOU NEED TO KNOW ABOUT INTERNSHIPS



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Internships are based on different rules, whether they are for students or graduates.

	CURRICULAR	EXTRACURRICULAR
TYPE	A. compulsory B. non compulsory	-
FOR WHOM	All STUDENTS from BSc, MSc, Specializing Masters and PhDs	All GRADUATES (not enrolled anymore) from BSc, MSc, Specializing Masters and PhDs. <i>Companies not based in Italy must check if their local regulations allow post-graduation internships.</i>
DURATION	A. depends on the study plan B. 1 month min to 12 months max <i>In any case to be completed before graduation</i>	2 months min to 12 months max
STARTING WHEN	A. Depends on the study plan B. Whenever. Must be completed before graduation date	Whenever after graduation
BENEFITS	Paid or unpaid	Paid ¹ or unpaid (¹ if in Italy)
MANAGED BY	A. compulsory: Internship Structure of the study course B. non compulsory: Career Service	Career Service



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Click [here](#) for regulations for Italian Companies.

Outside Italy, local regulations must be verified; in any case it is suggested that the host organization Supervisor does not follow more than 3-5 interns at the same time.



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If the host organization still needs to register and sign an Internship Agreement with Politecnico di Milano the entire process can take up to 10-20 days max.

If the host organization already has a valid Internship Agreement with Politecnico di Milano, it only takes 5 days to activate the internship after the Internship Document has been filled out online.



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If a host organization wants to issue an internship contract based on its country's laws, it must be sent at least 30 days before the internship starts to the Career Service, since a careful check of the clauses if required before Politecnico di Milano accepts to sign it, if required.

Internships carried out without the issue of a contract, be it issued by the Host organization or by Politecnico di Milano, cannot be considered regular and be recognized.



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The intern is covered by Politecnico di Milano for injuries (INAIL) and civil liability coverage in premises, days and hours indicated in the Internship Document provided the internship has been regularly activated.

In case of internship outside Italy the intern must get informed about medical/health coverage requirements in the hosting country; this coverage is not provided by Politecnico di Milano.

In case of extracurricular internships outside Europe and/or business transfers for extracurricular internships outside Europe the insurance coverage on injuries is not active.



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The activation of an internship is free of charge for the host organization: Politecnico di Milano will pay the insurance costs (accident and third-party risks) for the candidate, provided that the internship is regularly activated.

The only financial burden on the host organization is the benefits eventually recognized to the intern and declared at the time of the request for activation of the internship.

In the case of the activation of a new Internship Agreement, only host organizations based in Italy are required to pay 16/32 euros to Politecnico di Milano for stamp duty, since Politecnico is a Public Administration and the Agreement is a contract.



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The internship is not a job contract, but on-the-job training and it requires a host organization Supervisor to guide the intern; moreover the host organization has to provide the intern with an equipped desk.

Remote job cannot be considered an internship.



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Outside Italy local financial regulations must be verified.



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It is possible to indicate the geographic area of transfers to be carried out by the intern while filling out the form to request the activation of the internship; if the area changes / extends, it is necessary to send by email to the Career Service or to the **relevant Internship Structure this form** completed, signed and scanned at least the day before the transfer.

In case of transfers outside Europe for extracurricular internships accident coverage is not active; in this case, the host organization and / or the intern must therefore independently proceed to obtain ad hoc insurance coverage.



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» **Curricular compulsory internship:** an extension is possible only if the minimum number of hours foreseen by **the course regulations** is not reached. After a compulsory internship it is however possible to open a non compulsory one at the same host organization.

» **Curricular non compulsory internship:** it is possible to extend it until the candidate's graduation date and in any case up to 12 months at the same host organization in condition of student.

» **Extracurricular internship:** it is possible to extend it for up to 12 months at the same host organization. After one or more curricular internships it is possible to open an extra-curricular internship at the same host organization; the months of curricular internship do not contribute to the calculation of the number of months of extracurricular internship that can be carried out.

Internship extension: download [here](#) the form.



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In Italy the intern is entitled to a suspension of the internship for maternity leave and mandatory paternity and in the event of an accident or long-term illness (at least 30 continuous calendar days). The internship can also be suspended for business closure periods lasting at least 15 consecutive calendar days.

It is possible to indicate the period of suspension of the internship for host organization closure already at the time of filling out the internship activation request; should the period change / extend / iterate, it is necessary to send by email to the Career Service or to the **relevant Internship Structure this form** filled in, signed and scanned at least the day before the suspension start date.

The period of suspension does not contribute to the calculation of the total duration of the internship.



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The internship can be interrupted by the intern, upon motivated written communication to the Supervisor of the host organization and to the University Supervisor.

The internship can also be interrupted by the host organization and by the University in case of serious non-fulfillment by one of the subjects involved or in case of impossibility to achieve the project's objectives, after a motivated written communication to the other interested parties.

In neither case is specific notice required, not being a work contract.

For the interruption of the internship it is necessary to send by email to the Career Service or to the **relevant Internship Structure this form** completed, signed and scanned at least the day before the date of interruption.



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It is possible, after communication to the interested parties (intern and University), indicating via email the details of the new Supervisor (name, surname, telephone, email, role, years of experience in the role, number of interns - curricular or extracurricular depending on the case - followed at the same time).



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The candidate must be a graduate and not enrolled in other ministerial study courses; outside Italy, depending on national laws, a graduate may not be entitled to carry out an internship.

In Italy, the candidate:

- » must not have had previous employment relationships with the company, in the 24 months prior to the start of the internship (except in the case of ancillary work for less than 30 non-continuous days in the previous 6 months)
- » must not be a qualified professional or be qualified to practice a profession
- » before the start date of the internship is required to request online the DID (Declaration of immediate availability at work) to the Employment Center relevant for his domicile / residence



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Outside Italy, eventual specific regulations must be verified locally by the host organization.



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Both in Italy and outside Italy the intern needs to hold a valid stay permit for study purposes or a permit pending employment at the time the internship starts or he/she can send to the CareerService the renewal request receipt as long as it was required before previous permit expiration date.

Beside this, outside Italy the Company must give the intern all the necessary information and support needed to legally enter and take the internship in the hosting country, according to the intern's nationality. In case additional documentation to support visa applications is needed, it has to be requested to Career Service at least 15 days before the start of the internship.



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At the end of any internship the intern and the host organization's supervisor are required to fill in an online survey. In case of compulsory internships additional documents might be required and might vary **from course to course**.

After filling both the online surveys the intern will receive the internship certificate as a pdf attached to an email.

