

# INTERNSHIP RULES REGION BY REGION



### MINIMUM GROSS ALLOWANCE

- » For **full-timers**: 600 gross monthly (reducible proportionately to the hourly commitment)
- » For **part-timers**: 300 monthly gross

Allowance:

- » paid in full in the event of 70% monthly attendance

### INTERNSHIP TIMETABLE

Daytime only, save for the case in which the specific activity of the host organization justifies such procedures and if aimed at the training requirements for the professional profile for which the internship is activated.

### HOST ORGANIZATION COMPLIANT WITH SAFETY REGULATIONS (TRAINING RESPONSIBILITY)

Yes

### HOST ORGANIZATION COMPLIANT WITH REGULATIONS ON DISABILITY ISSUES (LAW NO. 68/99)

Yes

### HOST ORGANIZATION COMPLIANT WITH COLLECTIVE AGREEMENTS AND CONTRACTS

N.A.

### INTERNSHIPS IN THE PRESENCE OF DISMISSALS

No internships for activities equivalent to:

- » dismissals for justified objective reason;
- » mass dismissals;
- » dismissals for overstepping the protected period;
- » dismissals for failure to pass the probationary period;
- » dismissal for end of contract;
- » termination of apprenticeship relationship at the employer's will at the end of the training period in the same operational unit and in the preceding 12 months.

### INTERNSHIPS IN THE PRESENCE OF LAYOFF BENEFITS FUND

No internships for equivalent activities to staff affected by welfare support provision or defensive solidarity agreement within the operational unit, department or sector, who benefit thereby, save where there are agreements with the trade unions that envisage such possibility.

### INTERNSHIPS IN THE PRESENCE OF BANKRUPTCY PROCEEDINGS

No extracurricular internships save where there are agreements with the trade unions that envisage such possibility.

### INTERNSHIPS IN THE PRESENCE OF EXPANSIVE SOLIDARITY AGREEMENTS

Yes

### EXTRACURRICULAR INTERNSHIPS AND PRIOR EMPLOYMENT RELATIONSHIPS

A single extracurricular internship with the same host organization. No extracurricular internship in the presence of employment relationship for same job function with the same host organization in the two preceding years. Yes to extracurricular internship if accessory or occasional work performed at the same host organization for no longer than thirty days, even non-consecutive, in the six months preceding activation of the internship. Yes to internship if employment relationship constant, in compliance with the principles and time limits (maximum 48 hours) laid down by Legislative Decree No. 66 of 8 April 2003, at another entity.

### ADDRESSEES

Degree/Master/PhD holders within 12 months from attainment of qualification. Internships cannot be activated in favour of professionals qualified to exercise professions regulated for typical activities or activities reserved to the profession.

### HUMAN RESOURCES/INTERNS RATIO AT LOCAL OFFICE

#### HUMAN RESOURCES COUNTED

- » Unfixed terms;
- » Fixed terms (with start of contract prior to the internship and end of contract afterwards);
- » Working members, with contract of more than one year and receiving a fee for the activity undertaken other than that of participation in the company's governing bodies.

NB: the employees on a part-time contract must be computed proportionally to the service rendered (e.g.: a 50% part-time is equal to 0.5 employees, rounded up to the higher unit).

#### HUMAN RESOURCES NOT COUNTED

- » other apprentices
- » interns;
- » workers with intermittent or call or staff leasing contracts.

### RATIO

- » 0 human resource = 1 intern;
- » 6-20 human resources = 2 interns;
- » over 20 human resources = 10% of human resources, rounded up to the higher unit.

### DEFINITION OF OPERATING BASE

Building or structure aimed at the production of goods or the provision of services, equipped with financial and technical/functional autonomy, suitable for implementation of the entire production cycle or a complete phase thereof without being limited to the fulfilment of mere instrumental purposes compared to the general purposes, and endowed with a workforce employed on an ongoing basis.

### EXEMPTIONS FROM HUMAN RESOURCES/INTERNS RATIO AT LOCAL OFFICE

CONDITION: if in the 24 months preceding the activation of a new internship they have hired on an employment contract of at least 6 months (in the event of part time, equal to at least 50% of the weekly hours envisaged by the national collective agreement), a share of the already hosted interns.

Operational units with over twenty human resources:

- +1 internship: 20% of the interns employed;
- +2 internships: 50% of the interns employed;
- +3 internships: 75% of the interns employed;
- +4 internships: 100% of the interns employed.

Operational units with human resources between six and twenty:

- +1 internship: 50% of the interns employed;
- +2 internships: 100% of the interns employed.

Operational units with human resources between zero and five:

- +1 internship: 75% of the interns employed

The internships activated under exceptional arrangements and the curricular internships are not counted for the purposes of the quota restriction.

### MAXIMUM NUMBER OF INTERNS PER SUPERVISOR OF PROMOTING INSTITUTION

20

### MAXIMUM NUMBER OF INTERNS PER SUPERVISOR OF HOST ORGANIZATION

3

### DURATION OF INTERNSHIP

Max. 6 months; min. 2 months

### SUSPENSIONS AND RECOVERIES

Admitted:

- » for maternity, for injury or for long-term illness, so long as its duration is equal to or in excess of thirty calendar days
- » for the periods of company shutdown lasting at least ten calendar days.

### HOW TO ACTIVATE AN INTERNSHIP?

To launch extracurricular internships in the Piedmont Region, please contact [careerservice.stage@polimi.it](mailto:careerservice.stage@polimi.it) at least 15 days in advance.

### WHICH REGIONAL LEGISLATION TO APPLY IN THE EVENT OF MULTI-BASED HOST ORGANIZATION?

That of the Region where the local office is situated

**OR**

That of the Region where the registered office is situated (subject to prior notification by certified email to the Piemonte Region on the part of the Promoting Institution).

### FURTHER INFORMATION

Legislation (DGR 85-6277 of 22/12/2017), provisions and FAQ > [here](#)



### MINIMUM GROSS ALLOWANCE

- » For **full-timers**: 500 gross monthly or 400 + reimbursement of expenses exceeding EUR 100
- » For **part-timers**: re-proportioned pursuant to the actual hourly commitment

Allowance:

- » paid in full in the event of 70% monthly attendance
- » paid up to 50% in the event of 50% monthly attendance
- » unpaid in the event of monthly attendance below 50%

### INTERNSHIP TIMETABLE

Daytime only

### HOST ORGANIZATION COMPLIANT WITH SAFETY REGULATIONS (TRAINING RESPONSIBILITY)

Yes

### HOST ORGANIZATION COMPLIANT WITH REGULATIONS ON DISABILITY ISSUES (LAW NO. 68/99)

Yes

### HOST ORGANIZATION COMPLIANT WITH COLLECTIVE AGREEMENTS AND CONTRACTS

Yes

### INTERNSHIPS IN THE PRESENCE OF DISMISSALS

No internships for activities equivalent to:

- » dismissals for justified objective reason;
- » mass dismissals;
- » dismissals for end of contract;
- » termination of apprenticeship relationship at the employer's will at the end of the training period in the same operational unit and in the preceding 12 months

### INTERNSHIPS IN THE PRESENCE OF LAYOFF BENEFITS FUND

No internships for equivalent activities to staff affected by welfare support provision within the operational unit, department or sector, who benefit thereby, save where there are agreements with the trade unions that envisage such possibility.

### INTERNSHIPS IN THE PRESENCE OF BANKRUPTCY PROCEEDINGS

No extracurricular internships save where there are agreements with the

trade unions that envisage such possibility.

### INTERNSHIPS IN THE PRESENCE OF EXPANSIVE SOLIDARITY AGREEMENTS

Yes

### EXTRACURRICULAR INTERNSHIPS AND PRIOR EMPLOYMENT RELATIONSHIPS

A single extracurricular internship with the same host organization.

No extracurricular internship in the presence of employment relationship for same job function with the same host organization in the two preceding years. Yes to extracurricular internship if accessory or occasional work performed at the same host organization for no longer than thirty days, even non-consecutive, where internship is activated in the preceding six months.

### ADDRESSEES

Degree/Master/PhD holders within 12 months from attainment of qualification. Internships cannot be activated in favour of professionals qualified to exercise professions regulated for typical activities or activities reserved to the profession.

### HUMAN RESOURCES/INTERNS RATIO AT LOCAL OFFICE HUMAN RESOURCES COUNTED

- » Unfixed terms;
- » Fixed terms (with start of contract prior to the internship and end of contract afterwards);
- » Working members, with contract of more than one year and receiving a fee for the activity undertaken other than that of participation in the company's governing bodies

NB: the employees on a part-time contract must be computed proportionally to the service rendered (e.g.: a 50% part-time is equal to 0.5 employees, rounded up to the higher unit).

### HUMAN RESOURCES NOT COUNTED

- » other apprentices
- » interns;
- » workers with intermittent or call or staff leasing contracts.

### RATIO

- » 0 human resource = 1 intern;
- » 6-20 human resources = 2 interns;
- » over 20 human resources = 10% of human resources, rounded up to the higher unit.

### DEFINITION OF OPERATING BASE

Building or structure aimed at the production of goods or the provision of services, equipped with financial and technical/functional autonomy, suitable for implementation of the entire production cycle or a complete phase thereof without being limited to the fulfilment of mere instrumental purposes compared to the general purposes, and endowed with a workforce employed on an ongoing basis.

### EXEMPTIONS FROM HUMAN RESOURCES/INTERNS RATIO AT LOCAL OFFICE

CONDITION: if in the 24 months preceding the activation of a new internship they have hired on an employment contract of at least 6 months (in the event of part time, equal to at least 50% of the weekly hours envisaged by the national collective agreement), a share of the already hosted interns.

Operational units with over twenty human resources:

- +1 internship: 20% of the interns employed;
- +2 internships: 50% of the interns employed;
- +3 internships: 75% of the interns employed;
- +4 internships: 100% of the interns employed.

Operational units with human resources between six and twenty:

- +1 internship: 50% of the interns employed;
- +2 internships: 100% of the interns employed.

Operational units with human resources between zero and five:

- +1 internship: 75% of the interns employed

The internships activated under exceptional arrangements and the curricular internships are not counted for the purposes of the quota restriction.

### MAXIMUM NUMBER OF INTERNS PER SUPERVISOR OF PROMOTING INSTITUTION

NA

### MAXIMUM NUMBER OF INTERNS PER SUPERVISOR OF HOST ORGANIZATION

3

### DURATION OF INTERNSHIP

Max. 6 months; min. 2 months

### SUSPENSIONS AND RECOVERIES

Admitted:

- » for maternity, for injury or for long-term illness, so long as its duration is equal to or in excess of thirty calendar days
- » for the periods of company shutdown lasting at least ten calendar days

If the suspension extends for over fifty percent of the term of the internship, it must be interrupted.

### HOW TO ACTIVATE AN INTERNSHIP?

Sil-Tol.web is the portal set up by the Region to record the internship agreements and documents (with annexed variations for suspension and/or duplications for extension) and arrange the relevant individual file as well as the final certificate (in the event of 70% attendance).

To launch extracurricular internships in the Liguria Region, please contact [careerservice.stage@polimi.it](mailto:careerservice.stage@polimi.it) at least 15 days in advance.

### WHICH REGIONAL LEGISLATION TO APPLY IN THE EVENT OF MULTI-BASED HOST ORGANIZATION?

That of the Region where the local office is situated

OR

That of the Region where the registered office is situated (subject to prior notification by certified email to the Liguria Region on the part of the Promoting Institution)

### MULTI-BASED HOST ORGANIZATION

between registered office and local offices active in at least three different regions.

### INTERNSHIP IN INTER-REGIONAL MOBILITY

local office situated in an Italian region other than that of the intern's residence/domicile.

### FURTHER INFORMATION

Legislation (Regional Council Decree No. 1186/2017), provisions and FAQ > [here](#)



WARNING: 2013 LEGISLATION STILL IN FORCE WHILE WAITING FOR THE COMING INTO FORCE OF THE NEW LEGISLATION IN OCTOBER 2018

#### MINIMUM GROSS ALLOWANCE

450 monthly

#### INTERNSHIP TIMETABLE

N.A.

#### HOST ORGANIZATION COMPLIANT WITH SAFETY REGULATIONS (TRAINING RESPONSIBILITY)

Yes

#### HOST ORGANIZATION COMPLIANT WITH REGULATIONS ON DISABILITY ISSUES (LAW NO. 68/99)

Yes

#### HOST ORGANIZATION COMPLIANT WITH COLLECTIVE AGREEMENTS AND CONTRACTS

N.A.

#### INTERNSHIPS IN THE PRESENCE OF DISMISSALS

N.A.

#### INTERNSHIPS IN THE PRESENCE OF LAYOFF BENEFITS FUND

N.A.

#### INTERNSHIPS IN THE PRESENCE OF BANKRUPTCY PROCEEDINGS

N.A.

#### INTERNSHIPS IN THE PRESENCE OF EXPANSIVE SOLIDARITY AGREEMENTS

N.A.

#### EXTRACURRICULAR INTERNSHIPS AND PRIOR EMPLOYMENT RELATIONSHIPS

N.A.

#### ADDRESSEES

Degree/Master/PhD holders within the 12 months from attainment of the qualification.

#### HUMAN RESOURCES/INTERNS RATIO AT LOCAL OFFICE

##### HUMAN RESOURCES COUNTED

- » Unfixed terms;
- » Fixed terms (with start of contract prior to the internship and end of contract afterwards);
- » Working members, with contract of more than one year and receiving a fee for the activity undertaken other than that of participation in the company's governing bodies.

NB: the employees on a part-time contract must be computed proportionally to the service rendered (e.g.: a 50% part-time is equal to 0.5 employees, rounded up to the higher unit).

##### HUMAN RESOURCES NOT COUNTED

- » other apprentices
- » interns;
- » workers with intermittent or call or staff leasing contracts.

##### RATIO

- » 0 human resource = 1 intern;
- » 6-20 human resources = 2 interns;
- » over 20 human resources = 10% of human resources, rounded up to the higher unit.

#### EXEMPTIONS FROM HUMAN RESOURCES/INTERNS RATIO AT LOCAL OFFICE

N.A.

#### MAXIMUM NUMBER OF INTERNS PER SUPERVISOR OF PROMOTING INSTITUTION

N.A.

#### MAXIMUM NUMBER OF INTERNS PER SUPERVISOR OF HOST ORGANIZATION

N.A.

#### DURATION OF INTERNSHIP

6 months.

#### SUSPENSIONS AND RECOVERIES

N.A.

#### HOW TO ACTIVATE AN INTERNSHIP?

To launch extracurricular internships in the Emilia Romagna Region, please contact [careerservice.stage@polimi.it](mailto:careerservice.stage@polimi.it) at least 15 days in advance.

NB: it is necessary to sign an individual internship agreement for each candidate, through the [Lavoro per Te portal](#)

#### WHICH REGIONAL LEGISLATION TO APPLY IN THE EVENT OF MULTI-BASED HOST ORGANIZATION?

That of the Region where the local office is situated

**OR**

That of the Region where the registered office is situated

#### FURTHER INFORMATION

Legislation (Regional Law No. 7 of 19/07/2013), provisions and FAQ  
> [here](#)



### MINIMUM GROSS ALLOWANCE

- » For **full-timers**: 450 gross monthly or 350 + canteen ticket
- » For **part-timers**: 300 monthly gross

Allowance:

- » paid in full in the event of 70% monthly attendance
- » paid up to 70% in the event of 50% to 70% monthly attendance

### INTERNSHIP TIMETABLE

Daytime only, save for the case in which the specific activity of the host organization justifies such procedures. Internship incapable of activation for part-time below 50% of the reference collective agreement.

### HOST ORGANIZATION COMPLIANT WITH SAFETY REGULATIONS (TRAINING RESPONSIBILITY)

Yes

### HOST ORGANIZATION COMPLIANT WITH REGULATIONS ON DISABILITY ISSUES (LAW NO. 68/99)

Yes

### HOST ORGANIZATION COMPLIANT WITH COLLECTIVE AGREEMENTS AND CONTRACTS

N.A.

### INTERNSHIPS IN THE PRESENCE OF DISMISSALS

No internships for activities equivalent to:

- » dismissals for justified objective reason;
- » mass dismissals;
- » dismissals for overstepping the protected period;
- » dismissals for failure to pass the probationary period;
- » dismissals for end of contract;
- » termination of apprenticeship relationship at the employer's will at the end of the training period in the same operational unit and in the preceding 12 months

### INTERNSHIPS IN THE PRESENCE OF LAYOFF BENEFITS FUND

No internships for equivalent activities to staff affected by welfare support provision or defensive solidarity agreement within the operational unit, department or sector, who benefit thereby, save where there are agreements with the trade unions that envisage such possibility.

### INTERNSHIPS IN THE PRESENCE OF BANKRUPTCY PROCEEDINGS

No extracurricular internships save where there are agreements with the trade unions that envisage such possibility.

### INTERNSHIPS IN THE PRESENCE OF EXPANSIVE SOLIDARITY AGREEMENTS

Yes

### EXTRACURRICULAR INTERNSHIPS AND PRIOR EMPLOYMENT RELATIONSHIPS

A single extracurricular internship with the same host organization. No extracurricular internship in the presence of employment relationship for same job function with the same host organization terminated less than two years before. Yes to extracurricular internship if accessory or occasional work performed at the same host organization for no longer than thirty days, even non-consecutive, in the six months preceding activation of the internship.

### ADDRESSEES

Degree/Master/PhD holders within 12 months from attainment of qualification. Internships cannot be activated in favour of professionals qualified to exercise professions regulated for typical activities or activities reserved to the profession.

### HUMAN RESOURCES/INTERNS RATIO AT LOCAL OFFICE

#### HUMAN RESOURCES COUNTED

- » Unfixed terms;
- » Fixed terms (with start of contract prior to the internship and end of contract afterwards);

#### HUMAN RESOURCES NOT COUNTED

- » other apprentices
- » interns;
- » workers with intermittent or call or staff leasing contracts.

#### RATIO

- » 0 human resource = 1 apprentice;
- » 6-20 human resources = 2 apprentices;
- » over 20 human resources = 10% of human resources, rounded up to the higher unit.

### EXEMPTIONS FROM HUMAN RESOURCES/INTERNS RATIO AT LOCAL OFFICE

CONDITION: if in the 24 months preceding the activation of a new internship they have hired on an employment contract of at least 6 months (in the event of part time, equal to at least 50% of the weekly hours envisaged by the national collective agreement), a share of the already hosted interns.

Operational units with over twenty human resources:

- +1 internship: 20% of the interns employed;
- +2 internships: 50% of the interns employed;
- +3 internships: 75% of the interns employed;
- +4 internships: 100% of the interns employed.

Operational units with human resources between six and twenty:

- +1 internship: 50% of the interns employed;
- +2 internships: 100% of the interns employed.

Operational units with human resources between zero and five:

- +1 internship: 75% of the interns employed

The internships activated under exceptional arrangements and the curricular internships are not counted for the purposes of the quota restriction.

### MAXIMUM NUMBER OF INTERNS PER SUPERVISOR OF PROMOTING INSTITUTION

40

### MAXIMUM NUMBER OF INTERNS PER SUPERVISOR OF HOST ORGANIZATION

3

### DURATION OF INTERNSHIP

Max. 6 months; min. 2 months

### SUSPENSIONS AND RECOVERIES

Admitted:

- » for maternity, for injury or for long-term illness, so long as its duration is equal to or in excess of thirty calendar days
- » for the periods of company shutdown lasting at least ten calendar days.

### HOW TO ACTIVATE AN INTERNSHIP?

To launch extracurricular internships in the Veneto Region, please contact [careerservice.stage@polimi.it](mailto:careerservice.stage@polimi.it) at least 15 days in advance.

### WHICH REGIONAL LEGISLATION TO APPLY IN THE EVENT OF MULTI-BASED HOST ORGANIZATION?

That of the Region where the local office is situated

**OR**

That of the Region where the registered office is situated.

### FURTHER INFORMATION

Legislation (DGR 1816 of 7/11/2017), provisions and FAQ > [here](#)



PIEDMONT

LIGURIA

EMILA ROMAGNA

**VENETO**

FRIULI VENEZIA GIULIA

TUSCANY

LAZIO

### MINIMUM GROSS ALLOWANCE

- » For **full-timers**: 500 gross monthly; 800 if the host organization is a Public Administration
- » For **part-timers**: 300 monthly gross

Allowance:

- » paid in full in the event of 70% monthly attendance
- » paid for the days of attendance only if less than 70%

### INTERNSHIP TIMETABLE

N.A.

### HOST ORGANIZATION COMPLIANT WITH SAFETY REGULATIONS (TRAINING RESPONSIBILITY)

Yes

### HOST ORGANIZATION COMPLIANT WITH REGULATIONS ON DISABILITY ISSUES (LAW NO. 68/99)

Yes

### HOST ORGANIZATION COMPLIANT WITH COLLECTIVE AGREEMENTS AND CONTRACTS

N.A.

### INTERNSHIPS IN THE PRESENCE OF DISMISSALS

No internships for activities equivalent to:

- » dismissals for justified objective reason;
- » mass dismissals;
- » dismissals for overstepping the protected period;
- » dismissals for failure to pass the probationary period;
- » dismissals for end of contract;
- » termination of apprenticeship relationship at the employer's will at the end of the training period in the same operational unit and in the preceding 12 months

### INTERNSHIPS IN THE PRESENCE OF LAYOFF BENEFITS FUND

No internships for equivalent activities to staff affected by welfare support provision within the operational unit, department or sector, who benefit thereby, save where there are agreements with the trade unions that envisage such possibility.

### INTERNSHIPS IN THE PRESENCE OF BANKRUPTCY PROCEEDINGS

No

### INTERNSHIPS IN THE PRESENCE OF EXPANSIVE SOLIDARITY AGREEMENTS

N.A.

### EXTRACURRICULAR INTERNSHIPS AND PRIOR EMPLOYMENT RELATIONSHIPS

A single extracurricular internship with the same host organization.

No extracurricular internship if employment relationship for same job function with the same host organization terminated less than two years before. Yes to extracurricular internship if accessory or occasional work performed at the same host organization for no longer than thirty days, even non-consecutive, in the six months preceding activation of the internship.

### ADDRESSEES

- » unemployed subjects pursuant to the legislation in force in the field who have turned 18;
- » subjects who have completed the secondary, higher and tertiary professional educational programs;
- » workers benefiting from income support tools with a constant employment relationship;
- » workers at risk of unemployment;
- » subjects already employed who are seeking another occupation.

Professionals qualified to exercise professions regulated for activities reserved to a profession regulated by membership in a professional association cannot host extracurricular internship for the same professions thereby regulated.

### HUMAN RESOURCES/INTERNS RATIO AT LOCAL OFFICE HUMAN RESOURCES COUNTED

- » Unfixed terms;
- » Fixed terms (with start of contract prior to the internship and end of contract afterwards);

### HUMAN RESOURCES NOT COUNTED

- » other apprentices;
- » interns;

- » workers with intermittent or call or staff leasing contracts.
- » working members, with contract of more than one year and receiving a fee for the activity undertaken other than that of participation in the company's governing bodies.

### RATIO

- » 0 human resource: 0 intern (excepty craftsmen, family-run farms and professional firms, start-ups, and businesses newly established within 12 months from the foundation);;
- » 6-20 human resources: 2 interns;
- » over 20 human resources: 10% of human resources, rounded up to the higher unit.

### EXEMPTIONS FROM HUMAN RESOURCES/INTERNS RATIO AT LOCAL OFFICE

CONDITION: if in the 24 months preceding the activation of a new internship they have hired on an employment contract of at least 6 months (in the event of part time, equal to at least 50% of the weekly hours envisaged by the national collective agreement), a share of the already hosted interns.

Operational units with over twenty human resources:

- +1 internship: 20% of the interns employed;
- +2 internships: 50% of the interns employed;
- +3 internships: 75% of the interns employed;
- +4 internships: 100% of the interns employed.

The internships activated under exceptional arrangements and the curricular internships are not counted for the purposes of the quota restriction.

### MAXIMUM NUMBER OF INTERNS PER SUPERVISOR OF PROMOTING INSTITUTION

20

### MAXIMUM NUMBER OF INTERNS PER SUPERVISOR OF HOST ORGANIZATION

3

### DURATION OF INTERNSHIP

Max. 6 months (for public administrations 12); Min. 2 months.

### SUSPENSIONS AND RECOVERIES

Admitted:

- » for maternity, for injury or for long-term illness, so long as its duration is equal to or in excess of ten calendar days
- » for the periods of company shutdown

### HOW TO ACTIVATE AN INTERNSHIP?

To launch extracurricular internships in the Friuli Venezia Giulia Region, please contact [careerservice.stage@polimi.it](mailto:careerservice.stage@polimi.it) at least 15 days in advance.

### WHICH REGIONAL LEGISLATION TO APPLY IN THE EVENT OF MULTI-BASED HOST ORGANIZATION?

That of the Region where the local office is situated

**OR**

That of the Region where the registered office is situated

### FURTHER INFORMATION

D.P.Reg. 57/2018 (19/03/2018) and subsequent amendments > [here](#)



PIEDMONT

LIGURIA

EMILA ROMAGNA

VENETO

**FRIULI VENEZIA GIULIA**

TUSCANY

LAZIO

#### MINIMUM GROSS ALLOWANCE

500 gross monthly

#### INTERNSHIP TIMETABLE

N.A.

#### HOST ORGANIZATION COMPLIANT WITH SAFETY REGULATIONS (TRAINING RESPONSIBILITY)

Yes

#### HOST ORGANIZATION COMPLIANT WITH REGULATIONS ON DISABILITY ISSUES (LAW NO. 68/99)

Yes

#### HOST ORGANIZATION COMPLIANT WITH COLLECTIVE AGREEMENTS AND CONTRACTS

N.A.

#### INTERNSHIPS IN THE PRESENCE OF DISMISSALS

No internships for activities equivalent to:

- » dismissals for justified objective reason;
- » mass dismissals;
- » dismissals for overstepping the protected period;
- » dismissals for failure to pass the probationary period;
- » dismissals for end of contract;
- » termination of apprenticeship relationship at the employer's will at the end of the training period in the same operational unit and in the preceding 12 months.

#### INTERNSHIPS IN THE PRESENCE OF LAYOFF BENEFITS FUND

No internships for equivalent activities to staff affected by welfare support provision within the operational unit, department or sector, who benefit thereby, save where there are agreements with the trade unions that envisage such possibility.

#### INTERNSHIPS IN THE PRESENCE OF BANKRUPTCY PROCEEDINGS

N.A.

#### INTERNSHIPS IN THE PRESENCE OF EXPANSIVE SOLIDARITY AGREEMENTS

N.A.

#### EXTRACURRICULAR INTERNSHIPS AND PRIOR EMPLOYMENT RELATIONSHIPS

A single extracurricular internship with the same host organization. No extracurricular internship if employment relationship for same job function with the same host organization in the two preceding years.

#### ADDRESSEES

Degree/Master/PhD holders within 24 months from attainment of qualification.

#### HUMAN RESOURCES/INTERNS RATIO AT LOCAL OFFICE

##### HUMAN RESOURCES COUNTED

- » Unfixed terms;
- » Fixed terms (with start of contract prior to the internship and end of contract afterwards);

##### HUMAN RESOURCES NOT COUNTED

- » other apprentices;
- » interns;
- » workers with intermittent or call or staff leasing contracts.

##### RATIO

- » 0 human resource: 1 intern;
- » 6-20 human resources: 2 interns;
- » over 20 human resources: 10% of human resources, rounded up to the higher unit.

#### EXEMPTIONS FROM HUMAN RESOURCES/INTERNS RATIO AT LOCAL OFFICE

CONDITION: if in the 24 months preceding the activation of a new internship they have hired on an employment contract of at least 6 months (in the event of part time, equal to at least 50% of the weekly hours envisaged by the national collective agreement), a share of the already hosted interns.

Operational units with over twenty human resources:

- a. +1 internship: 20% of the interns employed;
- b. +2 internships: 50% of the interns employed;
- c. +3 internships: 75% of the interns employed;
- d. +4 internships: 100% of the interns employed.

Operational units with human resources between six and twenty:

- e. +1 internship: 50% of the interns employed;
- f. +2 internships: 100% of the interns employed.

Operational units with human resources between zero and five:

- a. +1 internship: 75% of the interns employed

The internships activated under exceptional arrangements and the curricular internships are not counted for the purposes of the quota restriction.

#### MAXIMUM NUMBER OF INTERNS PER SUPERVISOR OF PROMOTING INSTITUTION

N.A.

#### MAXIMUM NUMBER OF INTERNS PER SUPERVISOR OF HOST ORGANIZATION

N.A.

#### DURATION OF INTERNSHIP

Max. 6 months (for public administrations 12); Min. 2 months; Max. 12 months only for graduates and for professional profiles consistent with the study qualification achieved.

#### SUSPENSIONS AND RECOVERIES

Admitted:

- » for maternity, for injury or for long-term illness, so long as its duration is equal to or in excess of thirty calendar days
- » for the periods of company shutdown lasting at least ten calendar days

#### HOW TO ACTIVATE AN INTERNSHIP?

To launch extracurricular internships in the Tuscany Region, please contact [careerservice.stage@polimi.it](mailto:careerservice.stage@polimi.it) at least 15 days in advance.

#### WHICH REGIONAL LEGISLATION TO APPLY IN THE EVENT OF MULTI-BASED HOST ORGANIZATION?

That of the Region where the local office is situated

**OR**

That of the Region where the registered office is situated.

#### FURTHER INFORMATION

REGIONAL LAW 32/2002 and subsequent amendments > [here](#)



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VENETO

FRIULI VENEZIA GIULIA

**TUSCANY**

LAZIO

### MINIMUM GROSS ALLOWANCE

800 gross monthly in the event of 70% monthly attendance;

Allowance:

- » paid proportionately if less than 70%

### INTERNSHIP TIMETABLE

Daytime only

### HOST ORGANIZATION COMPLIANT WITH SAFETY REGULATIONS (TRAINING RESPONSIBILITY)

Yes

### HOST ORGANIZATION COMPLIANT WITH REGULATIONS ON DISABILITY ISSUES (LAW NO. 68/99)

Yes

### HOST ORGANIZATION COMPLIANT WITH COLLECTIVE AGREEMENTS AND CONTRACTS

N.A.

### INTERNSHIPS IN THE PRESENCE OF DISMISSALS

No internships for activities equivalent to:

- » dismissals for justified objective reason;
- » mass dismissals;
- » multiple dismissals;
- » dismissals for overstepping the protected period;
- » dismissals for failure to pass the probationary period;
- » dismissals for end of contract;
- » termination of apprenticeship relationship at the employer's will at the end of the training period in the same operational unit and in the preceding 12 months

### INTERNSHIPS IN THE PRESENCE OF LAYOFF BENEFITS FUND

No internships for equivalent activities to staff affected by welfare support provision within the operational unit, department or sector, who benefit thereby, save where there are agreements with the trade unions that envisage such possibility.

### INTERNSHIPS IN THE PRESENCE OF BANKRUPTCY PROCEEDINGS

No

### INTERNSHIPS IN THE PRESENCE OF EXPANSIVE SOLIDARITY AGREEMENTS

Yes

### EXTRACURRICULAR INTERNSHIPS AND PRIOR EMPLOYMENT RELATIONSHIPS

A single extracurricular internship with the same host organization.

No extracurricular internship if employment relationship for same job function with the same host organization terminated less than two years before. Yes to extracurricular internship if accessory or occasional work performed at the same host organization for no longer than thirty days, even non-consecutive, in the six months preceding activation of the internship.

### ADDRESSEES

Unemployed subjects/subjects who never worked.

Professionals qualified to exercise professions regulated for activities reserved to a profession regulated by membership in a professional association cannot host extracurricular internships for the same professions thereby regulated.

### HUMAN RESOURCES/INTERNS RATIO AT LOCAL OFFICE

#### HUMAN RESOURCES COUNTED

- » Unfixed terms;
- » Fixed terms (with start of contract prior to the internship and end of contract afterwards);

#### HUMAN RESOURCES NOT COUNTED

- » other apprentices;
- » interns;
- » workers with intermittent or call or staff leasing contracts;
- » working members, with contract of more than one year and receiving a fee for the activity undertaken other than of participation in the company's governing bodies.

### RATIO

- » 0 human resource: 1 intern;
- » 6-20 human resources: 2 interns;

- » over 20 human resources: 10% of human resources, rounded up to the higher unit.

### EXEMPTIONS FROM HUMAN RESOURCES/INTERNS RATIO AT LOCAL OFFICE

CONDITION: if in the 24 months preceding the activation of a new internship they have hired on an employment contract at least 6 months (in the event of part time, equal to at least 50% of the weekly hours envisaged by the national collective agreement), a share of the already interns.

Operational units with over twenty human resources:

- +1 internship: 20% of the interns employed;
- +2 internships: 50% of the interns employed;
- +3 internships: 75% of the interns employed;
- +4 internships: 100% of the interns employed.

Operational units with human resources between six and twenty:

- +1 internship: 50% of the interns employed;
- +2 internships: 100% of the interns employed.

Operational units with human resources between zero and five:

- +1 internship: 75% of the interns employed

The internships activated under exceptional arrangements and the curricular internships are not counted for the purposes of the quota restriction.

### MAXIMUM NUMBER OF INTERNS PER SUPERVISOR OF PROMOTING INSTITUTION

20

### MAXIMUM NUMBER OF INTERNS PER SUPERVISOR OF HOST ORGANIZATION

3

### DURATION OF INTERNSHIP

Max. 6 months; Min. 2 months.

### SUSPENSIONS AND RECOVERIES

Admitted:

- » for maternity, for injury or for long-term illness, so long as its duration is equal to or in excess of thirty calendar days
- » for the periods of company shutdown lasting at least ten calendar days.

### HOW TO ACTIVATE AN INTERNSHIP?

To launch extracurricular internships in the Lazio Region, please contact [careerservice.stage@polimi.it](mailto:careerservice.stage@polimi.it) at least 15 days in advance.

### WHICH REGIONAL LEGISLATION TO APPLY IN THE EVENT OF MULTI-BASED HOST ORGANIZATION?

That of the Region where the local office is situated

**OR**

That of the Region where the registered office is situated.

### FURTHER INFORMATION

REGIONAL LAW No. 533 of 09/08/2017 and subsequent amendments  
[> here](#)

