

Which requirements do you need to take an extracurricular internship in Italy?

Where can an extracurricular internship be carried out?

When can an extracurricular internship start?

How long must/can an extracurricular internship last?

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What are the company's/host organization's obligations?

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# VADEMECUM

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# GRADUATES



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You can take an extracurricular internship if:

- » You graduated from a degree course or from a Specializing Master/PhD and you are not enrolled in another study course
- » You haven't already passed the State Examination enabling to practise as an Architect/Engineer;
- » Italian specific regional laws or hosting foreign Country laws allow post-graduation internships; PLEASE NOTE: this clause may be more restrictive in regions other than Lombardy; for the specific requirements of other Regions contact in advance [careerservice.stage@polimi.it](mailto:careerservice.stage@polimi.it)
- » You are holder of a valid stay permit to Italy, for study or job seeking purposes (at least you need to have a receipt of a renewal/change request done before the expiring date of the previous permit)
- » You must not have had previous employment relationships with the Company/Host organization, 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);
- » You must request the DID (Declaration of immediate availability at work/Dichiarazione di immediata disponibilità al lavoro) through the indications provided on the website of Anpal (National Agency for Active Labor Policies); if you have an existing employment contract, you must instead request the C2 form / Modulo C2 Storico from the Employment Center for your residence / domicile;



It can be taken in Italy or outside it, at a Company/Organization/Institution/Firm/Association/Other University/Research Centre, be it public or private and provided specific regional laws (in the case of post Specializing Master and post PhD internships) and national laws allow it. First ask the Company/Host organization to verify it.

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The current laws do not set a deadline for the activation of extracurricular internships after graduation.

However, the institution allowed to support the activation of your internship to refer to might change according to the time passed between your graduation date and the start of the internship: in Lombardy and outside of Italy you can ask for support from PoliMi without time limits.

To find out when a post graduation internship in other Italian Regions can be activated through Politecnico di Milano read [Internship rules Region by Region](#).

Minimum required duration for a curricular compulsory internship changes [from course to course](#).

A curricular, compulsory and/or non compulsory, internship at the same Company/Host organization can last between 1 and 12 months (to be completed before graduation). Therefore, after a compulsory internship is it possible to open a non compulsory one at the same Company/Host organization.



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In Lombardy and outside Italy it can last from 2 to 12 months. To find out how long an extracurricular internship can last in other Italian regions, read [Internship rules Region by Region](#).

If you have done one or more curricular internships at a Company/Host organization you can also do an extracurricular internship at the same Company/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 there.

You can not do more extracurricular internships at the same Company/Host organization.



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If the Company/Host organization already has a valid Internship Agreement with Politecnico di Milano, it only takes 5 days to activate the internship after the Company/Host organization has filled out online the Internship activation request:

» [Italian Companies/Host organizations](#)

» [Foreign Companies/Host organizations](#)

To fill the request the Company/ Host organization needs **your student ID number**.

If the Company/ Host organization also needs to register and sign an Internship Agreement with Politecnico di Milano it can take **up to 10-20 days max**.



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You are covered by Politecnico di Milano for injuries and civil liability in premises, days and hours indicated in the Internship Document *provided the internship has been activated as indicated in the dedicated informational pages and carried out in times and places stated in the Internship Document.*

In case of extracurricular internship outside Italy the insurance coverage is valid, but you have to get informed about medical/health insurance requirements for the hosting country; this coverage is not provided by Politecnico di Milano.

Only in case of extracurricular internship outside Europe or business transfer outside Europe during an extracurricular internship INAIL coverage on injuries is not valid.



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The Company/Host organization can 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 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 company/host organization and / or the intern must therefore independently proceed to obtain ad hoc insurance coverage.





it is possible to extend it for up to 12 months at the same company/host organization.

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.

The company/host organization can indicate the period of suspension of the internship for 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 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 company/host organization and to the University Supervisor.

The internship can also be interrupted by the company/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; however it is recommended to allow the Company/Host organization to manage the situation and to keep good relations for the future; no penalties are foreseen for the activation of new extracurricular internships.

For the interruption of the internship it is necessary to send by [email to the Career Service this form](#) completed, signed and scanned at least the day before the date of interruption.



It is possible, after communication by [email to the Career Service](#), 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 internship is not a job contract, but on-the-job training and it requires a Company Supervisor to guide the intern; moreover the Company/Host organization has to provide you with an equipped desk. The internship can be interrupted at any time without notice (which is however recommended to allow the Company/Host organization to manage the situation and to keep good relations for the future) and without penalties on the activation of new extracurricular internships.

Italian Companies/Host organizations are bound by law to provide a minimum financial support to extracurricular interns, which changes from [Region to Region](#).



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It depends.

In case of extracurricular internship in Italy Companies/Host organizations are bound by law to provide a minimum financial support to extracurricular interns, which changes from [Region to Region](#). In Lombardy the minimum monthly allowance to be paid for a full time internship is 500 euros gross or 400 + ticket / canteen; for a part-time internship it is 350 euros gross. Exceptions are public bodies, required to provide a minimum of 300 euros gross (+ ticket, in the case of full-time internships).

Outside Italy some national laws foresee that Companies/Host organizations must pay the intern, even if student and especially if the internship is longer than 2 months. Verifying and applying local laws is a responsibility of the Company/Host organization only.

Read [here](#) more information about fiscal treatment on internships.



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A foreign Company/Host organization might issue an internship contract based on its country's laws or ask Politecnico di Milano to sign other attachments to the contract, like non disclosure agreements or confidentiality agreement; if this is the case, please send the documents to the Career Service *at least 30 days before the internship starts*, since a careful check of the clauses is required before Politecnico di Milano accepts to sign them.

*Internships carried out without the issue of a contract cannot be considered regular and be recognized.*

If your internship is outside Italy first ask the Company/Host organization to verify if national laws allow it.



The Company/ Host organization must give you all the necessary information and support needed to legally enter and take the internship in the hosting country, according to your nationality. In case additional documentation to support visa application is needed, it has to be requested to Career Service at least 15 days before.

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At the end of the internship, the Company/Host organization's Supervisor will receive via email an invitation to fill out an online questionnaire, You will be asked to fill out an online questionnaire, too.

After both questionnaires are filled the Career Service will send the intern the Internship Certificate.

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