



## Job Guidance Internships – FAQ

valid from 23 March

(last updated on March 26, 2020)

### FOR STUDENTS AND RECENT GRADUATES

**Curricular INTERNSHIPS (for undergraduate and graduate students, students enrolled in first- and second-level master's courses, students of the Specialization school for legal professionals, doctoral students)**

**1Q: I cannot visit my internship host anymore. Can I continue my internship in work-from-home mode (e.g. from my home or temporary residence abroad), if my company tutor so agrees?**

*1A: Discuss the matter with your academic/university tutor to find the best solution: a) continue on a work-from-home mode, b) cancel your internship and replace the remaining part with alternative activities, or c) wait until the situation goes back to normal to resume your programme.*

*If you decide to continue your internship in work from home mode (only as long as the emergency lasts) you need approval from your company and university tutors. If you do so, inform the office of your decision by writing an email to [Jobguidance@unitn.it](mailto:Jobguidance@unitn.it) with BOTH YOUR TUTORS (university and company tutors) in cc. In your email YOU MUST declare the activities planned remotely and specify the address from where you will work and the date in which you resume your internship (if later than the date of the communication). The start date may not be before the date in which you sent your email.*

*If you decide to cancel your internship ahead of time because you would not be able to achieve the learning outcomes included in your training programme in work-from-home mode, in agreement with the parties, you are required to follow the guidance of the Job Guidance Office here <https://www.jobguidance.unitn.it/en/studenti-e-neolaureati/changes-to-the-internship-and-its-closure> under "Suspension – Transfer – Extension – Interruption".*

*If you decide to wait until the situation goes back to normal to resume your programme, do nothing. In case you will need to extend your internship, you will have to follow the guidance of the Job Guidance Office here <https://www.jobguidance.unitn.it/en/studenti-e->*



[neolaureati/changes-to-the-internship-and-its-closure](#) under "Suspension – Transfer – Extension – Interruption".

## **2Q: Can I start my internship now?**

*2A: Discuss the matter with your academic/university tutor to find the best solution: a) postpone the start of your programme to after the emergency; b) replace your internship with alternative activities; or c) start your internship on a work-from-home mode.*

*If you decide to postpone the start of your programme to after the emergency, do nothing.*

*A second option is available ONLY to students who have already started the internship procedure with the Job Guidance Office: if you want to replace your internship with alternative activities, in agreement with your university tutor, send an email to [Jobguidance@unitn.it](mailto:Jobguidance@unitn.it), with BOTH YOUR TUTORS (university and company tutors) in cc, to inform the Job Guidance office of your decision.*

*If you choose to start your internship on a work-from-home mode, only as long as the emergency lasts, you need approval from your university tutor in agreement with the company tutor. Make sure that your draft training programme, in the "Attività oggetto del tirocinio" section - includes the activities you will carry out from home and the address where you will be working. The information above MUST be provided for the internship to start.*

*Remember that all the steps of the internship procedure can be found here <https://www.jobguidance.unitn.it/en/studenti-e-neolaureati/start-an-internship>*

## **3Q: My legal internship ("tirocinio anticipatorio per la pratica forense") has been suspended. Can I restart it in a work-from-home mode?**

*3A: Yes, provided that this method is also approved by the university tutor and has a duration strictly linked to this emergency situation. In this case, the law firm will write to the university tutor and to Department's delegate for internships of the Faculty of Law on letterhead paper, declaring that the internship will start on a work-from-home mode because the current situation does not allow for other options. Subsequently, you will write an email, with BOTH YOUR TUTORS in cc, to the Job Guidance Office ( [jobguidance@unitn.it](mailto:jobguidance@unitn.it) ), declaring which are the activities remotely planned, and from what address they will be carried out. Both information are mandatory for the restarting of the internship.*

## **4Q: I would like to start a legal internship ("tirocinio anticipatorio per la pratica forense"). Can I start it if I can do it working from home?**

*4A: Yes, you can, but only if your university tutor gives his or her approval and only for as long as the emergency lasts. The law firm will write to your university tutor and to the Department's delegate for internships of the Faculty of Law on letterhead paper, declaring that the internship will start on a work-from-home mode because the current situation does not allow for other options. Make sure that your draft training programme, in the "Attività*



oggetto del tirocinio" section - includes the activities you will carry out from home and the address where you will be working. The information above **MUST** be provided for the internship to start. Remember that all the steps of the internship procedure can be found here <https://www.jobguidance.unitn.it/en/studenti-e-neolaureati/start-an-internship>

**5Q: I am thinking about ending my internship before the planned date. Who could I talk to to see what options I have to obtain my credits anyway?**

*5A: Departments and centres have different alternative activities. Discuss the matter with your university tutor.*

**6Q: Can I end my internship even if have not completed 75% of the programme? What can I do to obtain my credits through alternative activities?**

*6A: You can end your internship before the planned date provided that your company tutor and university tutor give their approval. If all the parties agree, follow the guidance provided by the Job Guidance Office here <https://www.jobguidance.unitn.it/en/studenti-e-neolaureati/changes-to-the-internship-and-its-closure> under "Suspension – Transfer – Extension – Interruption".*

*Departments and centres have different alternative activities based on their requirements and on the type of internship of their students. Talk to your university tutor to find out about the alternative activities.*

**7Q: How do I know if I have completed 75% of the internship programme, and that I will receive my university credits as planned?**

*7A: If you have any doubts, talk to your university tutor.*

**8Q: I still have not completed 75% of the internship programme, but I should get part of the credits for the work I have done so far. So, can I end my internship now?**

*8A: You can end your internship before the planned date provided that your company tutor and university tutor give their approval.*

*Therefore if the parties agree, and you know that you will receive credits for the work you have done so far, follow the guidance provided by the Job Guidance Office here <https://www.jobguidance.unitn.it/en/studenti-e-neolaureati/changes-to-the-internship-and-its-closure> under "Suspension – Transfer – Extension – Interruption".*

**9Q: Can I submit my training programme by email with scanned signatures?**



9A: Yes, you can. During the emergency period, you can send the training programme in scanned form to [jobguidance@unitn.it](mailto:jobguidance@unitn.it)

**10Q: How can I obtain my credits now that the University is closed and we are in lockdown?**

10A: If you urgently need to enter your internship credits on your student record please contact your university tutor and the relevant office (see our email on how to submit your certification, in Part 2) to find a way to do that remotely.

**11Q: I am carrying out my internship in a work-from-home mode due to the emergency health situation, but when this situation will be over and I'll come back at the host office, shall I do or communicate something?**

11A: Yes, once the emergency ended and you allowed to come back to the host office, you will send an email to Job Guidance Office, with BOTH YOUR TUTORS (university and company tutors) in cc, in which you will need to indicate the date of the return to the company and every agreed change to the training project activities.

**Extracurricular INTERNSHIPS (for RECENT GRADUATES of any department who are NO LONGER university students)**

**12Q: Do I have to suspend my extracurricular internship (which I started as a graduate of less than 12 months)?**

12A: You can suspend your internship. Extracurricular internship can continue, both in Italy or in a foreign country, ONLY IF the internship host guarantees that proper safety/health/hygiene/ medical care are in place and provides you with insurance coverage. If your internship continues, there is no need to inform the University. The conditions above must be met.

**13Q: I cannot visit my internship host anymore. Can I continue my internship in work-from-home mode (e.g. from my home or temporary residence abroad), if my company tutor so agrees?**

13A: Yes, on condition that your internship host provides you with insurance coverage. Internship host may, in agreement with university tutor, allow intern to stay at home temporarily and not at the company's premises, in line with measures adopted for the whole



staff. It is up to the internship host to communicate any decisions to the Job Guidance Office by email [jobguidance@unitn.it](mailto:jobguidance@unitn.it) (in cc university tutor and trainee)

**14Q: Can I start an extracurricular internship in work-from-home mode (e.g. from my home or temporary residence....), if my company tutor so agrees?**

14A: Internship host may, in agreement with university tutor, allow intern to work from home, on condition that they provide intern with insurance coverage.

Make sure that your draft training programme, in the “Attività oggetto del tirocinio” section - includes the activities you will carry out from home and the address where you will be working. The information above **MUST** be provided for the internship to start. Remember that all the steps of the internship procedure can be found here

<https://www.jobguidance.unitn.it/en/studenti-e-neolaureati/start-an-internship>

**15Q: Can I submit my training programme by email with scanned signatures?**

15A: Yes, you can. During the emergency period, you can send the training programme in scanned form to [jobguidance@unitn.it](mailto:jobguidance@unitn.it)

**16Q: I am carrying out my internship in a work-from-home mode due to the emergency health situation, but when this situation will be over and I'll come back at the host office, shall I do or communicate something?**

16A: Yes, once the emergency ended and you allowed to come back to the host office, you will send an email to Job Guidance Office, with **BOTH YOUR TUTORS** (university and company tutors) in cc, in which you will need to indicate the date of the return to the company and every agreed change to the training project activities.

## INFORMATION FOR INTERNSHIP HOST

**17Q: Is there anything I have to do to suspend curricular internships?**

17A: Given these exceptional circumstances, internships will be automatically suspended between 11/03/2020 and 03/04/2020.

**18Q: Can curricular internships be resumed in work-from-home mode?**



*18A: Yes, on condition that the university tutor gives his or her approval on ground that working from home is in line with the learning objectives of the training programme, and only for the duration of the emergency.*

*The intern will inform the office with BOTH his or her tutors in cc by email [jobguidance@unitn.it](mailto:jobguidance@unitn.it) that he or she is resuming the internship in work-from-home mode. In their email, interns must clearly state the activities that they will carry out from home, specify the address from where they will work and the date in which they resume the internship. The start date may NOT be before the date in which they sent your email.*

**19Q: What information should I give to the Ministry of Labour, where an extracurricular internship is suspended?**

*19A: At the moment, no information needs to be provided to the Ministry. Once the emergency will be over, and internships that had been suspended will resume, you will have to inform the Ministry that their length has been extended. This communication can be sent within 5 days of the planned end date reported on the UNILAV that you submitted when the internship started.*

**20Q: Can I let an extracurricular internship continue?**

*20A: You can on condition that you guarantee that proper safety/health/hygiene/ medical care are in place and that you provide interns with insurance coverage. The internship must be suspended if any of the above conditions can't be met.*

**21Q: Can I let an extracurricular internship continue in work-from-home mode?**

*21A: Only on condition that you provide interns with insurance coverage. In this case, it is up to you to communicate to the Job Guidance Office by email [jobguidance@unitn.it](mailto:jobguidance@unitn.it) (in cc university tutor and trainee) any information regarding changes in the work address and/or the activities that will be carried out (if any).*

**22Q: Can I start an extracurricular internship in work-from-home mode?**

*22A: You can, in agreement with university tutor, allow interns to work from home, on condition that you provide interns with insurance coverage. Make sure that the draft training programme, in the "Attività oggetto del tirocinio" section - includes the activities interns will carry out from home and the address where interns will be working. The information above must be provided for the internship to start. Remember that all the steps of the internship procedure can be found here <https://www.jobguidance.unitn.it/en/aziende/setting-up-an-internship-in-italy>*



**23Q: We host an internship in a work-from-home mode due to the emergency health situation, but when this situation will be over and the trainee will come back at our office, shall we do or communicate something?**

*23A: No, once the emergency ended and the trainee allowed to come back to your office, it will be up to him/her to write an email to the Job Guidance Office, with BOTH TUTORS (university and company tutors) in cc, indicating the date of return to the company and any agreed changes to the activities of the training programme.*