Job Guidance Internships – FAQ
valid from 23 March
(last updated on May 4, 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)

Q1: 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?

A1: 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 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”.

Q2: Can I start my internship now?

A2: 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. If you and your academic/university tutor decide to replace your internship with alternative activities, only in case you have already started the internship procedure with the Job Guidance Office, remember to send an email to Jobguidance@unitn.it, with both your tutors (university and company tutors) in cc, to inform the Job Guidance office of your decision. Otherwise you don’t have to do anything.

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-neolaureati/start-an-internship

Q3: My internship provider has resumed in-presence activities. Can I start/resume my internship at the provider’s premises?

A3: No, internships can only be conducted remotely.

Q4: My legal internship ("tirocinio anticipatorio per la pratica forense") has been suspended. Can I restart it in a work-from-home mode?

A4: 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), 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.

5Q: 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?

5A: 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
Q6: The law firm that where I am doing my legal internship ("tirocinio anticipatorio per la pratica forense") has resumed in-presence activities. Can I resume my internship at the provider’s premises?

A6: No, even if the law firm has resumed in-presence activities, internships can only be conducted remotely.

Q7: 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?

A7: Departments and centres have different alternative activities. Discuss the matter with your university tutor.

Q8: 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?

A8: 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.

Q9: How do I know if I have completed 75% of the internship programme, and that I will receive my university credits as planned?

A9: If you have any doubts, talk to your university tutor.

Q10: 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?

A10: 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".

Q11: Can I submit my training programme by email with scanned signatures?

A11: Yes, you can. During the emergency period, you can send the training programme in scanned form to jobguidance@unitn.it

Q12: How can I obtain my credits now that the University is closed and we are in lockdown?
A12: 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.
Extracurricular INTERNSHIPS (for RECENT GRADUATES of any department who are NO LONGER university students)

Q13: 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?

A13: 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 (in cc university tutor and trainee)

Q14: My internship provider has resumed in-presence activities. Can I resume my internship at the provider’s premises?

A14: As a rule, no. For internships to be conducted in-presence, the internship provider must: 1) be based in the same region as the intern; 2) ensure that proper safety/security/health surveillance measures are in place; 3) provide insurance coverage for the intern. All conditions must be met. Where that is the case, the internship provider must inform the Job Guidance Office by email with the intern and his or her university tutor in cc. In the email the provider declares that the internship needs to continue in-presence, that the remote-mode will be discontinued, and that the conditions above will be met. The date in which the intern will start working in-presence at the provider’s premises must be included in the email, together with any changes to the training programme.

Q15: 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?

A15: 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

Q16: Can I start an extracurricular internship in-presence, given that the internship provider has resumed in-presence activities?

A16: As a rule, no. See Q25 for exceptions.

Q17: Can I submit my training programme by email with scanned signatures?

A17: Yes, you can. During the emergency period, you can send the training programme in scanned form to jobguidance@unitn.it
Q18: Can curricular internships be resumed in work-from-home mode?

A18: 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 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 send your email.

Q19: We have an ongoing curricular internship in remote mode because of the health emergency but, given that we have resumed in-presence activities, can the intern resume work at our premises?

A19: Even if you have resumed in-presence activities, interns will continue to carry out their tasks only in remote mode.

Q20: Can I start a new curricular internship?

A20: Only if the internship can take place in work-from-home mode.

Q21: What information should I give to the Ministry of Labour, where an extracurricular internship is suspended?

A21: 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.

Q22: Can I let an extracurricular internship continue/resume in work-from-home mode?

A22: Only on condition that you provide interns with insurance coverage and if the activities included in the training programme can be carried out remotely. In this case, it is up to the internship provider to inform the Job Guidance Office of the change of location (the place of residence of the intern where he or she will be working in remote mode) and of any changes in the activities that he or she will perform, by email to jobguidance@unitn.it with the university tutor and the intern in cc.
Q23: We have an extracurricular internship ongoing in remote mode because of the health emergency but, given that we have resumed in-presentation activities, can the trainee resume work at our premises?

A23: As a rule, no. For internships to be conducted in-presence, the internship provider must: 1) be based in the same region as the intern; 2) ensure that proper safety/security/health surveillance measures are in place; 3) provide insurance coverage for the intern. All conditions must be met. Where that is the case, the internship provider must inform the Job Guidance Office by email with the intern and his or her university tutor in cc. In the email the provider declares that the internship needs to continue in-presence, that the remote-mode will be discontinued, and that the conditions above will be met. The date in which the intern will start working in-presence at the provider’s premises must be included in the email, together with any changes to the training programme.

Q24: Can I start an extracurricular internship in work-from-home mode?

A24: 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

Q25: Can I start an extracurricular internship in-presentation, given that we have resumed in-presentation activities?

A25: As a rule, no. For extracurricular internships to be conducted in-presence, the internship provider must: 1) be based in the same region as the intern; 2) ensure that proper safety/security/hygiene/health surveillance measures are in place; 3) provide insurance coverage for the intern. All conditions must be met. Where that is the case, the internship provider must inform the Job Guidance Office by email with the intern and his or her university tutor in cc. In the email the provider declares that the internship needs to continue in-presence, that the remote-mode will be discontinued, and that the conditions above will be met.