

## GUIDELINES ON INTERNSHIPS FOR OUR PUBLIC WEBSITE

The British Embassy Rome, British Embassy to the Holy See and the British Consulate-General Milan, as part of the Foreign & Commonwealth and Development Office (FCDO), promote internship opportunities as a means of encouraging talented undergraduates and recent graduates studying for their specialisation, to get a taste of FCDO/Embassy work.

Local internships will be considered openly with a variety of promoting local companies including public and private schools and universities, ensuring the widest possible pool of candidates, and appointments will be made on merit. The internship will not in any way substitute a work contract nor will it guarantee future employment with the Embassy/British Consulate-General.

Any UK-based students seeking work experience should refer to the [working for FCDO](#) page on the FCDO website.

The Embassies in Rome and the British Consulate-General in Milan will only consider **curricula internships (tirocini curriculari)**, as part of the student's formal education: these include professional catering schools and universities including post degree specialisation courses. We will consider a variety of schools/universities ensuring the widest possible pool of candidates.

All the above internships will be administered in line with FCDO policy and in compliance with Italian labour law (D.M. 142/98), according to the following parameters:

- The internship is in no way to be considered a work contract. Therefore the Embassy/Consulate-General are under no obligation to appoint the intern during or at the end of the internship. Interns do not receive any preferential treatment in the selection processes for permanent employment.
- All interns will fall under the supervision of an authorised body (*ente promotore*) which can be a school, a university, a local job centre or a charity organisation offering such schemes. **We will not be able to consider individual applications for internships from any candidates who do not fall under the supervision of an authorised body.**
- The promoting body (*ente promotore*) will have a tutor responsible for organising and managing the internship in liaison with the Embassy/Consulate-General.
- The number of interns will not exceed 10% of the overall number of staff employed on permanent contracts across the year.
- Internships will be for six months maximum.
- The internship is not a work contract and as such is not paid under local labour law. However the Embassy/British Consulate-General will pay the intern a monthly allowance towards travel and food costs. The amounts are set according to region.

The British Embassy Rome, the British Embassy to the Holy See and the British Consulate-General Milan would welcome expressions of interest from schools and universities which would be interested in facilitating curricula internships with us.

For further enquiries you may contact the HR Team in Rome [at italy.internship@fcdo.gov.uk](mailto:italy.internship@fcdo.gov.uk)

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