

## Recognition of previous internships

"Students who have already completed a period of practice before entering the Academy are requested to submit the paperwork attesting the work done to the Responsible of the professional internship (Arch. Stefano Perregrini), who assesses its relevance according to the Academy Regulations"

(Art. 18 of the [Regulations of Studies and Examinations](#))

The professional practice to be recognized must have a duration of at least 9 months:

- a maximum of two internships are accepted
- internships lasting less than three months are not recognized

The organization and management of the practice period take place on the **Virtual secretariat (SV)** platform accessible at the following link:

<https://sv.arc.usi.ch>



General information on the compulsory internship can be found on the Academy's website at this link

[www.arc.usi.ch/it/informazioni-pratiche/anno-di-pratica](http://www.arc.usi.ch/it/informazioni-pratiche/anno-di-pratica)

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## **Internship process in SV:**

### **STEP 1**

Students are informed by email about the procedure for the recognition of previous internships during the first weeks of the first semester at the Academy.

### **STEP 2**

The student must access the Virtual Secretariat (SV), under *Sections* → *Practicum*, and activate the procedure as follows:

- **Contatti pre-esistenti**  
Enter, under pre-existing contacts, the office where the internship was carried out. If the internship was completed at more than one office, indicate both offices.
- **Destinazioni preferite**  
Select, among the preferred destinations, the same destination corresponding to the office where the internship was carried out.
- **Portfolio**  
Upload your **CV**; not your portfolio.
- **Colloquio con il responsabile**  
Select one of the available time slots to schedule an appointment.

### **STEP 3**

Interview with the manager of internships on the scheduled date at Villa Argentina (Office V2.05, Level 2)

**ATTENTION:** The student must attend the interview with the following documents, saved on a USB drive:

1. **Reference letter/Letter of presentation of the office/Work certificate.**  
This letter must:
  - be on headed paper of the office,
  - have a start and end date (DD.MM.YYYY) of the internship in order to allow the correct calculation of the months carried out,
  - include a brief description of the activity carried out during the period of work/internship.The letter must be signed by the employer or the contact person of the firm.  
Do not use the internship certificate (internal document of the Academy).
2. **Portfolio of the work carried out** (min 25 p./cad and max 35 MB) for each work experience.  
2 internships = 2 different portfolios.  
The portfolio must contain:
  - a description for each individual project/work described,
  - a personal report/essay as one of the pages of the portfolio. In this text the student explains the work performed and impressions at the end of the internship/work experience. The maximum length is 2000 characters (including spaces).

If you do not have a portfolio of the work carried out because the studio does not allow its disclosure, you must immediately inform the internship manager.  
In this case the student must submit:

- a certificate drawn up by the office indicating that the material cannot be disclosed (on headed paper, it may be part of the reference letter/letter of presentation/work certificate),
- a covering letter drafted by the office with a list of the works carried out by the student (on headed paper),
- a personal essay/report written by the student describing the internship/work experience, omitting sensitive data (minimum one page). It is important to describe, for instance, what you have learnt, how the office/firm is structured and more generally what the experience was like in the office and in the city where the internship/work took place.

#### **STEP 4**

The internship manager verifies the documents; in case of any issues, required additions or corrections are communicated by email and through internal notes in the SV.

#### **STEP 5**

If everything is correct, the internship is officially recognized.

#### **NOTES**

No emails are forwarded but the student can verify it directly in SV.  
Do not send any portfolios by email or WeTransfer link.]