

The Curricular Internship



2023/24



What is it a curricular internship?

The term 'internship' (in French 'stage') commonly refers to practical training pursued by students nearing graduation and new graduates in a vocational context.

The main objectives of an internship are

- To acquaint students with the business world;
- To identify concrete possibilities for employment in a given professional role and to direct the application dossier towards specific career opportunities.

Curricular internships are mandatory or optional within a Bachelor's or Master's programme. They award ECTS credits towards completion of the degree.

In the following pages you will find all the information you need to complete your curricular internship at USI correctly.

1. The rules of the Curricular Internship at USI (guidelines and requirements table)
2. The required documentation (visas, permits, internship agreements)
3. How to find an internship and grants for internship abroad
4. Registration and validation of a curricular internship (ECTS)
5. Statistical information (duration, salary, location, ...) and useful links
6. Main employers that offered internships in the a.y. 22/23.

The rules of the Curricular Internship at USI

Is the curricular internship planned in my study programme?

At USI, the curricular internship is regulated by the Curricular Internship Guidelines, approved by the Faculty Councils (Economics and Communication), which can be found here: www.desk.usi.ch/en/curricular-internship-guidelines

Below is a summary of the table of regulations and specific requirements for the study programmes. Please always refer to the full regulations of your own study program.

Master	Mandatory	Min. duration (months)	Period	ECTS
MEPIN	Yes*	3 / 3,5	4° sem.	13,5/15
ME	Yes*	1	Dopo 2° sem.	5/12
MFIN	Yes*	2	Dopo 3° sem.	9
MMG	Yes*	3	4° sem.	12
ESIR	Yes*	2	2°-3° sem. o dopo 4° sem.	9
MMM	Yes*	3	4° sem.	12
MAP	No	2	3°-4° sem.	9
MDFC	Yes	2	Dopo 2° sem.	9
MLLCI	No	2	3°-4° sem.	9
MT	Yes	2	2°-3° sem. o dopo 4° sem.	9
PMP	No	2	Dopo 3° Sem.	10
MMTE	Yes*	3	4°	18
MSTAA	Yes*	1,5	TBD	6
Bachelor				
ECO	Yes*	1	Dopo 4° sem.	3
INFO	Yes*	1,5	TBD	9

Yes*: this means that the compulsory internship may be replaced partially or in full by other activities as specified in the regulations of each study programme. Full table here: www.desk.usi.ch/en/requirements-and-contacts-curricular-internships

The required documentation

What are the regulations for doing a curricular internship in Switzerland and abroad?

Internship in Switzerland

- Change of the study permit
With a "B" (Student) Permit issued in Ticino, international / overseas students are entitled to undertake a curricular internship (if mandatory) in Switzerland only by requesting a change of the permit to the Immigration Office (in the Canton where the internship will be carried out). In order to ask for a change of the permit for an internship to the Immigration Office you have to submit:
 - USI Career Service support letter.
 - Online Form for change of permit on the Immigration Office website.

More info:

www.usi.ch/en/university/info/career/students-and-graduates/internship/internship-documentation

Internship abroad

- Internship Agreement
In some European Countries, the law requires an internship agreement signed by both the employer and the university. Ask the Career Service for this agreement if your employers does not provide one for you.

More info:

www.usi.ch/en/university/info/career/students-and-graduates/internship/internship-documentation

- Work Permit
In other Countries, a work permit is required to do an internship. Check if your destination does require it on the Federal Department of Foreign Affairs (FDFA) website. The hosting employer is responsible for your work permit.

More info:

www.desk.usi.ch/en/internship-abroad

How to find an internship and grants for internship abroad

How do I find an internship?

It is sole responsibility of each individual student to find his/her internship; this generally involves three main steps:

- Identifying the desired or suitable sector and role
- Finding out employers and related application procedures
- Preparing the required documentations (CV, motivation letter, other relevant documents)

How can we – as Career Service - support your internship search?

- An online Job Bank
- A weekly Career Newsletter
- Workshops, meetings and events with companies
- One to one professional counselling and cv checks
- Drafting of cover letter (Italian and English)
- Internship agreements with companies
- Scholarship for internship abroad

How can I apply for and obtain an internship abroad grant?

To encourage professional mobility, the Swiss Confederation and the Career Service provide scholarships for conducting an internship in Europe or around the world (SEMP scholarship).

	SEMP scholarship (EU)	SEMP scholarship (World)
Who	USI students (Bachelor and Master)	USI students (Bachelor and Master)
What	Full-time internship	Full-time internship
Duration	Min. 2 months, max. 12 months	Min. 2 months, max. 12 months
Where	In a EU country (participating in the Erasmus+)	In a NON EU country (outside CH)
	Country of internship # country of residence	Country of internship # country of residence
Application	Before the graduation and before the internship's start	Before the graduation and before the internship's start
Internship	Must be carried out within 12 months from graduation	Must be carried out within 12 months from graduation
Monthly grants	CHF 440	CHF 500

Registration and validation of a curricular internship (ECTS)

How do I validate my curricular internship?

Pre-Internship (Registration)

1. Fill out the online internship registration form on the career website
2. Download it and submit it to the Academic Tutor (the Master's Director and/or his/her delegate(s) for Master Degrees and the Delegato per gli esami for the Bachelor in Economics) for approval
3. Upload the approval online on your Online internship dossier
4. Upload on your Online internship dossier copy of your internship contract

NB: If your internship requires a permit modification or internship agreement, you can download the necessary documentation directly online, on your internship profile.

Post-stage (Validation)

1. Fill out the internship final form online on your Online internship dossier
2. Download it and request the approval of your Academic tutor.
3. Upload / fill out on the USI CareerGate your most updated CV, which must include the work experience you would like to validate as curricular internship
4. Upload on your Online internship dossier:
 - end of internship certificate, signed by your employer
 - internship final form approved and signed by your Academic Tutor
 - copy of your CV (with the work experience you want to validate).

More info:

www.desk.usi.ch/en/registration-and-validation-curricular-internship

Statistical information and useful links

Curricular internship
2022-23

Total	425
Architecture	216
Com – Eco - Inf	209
Average duration (months)	6
Average remuneration (monthly)	1'160 CHF
Average remuneration in CH (monthly)	1'700 CHF
Internship with SEMP grants	132
Total SEMP grants	454'782 CHF
Internship offers published in CareerGate DB	497

Location curricular internship
2022-23

	Total (N/%)
Ticino	125 (29%)
Switzerland (Other Cantons)	83 (19%)
Italy	53 (13%)
Other countries (Rest of the World)	164 (30%)
Total	425 (38%)

Curricular internship:
all the important links

Curricular internship guidelines	www.desk.usi.ch/en/curricular-internship-guidelines
Curricular internship table requirements	www.desk.usi.ch/en/requirements-and-contacts-curricular-internships
Find an internship	www.desk.usi.ch/en/internship-job-offers
Application Dossier	www.usi.ch/en/university/info/career/students-and-graduates/application-dossier
Registration and validation	www.desk.usi.ch/en/registration-and-validation-curricular-internship
Documentations (permit, visa, agreement)	www.usi.ch/en/university/info/career/students-and-graduates/internship/internship-documentation
Scholarship for internship abroad	www.desk.usi.ch/en/borse-career-service-international-placement

Main employers offering internship at USI in the a.y. 2022-23

BIC	BMW Group
CNH Industrial	Credit Suisse
Creative Digital Swiss	Banca del Ceresio
Credit Suisse	Brighside Capital
Delta Line	Banca del Sempione
Engel & Völkers Lugano	Woodman Asset Management
FFS	Guess
Mazzantini & Associati	La Prairie
Nouvelle Esthétique	DichotomicLab
OMEGA	NDLS Horizon
Philip Morris Products	Deloitte
Radiotelevisione svizzera (RSI)	DXT Commodities
Rivopharm	Roche
Società editrice Corriere del Ticino	IBM
SRI Management Consulting	EOC Ente Ospedaliero Cantonale
Vertime	Alter Domus
VF International	Brown Brothers Harriman
Yves Rocher	Raiffeisen Bank
Ritual Projects SAS	UBS
Balich Wonder Studio	BPS (Suisse)
Startup Academy Switzerland	Credit Agricole
Phénix	Zeus Capital SA
Hèrmes	ING BANK
Chanel	Iveco Group Switzerland
Christian Louboutin	Artsana Group
Bulgari	Philipp Plein
Yepoda GmbH	Essilor Luxottica
Roger Vivier	ICM.S part of Accenture
Bally	Deloitte Risk Advisory
L'Oréal	accenture
accenture	EY
L'Oréal	KPMG
Shipup	PwC Italy
Nito	Caritas
Hearst Digital SA	Dipartimento federale degli affari esteri
Mad Innovation	MASI Lugano
Yeldo S.A.	Corriere del Ticino
Allianz Bank Private	Candidate Coach
Alterinvest	Delvitech SA
Adorisa Group	La Regione Ticino
Antares Vision Group Spa	Radiotelevisione svizzera (RSI)
Leonteq	Reaction Videomakers
SVAG- Schweizer	Comune di Lugano
Vermögensberatung	JDEED Magazine DFA SAL

Università
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Career
Service

The Curricular Internship

2023/24

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