USI Curricular Internship

2019/20
The term ‘internship’ (in French ‘stage’) is commonly used to indicate a period of practical training, undertaken in a vocational context, and pursued mainly by students near to graduation and by new graduates alike.

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 internship means an internship that is mandatory – or a recognized option – within a Master’s or Bachelor’s programme, and awards a number of ECTS validated towards the completion of the study programme.
How do I find an internship?

It is the responsibility of each individual student to find his/her internship; this generally involves three main steps:
1. Locating the desired or suitable sector and role;
2. Finding out about suitable employers and related application procedures;
3. Preparing the required documentation (CV, motivation letter, other relevant documents).

The Career Service assists students in finding an internship through:
- An on-line Job Bank;
- A weekly Career Newsletter;
- Workshops, meetings and events with companies;
- Professional/ Career counselling and CV checks;
- Scholarship for international internships.

<table>
<thead>
<tr>
<th>Internship Sources 2018/2019</th>
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</thead>
<tbody>
<tr>
<td>717 Internship offers in the Job Bank</td>
</tr>
<tr>
<td>49 Career Newsletter</td>
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<tr>
<td>21 Career Management Workshop</td>
</tr>
<tr>
<td>35 Meetings on Campus with companies</td>
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<tr>
<td>130 CV Checks /professional counselling</td>
</tr>
<tr>
<td>88 Scholarships for internship abroad</td>
</tr>
</tbody>
</table>

How do I validate my curricular internship?

Pre-Internship (Registration)
1. Fill out the online internship registration form 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.
2. Print the approved (and signed) registration form, together with a copy of the internship contract, and deliver the documents to the Career Service.

NB: if a change of permit or an internship agreement is needed for the internship, please contact the Career Service.

Post-Internship (Validation)
1. Fill out the online internship report and have it approved by your Academic Tutor (see model).
2. Upload an updated Curriculum Vitae on the USI Career Gate (you can also use the CV online format). The CV must include the internship that you intend to validate.
3. Deliver a printed copy of the following documents to the Career Service:
   - copy of the internship certification issued by the Employer;
   - your on-line internship report approved (signed) by the Academic Tutor;
   - copy of your updated Curriculum Vitae, that includes the internship that you intend to validate.

Internships Useful Links
Find an internship: [www.usi.ch/en/internships](www.usi.ch/en/internships)
Internship registration form: [www.alumni.lu.usi.ch/stage.aspx](www.alumni.lu.usi.ch/stage.aspx)
Online report: [www.alumni.lu.usi.ch/schedarelazione-stage.aspx](www.alumni.lu.usi.ch/schedarelazione-stage.aspx)
Internship Abroad Regulations: [www.desk.usi.ch/en/internship-abroad](www.desk.usi.ch/en/internship-abroad)
Internship Regulations in Switzerland and Abroad

**Internship in Switzerland**

With a “B” (Student) Permit issued in Ticino, international / overseas students are entitled to undertake a curricular internship (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.

**Internship abroad**

- Internship Agreement and training project:
in some European countries, the law requires that, for each internship position, the firm or institution that employs a student intern must sign an ad-hoc agreement with the University where the student is registered. Ask the Career Service, which will sign the agreement/training project.

- Work Permit:
in some countries, a work permit is a requirement to do an internship. To obtain your permit, contact the firm that has required you for the position, or the Embassy/Consulate of your host country. Detailed information for the main destinations is available on the Federal Department of Foreign Affairs (FDFA) website.

See also: www.desk.usi.ch/en/internship-abroad

### USI Curricular Internships 2018/2019

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<th>2018/2019</th>
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<tbody>
<tr>
<td><strong>Switzerland</strong></td>
<td></td>
</tr>
<tr>
<td>Ticino</td>
<td>213</td>
</tr>
<tr>
<td>Switzerland (other)</td>
<td>56</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>269</td>
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<tr>
<td><strong>Abroad</strong></td>
<td></td>
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<tr>
<td>Italy</td>
<td>40</td>
</tr>
<tr>
<td>Europe (other)</td>
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</tr>
<tr>
<td>World (other)</td>
<td>28</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>110</td>
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<tr>
<td><strong>Total</strong></td>
<td>379</td>
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