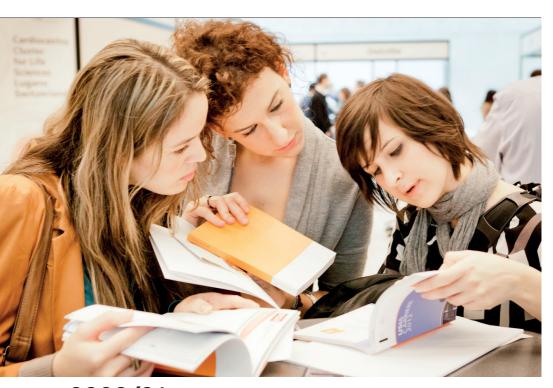
Università della Svizzera italiana

## USI Curricular Internship



2020/21





### **USI Curricular Internship**

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:
- 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.

#### Internship Sources 2019/2020

716	Internship and job offers in the Job Bank
50	Career Newsletter
10	Career Management Workshop
17	Meetings on Campus with companies
190	CV Checks /professional counselling
96	Scholarships for internship abroad

# How do I validate my curricular internship?

### Pre-Internship (Registration)

- 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.
- 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).
- Upload an updated Curriculum Vitae on the USI CareerGate (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 online final 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

Curricular internship guidelines:	www.desk.usi.ch/en/curricular-intern- ship-guidelines
Find an internship:	www.usi.ch/en/internships
Register your internship:	www.desk.usi.ch/en/registration-and-validation-curricular-internship
Internship registration form:	www.alumni.lu.usi.ch/stage.aspx
Online Final Report:	www.alumni.lu.usi.ch/schedarelazione- stage.aspx
Change of permit:	www.desk.usi.ch/en/internship-switzer- land-foreign-nationals
Internship Abroad Regulations:	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 Internships 2019/2020

Switzerland		248	66.8%
	Ticino	166	44.7%
	Switzerland (other)	82	22.1%
Abroad		123	33.2%
	Italy	14	3.8%
	Europe (other)	92	24.8%
	World (other)	17	4.6%
Total		371	100%



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Svizzera italiana Via Buffi 13 6904 Lugano Switzerland +41 58 666 4606 Contacts
Career Service
Università della

www.usi.ch/career careerservice@usi.ch