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 online Job Bank;
- A weekly Career Newsletter;
- Workshops, meetings and events with companies;
- Professional/Career counselling and CV checks;
- Scholarship for international internships.

**Internship Sources**

<table>
<thead>
<tr>
<th>Year 2020/21</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>708</td>
<td>Internship and job offers in the Job Bank</td>
</tr>
<tr>
<td>76</td>
<td>Career Newsletter</td>
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<tr>
<td>16</td>
<td>Career Management Workshop</td>
</tr>
<tr>
<td>37</td>
<td>Meetings with companies</td>
</tr>
<tr>
<td>250</td>
<td>CV Checks /professional counselling</td>
</tr>
<tr>
<td>90</td>
<td>Scholarships for internship abroad</td>
</tr>
</tbody>
</table>

**Useful Links**

- Internship registration form: [https://alumni.lu.usi.ch/stage](https://alumni.lu.usi.ch/stage)
- Online Final Report: [https://alumni.lu.usi.ch/schedarelazionestage](https://alumni.lu.usi.ch/schedarelazionestage)

**How do I validate my curricular internship?**

1. **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.

2. **Post-Internship (Validation)**
   - 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.
   - 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.
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 2020/21

<table>
<thead>
<tr>
<th>Country</th>
<th>Interims</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Switzerland</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ticino</td>
<td>169</td>
<td>43.4%</td>
</tr>
<tr>
<td>Switzerland (other)</td>
<td>115</td>
<td>29.5%</td>
</tr>
<tr>
<td>Abroad</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italy</td>
<td>18</td>
<td>4.6%</td>
</tr>
<tr>
<td>Europe (other)</td>
<td>73</td>
<td>18.7%</td>
</tr>
<tr>
<td>World (other)</td>
<td>15</td>
<td>3.8%</td>
</tr>
<tr>
<td>Total</td>
<td>390</td>
<td>100%</td>
</tr>
</tbody>
</table>
2021/2022

Curricular Internship

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