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# Bachelor internship guidelines

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of the Faculty of Economics and Informatics for students enrolled in a Bachelor Degree Programme from the academic year 2019/2020

## Introduction

### Art.1 Curricular internship

During the three-year Bachelor programme in Economics, Informatics and Data Science, students may spend a period outside the Faculty in the form of an internship at a company or institution as an integral component of the educational curriculum, if approved by the Academic Tutor of the respective Faculty (see Art. 15).

The ECTS credits awarded for the internship are defined by the Faculty's study plan.

### Art.2 Objectives

The internship has the following objectives:

- a. Familiarising students with a professional context
- b. Helping them identify the opportunities associated with a profession, or other careers
- c. Steering their academic curriculum towards such opportunities

## Requirements and procedures

### Art.3 Timing and Duration

The Bachelor's degree curriculum specifies the timing and duration of the internship (see the table of Bachelor curricular internship requirements).

The internship may be completed in separate time periods only with prior approval from the Academic Tutor.

In the case of internships divided into distinct time periods, each internship experience must have a minimum duration of one month pro-rated to 100%.

### Art.4 Choice of Employer

Students may choose where (in which firm or institution) to carry out their internship, on condition that it satisfies the appropriate criteria of pertinence and compatibility with their academic curriculum.

### Art.5 Pertinence of the internship

Recognition of the relevance of the internship to the Bachelor programme's study plan and alignment with the student's personal curriculum is the responsibility of the Academic Tutor of the respective Faculty.

## Procedure

### **Art.6 Internship Search**

Students are responsible for their internship search. They may search by directly contacting the employer where they wish to complete the internship, through the USI Career Service by accessing the database provided, or by other means (personal network, contacts supplied by the USI Career Service, professors and assistants, alumni etc.).

Before beginning the internship, students must inform the USI Career Service by using the appropriate online form and obtain the internship approval by the Academic Tutor, who duly informs students of any incongruity of the proposed internship with their personal curriculum.

### **Art.7 Internship negotiation**

The student is responsible for negotiations regarding the internship. Students submit the appropriate documentation (résumé/c.v., certification, etc.) to the employer they are applying to.

The USI Career Service is available to assist companies or institutions with clarifying the organisational aspects of internships.

## Documentation

### **Art.8 Internship Contract**

The internship contract is drawn up by the employer and countersigned by the student. The contract is binding only for these two parties.

The Faculty does not define a standard internship contract.

The internship contract must contain the following information:

- a. intern's duties and responsibilities
- b. duration of the internship
- c. percentage of occupation
- d. name of employer's internship supervisor/tutor
- e. salary (if applicable).

### **Art.9 On-line Internship Report**

After completing the internship, the student must complete the online internship report on their experience, covering the following aspects:

- a. expectations
- b. content of the internship
- c. achievements / results
- d. impact on the academic curriculum and potential employment opportunities.

The online internship report must be approved by the Academic Tutor.

### **Art.10 Internship certification from the Employer**

The student must request a certificate of internship from the company or institution.

The internship certificate must contain the following information:

- a. the period in which the internship was carried-out
- b. tasks performed by the student during the internship and if possible, feedback from the company or host with:
- c. evaluation of the work carried out
- d. evaluation of the intern's personal skills in the workplace
- e. potential professional development.

## Internship validation

### **Art.11 Dossier for internship validation**

At the end of the internship, to obtain the necessary validation, the student must submit a complete dossier for internship validation to the USI Career Service. This file must include:

- a. online validation form approved by the Academic Tutor
- b. signed internship contract
- c. internship certification issued by the employer
- d. the online internship report approved by the Academic Tutor
- e. Curriculum Vitae, including the experience of the internship that the student intends to validate
- f. Feedback Form signed by the company tutor.

The Career Service will evaluate all documentation for completeness and suitability. Only complete and suitable dossiers will be considered for review.

### **Art.12 Limitations to validation**

An internship carried out within a family activity or private enterprise cannot be accepted as valid for the purposes of a curricular internship as it does not comply with art. 2 (Objectives) of the present guidelines.

### **Art.13 Internship extension**

Each extension of the internship or other form of collaboration between the student and the Employer lies outside the remit of the graduate internship.

## Competent bodies

### **Art.14 USI Career Service**

USI Career Service:

- a. promotes internship opportunities from potential employers and coordinates internship vacancies
- b. prepares and provides the relevant documentation for the internship
- c. collects the internship documents
- d. verifies the congruence, adequacy and completeness of the documents required for the validation of the curricular internship
- e. authorizes the validation of the curricular internship.

The USI Career Service does not normally conduct searches for internships on behalf of individual students (see art. 6).

### **Art.15 Academic Tutor**

For the curricular Internship during the Bachelor programme in Economics, the Academic Tutor is the Delegate for Examinations.

For the curricular Internship during the Bachelor programme in Informatics, the Academic Tutor is the person responsible for the course "Software Atelier 5: Field Project".

For the curricular Internship during the Bachelor programme in Data Science, the Academic Tutor is the Programme Director.

The Academic Tutor advises and guides the student in the choice of the internship, decides on the relevance of the internship with respect to the study plan and the student's personal curriculum, and decides on the suitability and adequacy of the student's final internship report.

## Final dispositions

**Art.16  
Recognition of  
the internship in  
Master's  
programmes**

The Internship carried out in accordance with these guidelines during the Bachelor programme may be recognised within the Master programmes offered by USI, subject to verification of compatibility with the study plan of the Master attended. The ECTS credits relating to the internship may be recognised if they have not already been credited for the award of the Bachelor.

The recognition request must be submitted to the Director of the Master attended, who will request the dossier from the USI Career Service and decide on the recognition.

**Art. 16 Bis  
Recognition of  
previous  
employment /  
internship  
experiences**

Significant previous professional experiences will be evaluated by the Academic Tutor.

**Art.17  
Disputes**

In the event of disputes, the "Study Regulations" of the Faculty of Economics and Informatics shall apply.