

Curricular internship requirements Bachelor Students a.y. 2025-2026

Please find below the curricular internship's requirements for each degree, as defined in the specific study programme.

Programme	Curricular internship	Min. duration in months 100% pro-rated	Semester	ECTS	Bachelor Director	Academic Tutor
Bachelor in Economics						
Economics (IT / EN)	YES*	1	After the 4° Sem.	3	Beretta Edoardo	Beretta Edoardo
Bachelor in Informatics						
Informatics	YES*	5 weeks full-time during the summer or 14 weeks at 35% during the semester	5° Sem.	9	Pozzi Laura, Bavota Gabriele	Michele Lanza, Prevostini Mauro
Data Science	YES*	3 weeks full-time during the summer or 9 weeks at 35% during the semester	6° Sem.	6	Wit Ernst, Schneider Paul	Wit Ernst
Bachelor in Architecture						
Architecture	YES	9	After the 4° Sem.	n.a.	Perregrini Stefano	Perregrini Stefano
Bachelor in Communication						
Communication	NO	n.a.	n.a.	n.a.	Benecchi Eleonora	-
Lingua, letteratura e civiltà italiana	NO	n.a.	n.a.	n.a.	Prandi Stefano	Cariati Silvia

**Check your study programme and contact the academic tutor of your programme for more information.*

Internship Registration & Validation Process – Mobility Online

Login – Access to the Platform

First Login

- Log in to Mobility Online using your SWITCH edu-ID credentials via this link: [Mobility Online Login](#)
 - Fill out the registration form (mandatory fields are marked with *)
 - After submission, you will receive an automatic email with the subject "Confirmation of registration"

Do NOT delete this email, the link it contains will always be required to access the platform.

Logins After Registration

- Click on the link received by email and log in using the number that is automatically entered, no password required
 - You will then be redirected to login via SWITCH edu-ID

Registration – Pre-Internship

1. Fill in the internship registration form on Mobility Online (First Login)
2. Complete all required information in the Mobility Online Workflow via the link received by email
3. The Academic Tutor approves the internship directly on Mobility Online
4. Upload in the Workflow a copy of the internship contract or the internship agreement:

ONLY one of the two documents is required. Do not upload both.

- If needed, you may request in the Workflow the letter for the Migration Office (internship in CH)
 - It will be issued only if documents are complete and requested 2 weeks before the start of the internship

Validation – Post-Internship

1. Upload the following documents in the Workflow:
 - End of Internship Certificate – issued by the host organization
 - Updated CV – including the internship experience to be validated
 - Feedback Form – completed and signed by the Company Tutor
2. Complete the Final Report of the internship in the Workflow and wait for approval by the Academic Tutor

General Guidelines

- All document templates are available in the Workflow and at the following link: [Documents for the internship](#)
- Students receive automatic emails:
 - When new steps become available in the Workflow
 - If documents or information are incorrect or invalid

The Career Service is responsible for verifying the documentation, validating the internship and assigning ECTS credits. For any further information, please contact: careerservice@usi.ch

