

## **Procedure for internships**

### **General framework**

The principles and procedures are as follows:

- Internships are open to students who have acquired 30 ECTS credits within the Master of Science in Applied Economics (MSc APEC) programme.
- Internships may take place in Switzerland or abroad, in Swiss or foreign companies or institutions.

### **Application for approval**

- Each student must find an internship by his or her own means, within the given deadlines. The student must decide on the subject of the internship, and seek the consent of an MSc professor to supervise it.
- According to Article 21 of the MSc APEC Study Regulations, the student wishing to carry out an internship must apply to the programme director by the end of the semester before the internship begins. Each student must inform the MSc programme director of the subject of the internship, the name of the company prepared to provide it, and the name of the teacher who has agreed to supervise the internship, according to the established procedures.
- If the MSc programme director accepts the proposal, the master thesis registration form is sent to the internship coordinator / MSc secretariat, who verifies that the internship admission conditions have been met, in terms of the credits acquired.
- If these conditions are met, the programme director decides whether or not the student will be authorised to undertake the internship.
- The internship is evaluated by a dissertation, as well as an oral defence before a panel including the relevant teacher, the mentor from the company in which the internship takes place, and at least one expert. The defence must take place before the end of the corresponding examination session. The dissertation and defence are evaluated together.

### **Internship agreement**

If the internship is accepted, an internship agreement is drawn up between the company (represented by the internship coordinator), the student and the programme director. This agreement ensures that the status of intern is recognised within the company, that the formal character of the internship is recognised within the study programme, and that sufficient supervision is provided within the company itself.

Once the internship agreement has been signed, the intern must submit the original copy to the internship coordinator / MSc secretariat (either by internal mail or by post), sending one copy to his or her mentor in the company, and one to the professor supervising the internship.

Interns must certify that they are covered by sickness and accident insurance, and have taken out insurance policies indemnifying them for the duration of the internship, absolving the Faculty — and thus the University — of any liability.

Interns who are nationals of EU, EFTA or third-party states must inform themselves of, and comply with, the laws and regulations in force concerning the formalities of professional internships undertaken by those resident in Switzerland, in terms of the regulation of professional practice.

### **Internship dissertation**

- The intern must be overseen by a competent and experienced mentor within the company, whose name is indicated in the internship agreement.
- The intern must remain in contact with the professor, to keep him or her informed of the progress of the internship. The intern must have at least two meetings with the professor: the first to present the internship project; the second during the internship, before the dissertation is written.
- The dissertation is an individual project including 20 to 40 pages of text; however, other presentational formats may be possible with the professor's consent.
- The internship dissertation is subject to confidentiality rules, according to the company's guidelines. Where confidentiality is requested, copies of dissertations will be kept in the supervising professor's office, and may only be consulted by third parties with the company's consent.
- The dissertation must be submitted to the supervising professor, in triplicate, no more than six weeks after the internship ends. At the same time, the student must write to the MSc internship coordinator / MSc secretariat, stating that the dissertation has been presented to the professor.
- The internship must last at least 12 weeks, full-time, spent within one department of the company. Part-time work throughout the year will not be considered equivalent to an internship.

### **Validating and evaluating the internship dissertation**

- The tutor, the professor and expert each receive a bound copy of the dissertation. Following the oral defence, the professor will seek written feedback from the tutor and the expert. He or she will arrive at a grade according to this feedback, and will send the evaluation form provided for this purpose to the internship coordinator / MSc secretariat.

- Any grade below 4 is considered insufficient, and will not lead to the award of 30 ECTS credits. If the dissertation is rejected, the teacher responsible may ask the student for a revised version. The student must submit this no later than six weeks before the end of the examination session immediately following. In case of a second fail, the student is definitively disqualified.
- Only students who have already acquired 30 ECTS credits within the MSc programme in the first two semesters are authorised to submit an internship dissertation. A successful internship dissertation leads to the award of 30 ECTS credits.
- Only one internship can be credited within the MSc APEC programme. Unless the conditions above are met, no credit will be awarded for the internship.