

Guidelines to Receive Credits for an Internship

This document presents the guidelines for the granting of ECTS credits for internships taken by Master students.

Principles

Master students have the opportunity to receive 3 ECTS credit for an internship in which they participate during their studies, subject to the following conditions:

1. In order to qualify for credits, the internship must be related to the students' programme of studies and provide an opportunity to apply the academic analytical tools and knowledge they have acquired in a professional context.
2. The internship must begin during the course of their studies. It must last for a minimum of 100 hours and cannot exceed one year in total.
3. The internship must be approved based on the above conditions by the Academic Adviser for Disciplinary students or the Academic Coordinator for Interdisciplinary students.
4. Students are required to follow the procedure outlined below in order to receive credits. The procedure includes the submission of an internship proposal form before the start of the internship with proof of the placement and a report form after the end of the internship with an attestation signed by their supervisor.
5. Internship credits will count toward the 120 ECTS required for the completion of the study programme. For Disciplinary students, the ECTS gained through an internship will count towards the total of complementary classes. For Interdisciplinary Master students, the internship will count as indicated in the General Curriculum Outline of the specific programme.
6. Students are free to participate in more than one internship during the course of their studies. However, they can only receive credits for one internship.
7. No academic extensions or other arrangements will be provided to accommodate the workload of an internship. Students are required to follow the academic regulations and to attend all the classes for which they are registered during their internship.
8. It is the students' and their employers' responsibility to ensure that the internship complies with local labour market regulations. Please consult the [Career Services pages](#) for more information about work authorisations and the work restrictions in Switzerland for non-Swiss students.
9. By awarding credits for an internship, neither the Department, Programme nor the Graduate Institute endorses the host organisation or its view. The Department, Programme or the Graduate Institute cannot be held liable for any conduct or activity related to the internship.
10. Students who are the recipient of a US Direct Loan are not eligible to validate an internship for credits.

Procedure

The Graduate Institute does not provide a database of internships from which the students can choose. Students must therefore identify internships themselves. They may however consult the opportunities listed on the [Online Job Portal](#) of Career Services. Once they have identified an internship, they need to comply with the following procedure:

Before the start of the internship

1. The student fills out the [internship proposal form](#) at least 15 days before the start of the internship.
 - Through the form, the student provides information about the duration of the placement, the relevance of the internship to the study programme and the tasks foreseen as well as a list of expected achievements.
 - Together with the form, the student submit proof of the internship from their employer (e.g. work contract, tripartite agreement, internship offer, etc.).
2. The Department/Programme reviews the proposal. The student may be asked to submit additional information as part of the approval process if the proposal is incomplete.
3. The student receives information on the status of the internship proposal within 15 days of submitting the form. If approved, the student is asked to submit the relevant documents at the end of the internship for the allocation of credits.

If needed, the student can request an attestation to confirm that the internship forms an integral part of the curriculum from the Programme/Department.

The student can also request an attestation for the OCPM or a tripartite agreement from Career Services. Please note that it will not be possible to deliver these documents before the validation of the internship proposal.

*After the completion of the internship**

4. Within one month of completing the internship, the student needs to fill out the [internship report form](#).
 - Through the form, the student reports on: the activities conducted, the skills used and acquired, and whether the achievements that were set at the onset of the internship have been met.
 - The student must also fill out an internship attestation form and have it signed by the internship supervisor. The attestation should be submitted to the programme secretariat via the internship report form. The blank form can be found in the [Student Toolbox](#) on the Intranet.
5. The Department/Programme reviews the report form within two weeks of submission.
6. If approved, the 3 ECTS of internship credit are awarded to the student and added to their transcript.

* Or after at least 100 hours.