

Presentation of scholarships for internships with SEMP

(Swiss European Mobility Program)

2022-2023

Scholarships for internships with SEMP programme (Swiss European Mobility Program)

Switzerland participates directly in the Lifelong Learning LLP European training and education programs.

It enables you to receive a **study grant to work** in many European countries (next page).

The grant is paid regardless of academic performance, any other scholarships held and your financial position.

The scholarship of under the SEMP program applies **only to students who gain work experience in one of the following states:**



List of countries covered by the SEMP program

- 27 EU member states

(including overseas territories): Austria, Belgium, Bulgaria, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, United Kingdom, the Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden, Hungary.

- EFTA States

Iceland, Liechtenstein, Norway

IMPORTANT:

It is also possible to apply for the SEMP grant for internships outside Europe.

<https://form-priv.arc.usi.ch/form/view.php?id=135360>

SEMP scholarship application form for internship abroad:

- valid for all internships in countries outside the European Union
- not valid for internships in Switzerland
- not valid for internships in your country of origin
- Maximum duration 9 months.
- 500 chf/month
- only 15 grants available
- Mandatory to fill in the form the Mandatory internship agreement
- it is compulsory to enter the entry visa in the form.

Applicants will be informed by e-mail.

Regulations:

Applications for the grant are dealt with in the internship process on the virtual secretariat, which will decide, depending on the geographical location of the host office, whether you are eligible for the grant.

Application: **maximum 12 consecutive months**
Monthly value of the grant: **CHF 440 (EU/AELS)**
CHF 500 (Abroad)

To obtain the grant, the student must remain at **all times in the same host office.**

Students who **abandon an internship will be required to reimburse** part of the grant. The sum to be reimbursed will be calculated on the basis of the months of work done as a proportion of those agreed.

Regulations:

It is possible to change host office and retain the grant only if it is the work is done at two different branches of a single firm.

During the period of stage the student can request **ONLY ONE** Internship grant.

If the internship is interrupted, it is **NOT POSSIBLE** to request a new internship grant.

IT IS NOT POSSIBLE to request the grant after starting the internship.

Students ineligible for a Grant:

Students who will carry out their internship in non-European countries **are not eligible for the grant** and therefore do not need to present any of these specific documents.

Students who will carry out their internship in Switzerland **are not eligible for the grant** as they have a paid contract with the company and therefore do not have to present any of these specific documents.

Students are **not allowed** to carry out the internship in their home country except for those who have a **"B Permit" for the duration of the internship**. A copy of the permit must be sent to the supervisor.

False declarations will result in the return of the full grant.

Conditions:

- No reimbursement for extraordinary expenses (mainly due to the Covid health emergency)
- Internships of less than 2 months are not recognised; if this is the case, the student must repay the full amount.
- It is NOT possible to request extensions of the grant during the internship period.
- Teleworking/smart working in the country of the host study = grant is awarded*.
- Teleworking/smart working in a different country from the host study = the grant is NOT awarded.

* Verification will be required: rental contract / employer's certificate / airline tickets / etc.



Before departure

Documents to completed on the Virtual Secretariat in the internship process:

- **On-line registration** (Mach form)
- **Declaration of honour:** between the student and the Academy of architecture.

NB:

Please complete the SEMP grant application documents from July 2022 when the new forms provided by the provider of the grant (contract no.) become available.

Before departure

The document for the grant (Declaration of Honour), completed in all its parts, must be uploaded to the relevant section of the Virtual Secretariat.

DO NOT submit documents by post!

Incomplete documents will not be accepted.

Declaration of honour

Please read all the pages of the
document carefully.

IMPORTANT:

**The student should keep the document
with the original signatures.**

The Academy only requires the student to
upload the document to the Virtual
Secretariat

In case of need the Academy can request
the original of this document.

Università
della
Svizzera
italiana

SEMP - Student Mobility for Traineeships Declaration of honour

In the framework of the Agreement for a Higher Education Project. nr. 2020-1-CH01-KA103-0047, between Università della Svizzera italiana and the National Agency for Exchange and Mobility Movetia, signed on 25.06.2020, a grant is awarded to:

Name of intern:	
Date and Place of Birth:	
Nationality:	
Address:	
Master's Programme at USI:	
Host Employer:	
Intern Role:	
Content of Internship:	
% of Employment:	
Internship location (city & nation):	
Means of transport (to go to the host country):	
Dates of Internship:	
Insurance policies (not to be paid by the University)*	
Health Insurance	Insurance policy Nr.:
	Insurance company Name:
Risk of Accident	Insurance policy Nr.:
	Insurance company Name:
Third party cover / liability Insurance	Insurance policy Nr.:
	Insurance company Name:
Employer's Supervisor:	
University Supervisor:	USI Career Service

* Given the particular period (Covid-19), we recommend to buy a Travel Insurance (e.g. cancellation of the Internship).



movetia



Declaration of honour

SEMP - Student Mobility for Traineeships Declaration of honour

In the framework of the Agreement for a Higher Education Project, nr. 2020-1-CH01-KA103-0047, between Università della Svizzera italiana and the National Agency for Exchange and Mobility Movetia, signed on 25.06.2020, a grant is awarded to:

Student

Firm

Student

Insurance

Firm

Dates identical to
Mandatory
Internship
Agreement and
online registration

Name of Intern:	
Date and Place of Birth:	
Nationality:	
Address:	
Master's Programme at USI:	
Host Employer:	
Intern Role:	
Content of Internship:	
% of Employment:	
Internship location (city & nation):	
Means of transport (to go to the host country):	
Dates of Internship:	
Insurance policies (not to be paid by the University):	
Health Insurance	Insurance policy Nr.:
	Insurance company Name:
Risk of Accident	Insurance policy Nr.:
	Insurance company Name:
Third party cover / liability Insurance	Insurance policy Nr.:
	Insurance company Name:
Employer's Supervisor:	
University Supervisor:	USI Career Service

Declaration of honour

You can ask the studio to give you the name and number of the policy you have for your employees

Insurance policies (not to be paid by the University)¹

Health Insurance

Health

Insurance policy Nr.: European Health Insurance Card or Insurance Company Name

Insurance company Name: Health Card number or policy number

Risk of Accident

Accidents

Insurance policy Nr.: Insurance Company Name

Insurance company Name: Policy number

Third party cover / liability insurance

Third party liability

Insurance policy Nr.: Insurance Company Name

Insurance company Name: Policy number

Travel insurance (recommended)

¹ Given the particular period (Covid-19), we recommend to buy a Travel Insurance (e.g cancellation of the internship).

Declaration of honour

Conditions

Purpose of the grant

The institution will provide financial support to the beneficiary for undertaking a traineeship under the Swiss European Mobility Programme financed by the Swiss Confederation. The beneficiary accepts the grant and undertakes to carry out the Traineeship as described in the Learning Agreement, acting on his/her own responsibility. The beneficiary hereby declares to have taken note of and accepted the terms and conditions set out in the present document. Any amendment or supplement to this declaration shall be done in writing.

Es. 273
days for a total
of 4004 chf

Payments

The scholarship to co-finance the Internship has a maximum amount of CHF **4004**

The final amount for the Traineeship shall be determined according to the effective duration of the Traineeship in days on the basis of **CHF 440 per month** for mobility in **Europe** and **CHF 500 for worldwide mobility**.

In the event of interruption or cancellation of the internship, the scholarship must be returned to USI. The recipient is entitled to a grant only if he or she **physically moves from the home institution to the host institution**. In the case of **"blended mobility"** (i.e. where part of the traineeship takes place virtually and part with a physical presence at the host institution), the grant is adjusted to the actual duration of stay in the host country. No grants of any kind are awarded in the case of virtual-only mobility. The beneficiary must provide proof of the actual dates of start and end of the Traineeship

Within 30 days of the date of entry into force of the agreement, a financing payment of CHF **3203,20** be made to the beneficiary, representing 80% of the maximum scholarship amount.

Within 30 days of the date of internship's ending, a financing payment of CHF **800,80** be made to the beneficiary, representing 20% of the maximum scholarship amount, after receiving the Final Report and the Certificate of Attendance.

Es. 20% of
4004 chf

Bank or postal account can
also be a parent account and
not necessarily a Swiss one.

The account must be able to
receive transfers in Swiss
francs

Not banks N26 and PostePay

Es. 80% of
4004 chf

Payments shall be made to the beneficiary's bank account as indicated below:

Name of bank
(or indication "post account"): _____
Address of branch: _____
Precise denomination of the account holder: _____
Address of the account holder: _____
Full account number (bank/post account): _____
IBAN: _____
SWIFT/BIC: _____

Declaration of honour

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Date

**Responsible for
professional practice
S. Perregrini**



Signed by the representative of Supervising
Institution

Stefano Perregrini
Traineeship Manager Accademia

Student's signature



Signed by the Intern having read the Grant and
Learning Agreement and fully accepting its terms
and conditions*:

Name of Student

*See online the general conditions and insurance explanation

Calculation of the Traineeship

The final amount for the Traineeship shall be determined according to the effective duration of the Traineeship **in days** on the basis of **440 CHF/month** for mobility in **Europe/AELS** and **500 CHF/month** for **worldwide** mobility

$440/30 * \text{n}^\circ \text{days of effective duration} = \text{Total SEMP Traineeship in EU/AELS}$
 $500/30 * \text{n}^\circ \text{days of effective duration} = \text{Total SEMP Traineeship worldwide/AELS}$

Use [file Excel](#) :

<https://www.arc.usi.ch/it/inside/mobilita/pratica-professionale>

Calculation of the Traineeship

Example: Stage in Madrid (EU)

01.09.2022 – 31.05.2023 = **273 days** of effective Traineeship, for a total of:

$$440/30 * 273 = 4004,00 \text{ chf}$$

Of which:

- **80%: 3203,20 chf** in the first financial payment
- **20%: 800,80 chf** in the second financial payment

NB:

The dates of the SEMP grant must be the same:

- of the internship registration on SV.
- of the Mandatory internship agreement.

Before departure

After acceptance of the Declaration of Honour on SV the student receives 80% of the grant.

An e-mail from USI Lugano will confirm the transfer.

At the end of the internship

Documents to be completed in the virtual secretariat at the end of the placement:

- **Certificate of Attendance (SEMP)**
- **Final report form**

Certificate of Attendance

You will find this document
together with the
Certificate of Practice.

Follow the instructions on
the first page of the pdf for
uploading

Certificate of Attendance

For:

Student's first and last name: _____

Student's home institution: Università della Svizzera italiana

This is to certify that the abovementioned person has completed a SEMP traineeship at:

Host institution/organisation: _____

Dates of traineeship:

Start date (dd/mm/yyyy): _____

End date (dd/mm/yyyy): _____

Dates of mobility period (period of time the student was working in the host country (physically at the company or online in the host-country. Home-office **not in the host country** cannot be granted with a scholarship).

Date of arrival (dd/mm/yyyy): _____

Date of departure (dd/mm/yyyy): _____

Company's Supervisor:

First and last name: _____

Place, date: _____, _____

Signature: _____



Certificate of Attendance

Certificate of Attendance

For:

Student's first and last name: _____

Student's home institution: Università della Svizzera italiana

This is to certify that the abovementioned person has completed a SEMP traineeship at:

Host institution/organisation: _____

Dates of traineeship:

Start date (dd/mm/yyyy): _____

End date (dd/mm/yyyy): _____

Dates of mobility period (period of time the student was working in the host country (physically at the company or online in the host-country. Home-office **not in the host country** cannot be granted with a scholarship).

Date of arrival (dd/mm/yyyy): _____

Date of departure (dd/mm/yyyy): _____

Company's Supervisor:

First and last name: _____

Place, date: _____, _____ Signature: _____

The dates must be the same as those on the Certificate of Practice and the registration on the SV.

Name of employer/office manager. Stamp and signature of the firm

Final report form

You will find this 5 pages
together with the **Certificate of
of Attendance and the
Certificate of practice
activities.**

Follow the instructions on the
first page of the pdf for
uploading

Swiss-European Mobility Programme - Student Mobility for Traineeships

Final report form

0. Identification of the home institution <i>(to be filled by the home institution)</i>
Name of the home higher education institution: USI - Università della Svizzera italiana. Accademia di architettura di Mendrisio. City, country: Mendrisio (Canton Ticino), Svizzera.
1. Identification of the student
First name, last name: Gender: M <input type="checkbox"/> F <input type="checkbox"/> Date of birth (dd-mm-yyyy) : Nationality: Subject area of your degree/major: Email address: I agree that my email address may be later used to contact me: Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Traineeship: host, duration and motivation
Name of the host enterprise/organisation: Address (street, city, country): Begin of traineeship period abroad (dd-mm-20yy): End of traineeship period abroad (dd-mm-20yy): How many years of higher education did you complete prior to your traineeship period abroad? In which year/at which level were you during your traineeship abroad: Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Doctoral/Other <input type="checkbox"/> Do you consider the traineeship period to have been: too short <input type="checkbox"/> too long <input type="checkbox"/> just right <input type="checkbox"/> Which were the factors which motivated you to go abroad? <input type="checkbox"/> Academic (mandatory part of my curriculum) <input type="checkbox"/> Gaining relevant work experience <input type="checkbox"/> Acquiring new vocational knowledge and skills <input type="checkbox"/> Cultural <input type="checkbox"/> Live in a foreign country <input type="checkbox"/> Practice a foreign language <input type="checkbox"/> Friends living abroad <input type="checkbox"/> Career plans/enhance future employment prospects <input type="checkbox"/> European experience <input type="checkbox"/> Be independent/self-reliant <input type="checkbox"/> Other (please specify):

After the internship

At the end of the internship the monthly payments will be verified based on the dates shown on the internship certificate. Possible cases are as follows:

- = on departure: final 20%
- > with respect to departure: 20% final. No additional monthly payments due to Covid-19.
- < with respect to departure: calculation of monthly sums to be reimbursed (the final 20% might therefore not be paid)

After the internship

After uploading the document (Certificate of Attendance) the student receives the final 20% of the grant.

An e-mail from USI Lugano will confirm the bank transfer.

Applicants for SEMP grants must upload this document within **1 month from the end of the internship.**

Contacts:

Contact in Mendrisio:

Stefano Perregrini

Villa Argentina, Ufficio 205 (Level 2)

+41 58 666 5754

stefano.perregrini@usi.ch

placement.me@usi.ch

Contact in Lugano (only for emails about bank transfers):

Alissa Castelli

Main Building, Office 303 (Level 3)

Via Buffi 13, 6900 Lugano

alissa.castelli@usi.ch

careerservice@usi.ch