

## **INTERNSHIPS - WORKING ABROAD WITH SEMP (Swiss European Mobility Program)**

Notes for completing the form:

**Intern Role:** Collaborator/Intern/Trainee

**Content of internship:** To acquire the essential skills in using drafting instruments in the architectural field/ Improve their skills/ Learn work in a studio by collaborating with colleagues/ Joining the profession.

**% Employment:** 100% (mandatory)

**Employer's Supervisor:** Name of manager/head of office/reference person

**Means of transport:** means of transport used to reach the internship country

Frequently asked questions:

### **Who can apply for the SEMP grant?**

All students during their year of professional practice; the grant is awarded irrespective of academic performance, the existence of other grants and the student's financial situation.

### **Can only an EU student apply for an SEMP grant?**

No, the SEMP grant can be applied for by all students regardless of where they come from.

### **Is the United Kingdom among the countries covered by the SEMP programme?**

The UK has been confirmed for the year 2021/22.

### **Is the grant recognised for smart-working?**

Yes, only if it takes place in the host country. However, a verification/certification will be required.

### **If I return to my home country during my internship and work in smart-working, what happens?**

You will have to pay back the part of the grant for the smart-working period, while the part of the grant spent in the host country will be recognised.

### **What happens if I interrupt my internship after 1 month?**

You will be asked to return the full amount of the grant.

### **If I interrupt the internship due to Covid-19 or other reasons, can I ask for a refund for rent, flights, etc.?**

No, there are no refunds for extraordinary expenses.

### **If I filled in the online application form incorrectly, how can I correct it?**

You will have to fill in the form again. The previous registration will be deleted by the stage manager.

### **Is it possible to upload the document without insurance?**

We do not accept incomplete documents. All three insurances must be indicated and, in general, the document must be complete in all its parts.

### **Is it possible to change studies and apply for a new SEMP grant?**

No, the grant is only awarded once. If the student changes studies he/she will have to return the part of the grant that was not used.

### **If I change my place of study, for example from Barcelona to Paris, will my SEMP grant be confirmed?**

Yes, it is only possible to change studies and keep the grant if you move to a branch of the same study centre.

### **Can I use my parent's bank details?**

Yes, but the online enrolment form must be completed with the bank details of the parent.

**Is any type of bank recognised?**

No, N26 banks, PostePay, prepaid cards, etc. are not recognised.

**What do I have to do if I extend my internship in the same office?**

You don't need to do anything, just change the dates of your internship on the SV (Segreteria Virtuale) and inform the person in charge by e-mail. This year, due to the international health emergency, it is not possible to receive additional monthly payments.

**Do I need to have a bank in Switzerland?**

No, the grant can also be credited to a foreign account as long as I receive transfers in Swiss francs.

**How and where can I take out an insurance policy?**

You can take out an insurance policy in your country of residence or directly in the country where you are doing your training. All you need to do is go to any insurance agency of your choice.

**What if the studio does not have accident and liability insurance?**

The student must take out private insurance.

**Are there any criteria to be respected when taking out insurance?**

These criteria (e.g. maximum coverage, deductibles, etc.) are at the total discretion of the student who takes out the policy according to his or her own needs.

**Where can I find the documents for the SEMP Placement grant?**

They can be found in the SV (Segreteria Virtuale) by following the "placement process" provided.

**Is it possible to scan documents with a Smartphone?**

Yes, as long as they are legible, not folded and are A4 size in PDF format with a white background.

**Is it possible to fill in the documents by hand?**

Yes, but in legible block letters.

**How do I return the grant if I interrupt my internship?**

By contacting [placement.me@usi.ch](mailto:placement.me@usi.ch) you will be informed of the account number to which the transfer should be made.

**How long does it take to transfer 80% of the grant?**

Approximately one month after the beginning of the internship.

**If I am Italian, can I do my practice in Italy and apply for the SEMP Placement grant?**

Italian students with a B permit valid for the entire duration of the internship may apply for the SEMP grant and carry out the practice period in Italy. A copy of the permit must be sent by e-mail to the person in charge. Italian cross-border students cannot apply for the grant if they carry out their practice period in Italy.

**Is there a deadline for applying for a bursary?**

The grant can be applied for at any time during the placement year as long as it is made before departure.

**Is there a deadline for uploading the SEMP documents upon return from the internship?**

Documents must be uploaded within 1 month of the end of the work experience.

**When is the transfer of 20% of the grant made?**

Approximately one month after the end of the internship documents have been accepted by SV.