

INTERNSHIP WITH REPORT (3 ECTS) Guidelines for the academic year 2024-2025

Overview

- 3 ECTS can be earned by conducting an internship of at least 6 weeks including the writing of a report supervised by a professor of the Faculty of Economics and Business.
- Approval of the Director of the MScF is mandatory.
- No internship can be carried out during the first semester of the MScF programme nor should the internship negatively affect other course work.

Supervisors

- Prof. Peter Fiechter
- Prof. Michael Hasler
- Prof. Carolina Salva
- Prof. Florian Weigert

Step by step

1. Before your internship	<p>Find a suitable internship position with a company. Send an email to Prof. Weigert with the following information: name of the company, website, contact person (tutor), detailed topic and dates of the internship. If the internship is approved by Prof. Weigert, find a supervisor and send to the secretariat (Kira Facchinetti) the following forms, completed and signed:</p> <ul style="list-style-type: none"> • Internship/Research application form (signed by the student) • Internship and confidentiality agreement (signed by the student and the company/institution). <p>The secretariat arranges signature by the supervisor and returns fully signed documents to the student.</p>
2. Register in IS-Academia	<p>Register for the course "Internship with report (5AF2040)" for the semester of which you will validate your report. This will automatically register you for the exam session immediately following the end of the course.</p> <p><i>Fall semester 2024: registration between 17 September – 11 October 2024</i> <i>Spring semester 2025: registration between 17 February – 11 March 2025</i></p>
3. At the end of your internship	<p>Write a brief report, respecting the following requirements:</p> <ul style="list-style-type: none"> • Cover page template • Style guidelines • A4 format, Times New Roman 12, double-spacing • 3 sections: 1. Introduction, 2. Core (motivation, job description, link with financial theory, main challenges), 3. Conclusion • 10-15 pages (without appendices).
4. When and how to submit your report	<p>Four weeks before the beginning of the exam session, send the final version of your report (pdf) to your supervisor. At the same time send to Kira Facchinetti the following documents (pdf):</p> <ul style="list-style-type: none"> • Final version of the report • Internship certificate • Pledge of honour • Validation and assessment form. <p><i>For the January exam session: submit until 11 December 2024 (grades are published on 7 February)</i> <i>For the June exam session: submit until 5 May 2025 (grades are published on 27 June)</i></p>

