Università
della
Svizzera
italiana

Career Service

Mobility Online: Guidelines and Tips

October 2023

1. Why do I need to register my internship on Mobility Online?

You will have to register an internship on Mobility online for one of the following reasons (explanation for each point at the end of the document, cfr. Chapter from 6 to 9):

a. Validate a curricular internship (gain ECTS)
b. Request the <u>Internship agreement</u> (English, Italian or French version)
c. Request a <u>SEMP scholarship</u> for an internship abroad
d. Request the Migration Office letter (<u>Internship in Switzerland for foreign nationals</u>)

You must register an internship - even if extra-curricular - if you need one/more of the previous documents (this means *Internship agreement, SEMP scholarship or Migration Office letter*).

2. How to register your internship on Mobility Online

You can find the link to register your internship on our website: <mark>**Registration application internship on Mobility Online**</mark>
Login is done using your <u>SWITCH edu-ID credentials</u>.

3. Online application form

Once you have logged in for the first time, you access the registration form (*Application for a student internship*), which must be completed in all its parts (mandatory changes are marked with a *). Once you click on "submit", the system will send a confirmation email ("*Internship: Confirmation of registration*").

From now on, the **personal link** to access the platform is the one indicated at the **bottom of the email**. The login continues to be carried out with the SWITCH edu-ID credentials.
Do NOT delete this email, this personal link is the one you should always use to access Mobility Online and your Workflow.

Benvenuti sul portale di gestione della mobilità dell'Università della Svizzera italiana. Welcome on the portal for mobility management of Università della Svizzera italiana.

Login	☰	257248622368@eduid.ch
Password		Password-Input at next page

Login

To proceed, simply click on Login. You **do not have to change the number** that appears in the field Login. At this point, you go to the page where the SWITCH edu-ID credentials must be entered.

You will be directed to the SWITCH edu-ID page:

SWITCH edu-ID

Help   EN ⌄

Log in to: Mobility-Online   ⚙

Service description:
The High-End Standard Software for the web-based management of international educational cooperation and all types of academic mobilities.

SWITCH **edu-ID**

E-mail: mobilityonline.2.test@usi.ch

Password: •••••••••••••••••••••   👁

Create account   **Login**

Forgot password?

Options for personal data protection

SWITCH

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4.   How to use your Workflow on Mobility Online

Once the procedure is completed, a Workflow is automatically generated. <u>The Workflow is a step-by-step procedure to be followed and all the steps must be performed to proceed with the process.</u>

Your Workflow is the place where you will always see the status of your application and where all the actions required from you are indicated.
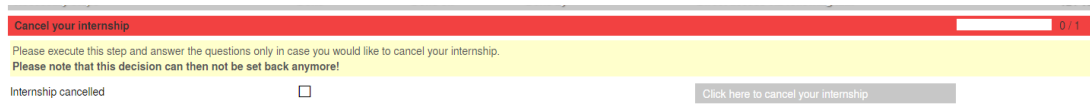
You can see all your Application Data, check the Workflow or select other applications (internship registered), in case you have more than one application in the system (Selection of the used application).

You have the option to delete your internship application, by clicking on "Cancel your internship".

Cancel your internship 0 / 1

Please execute this step and answer the questions only in case you would like to cancel your internship.
Please note that this decision can then not be set back anymore!

Internship cancelled ☐ Click here to cancel your internship

All the deleted application (internships) can be found here:

< **My Application Data**

? ⊗ English

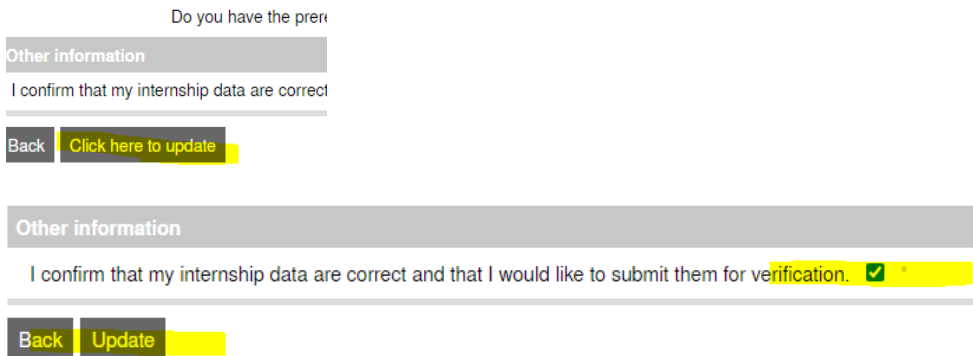**Search**

Workflow

Edit application

Download documents

Selection of the used application

Delete applications
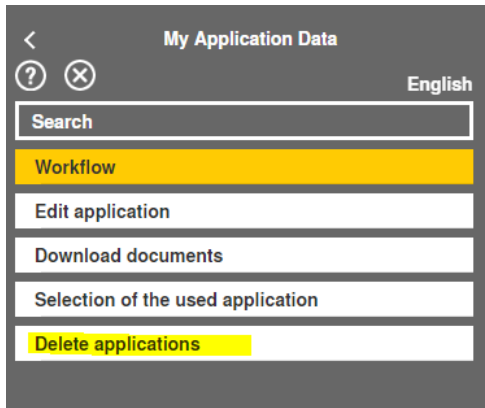
5. The "Click here to update" button.

Sometimes you will be asked to tick a box to confirm an information you have entered. Please note that you always need to click on "click here to update" first to activate the function, and then:

Do you have the prere

Other information

I confirm that my internship data are correct

Back | Click here to update

Other information

I confirm that my internship data are correct and that I would like to submit them for verification. ✅

Back | Update

Each time a step is completed, a green tick appears. The steps can be completed either by the student (upload of documents, confirmations, completion of information) or by the Career Service (verification of uploaded documentation, confirmation email, etc.).

Before the internship					4 / 7
Online application					
Confirmation e-mail online application	☑	19.06.2023	Automatically generated		
Online registration	☑				
Personal data completed	☑	31.05.2023	Alissamob Castellimob	Complete personal details	
Internship data confirmed	☑	19.06.2023	Alissamob Castellimob	Confirm/ modify information about the internship	
If you need an internship contract template, you may use the ones provided by the Career Service.					
Contract / Internship agreement template download	☐			Click here to access the templates	
Signed Contract uploaded	☐			Upload signed contract	

We suggest **you regularly check your Workflow**: sometimes we will inform you with an email about the following steps you can take on the Workflow (e.g., uploading or downloading internship documents), but sometimes we don't (e.g., if we upload new updated documents like a countersigned agreement).

6. Curricular internship

To <u>validate a curricular internship,</u> you will need to:

a. Pre-stage (registration):
   - Fill out the Internship registration form, download it and request the approval of your Academic Tutor – **ONLY for Bachelor in Economics and Master MEPIN**: the Academic Tutor will approve the registration form directly on Mobility Online, you do not need to download it and request the approval
   - Upload the Internship registration form approved and signed by your Academic Tutor
   - Upload copy of your internship contract (or internship agreement).

b. Post-stage (validation):
   - Fill out the internship final form, download it and request the approval of your Academic tutor - **ONLY for Bachelor in Economics and Master MEPIN**: the Academic Tutor will approve the final form directly on Mobility Online, you do not need to download it and request the approval
   - Update the internship final form, approved, and signed by your Academic Tutor
   - Upload the end of internship certificate, signed by your employer
   - Upload an updated copy of your CV (with the work experience you want to validate).

7. <u>Internship agreement</u>

You will be requested to update either your internship contract or your internship agreement signed by the you and the company on Mobility Online.

For the <u>Internship Agreement</u>: USI will countersign the document per last part. We will send you a confirmation email with the signed document within 7-10 days.
Important: insurances must be covered either by you or the company, otherwise USI will not be able to countersign the internship agreement.

8. <u>SEMP scholarship</u>

You can request a <u>scholarship</u> for both curricular and extra-curricular internship, during the registration of your internship.

You request the SEMP scholarship through the Online Application Form. All the documents and information about the scholarship will be handled in Mobility Online. You always have access to your Workflow, and we keep you posted by email as well.
More information about the scholarship and the requirements needed to get the grant are available here: <u>SEMP scholarship.</u>

9.   **Migration Office Letter (student B permit modification)**

With a B student permit issued in Ticino, international/overseas students are entitled to undertake a curricular internship in CH only by requesting a change of permit at the Migration Office in the Canton where the internship will be carried out. Register your internship with all the relevant information, to be able to download the mandatory letter requested from the Migration office in order to modify your student permit.