

MSc Science, Technology and Policy (MSc STP) – Programme Regulations 2019**Internship Guidelines**

The internship is a voluntary part of the MSc curriculum. The programme offers two different options: (a) a short internship which corresponds to a workload of 180 working hours; and (b) a long internship which corresponds to a workload of 360 working hours. The internship serves to make students familiar with policy analysis in a real-world setting.

The students choose the position of the internship themselves. The position needs to fulfil the aims and requirements described below. Internship positions must be approved by the Study Director before starting the internship. Students cannot register directly via myStudies.

1. Internship Opportunities

Job positions are available in the following areas: government agencies, NGOs, a regulatory or public affairs division of private sector firms, or consulting firms focused on policy analysis. Generally, the internship is performed outside the realm of the university. Students can largely act on their own initiative when choosing their internship.

2. Time and Duration**Time**

The internship can be started the earliest in the second semester.

Duration

The programme offers two different options:

- A short internship which corresponds to a workload of 180 working hours, to be completed within 3 months (6 ECTS points).
- A long internship which corresponds to a workload of 360 working hours, to be completed within 6 months (12 ECTS points).

3. Recognition of Internship

The internship needs to be approved by the Study Director. Students cannot register directly via myStudies.

4. Enrolment During the Internship

The internship constitutes a voluntary part of the MSc curriculum. The ECTS awarded for the internship are recognised in the category electives. Students can choose either the course unit

"860-0600-00L Internship – Short", which corresponds to the Short Internship, or the "860-0700-00L Internship – Long" for the Long Internship.

5. Administrative Procedure

To obtain credit points for the internship, the following steps need to be carried out:

Before starting the internship:

- Send a proposal with a short description to the Study Administration.
- The Study Administration will make the registration in myStudies after the Study Director has approved the proposal. After the registration has been confirmed, students can start the internship.

After the internship has been completed:

- Please hand in a confirmation by the host of the internship which proofs the successful completion, and a report (3-5 pages), summarising the activity and outputs during the internship.

After these documents have been handed in and the report has been approved by the Study Director, students will obtain the credit points.

6. Important Information for International Students from Non-EU/EFTA Countries

For international students from non-EU/EFTA countries, companies must obtain a work permit from the cantonal Office for Economy and Labour. Clarify the necessary procedure with your employer in advance. The internship is not compulsory for the MSc programme. This might make it more difficult for students from non-EU/EFTA countries to get a work permit. More information and links can be found through the [International Student Support of ETH Zurich](#).

7. Work Contract

A work contract regulates the work conditions and also the payment between the company and the intern. Within Switzerland, it is very common to have a work contract. Depending on the sector wages can range from CHF 0 to 4,000.–.

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