

Information on Internships in Switzerland – with SEMP

General information:

Switzerland has not been part of Erasmus+ as a program country since 2014. Since then, it has been a so-called partner country. Internships in Switzerland can therefore no longer be funded through Erasmus+. However, to facilitate internships and other stays, Switzerland has created its own funding program: **SEMP** ([Swiss-European Mobility Program](#)). The program can be used to fund people from Switzerland and their stays abroad in Europe, as well as to provide financial support for stays in Switzerland by people from Europe.

You should note, however, that the funds are allocated by the Swiss universities themselves. This means that funding is often only available for internships and theses at the respective universities (e.g. in university laboratories, institutes).

But sometimes internships with partner organizations and companies can also receive financial support; ask about this at the International Office of the associated university.

Procedure:

1. Search for a suitable internship
Ask your instructors/professors about possible partner institutions at higher education institutions/universities in Switzerland or use our [search engines](#).
2. Recognition
If you find an interesting and suitable internship, please check with your internship coordinator or module coordinator whether you can have the internship recognized and receive credits.
3. Contact the International Office of the institution in Switzerland
As soon as you find an internship, please also contact the International Office of **the associated university**. You can get more information and forms for the application process there.
4. Sign the Learning Agreement
One of the documents in this process will definitely be the Learning Agreement. This is a kind of contract that defines administrative matters and what your tasks will be. The document must be signed by the "Sending Institution" (in this case by us or your internship coordinator), the "Hosting Institution" (the Swiss university) and you.

Here are some examples of the procedure:

University of Zurich: https://www.int.uzh.ch/en/in/traineeships_STREAM/finances-semp.html (accessed 02/2022)

University of Bern:

https://www.unibe.ch/unibe/portal/content/e1006/e811173/e811753/e811971/e812172/e1052895/files1052898/EN_SEMPPraktikumMerkblatt_Students_eng.pdf (accessed 02/2022)

Financing:

As a student from Germany in the SEMP program, you are currently eligible to receive a monthly scholarship rate of CHF440.

If you want to complete an internship in Switzerland that is not at a university/higher education institution or partner institution, you can apply for a PROMOS scholarship. More information can be found [here](#). The monthly scholarship rate for Switzerland is currently EUR450.

PROMOS and SEMP can NOT be combined with each other! Only internships for which SEMP funding is excluded can be funded with PROMOS.

Another financing option would be financial aid through the [Auslands-BAföG](#). You can also receive BAföG funding for a mandatory internship abroad if you have not previously received BAföG funding in Germany. It is definitely worthwhile for you to apply. In contrast to domestic BAföG, the Potsdam Association of Student Affairs (Studentenwerk) is not responsible for international BAföG, however. Please submit your application to the Auslands-BAföG office of the [Augsburg Association of Student Affairs](#).

More information on Auslands-BAföG in Switzerland is available [here](#).

If you have any questions, please do not hesitate to contact the following International Office employee:

Elisabeth Borsdorf &

Cosima Pfitzner

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International Office

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Telephone office hours:

Mon: 10:00 a.m.-12:00 noon & 01:00 p.m.-03:00 p.m.

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Zoom counseling

Upon request

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