

Guideline: Internships

Within the MAEA it is possible to do an internship and gather 6 ECTS points for your MAEA studies. 6 ECTS points can be accredited in the “free electives” block.

1. Minimum Requirements

The minimum length of an internship to be accredited is 12 weeks at full-time employment (100%). The length of the internship must be extended accordingly if working part-time. Minimum employment is 50%.

The internship has to be related with the MAEA program.

2. Finding an Internship: Some good starting points...

Federal Government

<https://www.stelle.admin.ch/stelle/de/home/stellen/stellenangebot.html>

Swiss National Bank (SNB)

http://www.snb.ch/de/ifor/job/internships/id/trainee_vacancies

Swiss Federal Railways (SBB)

<http://www.sbb.ch/sbb-konzern/jobs-karriere/offene-stellen/job-suche.html>

Economic Consulting

<https://www.ecoplan.ch/de/ecoplan>

<https://www.bak-economics.com/>

<https://www.bss-basel.ch/de/>

<https://www.polynomics.ch/en/>

Canton of Bern

https://www.jobs.sites.be.ch/jobs_sites/de/index/navi/stellenmarkt/stellen.html

Job posting site:

<https://www.jobs.ch/en/>

3. Approval

Before starting the internship, it has to be approved by the MAEA – Team.

Fill out the following form:

http://www.vwi.unibe.ch/unibe/portal/fak_wiso/b_dep_vwl/a_inst_vwl/content/e195818/e195991/e276174/e276175/e454851/FormularVWLPraktika_ger.pdf

Write a short (1-2 pages) internship description.

Hand in the form and internship description together with an actual transcript of records and send them to maea@vwi.unibe.ch. You will be notified whether or not the internship is approved to be accredited.

4. Acceptance

After completing the internship write an internship report (2-3 pages) signed by your boss and send it to maea@vwi.unibe.ch.

If the report is accepted 6 ECTS points will be accredited to your records in the block “free electives”.