



AGREEMENT FOR AN INTERNSHIP

MASTER OF SCIENCE IN MANAGEMENT AT GSEM

THE COMPANY/ THE ORGANIZATION

Name: _____
Address: _____
Internet site: _____

HUMAN RESSOURCE REPRESENTATIVE

Name: _____
Address: _____
Telephone: _____
Email: _____

INTERNSHIP SUPERVISOR

Name: _____
Job title: _____
Address: _____
Telephone: _____
Email: _____

GSEM PROFESSOR

Professor: _____
Address: _____
Telephone: _____
Email: _____

INTERN

Name: _____
Address: _____
Telephone: _____
Email: _____



PREAMBLE

Students in the Master of Science in Management program at Geneva School of Economics and Management (GSEM) are requested to complete an internship of a minimum duration of 16 weeks after completing the first year of the Master program with 60 ECTS credit points.

Independent of person, status or function, this agreement form addresses both men and women.

IT IS AGREED AS FOLLOWS:

1. THE INTERNSHIP

- The internship takes place in the field of:

- The objectives of internship are:

- The duration of the internship, which must be a minimum of **16 weeks full time**, normally within the same field, extends from _____ to _____ 20_____.
- The internship is part of the Master of Science in Management program. The purpose of the internship is to enable the student to apply the knowledge acquired during his studies in the Master of Science in Management program and should prepare him for the working world.
- Within the Host Company/ organization, the student is placed under the direction of the internship supervisor.
- After completion of the internship, the student is required to write an internship report that describes the activity of the internship. The minimum length of the internship report is four pages 1.5 spaced with 12 Arial font size.



2. THE INTERN

- During the internship, the intern remains registered as a student at the University of Geneva.
- Intern nationals of an EU country, EFTA state, or a third party, must be informed and comply with the rules in force concerning the formalities related to the internship as part of his/her stay in Switzerland
- He is committed to undertake the internship under the rules applicable to the exercise of professional activities within and in accordance with training requirements and regulations of the Master of Science in Management program.
- He certifies to be covered by health and accident insurance during the internship period. The university will not be held accountable for any potential liability in this regard.
- The University of Geneva and GSEM, in which the intern is enrolled, are not liable for any responsibilities in this regard.

3. RESPONSABILITIES OF THE THREE PARTIES

THE COMPANY / THE ORGANIZATION

- The company/organization hosts the intern and provides him with necessary means to achieve the goals of the internship. In particular the host company/organization should :
 - appoint a qualified and experienced supervisor who is in charge of guiding and advising the intern;
 - inform the intern about the objectives he must reach;
 - provide the intern with the necessary tools and instruments to achieve his task;
 - hand over an internship certificate upon successful completion of the internship;
 - inform the intern and the study advisor in case of any substantial modifications of the original internship plan occur;
 - obtain a work authorization in case the intern is a foreigner in the country where the internship is taking place;
 - comply with the applicable legal standards during the internship.
- The company/organization defines the terms of engagement and retribution by taking into account the specificities and the objectives of the internship as well as specific abilities and skills of the intern.

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- GSEM defines the general internship objectives. The Professor at GSEM is responsible for:
 - verifying that the objectives and the content of the internship satisfy the academic and professional requirements of an internship at GSEM;
 - evaluating the internship certificate of the company/organization;
 - validating the internship report of the intern;



THE INTERN

- The intern commits himself to :
 - fulfil the tasks of his internship with utmost care and diligence;
 - conform to rules and internal directives of the company/organization;
 - behave with integrity and discretion concerning to all confidential information of the company/organization and respect any obligation of confidentiality defined by the hosting company/organization;
 - respect the specific requirements of the Master of Science in Management at GSEM;
 - write an internship report.

4. DURATION OF THE INTERNSHIP

- The internship is agreed upon for a limited duration. It automatically ends at the end of the agreed duration.
- The parties can consider a probation period. In this case, the notice period during the probation time is 7 days.

5. REMUNERATION

- Unpaid internship.
- Paid internship according to the following modalities::

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It should be noticed that the salary of the intern is subject of social contributions and taxes according to the existing laws.

6. HOLIDAYS

The intern is entitled to 4 weeks of vacation per year fixed proportionally and according to the duration of the internship.



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APPLICABLE LAW

The labour relations during the internship have to satisfy the applicable law of the place where the internship takes place.

If the internship is carried out in Switzerland, the host company/organization is obliged to respect the regulations regarding labour law and the social insurance law, as well as other legal federal and cantonal regulations.

For the company /
Organization:

The intern:

For GSEM :

Internship supervisor

The student

Professor

Date _____

Date _____

Date _____

Important notice: this document, in its original form, remains the property of the University of Geneva and is not considered as a work contract. If requested, a copy can be sent to the host company/organization.

Université de Genève – Uni Mail

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In case of questions, please contact:

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