



STUDENT	
Last name (Ms./Mr.):	First name:
Email: @etu.unige.ch	Registration No.:
Mailing address:	Tel. No.:

COMPANY/ORGANIZATION
Name:
Mailing address:
Website:

HUMAN RESOURCE REPRESENTATIVE	
Last name (Ms./Mr.):	First name:
Email:	Tel. No.:
Mailing address:	

INTERNSHIP SUPERVISOR	
Last name (Ms./Mr.):	First name:
Job title:	
Email:	Tel. No.:
Mailing address:	

GSEM PROFESSOR	
Last name (Ms./Mr.):	First name:
Email:	Tel. No.:
Mailing address:	

PREAMBLE

Students in the Master program in Responsible Management at the Geneva School of Economics and Management (GSEM) are requested to complete an internship with a minimum duration of 12 weeks after completing the first year of the Master program with 60 ECTS credits.

THE INTERNSHIP

- The internship takes place in the field of _____
- The objectives of the internship are:

- The duration of the internship, which must be a minimum of 12 weeks full time, normally within the same field, extends from _____ to _____.
- The internship is part of the Master program in Responsible Management. The purpose of the internship is to enable the student to apply the knowledge acquired during her/his studies in the Master program and to prepare her/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 (12 Arial font size, 1.5 spaced).

THE INTERN

- During the internship, the intern remains registered as a student at the University of Geneva.
- Intern nationals of an EU country or of an 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 her/his stay in Switzerland.
- The intern is committed to undertaking the internship under the rules applicable to the exercise of professional activities within and in accordance with training requirements and regulations of the Master program in Responsible Management.
- The intern 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.

Responsibilities of the Three Parties

THE COMPANY/THE ORGANIZATION

- The company/organization hosts the intern and provides her/him with the necessary means to achieve the goals of the internship. Particularly, the host company/organization should:
 - Appoint a qualified and experienced supervisor in charge of guiding and advising the intern.
 - Inform the intern about the objectives s/he must reach.
 - Provide the intern with the necessary tools and instruments to achieve her/his task.
 - Hand over an internship certificate upon successful completion of the internship.
 - Inform the intern and the study advisor if any substantial modifications of the original internship occur.
 - Obtain a work authorization if the intern is a foreigner in the country where the internship takes place.
 - Comply with the applicable legal standards during the internship.
- The company/organization defines the terms of engagement and remuneration by taking into account the internship's specificities and objectives, as well as the intern's specific abilities and skills.

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The GSEM defines the general internship objectives. The professor at the GSEM is responsible for:

- Verifying that the internship's objectives and content satisfy the academic and professional requirements of an internship at the GSEM.
- Evaluating the internship certificate of the company/organization.
- Validating the intern's internship report.

THE INTERN

The intern commits herself/himself to:

- Fulfil the tasks of the internship with utmost care and diligence.
- Conform to rules and internal directives of the company/organization.
- Behave with integrity and discretion concerning all confidential information of the company/organization and to respect any obligation of confidentiality defined by the hosting company/organization.
- Respect the specific requirements of the Master program in Responsible Management at the GSEM.
- Write an internship report.

DURATION OF THE INTERNSHIP

- The internship is agreed upon for a limited duration. It automatically ends once the agreed-upon time period expires.
- The parties may consider a probation period, in which case the notice period during the probation time is seven days.

REMUNERATION

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

Note that the intern's salary is subject to social contributions and taxes according to the existing laws.

HOLIDAYS

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

APPLICABLE LAW

The labor relations during the internship must 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 labor law and the social insurance law, as well as other legal federal and cantonal regulations.

Company:

Student:

GSEM:

Signature

Signature

Signature

Date: _____

Date: _____

Date: _____

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

Please send the completed and signed form to the GSEM Student Services, Uni-Mail, 3rd floor, Office 3287A or by email to gsem-management@unige.ch.