INTERNSHIP AGREEMENT

Between

University of Lausanne,

Represented by Prof. Leïla Kebir, Responsible for the Master in tourism studies’ Internship Department at University of Lausanne in Sion CP 4176, CH-1950 Sion 4 - Hereinafter referred to as "**UNIL**"

And

**Student’s name:**

Permanent address:

Tel:

On the one hand, hereinafter referred to as "**the student**"

As well as

**The host organization**:

Represented by:

Address:

On the other hand,hereinafter referred to as **"the host organization"**

**Supervision**: Name and function of the supervisor in the host organization

**Name:**

**Function:**

**Email:**

**Tel. / Mobile:**

Hereinafter referred to as **"the Supervisor"**

The supervisor must be available throughout for the duration of the internship.

Length of the internship

Number of months:

**Dates**: FROM       UNTIL

The working timetable is set by the host organization and is in compliance with the working regulations.

The internship will take place in the premises of the host organization at this following address (if different from host organization’s address):

For the purposes of the internship, the student may, at the request of the host organization, be authorized to travel. The internship must not in any case prejudice the student’s university training.

**Internship Agreement**

**Academic Year 20**       **/ 20**

**ART.2: Projects, Goals and Purpose of the Internship:**

The purpose of the internship is to enable the student to apply the theoretical and methodological tools acquired during his university education, identify their skills and confirm their professional goal.

The internship aims to prepare the student to enter working life through better knowledge of the host organization and reduce its time to adapt to the host organization and employment. The internship is part of the training and the student's personal and professional project.

The internship program is established by the host organization based on the general program of the training. This program must be part of the specialization and the student's skills.

**ART.3: Partner’s agreement**

**3.1 Applicable Rules to the Internship**

Salary / Gratuity

The student may receive, from the host organization, a financial support (monthly or one-off amount). The opportunity and the amount are left to the discretion of the latter.

Monthly salary CHF

And/ or bonus (one-off amount) CHF

If the internship is longer than three consecutive months, it must be subject to a bonus and the amount can be fixed by branch agreement or extended professional agreement or, failing that by decree. This requirement does not apply to internships taking place in non-profit associations or public organizations.

During the internship, the student remains a student of the University and is affiliated with the same social security scheme as during his/her training period (health insurance, maternity, professional accident insurance and possibly family benefits,). In addition, the student must provide a certificate of liability coverage, as the UNIL does not cover this type of risk.

**3.2. Host organisation’s commitment**

The host organization commits to supervise the student during the internship and to only give him tasks that contribute to his/her training.

The host organization confirms to have an insurance policy covering its civil liability and professional accidents. In case problems arise, the host organization is required to contact without delay with the head of internship at the UNIL and to disclose any detailed report requested.

In case of accident occurring to the student either during his/her internship, or during the journey home, the host organization undertakes to inform UNIL and send a copy of the declaration of work accidents, specifying the reference of the internship. On the declaration, the host organization will appear as the employer.

In case of interruption of the course for any reason whatsoever, the head of the host organization shall report in writing to the person in charge at UNIL.

**3.3 Student’s commitment**

The student is not covered by UNIL for damage he / she may cause to third parties. Prior to the signing of this agreement, the student agrees to take out an insurance policy covering "civil liability" with any insurance company of his/her choice. During the internship period, the student can return to the establishment to follow all educational activities whose date is communicated to the head of the host organization. The student must comply with the rules and practices of the host organization regarding hours of attendance, internal regulations, hygiene and safety rules and confidentiality.

The student is bound by a rule of discretion during and after the training period. If he / she should be exposed to knowledge and information about the host organization, during the internship, he / she can only use it with the agreement of the host organism. **The student is not allowed to interrupt the internship on his/her own initiative, failing which, he/she might lose all benefits.** In case of absence, the student must notify within 24 hours of the internship supervisor and the host organization. If the internship takes place abroad, the student is advised to take out personal repatriation insurance. In case of accident, it is up to the student to report the accident to his/her insurance.

**3.4 Property rights**

If the student is paid, the results of his/her work belongs - unless otherwise agreed by both parties – to the host organization and the student who can make use of it within the rules in force in their respective areas of activity.

If the internship is not paid, property rights of the results of his/her work fully belong to the student.

**3.5 Breach of Internship**

The internship may be suspended or interrupted by one of the partners in the event of non-compliance with the commitments. In this case, the partner involved must notify the other parties immediately. In case of breach of internship, an evaluation report has to be signed with the mention "early termination" and reasons.

**ART.4: Internship Evaluation**

At the end of the internship, an evaluation report is completed by the host organization and delivered to the UNIL. The student shall also write an internship report approved by the host organization. A copy of this report shall be sent to the University. At the request of the host organization, the report may be confidential.

**ART.5: Pedagogical Project and Internship Content** (please attach the mission statement if available)

**Contents: activities entrusted to the student:**

**The internship’s theme:**

**Mission entrusted to the student:**

The parties

**The head of MET and Internship Department at UNIL**

Date:       Name: **Prof. Leïla Kebir** Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The student**

Date:       Name:       Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The supervisor in the host organization**

Date:       Name:       Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_