



UNIL | Université de Lausanne
Faculté des géosciences et de l'environnement
Secrétariat Master in Environmental Geoscience
bâtiment Géopolis
CH-1015 Lausanne

Master in Environmental Sciences Internship agreement

I. Parties

Student / Intern	
NAME:	Immatriculation N°:
Phone:	Email:
Address:	Academic year:
.....	Orientation:
.....	

Home institution: FGSE - Faculté des géosciences et de l'environnement Université de Lausanne (UNIL), Suisse	
The thesis supervisor at the University of Lausanne:	
NAME:	Function:
Phone:	Email:
Address	
at Unil:	
.....	

Host organization:	
Contact person - Tutor / Internship manager	
NAME:	Function:
Phone :	Email:
Address:	
.....	
.....	

Faculté des géosciences et de l'environnement
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II. DETAILS OF THE PROPOSED TRAINING PROGRAM

Planned dates of the internship:
from (dd/mm/20yy) to (dd/mm/20yy)
Number of weeks: Activity percentage:
Number of credits awarded (in agreement with the supervisor at UNIL):

- Knowledge, skills and competences to be acquired:
.....
.....
.....
.....

- Detailed program of the training period:
.....
.....
.....
.....

- Tasks of the intern:
.....
.....
.....
.....

- Monitoring and evaluation plan:
.....
.....
.....
.....



III. COMMITMENT OF THE THREE PARTIES

By signing this document, the student, the home institution and the host organization confirm that they will respect the principles of the Quality Commitment for student internships set out in the document below.

The student

The student is responsible for his/her choice of internship

Signature of the student: Date:

The home institution

We confirm that this contract defining the proposed internship program is approved.

If the internship is validated, the home institution will recognize it by entering the training period and the number of ECTS credit awarded (up to a maximum of 20 ECTS credits) in the free-choice module.

Signature of the thesis supervisor at UNIL Signature of the Master's coordinator

Date : Date :

Host organization

The student will receive financial support for their internship: yes No

If so, specify the monthly amount of financial support:

The student will receive a non-monetary contribution for his internship: Yes No

If so, please specify what type of contribution:

Name and function of the tutor /internship manager (person supervising the internship). To be specified if different from the contact person
.....

Number of permanent employees in the department (team) hosting the student
.....

Number of other interns hosted at the same time in the department (team) hosting the student:
.....

We confirm that this proposed internship program is approved. At the end of the internship, the organization will issue the student with a certificate of internship activity and fill in the assessment form.

Signature of the tutor /internship manager
Date:

Commitment to quality

The home institution undertakes to:

Define the learning outcomes of the internship in terms of knowledge, skills and competences to be acquired.

Help the student choose the appropriate host organization, project duration and internship content to achieve these learning outcomes.

Select students on the basis of clearly defined and transparent criteria and procedures and sign an internship agreement ("scholarship contract") with the selected students.

Fully recognize the satisfactorily performed activities specified in the internship agreement.

Evaluate with each student the personal and professional development acquired during his participation in the internship.

The home institution and the host organization jointly undertake to:

Negotiate and agree on a tailor-made internship agreement (including the internship program and the agreements) for each student as well as the appropriate supervision methods.

Monitor the course of the internship and take appropriate action if necessary..

The host organization undertakes to:

Assign tasks and responsibilities to the student (as stipulated in this Internship and Quality Commitment Agreement) to correspond to the knowledge, skills, competences and objectives of the training and to ensure that the equipment and the appropriate supports are available.

Establish a contract or equivalent document for the internship in accordance with the requirements of national legislation.

Designate a tutor to advise the student, help him/her integrate into the host environment and monitor the progress of his/her training.

Provide logistical support, if necessary.

Communicate with the home institution of any problems and changes regarding the internship.

The student undertakes to:

Comply with all negotiated arrangements for their internship and do his/her best for the success of the internship.

Respect the rules and regulations of the host organization, its working hours, the code of conduct and the rules of confidentiality.

Communicate with the home institution of any problems and changes regarding the internship.

Submit a report (in the format specified by the thesis supervisor and the internship tutor) and all required supporting documents at the end of the internship.

All parties:

Will keep the home establishment informed of their exchanges.

The internship can be suspended or interrupted by one of the partners in the event of non-compliance with their commitments. In this case, the partner in question immediately informs the other parties.