



UNIL | Université de Lausanne  
Faculté des géosciences et de l'environnement  
Secrétariat du master en géographie  
bâtiment Géopolis  
CH-1015 Lausanne

## INTERNSHIP CONTRACT

### I. Contact details and general information

**Student's name and first name:** .....

Registration number: ..... Orientation: .....

Address: .....

Telephone: ..... Email: .....

**Name of UNIL supervisor:** .....

Affiliated Faculty: ..... Function: .....

Professional telephone: ..... Professional email: .....

**Host organization:** .....

Name of host organization tutor: .....

Function: .....

Address: .....

Telephone: ..... Email: .....

**Proposed dates for the internship**

From (dd/mm/yyyy) ..... to (dd/mm/yyyy) .....

Number of weeks: ..... Activity rates: .....

Number of ECTS credits allocated (in agreement with UNIL supervisor): .....

### Final approval

The secretariat of the MSc GEO certifies that this document has been duly completed and the mention "in progress" is added in the student's academic file.

Place and date: ..... Signature and stamp: .....



## II. Details of the proposed training program

- Knowledge, skills and competences to be acquired \*:

- Detailed program of the training period\*:

- Tasks of the trainee\*:

- Monitoring and evaluation plan\*:

- If the master's thesis is linked to the internship, specify the link between the internship report and the thesis\*:

*\* if the space available is not sufficient, it is possible to complete the information on a document to be attached.*

### **III. Bonus**

The student may receive a bonus from the host organization, the opportunity and amount of which are left to the discretion of the host organization.

Amount of remuneration / bonus: CHF \_\_\_\_\_ .

### **IV. Commitments of the parties**

#### **1. The supervisor of the University of Lausanne undertakes to:**

Select internship credit requests on the basis of clearly defined and transparent criteria and procedures.

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.

Prepare the student for professional life.

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

#### **2. The host organization undertakes to:**

Assigning tasks and responsibilities to student (as stipulated in this internship contract) to match the knowledge, skills, competencies and objectives of the training and to ensure that the appropriate equipment and support are available.

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

Communicate to the supervisor of the University of Lausanne of any problems and changes regarding the internship. The host organization defines and communicates in writing to the trainee the conditions of remuneration, taking into account the specificities and objectives of the internship as well as its formative nature, the advantages offered if any, the terms of suspension and termination of the internship, the internal regulations as well as the modalities relating to the social security system provided for, the conditions under which the trainee is authorized to be absent, in particular within the framework of obligations certified by the University of Lausanne.

In the event that the internship is interrupted for any reason whatsoever, the head of the host organization notifies the supervisor of the University of Lausanne.

#### **3. The Student undertakes to:**

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

Communicate with the supervisor of the University of Lausanne about any problems and changes concerning the internship.

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

Respect the rules and practices of the host organization: with regard to staff entry and exit times, internal regulations, health and safety rules, and confidentiality.

Maintain the strictest confidentiality regarding all information of which he / she would have knowledge in the context of - or in connection with - the internship. This duty of confidentiality remains after the end of the internship and can only be terminated, in whole or in part, with the written authorization of the host organization.

## **V. Insurance**

The student certifies by his / her signature that he / she is covered by health and accident insurance and has taken out insurance guaranteeing his / her own civil liability during the period of the internship. The FGSE, respectively the University, is released from any responsibility in this regard. In addition, if the student is domiciled abroad, he / she is required to take the necessary steps with insurance in connection with his internship.

If the internship takes place outside the Swiss territory, the student is invited to take out personal repatriation insurance.

In the event of an accident, regardless of the location of the internship, the student is responsible for reporting the accident to his / her insurance.

## **VI. Applicable law**

This contract is governed by Swiss law.

The standards of the Code of Obligations and in particular those relating to the employment contract are applicable insofar as this contract and its appendices do not validly derogate from them.



By signing this contract, the student, the supervisor and the host organization confirm that they are aware of the contractual conditions and agree to comply with them.

**The Student**

The student is responsible for his / her choice of internship.

Signature of the student: ..... Date: .....

**The University of Lausanne**

The supervisor confirms that the proposed internship program is approved:

Signature of the supervisor: ..... Date: .....

The master's coordinator validates this internship so that it can be recognized in the student's academic course.

Name and signature of the master's coordinator:

..... Date: .....

**The host organization**

The host organization confirms that the proposed internship program is approved. At the end of the internship, the organization will issue an internship certificate to the student.

Signature of the tutor: ..... Date: .....