



**Certificate for an extra-curricular internship  
for students registered at the University of Lausanne**  
(Adopted by the Rectorate of the University of Lausanne on July 5, 2010,  
modified on January 20, 2021)

between

**The company** (name and address):

.....  
.....  
.....  
.....

Represented by: .....

**The University of Lausanne** (address):

.....  
.....

Represented by Service / Faculty: .....

**The intern** (name and surname): .....

Programme followed at the University of Lausanne: .....

**The terms and procedures are as follows:**

The internship defined below is recorded as part of the intern’s registration at the University of Lausanne.

- Description of tasks:

.....  
.....  
.....  
.....

- The internship will take place from ..... to .....
- Expected number of working hours per week: .....
- The intern must be supervised within the company by a qualified and experienced supervisor, whose name is specified in the internship certificate.

Name of supervisor: .....

The internship should be completed within one department of the company. It should be dedicated, if possible, to a specific project identified by the company.

The company defines and communicates in writing to the person undertaking the internship:

- the conditions of remuneration taking into account the specificities and objectives of the internship as well as its formative nature
- the eventual fringe benefits
- the terms of suspension and termination
- the internal regulations and the terms of any social insurance contributions
- the conditions under which the intern is authorised to be absent, in particular in the framework of duties certified by the educational institution.

The present certificate is signed between the company represented by the supervisor, the intern and a representative of the University. This certificate ensures the recognition of the status of intern in the company.

Once his/her internship certificate is signed (or within the first two weeks of the internship at the latest), the intern must give a copy to the University representative and a copy to the supervisor.

The intern must be covered by health and accident insurance and must have personal liability insurance to cover the length of the internship. The University is relieved of any responsibility in this regard.

Place, date: .....

The supervisor: .....

The intern: .....

For the University of Lausanne: .....

The present certificate has been written in French and English, both versions being deemed authentic, but for legal purposes the text in French is to be given priority of interpretation.