

## INTERNSHIP AGREEMENT

Company (Name): .....

Intern (Last name, first name): .....

and

Professor (Last name, first name): .....

### Agree of the following:

#### THE INTERNSHIP

- The Internship concerns the following theme: .....
- The length of the internship, which must be **at least 4 weeks, full-time**, must be carried out in one department only, which is ..... The internship is dedicated to a precise project, defined by the company.
- At the end of the internship, the professor will evaluate the internship thesis by attributing a grade and possible remarks. The company will make its remarks concerning the internship in the Internship Certificate form, provided by the intern.

#### THE INTERN

- The intern will write a thesis based on his/her activity in the company.
- The intern must inform him/herself of and respect the rules and regulations of the country in which the internship takes place.
- He/She agrees to undertake the internship according to the rules regarding professional activities and the educational requirements of the University of Neuchâtel as well as the regulations of the Bachelor of Science in Economics and Business.
- The intern confirms that he/she is covered by the required health and accident insurance and has also contracted liability insurance for him/her during the internship period. The Program Committee and the University of Neuchâtel decline all responsibility in this matter.
- The intern remains registered at the University of Neuchâtel until the Bachelor programme is completed.

#### THE COMPANY

- The intern must be **supervised by a competent tutor within the company**.
- The company decides, together with the intern, the hiring and payment terms by taking into account the nature and goals of the internship as well as the educational aspect of the latter.
- The tutor will receive a bound copy of the internship thesis. He/she will transmit his appreciation in writing to the professor in charge of supervising the intern by way of the Internship Certificate form.

#### THE PROFESSOR

- The academic monitoring of the internship is carried out by a professor of the Bachelor programme or another member of the academic staff.
- The professor designated to monitor the intern will supervise the latter according to the terms provided.

Place: ..... ,date: ..... Company: .....

Place: ..... ,date: ..... Intern: .....

Place: ..... ,date: ..... Professor: .....