

INTERNSHIP AGREEMENT Convention de stage

Company (Name):

Represented by (first and family name):

Intern (first and family name):

and

The University of Neuchâtel, represented by the Director of the Master of Science in Applied Economics (MScAPEC):

Professor (first and family name):

Agree to the following:

THE INTERNSHIP

- The length of the internship, which **must be at least 12 weeks, full-time**, must be carried out in one department only. 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 student 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 MScAPEC.
- 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 professor and the University of Neuchâtel decline all responsibility in this matter.
- The intern remains registered at the University of Neuchâtel until the MScAPEC program is completed.

THE COMPANY

- A competent tutor within the company must supervise the intern.
- 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 UNIVERSITY

- The academic monitoring of the internship is carried out by a professor of the MScAPEC program.
- The professor designated to monitor the intern will supervise the latter according to the terms provided.

Location and date: Signature company tutor:

Location and date: Signature intern:

Location and date: Signature professor: