

MASTER THESIS INTERNSHIP AGREEMENT Convention de stage

Company (Name):

Intern (First and last name):

and

Professor (First and last name):

Agree to the following:

THE INTERNSHIP

- The Internship concerns the following theme:
- The length of the internship, which **must be at least 12 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 student must inform him/herself of and respect the rules and regulations of the country in which the internship takes place.
- She/he 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 Master of Science in Finance (MScF).
- The intern confirms that she/he 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 MScF programme 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. She/he 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 MScF programme.
- The professor designated to monitor the intern, will supervise the latter according to the terms provided.

Place: Date: Signature company tutor:

Place: Date: Signature intern:

Place: Date: Signature professor: