

Master of Science in Finance - Internship and confidentiality agreement

Student (last name, first name)	
Academic supervisor (last name, first name)	
Company/Institution name	
Tutor in the company (last name, first name)	
Internship start date	
Internship end date	

Agree to the following:

The internship

- The internship must last a minimum of 6 weeks, full-time, for an internship with report (3 ECTS), or a minimum of 12 weeks, full-time, for an internship thesis (30 ECTS). It is dedicated to a specific project that may be defined by the company.
- At the end of the internship, the internship report/thesis is evaluated by the academic supervisor who will assign a grade and possible remarks. The tutor of the company will give feedback during the defence, if applicable, or by filling out the ad hoc Internship certificate.

The student

- Writes an internship report or thesis based on a company/institutional problem statement or external data collection.
- Is responsible for informing himself/herself and complying with the rules in force where the internship is carried out.
- Agrees to undertake the internship according to the rules regarding the professional activities and the educational requirements of the University of Neuchâtel as well as the regulations of the relevant programme.
- 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.
- Remains registered at the University of Neuchâtel until completion of the master programme.

The company/institution

- Appoints a competent tutor who will supervise the intern during the internship.
- Defines, with the student, the conditions of the hiring and the payment terms by taking into account the nature and the goals of the internship as well as the educational aspect of the latter.
- Receives an electronic copy (PDF) of the report/thesis written based on the internship.

The academic supervisor

- Is responsible for the academic monitoring of the internship which is carried out by a professor of the master programme or by a member of the Faculty of Economics and Business, in agreement with the director of the programme.
- Designated to monitor the student, will supervise the latter according to the terms provided.



Confidentiality agreement regarding the internship report/thesis

The company/institution that agrees to provide the information necessary for the writing of a report/thesis, does so if its own free will. This shows confidence in the discretion of both the student and the University. To avoid any misunderstanding, it is reminded that:

1. The intern alone, and in no way the University or its entities, is responsible for the proposals and conclusions of his/her work. This must be mentioned on the flyleaf of the report.
2. The contents of the report/thesis, although it remains the property of the student, cannot be distributed in any way, without written permission from the company/institution. If permission is given, the publishing of the report/thesis is nonetheless subject to the approval of the academic supervisor, regarding the scientific or educational aspects of the report/thesis.
3. In the case of professional and/or commercial use of part of the entire report/thesis, the intellectual property of the work belongs, as a rule, to the authors. The rights of the University and its representatives are nonetheless maintained.
4. The student must maintain complete secrecy regarding the company's/institution's activities and must be considered strictly confidential, unless otherwise stated by the company/institution management.

The student's attention is drawn to the articles 321 and 162 of the Swiss Penal Code (in French)

- L'article 321 ch. 1 stipule en substance que ceux "qui auront révélé un secret dont ils avaient eu connaissance à l'occasion de leurs études, seront, sur plainte, punis de l'emprisonnement ou de l'amende. La révélation demeure punissable alors même que le détenteur du secret a achevé ses études".
 - L'article 162 stipule que "Celui qui aura révélé un secret de fabrication ou un secret commercial qu'il était tenu de garder en vertu d'une obligation légale ou contractuelle, celui qui aura utilisé cette révélation à son profit ou au profit d'un tiers, sera, sur plainte, puni de l'emprisonnement ou de l'amende".
5. The academic supervisor in charge of the supervision and/or evaluation of the work is bound by professional secrecy.
 6. Authorisation for the report/thesis publication: the company/institution decides by selecting one of the following:

☐ The report/thesis is free of rights. Full or partial publication is allowed (for example: on Internet, publication at the library of the Faculty of Economics and Business, etc.)

☐ The report/thesis will remain confidential *

** The report/thesis in its entirety will be kept on file by the academic supervisor, through the secretary of the programme and will not be divulged to anyone without specific written permission from the company/institution, from the student and from the direction of the programme).*

Place and date	Signature Company/Institution (tutor)
Place and date	Signature Student
Place and date	Signature Academic supervisor