

INTERNSHIP AGREEMENT

The present agreement is drawn up between the company and the student. It is subject to EHL Haute Ecole SA.

COMPANY DETAILS

Company's name (employer) :

Address :

ZIP code : Town :

Country : Internet website:

Contact person (HR or equivalent)

Mr Mrs Ms

Last name :

First name :

Title :

Tel. (with country code) :

E-mail :

Direct supervisor (if different)

Mr Mrs Ms

Last name :

First name :

Title :

Tel. (with country code):

E-mail :

INTERNSHIP LOCATION (IF DIFFERENT)

Company's name (employer) :

Address :

ZIP code : Town :

Country : Internet website:

STUDENT DETAILS

Last name : First name :

Date of birth : Nationality :

EHL e-mail: Private e-mail:

Mobile phone (with country code) :

Programme : AP BOSC

Your departure

I confirm and understand that my Swiss residence permit (B, C, L permit) will be cancelled if I leave Switzerland for my internship. In case I live out of EHL campus, I will have to communicate my departure and/or change of address to the Swiss authorities, in the town I live in. When back from internship, I will declare my arrival to the Swiss authorities in the town I choose to live in. Should I need a Visa to re-enter Switzerland for study purpose, I have to start my

application at least 3 months before the start date of my retakes / intake. In order to facilitate this process, Service Centre can provide me with the necessary documents.

My internship is in Switzerland, I understood the above information and will inform Swiss authorities of my changes of address.

Not concerned

Permanent address

Address : ZIP code :

Town : Country :

Emergency contact

Last name : First name :

Relation to intern : Tel. (with country code) :

E-mail :

Health/accident insurance

I am insured through EHL package : Allianz Policy number :

I am covered by my own insurance : Insurance name :

Policy / card number :

INTERNSHIP DETAILS

Department :

Title / function :

I attach a job description to this agreement

I specify the intern’s tasks below:

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

Starting date :

Finishing date :

It is the employer’s responsibility to ensure that the following information is in accordance with the local laws governing the employment of trainees.

Gross monthly salary: (specify currency)

Other benefits (e.g. : transport, meals, lodging, stipend) :

Trial period : yes, duration: days
 no

Holidays : yes, duration:..... days
 no

Number of weekly working hours :

Number of weekly working days:

Compensation for overtime : N/A time off in lieu financial compensation

OTHER PROVISIONS

Legal authorization for internship (Visa or Work permit, if applicable)

EHL cannot allow that its students work illegally, therefore, all necessary steps must be taken by both the employer and the intern to ensure that his/her status and documentation are in full compliance with local laws and authorizations prior to the start of the internship period.

Internship validation

At the end of the internship, an online evaluation must be completed by the supervisor and a work certificate or letter of reference must also be issued.

AP students must complete an online final evaluation.

BOSC students will have to fill in a final assessment to validate the administrative assessment of the internship. The academic assessment of the internship takes into account a first report, the first report interview as well as the final report of the internship.

Changes to or cessation of the present agreement

Given that the internship as described above is a mandatory part of the intern’s academic programme, and therefore required for further study and/or graduation, prior approval for any change to or cessation of this agreement must be obtained from EHL, even in the event of gross misconduct or force majeure.

There will be no possible internship validation, internship rating, or academic credits without a validation of the present agreement. For the internship confirmation to be validated, it must be signed by the two parties, i.e. the employer and the student, as well as by the Head of the Internships and Careers Office. A scanned copy will be sent to the intern and to the employer by email. Originals will only be sent upon request.

The internship agreement remains at all times related to the academic success of the student (resolatory condition).

Signature of the two parties

Both parties certify that the information herein is accurate, they understand the EHL internship requirements and they are signing in full understanding of the mutual responsibilities and benefits as described.

1. Company (employer)
Date, Stamp & Signature

2. EHL Intern
Date & Signature

Validated by EHL Haute Ecole SA
Date, Stamp & Signature