

## Internship Agreement

FO.2.2.02.20.FE - validated on 21.02.2020 by MOB

Please complete electronically.

### 1. Student

Surname, name	
Street	
Postcode, city	
Phone	
Matriculation number	

### 2. Internship company

Name	
Street	
Postcode, city, country	
Website	

### 3. Duration of internship

The duration of the internship is defined by the study plan of the Tourism degree. 18 ECTS awarded for the “internship” (1 credit = 30 hours). This corresponds to a duration of approximately **4 months** for a full-time equivalent (**540 hours**).

**In Switzerland:** The internship can be full-time (100%) or part-time (min 60%).

**Abroad:** The internship must be carried out on a full-time basis (100% - minimum 40h/week), over a period of 4 months.

Start date (day/month/year)	
End date (day/month/year)	
Weekly hours (min. 60 %)	

### 4. Company internship supervisor

The company internship supervisor is operationally responsible for the student and their integration, training and supervision.

Surname, name	
Role	
Phone (direct line)	
Email	

## 5. Training programme

### 5.1 Objective of the internship

Define the general objective of the internship by describing the context in which this practical experience takes place: field of activity of the internship company, department, position/role, etc.

### 5.2 Tasks and duties of the student

Describe the most important daily tasks and any special projects.  
Define the role/responsibility of the student in special projects and the working language.  
This information can be provided in a separate document if available.

### 5.3 Knowledge and skills to be acquired by the student during the internship

Describe the knowledge, practical skills and social skills (behaviours/attitudes) the student will be able to acquire during the internship. At the end of the internship, the student will be able to...

### 5.4 Date of the intermediary evaluation

Provide the approximate date of the intermediary evaluation. The exact date will be determined at a later stage.

**Once the Internship Office has approved the training programme (point 5), the rest of the agreement (point 6 ff.) can be completed and signed.**

## 6. Employment contract

The internship company sets up an employment contract and submits it to the Internship Office for approval. This contract specifies the salary, holidays, annual leave, insurances, etc.

If the internship company does not comply with this agreement, the student can terminate the contract for just cause.

This agreement is part of the employment contract signed on:

Date (day/month/year)	
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## 7. Directive

The internship directive DI.2.2.02.08 is part of this agreement and can be downloaded from the website of the degree programme under *Companies* [www.hevs.ch/fto-companies](http://www.hevs.ch/fto-companies) .

## 8. Amendment or termination of internship agreement

Any amendment of the approved internship agreement must first be approved by the pedagogical supervisor and by the head of degree programme (RF). If the agreement is terminated by the student or the company, the RF may decide not to validate the option (art.10.1.DI).

## 9. Duties of the internship company

The internship company commits to:

Checking the student's language skills;  
Welcoming the student to the company and to the team;  
Providing the student with the necessary information regarding the work environment and the organisational structure;  
Assigning the tasks and duties outlined in the training programme to the student;  
Providing the infrastructure and support needed to acquire new skills and to achieve the training objectives;  
Monitoring the student's progress on a regular basis and, if needed, taking appropriate measures;  
Fulfilling the duties and keeping the deadlines related to the supervision of the internship as communicated by the degree programme;  
Informing the pedagogical supervisor of any problems during the internship;  
Suggesting adjustments of the study programme to the industry's needs.

## 10. Duties of the student

The student commits to:

Complying with the internship agreements and demonstrating professionalism and commitment to ensure the successful completion of the internship;  
Complying with the rules and regulations of the internship company (working hours, code of conduct, confidentiality, etc.);  
Adhering to the *General instructions* provided by the degree programme at the beginning of the semester;  
Informing the pedagogical supervisor of any problems, absences or changes during the internship.

## 11. Signatures student, company, degree programme

\_\_\_\_\_  
Student, date

\_\_\_\_\_  
Internship company, date

\_\_\_\_\_  
Pedagogical supervisor, date  
*Contact person of the degree programme,  
responsible for the quality of the training  
programme and the pedagogical support during the  
internship*

\_\_\_\_\_  
Head of degree programme, date

This agreement must be emailed to the Internship Office together with a copy of the employment contract before the start of the internship [internship.tourism@hevs.ch](mailto:internship.tourism@hevs.ch)

The employment contract comes into effect on the date of the signature of this Agreement. The internship company and the student each receive a copy of the signed document.