



**UNIVERSITÉ
DE GENÈVE**

**INSTITUT DES SCIENCES
DE L'ENVIRONNEMENT**

INTERNSHIP AGREEMENT FOR THE MASTER OF SCIENCE IN ENVIRONMENTAL SCIENCES

Company or institution

Name
Address
Telephone
E-mail

Represented by

Name
Position
Address
Telephone
E-mail

The University, represented by

Master in Environmental Sciences: Teacher

Name
Address
Telephone
E-mail

Institute of Environmental Sciences

Name
Address
Telephone
E-mail

The trainee

Name
Address
Telephone
E-mail

The parties agree as follows:

Objective of the internship

The objective of the internship is to

.....
.....

Terms of the course

The course runs from to, for (...) hours per week.

The location of the course is:

Nature of the work

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

Expected products

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

Remuneration

The internship is unpaid / The internship is paid as follows:

.....

Other benefits and/or compensation :

.....
.....

Other modality

.....
.....

Internship report

At the end of the internship, the student writes a report on the internship, including a critical analysis of the subject matter (in addition to the following: a description of the company and the tasks performed, recommendations for the company).

The person responsible for the work placement participates in the evaluation of the work placement in the following way:

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

Duties of the parties

The trainee

- remains registered at his/her home university during the internship.
- takes the necessary steps to be covered during the internship by health insurance, and takes out insurance to cover his/her own liability.
- observes a duty of discretion regarding confidential information about the company or institution.

The company or institution

- appoints a competent and motivated tutor to supervise the trainee.
- provides a certificate of placement (?) at the end of the placement

The university

- supervises the trainee and ensures the academic follow-up of the placement
- validates the placement report
- observes a duty of discretion regarding confidential information about the company or institution.

Applicable law

The employment relationship during the internship is subject to the legislation applicable at the place of internship.

If the traineeship is carried out in Switzerland, the company or organisation is obliged to comply with its obligations.

By signing this agreement, the trainee, the academic supervisor and the company supervisor confirm that they comply with the legal provisions in force, as set out in the annex to this document.

For the company or institution : Date :	For the Master of science in environmental sciences Teacher : Date : For the Institute of Environmental Sciences Date :
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ANNEX TO THE INTERNSHIP AGREEMENT

Legal provisions

Under Swiss law, the employment relationship during an internship is governed by labour law, according to the usual terms and conditions of employment contracts. The employer is therefore required to respect the obligations incumbent on him/her under Articles 319 et seq. of the Code of Obligations and the Labour Act. These obligations concern the payment of wages, overtime, holidays, the leave period and the probationary period.

Insurance and social security contributions

In terms of insurance and social security, the employer is also required to comply with the obligations set out in federal and cantonal law, in terms of AHV/IV/EO contributions, occupational accident insurance, non-occupational accident insurance, and occupational pension provision.

In particular:

- The employer must register the trainee with his professional accident insurance, and non-professional accident insurance when the duration of the work is greater than or equal to 8 hours per week.
- The employer must deduct the following amounts from the gross salary
 - 5.05% for AVS/AI/APG contributions
 - 1% as unemployment contribution;
 - 0.045% maternity insurance contribution.
- Civil liability insurance: the intern is covered by the university's insurance when the internship is an integral part of his/her course of study and he/she is registered at the University of Geneva.

Duration of the internship and holidays

The parties may provide for a trial period. In this case, the period of leave during the trial period is 7 days.

The trainee is entitled to four weeks' holiday per year, fixed in proportion to the duration of the traineeship.

The traineeship may be terminated at any time for good cause.

Foreign students: Conditions and formalities

If the student is from a country outside the EU or EFTA, the employer must apply for a work permit before the start of the work placement.

In addition, the student must submit to the Office cantonal de la population

- a certificate from the Unige confirming that the internship is an integral part of the studies
- proof of payment of the fee
- a form to be downloaded from the ge.ocp.ch website. Form K or F depending on nationality and place of residence.

Non-European border students must also have been resident in the border area for at least six months and hold a permanent residence permit.

Remuneration

The Institute of Environmental Sciences recommends a minimum remuneration of 1,820 per month for a full-time equivalent.

Part of the remuneration may be paid in the form of benefits in kind, such as travel or accommodation.

The remuneration is subject to the usual social security charges in accordance with the legislation in force.