

## Internship and confidentiality agreement

Company/Institution (Full name):

Tutor in the company (First name, last name):

Student (First name, last name):

Academic supervisor (First name, last name):

### Agree to the following:

#### The internship:

- The length must be of **a minimum of 12 weeks, full time (or equivalent pro rata temporis)**.
- Must be carried out in the following department:  
and is dedicated to a precise 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 attribute a grade and possible remarks. The tutor of the company will make its remarks during the defence, if applicable, or by filling out the Internship certificate ad hoc.

#### The student:

- Writes an internship report/thesis based on a problematic of the company/institution or an external data collection.
- Must inform him/herself of and respect the rules and regulations of the country in which the internship takes place.
- 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 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 Neuchatel decline all responsibility in this matter.
- Remains registered at the University of Neuchatel 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.
- The tutor will receive an electronic copy (PDF) of the report/thesis written based on the internship.

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### The academic supervisor:

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

### Confidentiality agreement regarding the internship report/thesis:

The company/institution who agrees to provide the information necessary to the writing of a report/thesis, do this by its own free will. This shows the confidence in the strict discretion of the students and the university. In order 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, although it remains the property of the student, cannot be distributed in any way, without written permission from the company/institution. If the permission is given, the publishing of the report/thesis is nonetheless subject to the approval of the academic supervisor, with regard to the scientific or educational aspects of the report.
3. In the case of a 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 with regard to the company's/institutions'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'une tiers, sera, sur plainte, puni de l'emprisonnement ou de l'amende".

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5. The academic supervisor in charge of the supervision and/or evaluation of the work is bound by professional secrecy.
6. Autorization for the report publication: the company/institution decides by selecting one of the following:

The report/thesis is free of rights. Full or parial publication is allowed.  
(for exemple: 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).*

Signed in: \_\_\_\_\_, on \_\_\_\_\_

The company/institution

Signed in: \_\_\_\_\_, on \_\_\_\_\_

The student

Signed in: \_\_\_\_\_, on \_\_\_\_\_

The academic supervisor