

Internship Offer Form

Company Information

- **Company Name:**
- **Company Address:**
- **Telephone:**
- **Fax:**
- **Course manager:**
- **E-mail for sending applications:**
- **Main activity of the company:**

Internship Information

- **Field of activity of the internship:**
 - ☐ Marketing ☐ Accounting ☐ Human resources
 - ☐ Finance ☐ Computer science ☐ Other:
- **Duration of the internship:**
- **Start date of the internship:**
- **Activity rate (%):**
- **Monthly remuneration:**
- **Guardian's Name**
- **Description of the missions entrusted to the intern:**

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Internship Requirements

- **Language skills required:**
 - German: ☐ excellent ☐ advance ☐ intermediary ☐ beginner
 - English: ☐ excellent ☐ advance ☐ intermediary ☐ beginner
 - French : ☐ excellent ☐ advance ☐ intermediary ☐ beginner
 - Italian: ☐ excellent ☐ advance ☐ intermediary ☐ beginner
 - Other:
- **Work permit required:**
 - ☐ Swiss nationality ☐ C licence ☐ B licence
 - ☐ other:

- **Qualities expected of the intern:**

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Pre-selection criteria

If you wish, we can make a pre-selection based on objective criteria

☐ YES ☐ NO

Other additional specifications:

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Date and Location:

Internship Eligibility Form

Frame

The proposed internship must be related to a primary function of the organization marketing, operations, accounting, finance, human resources, strategy, etc.

If possible, in addition to having to be linked to a single department of the company, the internship must be linked to a predefined concrete project.

The intern must be able to be followed in the company by a tutor who is competent in the field.

The start-up must be able to offer either an internship of at least 8 consecutive weeks at least 80%, or an internship separated into 2 parts, but one of the 2 parts must represent at least 4 consecutive weeks.

The internship agreement

- A tripartite agreement is established between the company (represented by the internship tutor), the student and the teacher of the Faculty of Business and Economics responsible for the evaluation.
- This agreement ensures that:
 - The official recognition of the status of HEC intern,
 - The academic validation of the internship,
 - The smooth running of the collaboration between the parties.
- A copy of the agreement is given to each of the three parties.

This does not change anything concretely for the start-up apart from the fact that they have to meet the criteria set out so early on the internship framework.

EPT Eligibility Form

Frame

The start-up must be registered in the commercial register and pay the student

The start-up must be able to offer an internship that includes at least 160 hours of full-time or part-time work

Internship Offer Form (EPT)

Company Information

- **Company Name:**
- **Company Address:**
- **Telephone:**
- **Fax:**
- **Course manager:**
- **E-mail for sending applications:**
- **Main activity of the company:**

Internship Information

- **Field of activity of the internship:**
 - ☐ Marketing ☐ Accounting ☐ Human resources
 - ☐ Finance ☐ Computer science ☐ Other:
- **Duration of the internship:**
- **Start date of the internship:**
- **Activity rate (%):**
- **Monthly remuneration:**
- **Description of the missions entrusted to the intern:**

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Internship Requirements

- **Language skills required:**
 - German: ☐ excellent ☐ advance ☐ intermediary ☐ beginner
 - English: ☐ excellent ☐ advance ☐ intermediary ☐ beginner
 - Italian: ☐ excellent ☐ advance ☐ intermediary ☐ beginner
 - Other:
- **Work permit required:**
 - ☐ Swiss nationality ☐ C licence ☐ B licence
 - ☐ other:
- **Qualities expected of the intern:**

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Pre-selection criteria

If you wish, we can make a pre-selection based on objective criteria

☐ YES ☐ NO

Other additional specifications:

Date and Location: