**Sample Employment Contract**

Based on the German template from [swissuniversities](https://www.swissuniversities.ch/themen/lehre/arbeitswelterfahrung).

(Model) employment contract for obtaining one year's qualified full-time work experience in a study-related area as a prerequisite for admission to the BSc in International Sustainable Tourism at the HSLU Lucerne University of Applied Sciences and Arts.

1. Aim and purpose of the work experience

Admission to a degree programme of a Swiss university of applied sciences in the fields of technology, economics and design is subject to different admission requirements depending on the previous educational pathway. One of these is proof of one year's qualified full-time work experience in a study-related area, i.e., the acquired practical and theoretical knowledge and skills in an occupation related to the field of study. This work experience shall be provided to the intern in accordance with the agreements below.

2. Contracting parties

Company

|  |  |
| --- | --- |
| Company |  |
| Street |  |
| Postcode, place |  |
| Country |  |
| Contact person for Intern |  |
| Tel. |  |
| E-mail |  |
| Website |  |

Intern

|  |  |
| --- | --- |
| Name, first name |  |
| Street |  |
| Postcode, place |  |
| Tel./Mobile |  |
| E-mail |  |
| Gender |  |
| Date of birth |  |
| Nationality, hometown |  |
| For foreigner: ID Card |  |

3. Performance agreement

The individual learning objectives to be achieved according to the qualification profile are recorded in the intern’s work experience dossier. The agreed objectives are assessed by means of a mid-term review and a final discussion.

The intern is entitled to an evaluation report from the company. The company shall issue the intern with a work certificate after the end of the work experience.

The company undertakes to design the agreed learning objectives in accordance with the specifications of the work experience agreement.

It commits himself further,

* to employ the intern within the framework of a work experience programme in such a way that the activities serve to achieve the agreed learning objectives;
* to organise the tasks assigned to the intern in such a way that they can be fulfilled within the agreed period of the work experience;
* to provide the intern with professional guidance and supervision in the fulfilment of the learning objectives;
* to offer a workplace that ensures sufficient access to the necessary work tools in relation to the given qualification profile, as well as resources (time, infrastructure) for self-study, keeping the work experience dossier, etc.

The intern commits himself/herself,

* to follow the instructions of the company and to carry out the assigned tasks carefully and conscientiously;
* to observe the applicable regulations (in particular also for accident prevention) and to handle the work equipment with care;
* maintain confidentiality, any business secrets and, if necessary, the duty of confidentiality to the same extent as other employees.

4. Working hours and holidays

Weekly working time

|  |  |
| --- | --- |
| Average weekly working time |  |
| Workdays per week |  |
| Further agreements |  |

Holidays

|  |  |
| --- | --- |
| Holiday entitlement of the intern (standard national requirements for persons up to the age of 20) |  |

5. Duration of the work experience and probationary period

|  |  |
| --- | --- |
| Start of the work experience |  |
| End of the work experience |  |
| Probationary period | yes ☐ no ☐ |
| If yes: Duration of the probationary period (max. 3 months or according to national labour law.) |  |

6. Dissolution of the work experience

The work experience ends automatically at the end of the agreed period of the work experience without the need for termination.

If a probationary period has been agreed, the company as well as the intern may terminate the work experience at any time during the probationary period by giving a seven days' notice. Or according to the requirements of the national labour law.

After expiry of the probationary period, the work experience may be terminated at the end of a month by giving one month's notice; the right to terminate the work experience without notice for good cause is reserved. Or according to the requirements of the national labour law. Notice of termination must be given in writing.

7. Remuneration

|  |  |
| --- | --- |
| Gross monthly wage (In local currency) |  |
| Any allowances |  |
| Share of 13th month's wage | yes ☐ no ☐ |

|  |  |
| --- | --- |
| The following deductions are made from the gross monthly salary: (to be completed or deleted) | |
| Retirement and disability insurance |  |
| Occupational pension provision |  |
| Unemployment insurance |  |
|  |  |
| Accident insurance (occupational accident / non-occupational accident) |  |
|  |  |
| Health insurance |  |
|  |  |
| Any further deductions |  |
|  |  |
| Plus any expenses |  |

|  |  |
| --- | --- |
| Net wage | \_\_\_\_\_\_\_\_\_\_ |

8. Other

Amendments and supplements to the contract must be made in writing.

The general company regulations (e.g. break regulations, sick leave, etc.) and the national labour law remain reserved.

9. Supplements

The following documents shall be considered annexes and thus an integral part of the employment contract:

* Agreed learning objectives to be achieved according to the work experience agreement between the intern and the company.
* Any other documents:
  + \_\_\_
  + \_\_\_
  + \_\_\_

10. Signatures

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Place and date Company

............................................... ………………………………………………………………………………………………..

Place and date Intern