

## Work Experience Agreement

### Aim of the work experience placement

The degree courses at the ZHAW in Wädenswil require a solid general education (vocational matura) and are based on sound practical knowledge and professional experience. For people with an apprenticeship in a non-related field, a technical matura or an academic matura, at least one year's work experience in a study-related field is required.

During this time, prospective students will:

- learn about different aspects of working life.
- gain a broad insight into the activities of the company
- come to understand the importance of their work in a wider context.

### Recognition of work experience

1. As soon as a placement has been found, the completed agreement should be sent to the Registrar's Office (see address below). The Institute of Natural Resource Sciences will decide whether work experience placements will be recognised and will provide written confirmation to this end. **This agreement is not an employment contract and should be submitted before starting work.**
2. Proof of completion of a work experience placement must be provided in the form of a written confirmation (reference) from the employer. The confirmation must be submitted to the Registrar's Office prior to starting studies.

### Notes for employers

The work experience is intended as preparation for studying. We wish to provide prospective students with an opportunity to obtain a deeper insight into the day-to-day world of work. The prospective students should not be required to perform the same routine tasks for extended periods; instead, they should be engaged in a wide range of areas throughout the organisation. Autonomy, good motivation and the ability to take personal responsibility may be assumed. It is especially important that they receive qualified instruction.

### Addresses and information

Institute of Natural Resource Sciences  
Katharina Genucchi, Zurich University of Applied Sciences, Postfach, 8820 Wädenswil  
Tel: 058 934 55 55, [studienberatung-ui.lsfm@zhaw.ch](mailto:studienberatung-ui.lsfm@zhaw.ch)

Registrar's Office  
Zurich University of Applied Sciences, Postfach, 8820 Wädenswil  
Tel: 058 934 59 61, Mail: [studiensekretariat.lsfm@zhaw.ch](mailto:studiensekretariat.lsfm@zhaw.ch)

#### Applicant

Surname, First name

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Address

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Telephone

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E-mail

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#### Supervisor Employing Organisation

Surname, First name

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Employing Organisation / Address

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Telephone

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E-mail

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Website (if available)

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**Work Experience Agreement** (to be completed by the supervisor)

Placement duration from ..... to .....

Workload (% of full-time) .....

Summary of activities:

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Date: ..... Signature (employing organisation) .....

The agreement has been accepted by the Institute of Natural Resource Sciences:

Date: ..... Signature (Institute of Natural Resource Sciences) .....