



## Internship Policy CEMEX Research Group AG – Switzerland

### Recruitment Periods and Compensations

There are two possible **entry dates** for interns, which are set to **January-February or July-August**. Therefore, the process for requesting interns will open in September and March, or earlier if needed.

The **economic support** for interns consists of the items listed below and **only to** the following items.

- Travel expenses: round trip home city (flight in economy class & train ticket) at the beginning and end of the internship; no additional flights or overweight / extra luggage will be covered
- Lodging in a shared apartment, rented by CEMEX. All related costs (electricity, water etc.) will be covered by CEMEX
- Administrative costs related to Entry in Switzerland: VISA, work permit
- Per diem for meals up to max. CHF 150.- per week and intern
- Bus ticket for transportation between lodging facility and the workplace at CEMEX's research facility provided by CEMEX

CEMEX Switzerland will not cover further expenses such as half tariff in Swiss trains, luggage, nor bicycles etc. Please note that CEMEX Switzerland will not be held liable for any loss, theft or damage of personal items that interns bring with them or purchase locally such as electronics, bicycles, etc.

In addition to the above mentioned economical support, the interns are entitled to a maximum of 24 days **off** per year (no expenses for food will be paid during those days) proportionately to the time worked (for example 12 days during a 6-month internship). Not more than two weeks can be taken at a stretch. All type of absences (days off, illness etc.) must be approved by the manager as well as the HR department.

### Recruitment Process

#### A) General Requirements

Students applying for internships must be enrolled on an Undergraduate or Masters University. The minimum period for an internship is 3 months, but internship periods of 6 months to a year are preferred. Arrangements can also be made so that the student can use the topic of his research Internship Experience to write his Thesis after the conclusion of his Internship.

Potential candidates must have a European Passport. Please note that under any circumstances candidates who aren't enrolled on any career at University may not be hired as interns. No internship may extend beyond the intern's graduation date. Internship for PhD students will need to be analyzed case by case to ensure if this policy applies.

## **B) Documents required for Application**

Students applying for internships must send the following documents to Dr. Antonio Pita at the CEMEX Research Group AG ([antonio.pita@ext.cemex.com](mailto:antonio.pita@ext.cemex.com)):

- Personal CV
- Personal letter of Motivation
- Professor's letter of Recommendation
- Validation of English Fluency (TOEFEL, etc.)
- Academic Grade History

As soon as the candidate's documents are received and reviewed by the manager who posted the internship opening, the candidate will be notified. If the manager does not consider his candidacy adequate or if he wishes to conduct a Skype interview so that a timeline for the same can be established.

## **C) Documents required if the Candidate is Accepted**

If after the interview the candidate is notified that he has been accepted to fill the internship position, an Internship Agreement that is to be signed by the Accepted Candidate and CEMEX, as well as by the University acting as "witness whereof" will be drafted. To do so, the following additional documents must be submitted to Dr. Antonio Pita at the CEMEX Research Group AG ([antonio.pita@ext.cemex.com](mailto:antonio.pita@ext.cemex.com)):

- European Passport
- Medical and Liability Insurance for Coverage in Switzerland (minimum 60,000 CHF)
- Name, e-mail and telephone number of university professor who will be the student's tutor during his internship
- Name and title of University Representative who will sign as Internship Agreement as "witness whereof"

## **D) Signing of Internship Agreement once the Candidate is Accepted**

Once the Internship Agreement has been completed it will be sent to the University for the signing of 3 originals by both the candidate and the University representative. As soon as the 3 originals are signed, the University will be asked to send an electronic copy of the signed Internship Agreement to Dr. Antonio Pita at the CEMEX Research Group AG ([antonio.pita@ext.cemex.com](mailto:antonio.pita@ext.cemex.com)) and the 3 signed originals to:

Fabienne Luthi  
Head, Department of Human Resources  
CEMEX Research Group AG  
Römerstrasse 13  
2555 Brugg (b. Biel)  
Switzerland  
Tel: +41 (32) 366-7800

It is important to note that the electronic copy and the 3 signed originals must arrive at CEMEX Switzerland **BEFORE** the candidate travels, so that his Resident Visa is processed in due time. This is a requirement that has been brought forth by the Local Swiss Authorities.

As soon as the 3 signed originals of the Internship Agreement are countersigned by CEMEX Switzerland, a copy will be sent back to the University and another will be given to the Internship Candidate. CEMEX Switzerland will keep and file its own copy.

## **E) Final Arrangements for the Accepted Candidate**

While the Internship Agreement is being signed and delivered back to CEMEX Switzerland, the accepted candidate will be contacted by a travel assistant at CEMEX Switzerland to make his travel arrangements from his home, to CEMEX's office in Brügg, Switzerland.

The accepted candidate will also receive a separate document explaining the furnishings and rules for the apartments provided by CEMEX Switzerland, as well as the office dress code.