



Internship agreement : Copy for ESA

Article 1 : Aim of the agreement

The aim of this agreement is to set up, for the benefit of the designated student, training periods in a workplace abroad, within the context of vocational training.

The present agreement sets out the general conditions regulating the relations between: Ecole Spéciale d'Architecture (ESA) represented by the Head of School Odile Decq, and the company (or organization) :

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Company's field of expertise :
.....

Represented by :

Address.....

Telephone.....

Fax.....

E-mail.....

The internship concerns **the student** :

Name / First name.....

Address.....

Telephone.....

Grade of studies.....

Number of French social insurance (if the student receive a bonus) :
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Article 2 : Internship period

The training period has to take place in the framework of an academic year.

From..... to

All trainees are subject to legal daily and weekly working hours in force of the host country.

Working hours (weekly) :

Any extension of the internship shall be object of an amendment to this agreement. The duration of the internship cannot, in any case, exceed the university year. Voluntary internships, non-integrated into pedagogical courses, are limited to a maximum duration of 6 months, extensions included, if any.

The student will be present in the company :

Full time or Part Time, in this case, specify the conditions :

Article 3 : Status of the intern

The student retains his student status during the whole internship period. He remains under the authority and responsibility of the Head of School.

Name of the teacher responsible for monitoring the student and for the subject taught :
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No placement agreement may be agreed to replace an employee in the event of absence, suspension of employment contract or redundancy, to carry out regular responsibilities corresponding to a permanent position, to deal with temporary growth in the company's business, to carry out seasonal work.

The main purpose of this internship agreement is for the trainee to apply in a practical way the skills and knowledge acquired at the school.

Article 4 : Health and Sickness coverage for Placements abroad

The student will keep the benefit of the French national security insurance, as indicated in Article L.412.2b of the French New Social Security Code.

He also benefits from a work injury insurance provided by the school, since the internship is compulsory and is considered as an implementation in the labour world of the knowledge he acquired at the school.

Coverage from French student status :

- For Placements undertaken by nationals of the European Economic Community in the European Economic Area, Trainees should be in possession of a valid European Health Insurance Card.

- For Placements undertaken in Quebec by French nationals, Trainees must be in possession of form SE401Q.

- In all other cases:

Trainees who incur medical costs abroad can be reimbursed by the mutual insurance organisation that handles their student French *Sécurité Sociale* health and sickness cover upon their return by providing receipts of costs incurred. The amount of the reimbursement is calculated on the basis of standard French rates. Important differences may exist between the costs paid and the reimbursement received.

- The student must take out complementary medical insurance with an organisation of their choice (e.g. student or other mutual insurance organisation, ad hoc private insurance company, etc.) to fully cover their stay in the foreign country,

- Exceptions: if the Company provides the Trainee with statutory local medical insurance coverage, the Trainee may choose to benefit from it. However, the Trainee should carefully consider the extent of the coverage provided before making his/her choice.

Coverage provided by the Company:

The Company should tick the appropriate box below to indicate whether it will provide health and sickness medical cover for the Trainee, in accordance with local regulations

YES (this coverage will complement rights and benefits provided by French student *Sécurité Sociale* coverage)

NO (the Trainee will only be covered by the extension of existing French health and sickness cover abroad)

Article 5 : Insurance coverage for Accidents in the Workplace for Trainees abroad

In order to benefit from French legislation on accidents in the workplace, the Placement:

- should not exceed 12 months including all extensions

- should not include any form of remuneration entitling the Trainee to workplace accident insurance in the foreign country (compensation or gratuities not exceeding 12.5% of the ceiling of the French *Sécurité Sociale* for a statutory 35 hour working week under condition of obtaining the agreement of the CPAM)

- should take place exclusively in the Company designated in this agreement

- should take place exclusively in the foreign country mentioned in this agreement.

Notification of accidents in the workplace is the responsibility of the School.

The Company must inform the School in writing no later than 48 hours after the accident.

Coverage for accidents in the workplace includes accidents that occur:

- within the perimeter of the place of work and during the hours of work;

- on the inward or outward journey between the Trainee's place of residence and place of work abroad;
- on the inward or outward journey between the Trainee's normal place of residence in France and the place of his/her Placement abroad;
- on an external assignment entrusted to the Trainee by the Company and covered by a Company authorisation.

The Company undertakes to cover the Trainee against risk of accident in the workplace, risk of accident on the way to and from the place of work and risk of occupational illnesses or disease, and to make all necessary notifications and declarations duly if any one of the conditions outlined in paragraph 8.2-1 is not fulfilled.

Under all circumstances

- the Company must immediately notify the School if the Trainee suffers an accident in the workplace during the Placement;
- the Company should provide full insurance coverage for the Trainee if he/she is required to undertake assignments outside the perimeter of the place of work or in another country.

Whenever the required conditions are not fulfilled the Company undertakes to subscribe to all necessary policies to ensure the protection and coverage of the Trainee, and to make all necessary declarations in case of an accident in the workplace.

Article 6 : Civil liability and insurance

Each of the three parties involved (i.e. the Company, the School and the Trainee) declare they are in possession of a valid civil liability insurance policy.

Regardless of the nature of the placement and the country of destination, the Trainee undertakes to take out an insurance policy covering accident and cover providing assistance in case of need of medical repatriation, legal aid, etc.

If the Company puts a motor vehicle at the disposal of the Trainee, it should ascertain that the insurance policy for the vehicle covers its use by the Trainee.

If the Trainee uses his/her own vehicle or a vehicle loaned by a third party for the purpose of his/her Placement, he/she should declare this to the insurer of the vehicle and pay any supplementary insurance cover.

Article 7 : Absence and termination of placement

Temporary Absence

The Company should notify all absences to the School.

A rider signed by the signatories of this agreement should be appended to the present agreement in case of absences exceeding one week for determined reasons or due to unforeseen circumstances and authorised by the Company.

Termination of Placement

If one of the three parties (Company, School or Student) wishes to prematurely terminate the Placement this party should immediately inform the other parties and confirm this request in writing. The reasons given shall be examined carefully in close consultation with all parties and the final decision made at the end of the consultation.

Article 8 : Compensation and benefits

As no specific efficiency is imposed to the student, it is obvious he is not entitled to demand a salary. However if the company finds a professional interest in the student's participation, he may receive payment at the company's discretion.

Specify the bonus amount, if any :

Article 9 : Intern's duties

During the internship, the student shall be subject to the company regulations, in particular in relation to professional secrecy and the organisation of work (schedule, security...). In case of non-compliance with company regulations, the director of the company reserves the right to put an end to the student's internship, after informing ESA. The intern student pledges not to use, under any circumstances, any information about the company that he may have acquired during the internship, nor to communicate it to a third party, nor to publish it, even after the end of the training period, except the formal agreement of the company.

The intern may be authorised to return to the university during work placement to take courses or exams, the date of which shall be notified, as far as possible, to the head of the host company before the beginning of the internship.

In case of absence, the student must notify the school and the host company.

Article 10 : Company's duties

If the training does not correspond to the commitments made by the company within the framework of the present agreement, ESA may bring the internship to an end by denouncing the agreement.

Beforehand, ESA shall inform the person responsible in the company, who shall acknowledge receipt of this information.

Article 11 : Activities of the student

The purpose of the internship is a practical application of the student's curriculum. The company must give the student tasks and responsibilities consistent with the level of qualification and training corresponding to his diploma. **Specify the activities below :**

.....

At the end of the internship, the company provides the student an internship appraisal describing the work carried out by the trainee.

Date :

Name & signature of the **student**

Signature of the **internship office**
Lucie Porchon

Name & signature of the **studio teacher**

Name, signature & official stamp
of the **company**

The student, the school and the company must sign the present agreement at the latest 15 days before the departure. The student must join a copy of his CEAM and a copy of his complementary medical insurance.



Internship agreement : Copy for the Student

Article 1 : Aim of the agreement

The aim of this agreement is to set up, for the benefit of the designated student, training periods in a workplace abroad, within the context of vocational training.

The present agreement sets out the general conditions regulating the relations between: Ecole Spéciale d'Architecture (ESA) represented by the Head of School Odile Decq, and the company (or organization) :

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Company's field of expertise :
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Represented by :

Address.....

Telephone.....

Fax.....

E-mail.....

The internship concerns **the student** :

Name / First name.....

Address.....

Telephone.....

Grade of studies.....

Number of French social insurance (if the student receive a bonus) :
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Article 2 : Internship period

The training period has to take place in the framework of an academic year.

From..... to

All trainees are subject to legal daily and weekly working hours in force of the host country.

Working hours (weekly) :

Any extension of the internship shall be object of an amendment to this agreement. The duration of the internship cannot, in any case, exceed the university year. Voluntary internships, non-integrated into pedagogical courses, are limited to a maximum duration of 6 months, extensions included, if any.

The student will be present in the company :

Full time or Part Time, in this case, specify the conditions :

Article 3 : Status of the intern

The student retains his student status during the whole internship period. He remains under the authority and responsibility of the Head of School.

Name of the teacher responsible for monitoring the student and for the subject taught :
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No placement agreement may be agreed to replace an employee in the event of absence, suspension of employment contract or redundancy, to carry out regular responsibilities corresponding to a permanent position, to deal with temporary growth in the company's business, to carry out seasonal work.

The main purpose of this internship agreement is for the trainee to apply in a practical way the skills and knowledge acquired at the school.

Article 4 : Health and Sickness coverage for Placements abroad

The student will keep the benefit of the French national security insurance, as indicated in Article L.412.2b of the French New Social Security Code.

He also benefits from a work injury insurance provided by the school, since the internship is compulsory and is considered as an implementation in the labour world of the knowledge he acquired at the school.

Coverage from French student status :

- For Placements undertaken by nationals of the European Economic Community in the European Economic Area, Trainees should be in possession of a valid European Health Insurance Card.

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- In all other cases:

Trainees who incur medical costs abroad can be reimbursed by the mutual insurance organisation that handles their student French *Sécurité Sociale* health and sickness cover upon their return by providing receipts of costs incurred. The amount of the reimbursement is calculated on the basis of standard French rates. Important differences may exist between the costs paid and the reimbursement received.

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- Exceptions: if the Company provides the Trainee with statutory local medical insurance coverage, the Trainee may choose to benefit from it. However, the Trainee should carefully consider the extent of the coverage provided before making his/her choice.

Coverage provided by the Company:

The Company should tick the appropriate box below to indicate whether it will provide health and sickness medical cover for the Trainee, in accordance with local regulations

YES (this coverage will complement rights and benefits provided by French student *Sécurité Sociale* coverage)

NO (the Trainee will only be covered by the extension of existing French health and sickness cover abroad)

Article 5 : Insurance coverage for Accidents in the Workplace for Trainees abroad

In order to benefit from French legislation on accidents in the workplace, the Placement:

- should not exceed 12 months including all extensions
- should not include any form of remuneration entitling the Trainee to workplace accident insurance in the foreign country (compensation or gratuities not exceeding 12.5% of the ceiling of the French *Sécurité Sociale* for a statutory 35 hour working week under condition of obtaining the agreement of the CPAM)
- should take place exclusively in the Company designated in this agreement
- should take place exclusively in the foreign country mentioned in this agreement.

Notification of accidents in the workplace is the responsibility of the School.

The Company must inform the School in writing no later than 48 hours after the accident.

Coverage for accidents in the workplace includes accidents that occur:

- within the perimeter of the place of work and during the hours of work;

- on the inward or outward journey between the Trainee's place of residence and place of work abroad;
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- on an external assignment entrusted to the Trainee by the Company and covered by a Company authorisation.

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Under all circumstances

- the Company must immediately notify the School if the Trainee suffers an accident in the workplace during the Placement;
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Whenever the required conditions are not fulfilled the Company undertakes to subscribe to all necessary policies to ensure the protection and coverage of the Trainee, and to make all necessary declarations in case of an accident in the workplace.

Article 6 : Civil liability and insurance

Each of the three parties involved (i.e. the Company, the School and the Trainee) declare they are in possession of a valid civil liability insurance policy.

Regardless of the nature of the placement and the country of destination, the Trainee undertakes to take out an insurance policy covering accident and cover providing assistance in case of need of medical repatriation, legal aid, etc.

If the Company puts a motor vehicle at the disposal of the Trainee, it should ascertain that the insurance policy for the vehicle covers its use by the Trainee.

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Article 7 : Absence and termination of placement

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Article 8 : Compensation and benefits

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Specify the bonus amount, if any :

Article 9 : Intern's duties

During the internship, the student shall be subject to the company regulations, in particular in relation to professional secrecy and the organisation of work (schedule, security...). In case of non-compliance with company regulations, the director of the company reserves the right to put an end to the student's internship, after informing ESA. The intern student pledges not to use, under any circumstances, any information about the company that he may have acquired during the internship, nor to communicate it to a third party, nor to publish it, even after the end of the training period, except the formal agreement of the company.

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At the end of the internship, the company provides the student an internship appraisal describing the work carried out by the trainee.

Date :

Name & signature of the **student**

Signature of the **internship office**
Lucie Porchon

Name & signature of the **studio teacher**

Name, signature & official stamp
of the **company**

The student, the school and the company must sign the present agreement at the latest 15 days before the departure. The student must join a copy of his CEAM and a copy of his complementary medical insurance.



Individual appraisal

At the end of the internship, the internship coordinator shall inform the training office of his remarks concerning the work accomplished by the student. He shall provide the student with a certificate mentioning the nature of the internship.

Student:

Name of the student.....
Grade of studies.....

Company:

Name of the company.....
Name of the internship coordinator.....

Description of the tasks undertaken by the students:

.....
.....
.....
.....

Remarks of the internship coordinator:

Punctuality.....

Professional rigor and accuracy of the work
.....

Capacity to be observant and to make relevant comments.....
.....

Adaptability to the work structure.....
.....

Quality of the work produced.....
.....

Dynamism and enthusiasm.....
.....

Date & signature :