

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) :**

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

.....
Address.....

Telephone.....

Fax.....

E-mail.....

The internship concerns **the student :**

Name / First name.....

Address.....

Telephone.....

Grade of studies.....

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 :

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.

Article 4 : Social security contributions

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.

In case of work injury, the company is responsible for filing a work injury claim, and for immediately transferring it to the school that must co-sign and mail it within 48 hours to the social security centre in which the student is registered.

This insurance covers the risk of injuries occurring: at the place of work, during the back and forth journey between the intern's dwelling place and the place of work, during the back and forth journey between the university and the place of work.

Number of French social insurance (compulsory) :

.....
- **For an internship out of CEE**, the student certifies that he holds a personal insurance policy covering his civil liability for the time of the internship and in case of accident, disease or repatriation.

He shall mention below the name of his insurance company :

.....
The insurance policy number :

- **For an internship within CEE**, the European card of health insurance (carte européenne d'assurance maladie : CEAM) is compulsory.

CEAM number :

Article 5 : Financial prerequisites

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 6 : 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 7 : 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 8 : 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 :**

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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

Internship agreement : Copy for the Student

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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:

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.....
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Remarks of the internship coordinator:

Punctuality.....

Professional rigor and accuracy of the work

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

.....

Adaptability to the work structure.....

.....

Quality of the work produced.....

.....

Dynamism and enthusiasm.....

.....

Date & signature :