

# ÉCOLE SPECIALE D'ARCHITECTURE

## TRIPARTITE AGREEMENT FOR PROFESSIONAL TRAINING

*Within the framework of DESA training for HMONP - the French professional credential for independent practice of architecture*

Between

**The Ecole Spéciale d'Architecture (ESA)**  
(SIRET n°784 573 669 000 16 APE code 803Z)  
represented by Director- Marie-Hélène CONTAL  
254, bd Raspail - 75014 Paris

### The architecture firm

Name: .....  
Address: .....  
Telephone: .....  
Fax: .....  
E-mail: .....  
website: .....  
represented by: .....

AND

**Name** .....

Architect

- graduate of ESA, grade 2
- State-certified
- other .....  
(specify)

enrolled in ESA training for HMONP - the French professional credential for independent practice of architecture

Address: .....  
Telephone: .....  
E-mail: .....

Professional training: from ..... to .....



# ÉCOLE SPECIALE D'ARCHITECTURE

**It has been agreed that:**

## **Article 1 – Subject**

Professional training is a mandatory component for obtaining HMONP - the French professional credential for the independent practice of architecture. The purpose of this agreement is to regulate relations between the Ecole Spéciale d'Architecture (ESA), the architecture firm where the professional training will take place, and the architect enrolled in the training.

This agreement sets out the rights and responsibilities of each party and complements a set of three documents necessary for the training that leads to HMONP qualification:

- The contract between ESA and the HMONP candidate regarding course of training and skills to be attained;
- The work contract between the HMONP candidate and architecture firm where the professional training will take place.

The general framework of the training is two-fold:

- 200 hours of course work at ESA, focusing on practicing architecture in France and internationally;
- No less than 6 months of professional training in one or more architectural project management companies, which is the subject of this agreement.

## **Article 2 – Internship coordinators**

Member of ESA teaching staff, hereinafter referred to as **academic coordinator**, in charge of the academic supervision of the HMONP candidate during training:

Mr/Ms .....  
(first name, last name)

Supervising architect, hereinafter referred to as **training coordinator**, in charge of the professional supervision of the HMONP candidate throughout training within the architecture firm:

Mr/Ms .....  
(first name, last name, function within host organisation)

## **Article 3 – Duration and timetable**

The professional training must cover a 6-month period, outside of coursework at ESA and company holidays.

For the present agreement, training will take place from ..... to .....  
for ..... hours per week.

Coursework at ESA will take place in 2 sessions of 2-3 weeks each, in february .....  
and in June ..... (dates to be announced).

**During coursework, the candidate must be granted full exemption from any responsibilities toward the host organisation.**

## Article 4 – Objectives and content of professional training

The professional training must allow the candidate to cover the professional situations contained in the general texts<sup>1</sup> and the candidate's specific academic programme.

Specific elements of the training programme applied to the candidate within the framework of the professional training are defined in the Appendix of the present agreement.

## Article 5 – Responsibilities of candidate, academic coordinator and training coordinator during professional training

The architect, enrolled in HMONP training for the French professional credential for independent practice of architecture, agrees to:

- contact the academic coordinator to set up meetings during professional training;
- respect deadlines for the submission of the professional notebook and thesis to ESA.  
The academic coordinator in charge of supervising the academic progress of the candidate agrees to:
  - monitor progress toward objectives and meet with the training coordinator at least 3 times during the professional training. Meetings via telephone, fax and e-mail may replace meetings in-person where necessary;
  - ☐ meet with the candidate on a regular basis during the professional training and assist in preparing the professional dissertation;
  - attend the dissertation defence, in an advisory capacity.  
The training coordinator in charge of supervising the professional progress of the candidate within the host organisation, agrees to:
    - sign the practical training notebook;
    - ensure that the tasks and assignments entrusted to the candidate comply with the objectives defined in Appendix 1 of the present agreement;
    - fill out the training evaluation.  
Furthermore, the training coordinator is invited to attend the candidate's dissertation defence, in an advisory capacity.

## Article 6 – Contract and status of candidate

Throughout the professional training, the candidate is bound by a work contract of definite (CDD) or indefinite (CDI) duration:

- CDD      • CDI

## Article 7 – Compensation

The candidate will be paid a gross monthly salary of ..... on the legal basis for a 35-hour work week.

### Compensation during coursework:

According to the HMONP guide for host organisations and training coordinators drafted by the Order of Architects of Ile-de-France on 28 April 2009: in the case of a CDD or CDI, it is left to the host organisation, depending on the type and duration of contract, to define periods of absence (paid holiday, overtime recovery, etc). It is up to the candidate to negotiate terms during coursework.

<sup>1</sup> French decree 2005734 of 30 June 2005 relative to architectural studies. Decrees of 20 July 2005 and 10 April 2007 relative to HMONP qualification.

**Article 8 – Conditions of professional training**

Throughout the duration of the professional training, the candidate must adhere to the rules and regulations of the host organisation, notably regarding safety, work schedules and discipline. Furthermore, the candidate is bound by professional confidentiality. The training coordinator must allow the candidate to attend all coursework at ESA.

**Article 9 – Liability and insurance**

Each party is responsible for civil liability coverage and agrees to acquire the necessary insurance.

**Article 10 – Application of the tripartite agreement**

This agreement may be terminated by any party in the event of disagreement in the month following the signing of said agreement. The Director of ESA and the architecture firm shall keep each other informed of any difficulties that may arise in its implementation and agree to take the necessary steps, in tandem with the coordinators and the candidate, to resolve said difficulties.

Done in triplicate in Paris, .....

Signatures preceded by the written words **“read and approved”**

Marie-Hélène CONTAL  
Director

Representative of  
architecture firm

HMONP candidate