



# INTERNSHIP AGREEMENT

(Foreign Country)

3 copies to be issued: one for the Student, one for the Company and one for the Ecole Spéciale d'Architecture.

## 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 Director of the School François Bouvard**, and **the Company (or Organization)**:

.....  
Company field of expertise .....  
Represented by .....  
Address .....  
Telephone .....  
E-mail .....  
Website .....

The internship concerns **the Student**:

Last Name / First name .....  
Address .....  
Telephone.....

### On-going Degree:

**1<sup>st</sup> year** Semester 1 Semester 2      **3<sup>rd</sup> year** Semester 1 Semester 2  
**2<sup>nd</sup> year** Semester 1 Semester 2      **4<sup>th</sup> year** Semester 2

Name of **the Teacher** responsible for monitoring the student and for the subject taught:

.....

### Purpose of the internship:

- 1<sup>st</sup> year**: worker's internship
- 2<sup>nd</sup> year**: architecture studio
- 3<sup>rd</sup> year**: technical consulting, NGO or any other structure related to architecture, urban design or landscape design
- 4<sup>th</sup> year**: depending on the individual background of the student (ex. NGO, foundation, association,...)

## ARTICLE 2 – INTERNSHIP PERIOD

The training period must take place within the framework of an academic year.

From ..... to .....

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

Working hours (weekly) .....

**Any extension of the internship is subject to an amendment to this agreement.** The duration of the internship cannot, in any case, exceed the university year and is limited to a maximum of 6 months, including extensions, if any.

**The student will be present in the Company:**

Full time or  Part Time (please specify conditions): .....

## ARTICLE 3 - STATUS OF THE INTERN

The student retains his/her student status throughout the entire internship. He/She remains under the authority and responsibility of the Director of ESA.

No internship agreement may be made to replace an employee in the event of absence, suspension of work contract or redundancy, nor to carry out regular responsibilities corresponding to a permanent position, deal with temporary growth in the company's business, or for 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 ESA.**



#### ARTICLE 4 - HEALTH AND SICKNESS COVERAGE FOR INTERNSHIPS ABROAD

##### Coverage from French student status:

- For internships undertaken by citizens of the European Economic Community in the European Economic Area (except Norway, Island, Lichtenstein or Switzerland), trainees should be in possession of a valid European Health Insurance Card (CEAM).
- For internships undertaken in Quebec by French citizens, trainees must be in possession of form SE401Q.

##### In all other cases:

Trainees who incur medical costs abroad can be reimbursed by the private insurance organisation that handles their student French *Sécurité Sociale* health and sickness coverage upon their return by providing receipts of costs incurred. The amount of the reimbursement is calculated on the basis of standard French rates.

Significant differences may exist between the costs paid and the reimbursement received. The students must therefore take out complementary medical insurance with an organisation of their choice (e.g. student or other private 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 coverage 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 coverage 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 internship:

- should not exceed 6 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 15% of the ceiling of the French *Sécurité Sociale* for a statutory 35 hour working week under condition of authorisation from 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 ESA.

In the event of an accident, the Company must notify ESA in writing within 48 hours.

##### Coverage for accidents in the workplace includes accidents that occur:

- within the perimeter of the workplace and during working hours;
- on the commute between the trainee's place of residence and place of work abroad;
- on the commute between the trainee's normal place of residence in France and the place of his/her internship abroad;
- on an external assignment entrusted to the trainee by the Company and covered by company authorisation.

The Company undertakes to cover the trainee against risk of accidents in the workplace, risk of accidents 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 this paragraph is not fulfilled.

##### Under all circumstances

- the Company must immediately notify ESA if the trainee suffers an accident in the workplace during the internship. In case of work injury, ESA is responsible for fill in a work injury claim.
- the Company should provide full insurance coverage for the trainee if he/she is required to undertake assignments outside the perimeter of the workplace 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, ESA and the Trainee) declare they are in possession of a valid civil liability insurance policy.

Regardless of the nature of the internship and the country of destination, the trainee undertakes to take out an insurance policy covering accidents and 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 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 internship, he/she should declare this to the insurer of the vehicle and pay any supplementary insurance cover.

**ARTICLE 7 - ABSENCE AND TERMINATION OF INTERNSHIP**

**Temporary Absence**

The Company should notify ESA of any and all absences.

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 Internship**

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

**ARTICLE 8 - FINANCIAL PREREQUISITES**

If the Company finds it to be in their professional interest, the student may receive payment at the Company's discretion. Specify the bonus amount, if any .....

**ARTICLE 9 - INTERN DUTIES**

During the internship, the student shall be subject to company regulations, in particular in relation to professional secrecy and the organisation of work (schedule, security, etc.). In case of non-compliance with company regulations, the director of the Company reserves the right to terminate the student's internship, after informing ESA.

The intern pledges not to use, under any circumstances, any information about the Company that he/she 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, unless he/she has the formal agreement of the Company to do so.

The intern may be authorised to return to ESA during the internship 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 ESA and the host Company.

**ARTICLE 10 - COMPANY DUTIES**

If the training does not correspond to the commitments made by the Company within the framework of the present agreement, ESA may terminate the internship 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 the 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/her diploma. **Specify the activities below (compulsory):**

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

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



Date .....

**ESA**  
François Bouvard

**Company**  
(Representative) Name and signature

**Trainee**  
Name and signature

**Company**  
(Internship Supervisor) Name and signature

**Studio teacher**  
Name and signature

**The student, ESA and the Company must sign the present agreement at the latest 15 days before the student's departure.**

**The student must provide:**

- a copy of his/her CEAM
- a copy of his/her complementary medical insurance