

AGREEMENT OF COMPULSORY INTERNSHIP Practical training internship

BETWEEN

National High School of Architecture of de Marseille (ENSA-Marseille)

2, place Jules Guesde 13003 Marseille

☎ : 04.91.82.71.00 – Fax : 04.91.82.71.75

Legal representative : Anne Bourgon – Director

N° SIRET : 191 302 363 00020

N° of activity declaration: 9313P005313

And

Host institution

Address:

City/zip code Town

Subject area Status

Phone number ____/____/____/____/____ Fax ____/____/____/____/____

Legal representative (name and quality):

ARTICLE 1

The 2nd cycle practical training internship is compulsory to obtain the master degree of architecture. The objective of this agreement is to settle the relationships between the ENSA-Marseille, the host institution and the following student

Mr/Mrs (name, first name)

Address

.....

City/zip code Town

Phone number ____/____/____/____/____ e-mail

Registered in ____ year of **Master** for the year 20 ____/20 ____

ARTICLE 2 : OBJECTIVE OF THE INTERNSHIP

According to the school rule and pedagogical program of the school, the 2nd cycle practical training internship is an internship in a professional environment; it must allow the student to compare his theoretical knowledge with the work environment through a specific approach within the field of architecture. This approach must be agreed between the student and his internship tutor.

Missions and activities :

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ARTICLE 3: INTERNSHIP SPOKESPERSONS

The internship is under the responsibility of Mr _____ project teacher in ENSA-Marseille, who will act as the internship director. He will follow the student during his internship, together with Mr _____, the supervisor of the internship, who with the host institution, informs, guides and advises the student in his work.

ARTICLE 4: DURATION AND PERIOD

The minimal duration of the internship is 8 weeks full-time (280h). It can be done in two different structures and during two different periods (see holiday periods as précised in the school's calendar). It must be done over consecutive weeks.

It will take place:

From: ___/___/20___ to ___/___/20___ at a rate of _____ hours a week

From: ___/___/20___ to ___/___/20___ at a rate of _____ hours a week

If these minimum requirements are not respected (hours/weeks), the internship will not be validated as a compulsory internship.

The maximal duration of the internship is 6 months on an academic year (amendment included).

ARTICLE 5: INTERN POSITION

During his stay in the host institution, the intern remains a student from ENSA-M, under the pedagogical responsibility of the internship director.

The student must respect the host institution's rule, particularly regarding safety, schedules and discipline.

The host institution commits itself to getting the student to respect security measures, in the institution itself as well as outside, and particularly during construction site visits.

The student must respect professional secrets; he/she commits himself not to communicate any information he has collected for the writing of his/her internship report, unless permitted by the institution.

The host institution commits itself to setting student only work which is necessary for his/her practical and professional training, and to supply him all documents he needs.

He/she must respect the institution's timetable. However, the student can be authorized to come back to ENSA-M during his internship, particularly to attend some courses; the dates of these courses must be notified to the host institution before the beginning of the internship.

ARTICLE 6: BONUS/REMUNERATION

The bonus is fixed by professional sector agreement of the host country.

ARTICLE 7: INTERN HEALTH INSURANCE

To keep his/her health insurance abroad, the student must ask for a health insurance card which is delivered to European students who do their internship in a European Union country.

Students having health expenses abroad can get their money back from their complementary health insurance which is also their social security center: when they are back, they must present their health bills. The refund is then made on the basis of the price rates of French care (there can be considerable price differences).

Therefore, it is strongly recommended to sign a specific additional health insurance, which is valid for the country and the duration of the internship, by an institution of his/her choice (health cover for student institution, health cover for parents, private insurance company...).

Host institution can supply a health cover to the intern, in virtue of local law.

ARTICLE 8: WORK ACCIDENT

Host institution commits itself to contribute to student's cover and to do necessary declarations in case of work accident, journey accident, and professional diseases.

ARTICLE 9: LIABILITY INSURANCE

The company (for any fault which would be attributable to it) or (which would be responsible for a fault to the intern), and the student, (for damages he might bring about/cause during his internship) will have to take out an insurance guaranteeing their civil liability.

Name of the insurance N° (of the student)

The intern commits himself to take out an insurance contract (health/sanitary repatriation, legal aid) and an individual insurance accident contract.

ARTICLE 10: VALIDATION OF the INTERNSHIP

According to the school studies settle out, the internship is validated by a report; this report must be given back within the month after the end of the internship; this is the deadline.

Report must be given back to the internship office, during work hours (one copy, to the internship director, for correction).

At the end of the internship, the representative of the host institution supplies/gives the student a certificate of end of internship with his stamp. This certificate must be added to the report; it is compulsory for student internship validation

ARTICLE 11: AGREEMENT APPLICATION

In case of lack to the settle out, the host institution can end the internship and warn ENSA-Marseille of its decision

ARTICLE 12: AGREEMENT VALIDITY

This convention is:

- established for the academic year 20.. - 20.. in one single copy.
- signed and deposited, in the personal file of the student, on TAIGA.
- handed over, in on single copy, to the student for the attention of the host organization.

Marseille, ____/____/20____ (reserved to the school)

National High School of Architecture

(Name, surname, function, signature, stamp)

Host institution

(Name, surname, function, stamp)

Student

(Name, surname, signature)

Director of internship (teacher of project)

(Name, surname, signature)