

## NON-ACCREDITED, NON-MANDATORY INTERNSHIP AGREEMENT

BETWEEN

National High School of Architecture of de Marseille (also referred as 'ENSA-Marseille' below) 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 .....

Field of activity : ..... Legal status .....

Phone number \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_ Fax \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

Legal representative : Full name.....

Function.....

Student's supervisor at the Host institution:

Full name.....

Function.....

Email address.....

Phone number.....

### ARTICLE 1

All stakeholders in this agreement recognize the non-accredited and therefore non-compulsory nature of the internship hereby agreed. However, the ENSA-Marseille, the host institution and the ENSA-Marseille's Student taking part in said internship recognize the value of practical experience, and agree to settle a relationship for the purpose of this internship opportunity.

The Student :

Mr/Mrs (name, first name) .....

Address .....

City/zip code ..... Town .....

Phone number \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_ e-mail .....

Registered in \_\_\_\_ year of Bachelor/Master/Phd for the year 20\_\_\_\_/20\_\_\_\_

#### ARTICLE 2 : OBJECTIVE OF THE INTERNSHIP

This internship will allow the Student to experience a professional environment; it should allow the Student to compare their theoretical knowledge with the work environment through a specific approach within the field of architecture. This approach must be agreed between the Student and their supervisor within the host institution. The Student's supervisor will inform, guide and advise the Student in their work.

Missions and activities : .....  
.....  
.....  
.....  
.....

#### ARTICLE 3: DURATION AND PERIOD

The Student should be enrolled at the ENSA-Marseille for the whole duration of this agreement.

The internship will take place :

From: \_\_\_\_/\_\_\_\_/20\_\_\_\_ to \_\_\_\_/\_\_\_\_/20\_\_\_\_ at a rate of \_\_\_\_ hours per week

#### ARTICLE 4: RULES AND FRAMEWORK

During their stay in the Host institution, the Student remains a student from ENSA-Marseille.

The Student must respect the Host institution's rules, particularly regarding safety, working hours/schedules and discipline.

The Host institution commit themselves 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 and confidentiality; they hereby commit not to communicate any information collected during their internship, unless permitted by the institution.

The Host institution commit themselves to only giving the Student tasks, work and duties which are necessary for their practical and professional training, and to supplying them all documents and information they need to achieve set goals and tasks.

#### ARTICLE 5: FINANCIAL COMPENSATION / SALARY

The Host institution commit to adhering to local legislation and rules regarding the financial compensation / payment of the Student during their internship.

Please specify whether the Student will receive any financial compensation, and if they will, the nature of this compensation (salary, benefit in kind...): .....  
.....

If the Student will receive a salary or a compensation of any kind, please specify the hourly/monthly/weekly rate when relevant, and when this salary or compensation will be paid (monthly/weekly/at the end of the internship...):.....  
.....

#### ARTICLE 6: INTERN'S HEALTH INSURANCE

To keep their 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 centre: 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 their choice (health cover for student institution, health cover for parents, private insurance company...).

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

#### ARTICLE 7: WORK ACCIDENT

The Host institution commit to contributing to the Student's cover and to doing the necessary declaration in case of a work accident, journey accident, and occupational disease.

#### ARTICLE 8: LIABILITY INSURANCE

The Host institution (for any fault which would be attributable to them) or (which would be responsible for a fault to the Student), and the Student, (for damages they might bring about/cause during their internship) will have to take out an insurance guaranteeing their civil liability.

Name of the insurance ..... N° ..... (of the student)  
The Student commits to taking out an insurance contract (health/sanitary repatriation, legal aid) and an individual insurance accident contract.

#### ARTICLE 9: TERMINATION OF THE INTERNSHIP

The Host institution and the Student can terminate the internship before the date agreed in Article 3 within the framework defined by the Student's work contract if there is one (the need for a work contract will be determined by local legislation and rules), or within the requirements of the local law in the absence of a work contract.

The ENSA-Marseille would need to be informed of the termination of the internship if it is terminated before the end date agreed in Article 3 of this agreement.

#### ARTICLE 10: AGREEMENT VALIDITY

This agreement 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 one single copy, to the Student for the attention of the Host institution

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)