

Academic year: .....

# INTERNSHIP AGREEMENT N°

<p><b>1 – University/Grande Ecole at which the student is enrolled (hereafter "the Establishment")</b></p> <p>Name: .....</p> <p>Address: .....</p> <p>Represented by: .....</p> <p>Acting as: .....</p> <p>Administrative contact: .....</p> <p>@: ..... ☎: .....</p>	<p><b>2 – Referent University/Grande Ecole for the program for which Paris-Saclay University is accredited (hereafter the "Referent Establishment")</b></p> <p>Name: .....</p> <p>Address: .....</p> <p>Represented by: .....</p> <p>Acting as: .....</p> <p>Administrative contact: .....</p> <p>@: ..... ☎: .....</p>
<p><b>3 – The Host Organization (hereafter "the Organization")</b></p> <p>Name: .....</p> <p>Address: .....</p> <p>Country: .....</p> <p>Represented by: .....</p> <p>Acting as: .....</p> <p>Department to which the intern is assigned: .....</p> <p>Address: .....</p> <p>@: ..... ☎: .....</p> <p>Place of internship (if different): .....</p> <p>Address: .....</p> <p>@: ..... ☎: .....</p>	<p><b>4 – The Intern (hereafter the "Intern")</b></p> <p>Last Name: .....</p> <p>First Name: .....</p> <p>INE No.: .....</p> <p>Address: .....</p> <p>@: ..... ☎: .....</p> <p>Title of the degree program taken: .....</p> <p>Program: .....</p> <p>Training element: .....</p> <p>Annual hourly training volume (outside of the internship): .....</p> <p>Status of the student: <input type="checkbox"/> student in first-degree course <input type="checkbox"/> civil servant</p> <p><input type="checkbox"/> other: .....</p> <p>Social Security affiliation organization: .....</p>
<p><b>5 – The Referent Instructor (hereafter "the Instructor")</b></p> <p>Last Name: .....</p> <p>First Name: .....</p> <p>Establishment: .....</p> <p>Work address: .....</p> <p>@: ..... ☎: .....</p>	<p><b>6 – The internship tutor of the Host Organization (hereafter "the Tutor")</b></p> <p>Last Name: .....</p> <p>First Name: .....</p> <p>Position: .....</p> <p>Work address (if different from the Organization): .....</p> <p>@: ..... ☎: .....</p>

**Special Terms for the Internship**

Subject of the internship: .....

From: ..... To: ..... Periods of interruption:  no  yes: .....

Number of weeks of actual presence: ..... Number of days off: .....

If the intern must be present in the Organization at night, on Sundays or holidays, specify the particular cases: .....

Competencies to be acquired: .....

Activities assigned: .....

Monitoring by the instructor:  E-mail  telephone contacts  meetings Evaluation procedures:  internship report  defense

Stipend (not including the benefits offered): .....

Procedure for payment of the stipend:  bank transfer  check  cash

Complementary benefits granted: .....

## **General Terms**

### **Article 1 – Purpose of the agreement**

This agreement sets the general and special terms governing the relations of the Organization with the Establishment and the Intern.

A web page is dedicated to the internships within Paris-Saclay University. It gives access to the legislative texts that govern internships in France, to the details regarding insurance, to the various statuses of students and to other information. This page is located at the following address:

<http://www.universite-paris-saclay.fr/en/education/intership-master>

### **Article 2 – Objective of the internship**

The internship corresponds to a temporary period of practical work in a professional environment during which the Intern acquires professional competencies and implements what he has learned in his educational program for the purpose of obtaining a diploma or a certification and to favor his job placement. The Intern is given one or several assignments in accordance with the teaching plan defined by the Referent Establishment and approved by the Organization. The program of the internship is established in coherency with the educational program provided.

### **Article 3 – Contractual documents**

The internship agreement is composed of general terms, special terms and possibly riders.

### **Article 4 – Welcome and supervision of the intern**

The Intern is supervised by the Instructor and the Tutor who are his privileged contacts during the internship.

The Intern is authorized to return to the Establishment during the internship to take classes explicitly included in his study program, to take exams or to take part in meetings; the Organization is informed of the dates by the Referent Establishment.

Any difficulty which arises in the fulfillment and carrying out of the internship, observed by the Intern or by the Tutor, must be reported to the Instructor and the Referent Establishment so that it can be resolved as quickly as possible.

### **Article 5 – Stipend - Benefits**

In the interest of the proper realization of the internship, the Organization is encouraged:

- to provide a reasonable stipend in light of the context and the assignments of the Intern,
- to reimburse the expenses that are necessary for carrying out the internship,
- to allow the Intern to take advantage of the Organization's social benefits.

### **Article 6 – Social protection and insurance system**

Throughout the duration of the internship, the Intern maintains his original status and continues to benefit from his social protection system.

The Organization and the Intern declare that they have insurance for third-party liability .

For internships within the European Union, Norway, Iceland, Liechtenstein or in Switzerland: the Intern must obtain the European Health Insurance Card that will allow him to receive certain insurance benefits in the host country.

For internships outside of the European Union: only medical expenses that are considered to be urgent can be covered by the State Health Insurance or the Students' Mutual Insurance.

**The Intern must inform his social security organization of his internship. He must check on the conditions for and ceilings of the applicable reimbursements, as a function of his stipend.** The Intern can remain covered by his French social security system when his stipend does not open up rights to work accident protection in the host country; compensation or a stipend is allowable within the limit of 15 % of the hourly ceiling for social security, and subject to the agreement of the State Health Insurance System to a request for the maintaining of benefits.

*Special case for students of Paris-Saclay administratively registered at AgroParisTech: The preceding restriction does not apply if the intern is administratively registered at AgroParisTech. Before the departure, it is necessary to send the request for the maintaining of benefits to the MSA. Furthermore, the host organization must immediately report to AgroParisTech an accident affecting the intern during the internship so that AgroParisTech can declare the accident within 48 hours to the MSA.*

**In all cases, the Intern agrees to subscribe an assistance contract (repatriation for health reasons, legal assistance, etc.) and an individual accident insurance contract .**

### **Article 7 – Discipline**

The Intern to subject to all of the rules applicable within the Organization, of which he is informed before the start of the internship, particularly with regard to

the establishment rules, the schedule and the health and safety rules .

Disciplinary penalties can only be decided on by the Establishment. In this case, the Organization informs the Instructor and the Establishment of the breaches and provides all elements to allow the Establishment to make a decision.

In the event of a particularly serious breach of discipline, the Organization reserves the right to terminate the internship while respecting the provisions set in article 9 of this agreement.

#### **Article 8 – Absences – Vacations – Interruption of the internship**

The duration of the internship may not exceed six (6) months per year of studies.

Any absence or vacation of the Intern must be authorized in advance by the Tutor and the Instructor who respectively inform the Organization and the internship service of the Establishment.

For any other temporary or final interruption of the internship (illness, unjustified absence, etc.) the Organization notifies the Establishment in writing. The Establishment and the Organization agree on the conditions for the continuation, postponement or ending of the internship. This agreement is covered by a rider to the internship agreement. Moreover, the Establishment decides on possible adjustments of the procedures for validation of the training of the Intern.

If one of the parties wants to end the internship, he must immediately inform the other parties of this in writing. The reasons presented will be examined in close consultation. The final decision to end the internship can only be made at the end of this consultation phase.

#### **Article 9 – Duty of discretion and confidentiality**

The duty of discretion is absolutely obligatory and evaluated by the Organization in light of its specific features. The Intern thus agrees never to use the confidential information collected or obtained for its publication or communication to third parties without the prior agreement of the Organization, and this is true for the internship report. This commitment is valid not just during the internship but also after its expiration for a period of one (1) year. The intern agrees not to keep, take away or make copies of any document or software, of whatever nature, belonging to the Organization, without its agreement.

Within the framework of the confidentiality of the information contained in the internship report, the Organization can request a restriction of the distribution of the report, or even the removal of certain confidential elements.

The people who will become aware of it are bound by professional secrecy not to disclose the information in the report.

#### **Article 10 – Intellectual property**

If the activities of the Intern lead to the creation of a work protected by copyright or industrial property rights, if the Organization wants to use it and the Intern agrees, a contract must be signed between the intern (author/inventor) and the Organization.

The contract must then specify the extent of the rights transferred, the possible exclusivity, the purpose, the supports used, the duration and the price of the transfer. This clause applies regardless of the status of the Organization.

If the intern is a salaried employee of the Establishment, the release contract must be co-signed by the Establishment if it covers rights for which the ownership is legally allocated to it.

#### **Article 11 – End of the internship – Report – Evaluation**

11.1 – At the end of the internship, the Organization issues (a) an internship attestation and an evaluation sheet for the Intern's activity (<http://www.universite-paris-saclay.fr/en/education/intership-master>).

This attestation is the document that will be used by the Intern to claim benefits from the General Pension Scheme.

11.2 – The internship leads to a pedagogical evaluation by the Referent Establishment and the attribution of a grade based on the submission by the Intern of an internship report (see special terms).

11.3 – The tutor of the Organization or any member of the Organization may be asked to come to the Referent Establishment within the framework of the carrying out or validation of the internship. As such, he may not claim any coverage of costs or compensation from the Establishment.

SIGNED IN .....,  
DATE .....,  
in six originals.

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FOR THE ESTABLISHMENT

Name and position

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FOR THE REFERENT ESTABLISHMENT (if different from the ESTABLISHM

Name and position

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FOR THE ORGANIZATION

Name and position

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THE INTERN

First name and last name

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THE INSTRUCTOR

First name and last name

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THE TUTOR

First name and last name

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