

N° registration of the internship:

*Legibly complete the framed parts*

<p><b>Name/first name of the student:</b> .....</p> <p><b>Period of internship:</b> from ..... to .....</p> <p><b>Tutor (host organisation):</b> .....</p> <p><b>Student 1 Licence cycle/year:</b> .....</p> <p><b>Student 2<sup>nd</sup> cycle Master/year:</b> .....</p>
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**INTERNSHIP AGREEMENT**  
(as provided within the educational framework  
Licence or Master program)

**BETWEEN**

**1. The firm or corporation**  
.....

Represented by  
.....

Full address  
.....

Postal code/City: .....

Country: .....

Phone .....

Fax .....

Email .....

## 2. The student ENSA Clermont-Ferrand making the internship

Mrs/Miss/Mr. ....

Full address .....

Postal code/City: .....

Country: .....

Phone .....

Email .....

## 3. L'École Nationale Supérieure d'Architecture de Clermont-Ferrand (ENSACF)

Represented by

**Monsieur Simon TEYSSOU, Director**

Address

**85, Rue du Docteur Bousquet - 63100 Clermont-Ferrand**

Phone **04 73 34 71 50**

Fax **04 73 34 71 69**

Email **ensacf@clermont-fd.archi.fr**

### ARTICLE 01

The present agreement concerns the professional training internship provided in view of delivering and undertaken by Mr or Mrs ..... a architecte-intern at the College.

### ARTICLE 02

The teacher in charge of educational training, responsible of the pedagogical coaching of the trainee in the National Superior School of Architecture is:

Name: ..... Phone: .....

**It cannot be changed during the validation procedure except in case of absolute necessity.**

The internship supervisor, in charge of supporting the student during his training period in the host organization is:

Name: ..... Phone: .....

Function: .....

### ARTICLE 03

The duration of the professional training internship is set from ..... to ..... at 35 hours per week.

Type of the internship: Face to Face/Remote (Delete where not applicable)

The work hours are those of the firm. However, the architecte-intern may be permitted to return to the College, during his professional training internship, to take certain classes whose dates the firm director is apprised of before the internship begins.

**ARTICLE 04**

The main objective of the internship is the practical application of the courses taken without the employer being able to derive any direct benefit from the intern’s presence in his firm. Consequently, the firm director pledges to have the student perform, in keeping with his curriculum of studies, only those tasks which contribute to his professional education. The difficulties which might be encountered in the carrying out of these tasks would immediately be notified to the official in charge of the student’s training, especially if they put into question the architecte-intern’s capacity to derive benefit from the professional training.

**ARTICLE 05**

Internship program and missions: *(to be completed imperatively by the pedagogical teacher in charge of the internship)*

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

**ARTICLE 06**

During his professional internship, the architecte-intern must be respectful of the discipline of the firm, especially where medical visits and work schedule are concerned. The intern pledges to refrain from using, in any given circumstance, the information he gathered for his final internship report, to communicate it to third parties or promote its publication other than with the firm’s agreement.

**ARTICLE 07**

Should the architecte-intern fail to comply with the terms, the director of the firm has the right to put an end to the guilty intern’s internship, after notifying the official in charge of his internship.

**ARTICLE 08**

This internship has to be remunerated following the local minimal salary. The amount of this remuneration may be superior and left to the firm’s discretion.

**ARTICLE 09**

During the internship, students may receive an honorarium or salary. If they are paid, they become salaried employees of the firm and, as such, must be declared to relevant Social Security Offices in the host country. If students are not paid, they remain under of the French student’s social security system. They are covered by the rules of article L 412-8-2b of the French Social Security laws relative to work injury.

If the students are injured in the course of their work or professional travel, the director of the firm is responsible for inform the school’s director or the placement tutor within 24 hours.

The school’s director is responsible for making a registered declaration of work injury to the appropriate services in Clermont-Ferrand.

The director of the firm must obtain third party insurance for students placed under his/her responsibility.

**ARTICLE 10**

At the end of the internship, the firm delivers the intern a certificate indicating the nature and duration of the internship. The official in charge of the training period asks the firm director for an evaluation of the intern’s work.

**ARTICLE 11**

This agreement is established for the academic year .....

Done the .....

**Seal and signature preceded by the handwritten words «read and approved»**

The representative of the host organization,

Date .....

The student intern,

Date .....

The teacher responsible of the pedagogical coaching of the trainee,

Date .....

Simon TEYSSOU, Director of the National Superior School of Architecture

Date .....