



RÉPUBLIQUE  
FRANÇAISE

Liberté  
Égalité  
Fraternité

N° registration of the internship :

*Legibly complete the framed parts*

Name/first name of the student :

.....

Period of internship :

from .....

to .....

Tutor (host organisation) :

.....

**Student 1 Licence cycle/year :** .....

**Student 2<sup>nd</sup> cycle Master/year :** .....

### INTERNSHIP AGREEMENT

(as provided within the educational framework

Licence or Master program) –

**Type of the internship :**

☐ **Mandatory Internship**

☐ **Internship to the student initiative**

**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	..... PC/City : ..... Country : .....
Phone	.....
Email	.....

**3. L'Ecole Nationale Supérieure d'Architecture de Clermont-Ferrand (ENSACF)**

Represented by	<b>Monsieur Olivier Malclès Director</b>
Address	<b>85, Rue du Docteur Bousquet – 63100 Clermont-Ferrand</b>
Phone	<b>04 73 34 71 50</b>
Fax	<b>04 73 34 71 69</b>
Email	<a href="mailto:ensacf@clermont-fd.archi.fr">ensacf@clermont-fd.archi.fr</a>

**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)

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

### 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. **This amount is of .....(value converted into euros)**

### 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.

The director of the National School of Architecture noted that the student has taken out insurance covering his civil liability for the damages he could cause during the duration or during his internship in the host organization.

Name: .....  
Subscription number: .....

The student must also take out individual accident insurance and repatriation insurance.

Insurance Name: .....  
Subscription number: .....

Insurance Name : .....  
Subscription number: .....

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.

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

<p>Signature of Director the National Superior School of Architecture</p> <p>Mr. Olivier Malclès</p>	<p>Signature of the host organization</p> <p>M.....</p>
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Signature of the teacher responsible for the training period	Signature of the student intern	Signature of the student tutor (in the host organism)
M.....	M.....	M.....

