

AGREEMENT

For the mandatory professional training internship for the second cycle studies leading to a State Diploma of Architecture, Masters Level

BETWEEN

The National Superior School of Architecture, Paris-Belleville (l'école nationale supérieure d'architecture de Paris Belleville)

Represented by : Mrs Christine Leconte, Director,
60 boulevard de la Villette
75019 Paris

Telephone : 01 53 38 50 00
Fax : 01 53 38 50 01
as party for the first part,

AND

The Host Organization :

Represented by M :

[Name and Position]:

[Address]:

Telephone, Fax] :

Email:.....

as party for the second part.

In view of Decree # 2005-734 dated 30 June 2005 regarding architectural studies and the Decree of 20 July 2005 regarding the training cycles of architectural studies leading to the State Diploma of Architecture, Bachelor Level, the following is agreed:

ARTICLE 1 : AIM OF THE AGREEMENT

A professional intership training is mandatory for obtaining the State Diploma of Architecture.
The present agreement specifies the relationship between the School of Architecture and the Host Organization. It concerns the professional training internship between the Organization and the Student, named hereafter, who is registered in the second cycle of the study of architecture leading to a State Diploma of Architecture, Masters Level

M _____

[Name : _____

Date of Birth : _____

Address : _____

Telephone] : _____

ARTICLE 2 : INTERNSHIP TOPIC AND ACTIVITES, DUTIES AND RESPONSIBILITIES OF THE INTERN

In accordance with the teaching program of the school and its regulation of studies, the professional internship training must permit the Student Intern to use their theoretical knowledge within the world of work through an aspect or a particular approach in the fields of architecture, city and landscape. The internship must correspond to the professional project developed by the Student Intern. The Student Intern takes part in the activities developed within the Host Organization, but the internship program is established between the School of Architecture and the Host Organization management. The selected topic of the internship and related activities, duties and responsibilities are:

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

ARTICLE 3 : DURATION AND TIMETABLE OF THE INTERNSHIP

The mandatory professional internship of "hands-on training" lasts for a duration of 2 months full-time, or 4 months part-time, outside the vacation schedule of the Host Organization.

The internship period will be from to and consist ofhours per week.

[The scheduled hours follow those of the Organization. However, the Student Intern can be authorized to return to the School of Architecture throughout the internship to take certain courses. Those dates are made available to the Host Organization representative before the beginning of the internship. The Student Intern is authorized to write a final report throughout the internship. The Student Intern must also attend two evaluations given by the Supervising Teacher responsible for the internship.

Number of full time days of the internship :

ARTICLE 4 : THE INTERSHIP PARTICIPANTS

The Supervising Teacher, responsible for the pedagogic training of the Student Intern at the School of Architecture is :

M.....
..... [Name, telephone]

The Internship Director, responsible for the Student Intern for the duration of the internship at the Host Organization is:

M
..... [Name, position, telephone]

ARTICLE 5 : STUDENT INTERN STATUS

The Student Intern remains a student of the School of Architecture throughout the duration of the internship in the Host Organization. The Student Intern is under the teaching responsibility of the Supervising Teacher of the internship.

The Student Intern may have an internship salary or bonus whose principle and amount are left to the discretion of the Host Organization. If the Student Intern is not compensated or receives a bonus of an amount within the limits fixed by the modified decree of January 11, 1978 (30% of the SMIC, based on 169 hrs/month , on January 1 of the year during which the internship began), they retain their student status. The Student Intern should not be counted as a member of the Host Organization's workforce and cannot take part in any professional elections.

The Student Intern is subjected to the rules of the Host Organization, especially rules regarding safety, schedules and discipline. The Student Intern must respect the professional secrecy of the Host Organization: The Student Intern makes a commitment not to use, under any circumstances, the information collected to produce the final internship report to: communicate it to a third party or publish it, except with the agreement of the Host Organization. The Host Organization cannot gain any direct profit from the presence of the Student Intern in the organization. The Host Organization is committed to making the Student Intern work only on activities that contribute to their professional hands-on training, and must respect the pedagogic note in the appendix.

When the Student Intern holds an employment contract of either a specified duration or unspecified duration and receives a monthly salary higher than the SMIC, the preceding paragraph of this article and articles 6 to 10 of this agreement are void. The pedagogic note remains in effect.

During the internship the Student Intern is :

unpaid (not compensated , or compensated up to 30% of the SMIC ,

paid (over 30% of the SMIC)

The gross monthly salary will be..... deposited according to the following methods :

.....

ARTICLE 6 : WORK ACCIDENTS

If the monthly remuneration does not exceed the limits prescribed in article 5, the Student Intern benefits from the legislation on industrial accidents of pupils or students according to the specific provisions of article L 412-8 2b of the Social Security code.

In the event of an accident involving the Student Intern, either during work, or on the way to or from the school, home or the Host Organization, the Host Organization representative must forward all statements to the Director of the School of Architecture within 24 hours maximum. The statements of the Director of the School or of the next in charge must be made by registered letter to the relevant insurance provider, with a request of receipt within 48 hours, not including Sundays and public holidays. In the event that the school is closed, the Student Intern directly addresses the accident statements to the relevant insurance provider within 48 hours.

If the monthly remuneration exceeds the prescribed limits, the Student Intern benefits from the legal employee insurance coverage.

ARTICLE 7: SALARY AND EMPLOYER CONTRIBUTIONS AND SOCIAL SECURITY COVERAGE

The amount paid to the Student Intern is exonerated from all contributions if the monthly remuneration does not exceed the limits prescribed in article 5. The Student Intern continues to receive the social security benefits in which they are enrolled. (health insurance, retirement, family benefits).

Student Interns who are not remunerated (or receive a monthly compensation within 30% of the SMIC) and work abroad benefit from social security coverage if there is a bilateral social security agreement between the host country and France. The School of Architecture makes a request to the social security administration to maintain the Student Intern's right, accompanied by the Internship Agreement. The Student Intern's right to social security benefits can be maintained for a maximum of six months. If a bilateral social security agreement does not exist between the host country and France, the Student Intern must apply for complementary insurance coverage.

The Host Organization is reminded that if the Student Intern is compensated for a monthly amount exceeding the limits prescribed in article 5, it is the Host Organization's responsibility to: pay the employer's contribution of the Student Intern's salary, provide health insurance, retirement, family benefits and industrial accident insurance to the Student Intern in accordance with article L. 411-1 of the social security code.

ARTICLE 8 : PUBLIC RESPONSIBILITY

[The Student Intern] [The Director of the School of Architecture] state that they have enrolled in an insurance policy covering civil liability [of the Student Intern] for damages which the Student Intern could cause during their stay at the Host Organization. The Director of the Host Organization also states to have enrolled in an insurance policy covering " civil liability" for any fault attributed to the Organization with regard to the Student Intern.

ARTICLE 9 : COLLECTIVE SOCIAL SERVICE BENEFITS

Lodging no yes (specify conditions)
Meals no yes (specify conditions)
Transport no yes (specify conditions)

ARTICLE 10 : PROFESSIONAL EXPENSES

Training and/or travel expenses required for the internship by the Host Organization are as follows:

The Host Organization:

will reimburse

will not reimburse

the Student Intern for double residence transport charges.

These professional or comparable expenses are not regarded as benefits in kind and are deductible for the social security contribution calculations, within the limit of conditions allowed for upper level professionals.

ARTICLE 11 : FOLLOW UP AND VALIDATION OF THE INTERNSHIP

The Supervising Teacher, the Internship Director and the Student Intern prepare the specific content, courses of action and validation of the internship which concern the pedagogic note attached to the present agreement

Upon completion of the Internship, the Host Organization representative forwards a document to the Director of the School of Architecture certifying the end of the Internship. The Internship Director must send a written assessment of the internship experience to the Director at the School of Architecture. The Student Intern must hand in two copies of the final internship report. One is for the Supervising Teacher and one is for the School Department mentioned in the attached pedagogic note.

ARTICLE 12: APPLICATION OF THE AGREEMENT

In the event of any disagreement, either party concerned can terminate the present Internship Agreement up to one month following the signature of the agreement. The Director of the School of Architecture and the Host Organization representative will be mutually informed of any difficulties which could arise as a result of the agreement. They, along with the Supervising Teacher, Internship Director and the Student Intern take the necessary steps to resolve any problems that could occur. In the event of a substantial breach in the Internship Agreement, the Host Organization representative and the Director of the School of Architecture may terminate the internship at any time after a discussion between the Student Intern and the persons in charge concerned.

ARTICLE 13 : VALIDATION OF THE AGREEMENT

This agreement is established for the academic year[1st Sept..... - 30 Aug.....]

Made in three copies ¹ to :

le.....

Signature of the Director of the
School of Architecture

Signature of the Host
Organization representative

[First Name, Last Name]

[First Name, Last Name]

Signature plus
handwritten mention
« read and approved »

Supervising Teacher

Student Intern

Internship Director

[First Name, Last Name]

[First Name, Last Name]

[First Name, Last Name]

¹ One copy for the Host Organization, one for the Student and one for the School of Architecture.

INTERN EVALUATION FORM

To be filled in by the Internship Director of the Host Organization

STUDENT NAME :

COMPANY NAME:

	General Assessment (grade of A -D, with A being the highest grade)	Comments
ATTENDANCE		
IDEA CONCEPTION, THOUGHT PROCESS		
DRAWING, PRODUCTION		
TEXT (ANALYTICAL CAPACITY)		
FINISHED PRODUCT, FINAL RESULTS OBTAINED		
COMMUNICATION, INTEGRATION INTO THE COMPANY, TEAM WORK		
GENERAL COMMENTS	OVERALL GRADE	

NAME OF COMPANY INTERNSHIP DIRECTOR :

Date and signature :