



Academic Year : 20  / 20   
Bourges Campus

## INTERNSHIP AGREEMENT

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### The Home Institution :

Name: Institut National des Sciences Appliquées Centre Val de Loire – Campus de Bourges-Campus de Blois  
Administrative Address : Technopole Lahitolle, 88, Boulevard Lahitolle – CS 60013 - 18022 BOURGES CEDEX  
Represented by Prof. Nicolas GASCOIN (Director of INSA Centre Val de Loire)

### The Host Organization :

Name :   
Address :   
Phone:  Fax:   
E-Mail:   
Represented by (name of person signing contract):   
Job title:   
Name of Department where internship will take place :   
Place of internship : (if different from the host organization address)   
  
Size of the organization: ☐ less than 10 ☐ 11 to 249 ☒ 250 to 4999 ☐ more than 5000

### The Host Organization's internship's supervisor :

Surname :  First Name :   
Job Title:  Phone:   
E-Mail:

\* The Host institution must mandatorily inform INSA Centre Val de Loire and the student if the internship's supervisor changes before and during the internship.

### The Home Institution's internship's supervisor :

Surname:  First Name:   
Job Title:  Phone:   
E-Mail:

### The intern student :

Surname :  First Name:   
Gender: ☐ F ☒ M Nationality:  Date of birth:   
Parental address:   
Phone:  E-Mail:

<b>TRAINING UNDERTAKEN:</b> Engineering master degree <input type="checkbox"/> Industrial Risks Control OR <input checked="" type="checkbox"/> Computer Technology and Securities <input type="checkbox"/> 3rd year (800 hours/year) <b>Discovery of a company internship</b> <input type="checkbox"/> 4th year (600 hours/year) <b>Assistant Engineer internship</b> <input type="checkbox"/> 5th year (420 hours/year) <b>End-of-study internship, option</b> IoT and cloud security	
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<b>TOPIC OF THE INTERNSHIP:</b> Pipeline for Core Communication Platform <b>DATES OF INTERNSHIP:</b> from 01/03/2020 to 31/08/2020 <b>CLOSING DATES OF THE HOST ORGANIZATION:</b> from no closing dates to <b>LENGTH OF INTERNSHIP:</b> 26 weeks
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1 Article L124-5 of the Education Code : « The duration of any internship(s) undertaken by a single intern in any one organization must not exceed six months per academic year »

AGREEMENT'S ADMINISTRATOR :	
On behalf of INSA Centre Val de Loire Bourges Campus :	On behalf of the host organization:
<b>Alina GRUNER</b>	Surname – First Name: Jana BAUMANN
International Relations Officer	Job: HR Business Partner
<b>Campus de Bourges</b> Technopole Lahitolle - 88 Bd Lahitolle CS 60013 18022 BOURGES CEDEX	Address to send the agreement (if different from 1st page) : <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
Phone : +33 2 48 48 40 42	Phone: +49 69 6657 1101
E.Mail : alina.gruner@insa-cvl.fr	E.Mail: jana.baumann@worldline.com
<p><b>Please note that a hotline number will be in service at INSA Centre Val de Loire during annual closures (winter and summer break) for students abroad. In case of a work place accident, conflicts in the host country, natural or industrial disasters, terrorist attacks or any other emergency,</b></p> <p><b>Please dial 00.33.2.48.48.40.87 from abroad.</b></p>	

#### Article 1: Purpose of the agreement

This agreement governs the relationship between the host organization (company, public agency, association...), the INSA Centre Val de Loire and the intern.

#### Article 2: Objective of the internship

The internship is a situation of a temporary period during which the student evolves in a professional environment. Throughout the internship, the student acquires professional skills and implements the achievements of his training in order to obtain a degree or a certification and promote his professional integration. The student is entrusted with missions complying with the pedagogical project set out by his/her educational institution.

The internship programme is determined by INSA Centre Val de Loire and the host organization according to the general curriculum of training offered.

##### Skills to acquire and develop:

**5<sup>th</sup> year:** Work as an engineer – Implement knowledge acquired, acquire new ones  
 Fit into a work team – Conduct a long-term mission  
 Grasp the functional reality of a company  
 Write an internship report and present a viva voce on the mission results

**4<sup>th</sup> year :** Suggest the implementation of solutions to technical problems  
 Develop professional relationships – conceive a project – Be in an assistant engineer context

**3<sup>rd</sup> year:** Being able to comprehend a professional environment by having an operational position in a host organization ( company, association, administration ... )

Duties to be carried out Cf. annex 2 attached to the agreement

#### Article 3: Practical terms of internship

The weekly presence of the student in the host organization will be 40 hours on a full time / part time basis (cross out as appropriate)

Weekly hours: from 9 am to 12 am and from 1 pm to 6 pm.

If the intern must be present in the host organization at night, on Sundays or a bank holiday, the organization must indicate this hereafter:

#### Article 4: Status of intern – Reception and Monitoring

The student will retain his/her previous status throughout the duration of the internship in the host organization and will receive regular monitoring from the INSA Centre Val de Loire. The work placement supervisor named by the host organization in this agreement is in charge of supervising the trainee and optimizing the conditions in which the work placement is carried out.

The trainee is authorized to return to INSA Centre Val de Loire during the work placement period to take courses or to attend meetings that are explicitly required by the programme, provided the host organization has been informed on the dates by INSA Centre Val de Loire and the student has been allowed to travel, if applicable.

Any difficulty that will occur during the internship and noticed by the trainee or by the internship's supervisor will be brought to the internship's supervisor at INSA Centre Val de Loire.

#### Article 5: Remuneration – Benefits in kind

Remuneration is fixed by the rules in force within the country where the internship takes place.

In the event of a definitive interruption of the internship, the amount of remuneration due to the trainee shall be prorated according to the length of the work placement performed.

Amount of remuneration (per month):

Accommodation and travel costs incurred by the student at the request of the organization in addition to any training expenses required to carry out the internship will be covered by the organization in accordance with the terms in force within the organization.

#### Article 5a: Access to employees' rights - Benefits in kind

The trainee shall have access to the staff canteen or restaurant vouchers under the same conditions as employees of the host organization.

The trainee shall have access to social and cultural activities under the same conditions as employees according to internal and national laws in force within the country.

Other Benefits Granted :

#### Article 6: Social Security

The student remains affiliated with his/her prior social security system throughout the duration of the internship and will retain student status.

The following clauses are applicable subject to compliance with the legislation of the host country and legislation governing the type of the host organization:

##### 6.1 Accidents at work

The student continues to benefit from the French Legislation relating to accidents at work.

In the event of the student being involved in an accident, regardless of whether this takes place whilst undertaking work in the organization, during travel or on any premises pertaining to fulfilling the requirements of the internship, the host organization shall immediately inform INSA Centre Val de Loire by email at the following address [relationsinternationales@insa-cvl.fr](mailto:relationsinternationales@insa-cvl.fr).

INSA Centre Val de Loire shall then send a declaration to the "Caisse Primaire d'Assurance Maladie" (healthcare insurance office) specifying INSA Centre Val de Loire as the employer.

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##### .2 Health protection for interns:

1) Protection under the French student scheme:

- For internships in the European Economic Area (EEA) undertaken by students who are nationals of member states of the European Union, the student must obtain a European Health Insurance Card (EHIC).

- For internships carried out in Quebec by students who are French nationals, the student must obtain a SE401Q form (104 for internships in companies, 106 for internships in universities).

- In all other cases:

Students who incur health costs abroad can be reimbursed by the organization which serves as "Caisse de Sécurité Sociale" for students, on their return to France and on the presentation of documentary evidence: the reimbursement is granted on the basis of French healthcare costs, meaning major differences may exist.

° It is therefore strongly recommended that the student takes out additional private health insurance which is valid in the country where the internship takes place and for the duration of the internship, with the host organization of his/her choice (student insurance company, insurance company of parents, private company on a one-off basis...).

° Exception: if the host organization provides the student with health insurance pursuant to the clauses outlined in local law (see section 2) below), the student can choose to benefit from this local health insurance cover. Before making a decision, the student should verify the specific details of cover provided.

2) Protection from the host organization:

By ticking the appropriate box, the host organization indicates hereunder if it will provide the intern with health insurance pursuant to local law:

☐ YES (this is in addition to the rights of the student under the French student insurance scheme, which continues when the student is abroad)

☒ NO (protection follows exclusively from the rights of the student under the French student scheme, which continues

#### **when the student is abroad)**

If neither of these options is ticked, section 1) of article 6.3 will apply.

#### **6.3 Occupational accident insurance for interns abroad:**

1) In order to benefit from French legislation in relation to occupational accident cover, the present internship must:

- Be no longer than 6 months, including any extensions.
- Not give rise to any remuneration likely to grant rights to occupational accident insurance in the foreign country (an allowance or remuneration is accepted up to 15% of the hourly social security limit for a legal duration of weekly work equal to 35 hours subject to the consent of the "Caisse Primaire d'Assurance Maladie").
- Take place exclusively in the company party to the present contract.
- Take place exclusively in the foreign country stated.

When these conditions are not fulfilled, the host organization agrees to pay contributions for the protection of the intern and to make the necessary declarations in the event of an accident in the workplace.

2) The declaration of occupational accidents is the responsibility of the INSA Centre Val de Loire who must be informed by the host organization in writing within 48 hours.

3) The student is covered for accidents occurring:

- Within the confines of the location of the internship and the hours of the internship.
- On the daily journey between the place of internship and the place of residence abroad.
- On the journey between the place of residence of the intern on French territory and the place of residence abroad (at the beginning or the end of the internship).
- In the course of any assignment commissioned by the host organization and where the activity is a necessary part of the given assignment.

4) In the event that any condition outlined in point 6.3 1) is not met, in accordance with the present contract, the host organization agrees to provide cover for the intern against the risk of a workplace or travel accident and against occupational diseases and to provide any declarations required.

5) In all cases,

- If a student suffers an accident in the workplace during the internship, it is imperative that the host organization informs the INSA Centre Val-de-Loire of the accident **immediately**.
- If a student completes limited tasks outside of the host organization or outside the country where the internship takes place, the host organization must make all the necessary arrangements to provide the student with appropriate insurance.

#### **Article 7: Civil liability and insurance**

The student declares that he has a civil liability coverage.

Regardless of the nature of the internship and the host country, the trainee agrees to obtain cover for him/herself by way of a general insurance policy (medical repatriation, legal assistance, etc) and a personal accident insurance policy.

If the host organization provides the intern with a vehicle, it is the host organization's responsibility to check beforehand that the vehicle insurance policy covers use of the vehicle by a student.

When the student uses his/her own vehicle or a vehicle loaned by a third party within the framework of the internship, the student expressly agrees to declare this use to the insurer of this vehicle, and if required, to pay the relevant premium.

#### **Article 8: Safety instructions**

The host organization is committing to make sure that the work placement takes place in optimal safety rules.

INSA Centre Val de Loire cannot be held responsible for the damage suffered by the trainee due to a failure to comply the previous paragraph from the host organization.

#### **Article 9: Conduct**

Throughout the internship, the student is subject to the discipline and internal regulations of the organization, specifically, in relation to hours of work, and hygiene and safety regulations in force within the host organization.

Disciplinary procedures may only be determined by the INSA Centre Val de Loire. In the event of a breach of discipline, the host organization should inform INSA Centre Val de Loire of the breach(es) and provide the constitutive elements.

In the event of a particularly serious breach of discipline, the host organization reserves the right to terminate the internship while respecting the clauses fixed in article 10 of the present contract.

#### **Article 10: Leave of absence and interruption of internship**

Any difficulties which occur during the course of the internship shall be brought to the attention of all parties concerned in order to resolve the issue as soon as possible.

##### **Temporary interruption :**

During the course of the internship, the intern can take annual leave subject to approval from the host organization and with respect of the duration of the internship.

For any other temporary curtailment of the internship (illness, pregnancy, unauthorized absence...), the host organization should inform the Director of the INSA Centre Val de Loire in writing.

##### **Definitive interruption :**

**In the event that one of the three parties (host organization, INSA Centre Val de Loire, student) wishes to permanently interrupt the internship, the party in question shall inform the other parties in writing immediately. The reasons outlined will be examined in close consultation. The final decision to curtail the internship will only be made after this dialogue phase.**

An addendum to the contract may be drawn up in the event of an extension of the internship at the request of the host organization and the student. This request shall be expressed by the host organization to the INSA Centre Val de Loire **the first week of July (for the current academic year) at the latest**. The INSA Centre Val de Loire will write the addendum in

consultation with the INSA Centre Val de Loire internship's supervisor. Under no circumstances, the end date of the internship must not take place after the end of the **current academic year**.

The successive hosting of interns undertaking internships in a certain post under internship contracts is only possible after a waiting period equal to a third of the duration of the previous internship. This clause is not applicable when the previous internship was curtailed by the student before the end of the contract.

#### Article 11: Duty of circumspection and nondisclosure

The duty of circumspection is absolute. In this respect, intern students agree that in no circumstances will they use information they have gathered or obtained, including the internship report, for the purpose of publication or communication with third parties, without prior consent from the host organization. In addition to the duration of the internship, this continues to apply after the internship has ended. The student agrees not to keep, take or make a copy of any document or software belonging to the host organization, regardless of its nature, without consent from the host organization.

Note: Within the framework of nondisclosure of information contained within the report, if the host organization requests a restriction on the distribution of the report and even the withdrawal of certain elements of highly confidential information, she'll have to inform the INSA Centre Val de Loire as soon as possible. It's the same for the viva voce which will be held behind closed doors.

Those who have knowledge of the information contained within the report are restricted by professional confidentiality not to use or disclose any information contained therein.

#### Article 12: Intellectual property

*The student agrees to the Intellectual Property Code in force at the Host Institution.*

#### Article 13: End of internship- Report- Evaluation

At the end of the internship, the host organization will provide the intern with an internship certificate and will complete an evaluation form, sent by the INSA Centre Val de Loire, in relation to the performance of the intern. This document shall be sent back to the INSA Centre Val-de-Loire in respecting the deadline mentioned on it.

At the end of the 4<sup>th</sup> year-internship, the student shall present a report and a viva voce ( see the livret de consignes)

At the end of the 5<sup>th</sup> year- internship, the student shall present a report, a poster and a viva voce (see the livret de consignes)

Any member from the host organization named to visit INSA Centre Val de Loire within the framework of the internship cannot claim compensation from the INSA Centre Val de Loire.

#### Article 14: Various

The student will not be allowed to use computer tools of the INSA Centre Val de Loire for activities of the internship.

#### Article 15: Applicable law – Courts of competent jurisdiction

If any dispute or difference arises between the institutions in relation to, or arising out of, this agreement, both institutions will endeavour in good faith to settle the dispute or difference by agreement.

**This agreement is made in 3 original copies.**

Signed in Bourges, on <u>07.02.2020</u>
<b>The student</b>
(Surname, First Name and signature)
"Read and understood"
<i>Guillaume Pinema</i>
<i>Read and understood</i>

Signed in Bourges, on <u>22.02.11</u>
<b>For INSA Centre Val de Loire</b>
The Internship's Supervisor
"Read and understood"
<i>Read and understood</i>

Signed in Bourges, on.....
<b>For INSA Centre Val de Loire</b>
The Director
<i>Par délégation, le directeur du département S71 de l'INSA Centre Val de Loire</i>

Signed in <u>Frankfurt</u> , on <u>4.02.2020</u>
<b>For the host institution</b>
The Internship's Supervisor
"Read and understood"
<i>i.A. J. Baum</i>

Signed in <u>Frankfurt</u> , on <u>4.02.2020</u>
<b>For the host institution</b>
Head of the Host Company or organization, (Surname and first name) -
"Read and understood"
<i>W. Hahn GmbH</i>
Hahnstraße 25, 60528 Frankfurt/M.
Postfach 110351, 60303 Frankfurt/M.
Official stamp from the host organization
<i>de.worldline.com</i>
<i>Raclet Benjamin</i>

#### Forms to be attached to this agreement :

Annex 1 : Internship charter   Annex 2 : Internship certificate   Annex 3 : Foreign internship form ( for information regarding social security, see the website [diplomatie.gouv.fr](http://diplomatie.gouv.fr) )

Annex 4 : Other appendices ( if any )

#### Annex 1 – Translation of the Internship Charter\*

##### I – INTRODUCTION

Today, the development of internships is fundamental in terms of guidance and young people's professional integration. Indeed, the internship enables the implementation of theoretical knowledge in a professional environment and gives the student an experience in the business world and of its jobs.