



Service des Admissions et des Études
Mail : stages@ens.fr

- Agreement with allowance
- Agreement without allowance
(see art. 3.5 hereafter)

Internship agreement for student civil servants

Part 1: the undersigned

The present agreement determines the relationship between:

The École normale supérieure, hereafter named as the ENS,
French "Établissement public à caractère scientifique, culturel et professionnel"
(Scientific, cultural and professional public organization)
Whose official address is: 45, rue d'Ulm – 75005 Paris – France

Represented here by **Monsieur Marc Mézard**, its director,

AND

The host organization:

Whose official address is:

.....

Represented by:

Regarding the internship of the **student civil servant**,

First name – Last name:

Group/ class of: Department:

Current cursus: L3 M1 M2 ENS Diploma Other:

Personal address:

.....

☎ : @:

hereafter called the "**intern**".

Part 2: The internship

Article 2.1 - Internship dates fromto

Therefore for a length of:

Article 2.2 – Subject of the internship

.....

.....

The host organization will give the intern tasks and responsibilities in relation to his/her qualification level so that his/her activities are a complement to those performed at the ENS.

Article 2.3 – Internship program

The internship will be supervised by one or several tutors, under conditions agreed upon by the intern's tutor in the host organization and the ENS studies supervisor as defined in article 3.4.

Part 3: Internship modalities

Article 3.1 - Nature of the internship

Mandatory internship Recommended internship Internship requested by the intern

Article 3.2 – Time frame

Weekly duration of the internship:

Weekly schedule:

.....

NB: If necessary, specify if the intern will have to stay on site of internship at night, on Sundays and/or during the holidays.

Article 3.3 - Internship location (if different from the site of the organization)

Institution:

Department / service / laboratory:.....

Address:.....

City: Zip code: Country:.....

This agreement makes unnecessary the usual absence authorization form for the above defined period.

The intern needs to inform the Internship Office of the ENS of any travel during the internship.

Article 3.4 – Internship supervision

A) ENS studies supervisor (representing the intern's department of affiliation)

Name:..... Function:.....

☎ :..... Fax: @:.....

B) Tutor in the host organization

Name:..... Function:.....

☎ :..... Fax: @:.....

Article 3.5 – Compensation and allowance

The intern maintains his/her status at the ENS and continues to receive his/her salary and the medical coverage which are granted by his/her status as a student civil servant.

He/she can receive:

- Compensation for room and board, transportation, and/or reimbursement of costs induced by the internship.
- A further allowance, the amount of which must be specified in the present agreement.

The total of the allowance cannot exceed the annual gross wage earned by the intern (€18,461).

It is up to the intern to comply with the French regulation concerning salary cumulation, social security contribution, and income tax.

Approval of this agreement by the ENS Director has the worth of a salary cumulation authorization for the amount specified below.

Total payment amount*: **euros**

* Check the appropriate box on top of page 1.

Part 4: Statutory rules

Article 4.1 – Student status during the internship

The intern keeps his/her status as a student civil servant and remains under the responsibility of the ENS throughout the duration of the internship.

Article 4.2 – Rights and obligations of the intern

As a civil servant the intern remains submitted to the rights and obligations of the general status of civil service (law 83-634 of July 13th 1983) and to the common dispositions applicable to the student civil servant of the French State and its organizations (decree n° 94-874 of October 7th 1994).

During his/her stay in the host organization, the intern shall conform to all internal regulations of the host organization in matters of organization of work, working hours, hygiene and security and medical examinations.

The intern may be allowed to leave his/her internship location to attend classes at the ENS. He/she will beforehand inform the host organization of the dates of these classes.

The intern has to abide by the internship dates as defined by the present agreement.

Article 4.3 – Rights and obligations of the host organization

The host organization commits itself to provide the intern with the necessary means to carry out his/her missions. Through an adequate supervision, it contributes to the intern's professional training.

In case of serious misconduct or breach of discipline, the head of the host organization may terminate the internship, after he/she has informed the director of the ENS.

Article 4.4 – Responsibility and insurance

The intern is covered during the internship for civil liability, physical injury and repatriation by the ENS insurance (N° sociétaire MAIF n°2930209 R).

As a civil servant, the intern is granted coverage under the provisions of the French state for illness or professional accidents.

In case of any accident affecting the intern either during working time, or on the way between the home and the work-place, the representative of the host organization commits himself/herself to send all relevant information to the Director of the ENS in a timely manner, using the accident form(s) that should be requested from the ENS.

The host organization shall maintain commercial general liability insurance to cover the intern's activities, within the scope of the internship, or as authorized by the host organization's representative, for property damage or injury occurring to the intern due to the host organization.

Article 4.5 – Medical coverage

During the internship, the intern remains affiliated to the civil servants' medical coverage and is therefore covered for medical expenses. If applicable, benefits for children are also maintained.

If required, the intern must subscribe to additional coverage in the host country.

The host organization and the ENS will inform each other, as soon as possible, of any absence of the intern for medical reasons.

Article 4.6 – Confidentiality and software

The intern is bound to professional secrecy. He/she may not disclose or communicate to anyone, under any form, the scientific or technical information of which he/she might have knowledge during his/her internship as long as this information is not in the public domain or as long as he/she has not received the written authorization of the host organization to do so.

The intern commits himself/herself not to make any illicit copy of software and not to install any software of external sources into the host organization's internal system.

Article 4.7 – Intellectual property

The results obtained by the intern during the internship, whether or not patentable, and including software, will be the full property of the host organization. In order to protect possible inventions, the host organization can apply for patent in its name, during or after the work performed during the internship.

The host organization commits itself, if the intern is the inventor, to mention his/her name in the patent application.

Part 5: Evaluation

The evaluation concerns both the intern's work and the educational quality of the internship.

Article 5.1 – Internship certificate

The head of the host organization will give the intern an "Internship certificate" indicating the nature, the program and the duration of the internship.

Article 5.2 – Internship evaluation

The intern's activity will be evaluated according to criteria defined by the supervisors. The information will be collected in an "evaluation sheet".

Moreover, the tutor in the host organization will return the "observation sheet" provided by the Internship Office of the ENS.

Article 5.3 – Internship report

A) Scientific report

The intern gives a scientific report to the studies supervisor at the ENS. This report will have been submitted to the head of the host organization, who will verify the compliance with article 4.6.

B) Administrative report

The intern gives an account of his/her experience in an administrative report addressed to the Internship Office of the ENS. This report may be communicated to the different partners as well as to the students of the ENS.

After a brief introduction about the host organization and the contacts which helped him/her in his/her research, the intern will deal with the following topics:

- Reception in the organization
- Reception by the internship tutor
- Presentation of activities
- Level of satisfaction of the intern's expectations
- Internship's professional interest
- Internship's scientific and academic interest
- Internship's overall assessment

Established in 3 copies, on

"No internship agreement can be signed to replace an employee who is absent, whose contract is suspended or who is dismissed, to perform a task corresponding to a regular position, to supply for a temporary increase in the company activity or to fill a seasonal employment" (art. 6 of decree n° 2006-1093 of August, 8th -2006). »

The intern "Read and acknowledged"	For the host organization - Name and function (signature and stamp) "Read and acknowledged"
For the ENS Department The studies supervisor	The École Normale Supérieure For the Director of the ENS and through delegation, The direction of studies