

# ART & DESIGN SCHOOL OF LE HAVRE & ROUEN

NAMES OF THE PARTIES  
ACADEMIC YEAR: 20 ..... / 20 .....

## BETWEEN

**L'École Supérieure d'Art et Design Le Havre/Rouen**, represented by Thierry HEYNEN, Director General, whose head office is at  
2, rue Giuseppe Verdi, 76000 ROUEN.  
Email of Director of Academic Programmes, Research and International Relations: [manon.riviere@esadhar.org](mailto:manon.riviere@esadhar.org)

**Hereafter named "ESADHaR"**

<p><b>AND the host organization:</b></p> <p>Name: .....</p> <p>Corporate name: .....</p> <p>Siret: .....</p> <p>Address: .....</p> <p>Represented by: .....</p> <p>Position or function: .....</p> <p>Email: .....</p> <p>Telephone: .....</p> <p><b>Hereafter named "host organization"</b></p>	<p><b>AND the student on internship:</b></p> <p>Surname: .....</p> <p>First name: .....</p> <p>Address: .....</p> <p>Email: .....</p> <p>Telephone: .....</p> <p>Date of birth: ..... / ..... / .....</p> <p>National insurance n°: .....</p> <p>Course followed: .....</p> <p>If the intern is under 18, the agreement must be signed by the intern's legal guardian.</p> <p><b>Hereafter named "the intern"</b></p>
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What follows is expressly agreed:

## ARTICLE 1 – SUBJECT

The present agreement regulates the relations between the host organization with ESADHaR and the intern. ESADHaR must bring this agreement to the attention of the student or, if he is under 18, to his legal guardian, and obtain prior consent from the student or legal guardian to the clauses of the agreement.

## ARTICLE 2 – MISSIONS

The internship programme is to be set up by the internship supervisor of the host organization, with the agreement of ESADHaR's academic representative, and in relation to ESADHaR's general studies programme and the student's specialization.

The student's missions, during his internship, will be the following:

- .....
- .....
- .....
- .....

**ARTICLE 3 – DURATION**

This internship will take place from ..... to .....

The working days will be: Monday / Tuesday / Wednesday / Thursday / Friday / Saturday / Sunday (PLEASE CIRCLE THE DAYS CONCERNED)

The daily schedule requires the student to be present at his internship workplace from ..... to .....

The number of hours the intern should be present in the host organization per week will be ..... hours on a full time / part time basis (PLEASE DELETE AS APPROPRIATE).

The internship may be renewed, but its duration may not exceed two months.

**ARTICLE 4 - STATUS OF THE INTERN**

Throughout their stay at the host organization, the interns remain students of ESADHaR. They will be primarily accountable to their academic coordinators, as well as to the academic director of ESADHaR.

During their internship, the students must respect the rules and regulations of the host organization, particularly concerning safety instructions. In the event of any failure to comply with these obligations by the intern, the host organization reserves the right to terminate the internship, after having informed the academic director of ESADHaR. In this case, the internship supervisor must ensure that the termination decision sent to ESADHaR has been received and noted.

**ARTICLE 5 – SOCIAL SECURITY AND CIVIL LIABILITY**

For the duration of the internship, the intern continues to benefit from the national insurance scheme to which he is affiliated: he keeps his student status. The French social security department must have been notified and given agreement prior to the student’s departure for internships made abroad.. The provisions of the social security code, particularly those relating to accidents at work, apply within the framework of the present agreement, subject to , where applicable, conformity with the legislation of the host country and that regulating the type of host organization. These regulations also cover the amount of the possible remuneration paid to the intern.

The intern must have taken out “Civil Liability” insurance:

Name of the insurance company: .....

Contract number: .....

Insurance policy number: .....

**ARTICLE 6 – END OF INTERNSHIP**

At the end of the internship period, the host organization promises to fill in and give to the intern, the enclosed certificate, stating the nature and duration of the internship. On their return to school, the interns must submit an internship report to the academic secretary of their campus. An indicative plan is available on the school Internet site. This report will be marked and transmitted to the academic director of the school, as well as to the host organization.

**ARTICLE 7 – DUTY OF DISCRETION AND CONFIDENTIALITY**

The intern undertakes not to divulge, under any circumstances, the confidential information that he may encounter in the course of his work while present in the host organization. No reports, information or publications may be made public without the prior agreement of the host organization. As the intern is not an employee of ESADHaR and in accordance with existing legislation, any intellectual property rights arising from his internship activities belong to him. The host organization will consequently deal with any arrangements for transfer or exploitation of the intern’s rights.

**ARTICLE 8 – ABSENCE AND INTERRUPTION OF INTERNSHIP**

During the internship, the intern may benefit from holiday leave on condition that the minimum length of the internship is respected. For any other temporary interruption of the internship (illness, maternity, unjustified absence,...) the host organization will alert the ESADHaR school management by mail. In the case of one of the three parties to the present agreement wishing to end the internship, this party must immediately inform the two others in writing. The reasons given will be examined in close consultation at the end of which the definitive decision to end the internship will be taken.

1 / “Read and approved” Signature of the student	2 / “Read and approved” Signature of the academic coordinator
3 / “Read and approved” Signature of the host organization’s internship supervisor	4 / “Read and approved” Signature of the Director General of ESADHaR (Thierry HEYNEN)

Agreement to be completed and signed in three copies and to be given back to each party:

INTERNSHIP CERTIFICATE

**HOST ORGANIZATION:**

Name or corporate name: .....

Address: .....

Telephone: ..... Email: .....

(TO BE GIVEN BACK AT THE END OF THE INTERNSHIP)

Certifies that:

**THE INTERN:**

Surname: .....

First name: .....

Date of birth: ..... / ..... / .....

Address: .....

Telephone: ..... Email: .....

Has completed an internship as part of his/her studies.

**DURATION OF INTERNSHIP:**

Date of start: ..... Date of end: .....

Representing a total duration of ..... days

**MISSIONS OF THE INTERN** (Please give as much detail as possible):

- .....  
.....
- .....  
.....
- .....  
.....
- .....  
.....

Place: .....

Date: ..... / ..... / .....

Name and position of host organization representative: .....

Signature: