

# Initiation to Research Internship Agreement

The purpose of the present agreement concerns an internship undertaken abroad.  
The internship cannot, under any circumstances, begin before the agreement has been signed by all parties.

## I/ Parties and supervision

**The University of Poitiers**, represented by its President Mr. Yves JEAN,

Acting on behalf of : Mr. Pascal ROBLOT  
Dean of the Faculty : Medicine and Pharmacy  
Address : 6 rue de la Milétrie TSA 51115 – 86073 Poitiers  
CEDEX 9 – FRANCE

**Academic advisor : Mr. JC. LECRON / Mr. B. FAUCONNEAU**  
Function : Head of Masters'  
Address : 6 rue de la Milétrie TSA 51115 – 86073 Poitiers  
CEDEX 9 – FRANCE  
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**And the internship laboratory:**

Represented by:  
Quality:  
Address :  
Phone :  
Email :

**Supervisor in charge of monitoring the work of the intern-student :**  
Function:  
Address :  
Phone :  
Email :

**And the intern-student :**

Mrs. Miss Mr. :  
Registered for the diploma :  
Academic year :  
Address of the student :  
Phone :  
Email :

## II/ Educational project and content of the internship

### 1. Project, goals and objectives of the internship

The internship prepares the student for his/her professional integration. It is part of the student's training and personal and professional progression.

The internship mainly aims at putting into practice the training that is provided. Therefore, the person responsible for the internship company agrees to have the intern-student carry out work in accordance with his/her studies and contributing to his/her professional training. The academic advisor should be immediately notified of any difficulty arising during the fulfilment of this work, especially if it might jeopardize the student's capacity to benefit from the provided training.

### 2. Aim of the internship, contents and tasks entrusted to the intern-student:

The program of the internship is established by the student's supervisor within the internship company in agreement with the academic advisor responsible for the internship within the University.

**Aim of the internship:** an initiation to research as is required to validate the first year Master's.

**Tasks or activities entrusted to the intern-student:**

*The aim, tasks or activities of the internship can be modified only in agreement with the persons responsible for the internship within the University and the internship company.*

### III/ Terms of organisation of the internship

#### 1. Dates, duration and location of the internship

The internship shall take place from \_\_\_\_\_ to \_\_\_\_\_  
At the following address:.....  
Other address in case of multiple sites:.....

The duration of the internship is set for: (number of weeks).....  
The days the student will be expected to be present:  
Working hours within the internship company:  
If the working days are to be non-consecutive or subject to irregular hours, attach the projected schedule:

The intern-student may be allowed to come back to the University during the internship in order to attend lectures, provided that their dates are brought to the attention of the person responsible for the internship company by the university before the beginning of the internship.

Any substantial modification to the organization of the internship concerning time and location would lead to an amendment to the present agreement.

An eventual extension, if it is deemed necessary for the completion of the internship, can be made with an amendment to the internship convention. The extension must remain within the same university year. The internship cannot exceed 6 months.

#### 2. Particular cases (night shifts, Sundays or public holidays)

When the internship involves specific working conditions (night shifts, Sundays or public holidays) the nature and duration of these requirements should be specified below:

#### 3. Allowances and benefits

The intern-student is not bound to the internship company by any work contract. He/she cannot demand a salary. However, the company may grant the intern an allowance.

The amount of the allowance is left to the discretion of the internship company.

Training costs and eventual needs of the internship are the responsibility of the host organisation. The intern-student may, on his/her request, benefit from the collective social services (restaurant, canteen, etc.), unless the internship company should state otherwise. Transportation, living costs and accommodation expenses shall be borne by the intern-student. However, the internship company may reimburse the intern for the expenses brought about by his/her activity, in particular travelling or double residence expenses.

**Amount of the allowance:**

**List of fringe benefits :**

**Mode of payment of the allowance:**

**Amount of the fringe benefits (if known) :**

#### 4. Social protection, civil liability

Whether or not the intern-student is granted an allowance, he/she remains affiliated to the French National Health Service insurance from which he/she benefits as a student (either regular student cover or specific cover for 4<sup>th</sup> to 6<sup>th</sup> year students of medicine).

If the intern-student should have an accident, either at the place of work or while commuting to or from work:

- the intern-student benefits from the general Social Security scheme concerning work injuries and occupational diseases.
- the internship company agrees to inform the relevant office immediately.

If the accident should take place while the University is closed, the internship company or the intern-student agrees to inform the Social Health Services office at the intern-student's home address by registered letter, and the President of the University by ordinary mail within 48 hours.

The intern-student must take out an insurance guaranteeing his/her civil liability for the damages he/she could cause to people or property during of his/her internship. **The insurance certificate should be enclosed with the present agreement.**

The person responsible for the internship company shall make the necessary arrangements to guarantee its liability in order to cover possible damages resulting from the presence of the intern-student.

If the internship takes place within the European Union, it is up to the intern-student to ask his/her insurance company for the European Health Insurance card necessary for the reimbursement of medical care expenses.

If the internship takes place outside the European Union, students' social protection and the necessary formalities differ according to the country.

Students incurring health costs abroad can be refunded by the mutual organisation standing in for the student Sécurité Sociale upon their return and on presentation of written proof. Reimbursement is calculated on the basis of charges in France, which can result in major discrepancies. The student is advised to ask his/her insurance company.

In any case, the student should take out a personal repatriation insurance. It is up to him/her to notify his/her insurance company in the event of an accident.

### **Car trips for the purpose of the internship:**

Vehicles belonging to or rented by the internship company : the internship company is required to verify that the clauses of the vehicle insurance policy it has taken out cover the intern-student for the damages he/she could sustain or cause during the required trip.

Personal vehicle: as a principle, the internship company should not ask the intern-student to use his/her personal vehicle for professional purposes. If it does, and if the intern-student agrees, he/she is informed that the legislation on work injuries covers the activity at the place(s) of work and during the hours specified in the agreement, the commute to and from work, the trips made for the purposes of the internship and specified in the agreement.

The legislation on work injuries shall be enforced for any physical injuries that the intern-student might sustain during the aforementioned trips. The damages sustained by his/her vehicle or those he/she might cause are the concern of his/her personal insurance policy.

### **5 Discipline, confidentiality and intellectual property**

During the internship, the intern-student is subject to the internship company's regulations, especially with respect to medical examinations and working hours.

The intern-student pledges not to use, under any circumstances, any information that he/she may have acquired for his/her internship report and communicate it to a third party or publish it, except with the agreement of the internship company.

With respect to computer hardware or software, the intern-student pledges not to make any illegal copy of the software, or install any software of external origin onto the company's own systems. This pledge shall hold after the internship has ended as well as for its duration. The laboratory manual/workbook remains the property of the company.

In order to protect the copyrights of the intern-student and in compliance with current legislation, the internship company cannot, at any time, use the results of the intern-student's work without him/her being notified. The intern-student must be associated to any use of the patents ensuing from his/her work.

If need be, the intern-student shall have the possibility to retain all his/her rights through an amendment to this agreement.

### **6. Absence**

If the intern-student is absent, he/she must notify the internship company and his/her academic advisor within 24 hours.

*Policies concerning absences are to be defined by common agreement in this section (exam absences, in particular, are to be noted).*

### **7. interruption, breach, extension.**

The intern-student cannot interrupt the internship on his/her own initiative or he/she will lose all its benefits.

In the event of a breach of discipline, the person responsible for the internship company reserves the right to put an end to the internship of the student after notifying the person responsible for the training.

The internship may be suspended or interrupted for serious medical reasons. In that case, the first party informed or the university health service shall notify the other parties and suggest an amendment specifying the required changes or the breach of the internship agreement.

The duration of the internship may be extended through an amendment, provided it does not exceed the current academic year. This extension is not taken into account for the academic degree course, but it should be in accordance with the objectives of the internship and involve pursuing the contents and the missions that were initially agreed upon.

## **IV/ Assessment of the intern and the internship**

The work of the intern-student is subject to an assessment resulting from the double appraisal of the persons in charge of the supervision of the internship. This assessment comes within the scope of the conditions of the examination rules.

For the assessment, the intern-student shall hand in three copies of the internship report to his/her academic advisor after submitting it to the person responsible for the internship within the internship company.

The intern-student's advisor within the internship company shall inform the academic advisor within the University of his/her assessment of the work.

When the internship gives rise to an oral defence, it is public, with the exception of dispensation for confidentiality granted by the President of the University on request from the intern-student's tutors.

Any publication is subject to the agreement of the person responsible for the internship company, the academic advisor and the intern-student.

At the conclusion of the internship, the internship company shall give the student a certificate specifying the nature and duration of the internship.

Signatories of the agreement may provide an assessment of the quality of the internship.

**3 original copies drawn up in.....on.....**

*The date shall be added by the University of Poitiers as final signatory. Preceded the signatures by the handwritten words "read and approved".*

The intern-student,

Approval by the academic advisor

In \_\_\_\_\_ on \_\_\_\_\_

In \_\_\_\_\_ on \_\_\_\_\_

The President of the University of Poitiers,

On behalf of the internship company

In \_\_\_\_\_ On \_\_\_\_\_

In \_\_\_\_\_ On \_\_\_\_\_

*1 copy for the company - 1 copy for the faculty - 1 copy for the intern-student*