

 **INTERNSHIP AGREEMENT**

This Agreement concerns the organization of end-of-study internships for the students of the International Francophone Institute (IFI) in Hanoi (Vietnam) and regulates the collaboration between the host organization, IFI and the intern. IFI has brought this agreement to the attention of the student and obtained his/her expressed consent to the terms of this Agreement.

**ARTICLE 1: SIGNING PARTIES**

**HOST ORGANIZATION**

Name:

Represented by**: ………………….** as:  **…………………..**

Address: **……………………………………………………..**

Phone: **…………………**

Email:

No SIREN or SIRET:

Nature of the organization's activity:

**TRAINEE**

First and Last name: **………………..**

Date and place of birth**: …………….**  in (*province, Country*) **………………..**

Nationality: **………………**

Address: ……………….

Phone: **………………….**

Email: **……………………**

**EDUCATIONAL INSTITUTION**

Name: International Francophone Institute

Represented by: **Ngô Tự Lập** as **: Director of IFI**

Address: Building C3, 144 Xuan Thuy, Cau Giay, Hanoi, Vietnam

Phone: (**84-4) 3745 0173**

Email: etudes.ifi@gmail.com

**ARTICLE 2: ACADEMIC PROGRAM**

Nature of academic program: Master of Computer Sciences

Duration: 2 years

Level of academic program: Master

Degree prepared or qualification targeted: Master degree

**ARTICLE 3: INTERNSHIP PROGRAM**

 The purpose of the Master's degree internship is to ensure the practical implementation of the lessons given at IFI and to involve the student in a research, business or an industrial project. The host organization shall assign to the trainee, as agreed upon with the educational establishment, tasks and responsibilities directly related to the knowledge and skills obtained within the Master program. The internship program is established in agreement with the Director of IFI and the Director of the Master program, according to the IFI academic program.

 Within the period of his/her internship, student interns will be supervised by a supervisor from IFI, appointed by the Director of IFI, and by a manager of the host organization, appointed by the head of the host organization, under the terms and conditions established by mutual agreement.

Subject of the internship: ………………………………………….

Full name and title of the supervisor from IFI: …………………………

Full name and title of the internship manager from the host organization:

**………………………………….**

The activities assigned to the trainee are as follows:

Objectives of the internship:

ARTICLE 4: INTERNSHIP ORGANIZATION AND DURATION

Duration of internship:…. months

From ………….. to ……………..

Any modification to the dates of the internship shall be stated in an addendum to this agreement. The internship can be renewed, by amendment, within the limit of the maximum authorized duration.

Internship Location: **…………………………..**

Attendance times of the intern: The project consists in studying and implementing a complete continuous integration platform (building, testing, implementing & monitoring).

|  |  |  |
| --- | --- | --- |
|  | **Morning** |  **Afternoon** |
| Monday | From 9:00 am to 12 pm |  From 2 pm to 6:00 pm |
| Tuesday | From 9:00 am to 12 pm |  From 2 pm to 6:00 pm |
| Wednesday | From 9:00 am to 12 pm |  From 2 pm to 6:00 pm |
| Thursday | From 9:00 am to 12 pm |  From 2 pm to 6:00 pm  |
| Friday | From 9:00 am to 12 pm |  From 2 pm to 6:00 pm  |

ARTICLE 5: COMPLIANCE WITH INTERNAL REGULATIONS

During his/her internship, the student shall comply with the regulations and disciplines of the hosting organization and comply with the disciplinary rules especially those relating to hygiene, safety and schedules. Any breach of discipline may cancel the internship according to the conditions described in Article 8.

The trainee shall:

* carry out his/her mission and be available for the tasks assigned to him/her;
* follow the organization's rules as well as its codes and culture;
* comply with the confidentiality requirements set by the organization;
* not disclose the information collected by him/her, unless the organization agrees herewith;
* not make any illegal copies of computer software owned by the organization or install software from any external sources in the organization's internal systems.

**ARTICLE 6: SOCIAL COVERAGE AND CIVIL LIABILITY**

 The head of the Host organization is committed to respect all the hygiene and safety rules. Should any accident occur either in the course of work or a trip, the head of the organization shall be committed to addressing the declaration of all accidents to the Director of IFI on the day this accident occurs, or within 24 hours at the latest.

 The declaration of the head of the educational establishment or one of his attendants shall be made in a registered letter to the primary health insurance fund responsible for the establishment, with a request for acknowledgment of receipt, within 48 hours, excluding Sundays and public holidays.

 In addition, the intern must have personal insurance covering illness, accidents, hospitalization and repatriation, valid for the entire duration of his/her internship. The evidence of such insurance will be required before the commencement of the internship.

**ARTICLE 7: FINANCING OF THE INTERNSHIP**

 The internship is not carried out under any employment contract. The intern shall therefore not claim any salary from the host organization. On the other hand, the host organization shall provide a gratuity for the trainee covering all additional costs such as those relating to transportation, accommodation and food.

ARTICLE 8: INTERRUPTION, TERMINATION

**8.1. Termination at the intern's initiative**

The trainee shall be entitled to break the convention of internship having duly informed his/her tutor and the head teacher on his/her decision.

The intern can cancel the internship agreement when he/she has received approval from his/her supervisor from IFI.

**8.2. Suspension or termination for medical reasons**

The internship can be suspended or interrupted for medical reasons. In this case, an amendment including the required adjustments or the termination of the internship agreement shall be concluded.

**8.3. Termination for breach of discipline**

In the event of any breach of the organization discipline by the trainee, the head of the organization shall reserve the right to terminate the course having informed the manager of the educational establishment.

**ARTICLE 9: INTERNSHIP EVALUATION**

At the end of the internship:

* The intern shall submit a summary report of the work carried out during his/her internship to the Director of IFI and the head of the host organization
* The internship supervisor from the host organization shall provide provide an evaluation document that specifies the obtained results with regard to the initial objectives and the skills acquired during the internship.

**ARTICLE 10: THESIS DEFENSE**

A Master thesis shall be written in French and an oral defense shall be held before a jury organized by IFI. Those in charge of the host organization can participate, if they wish, as observers in the course evaluation. The marks awarded will be taken into account in the overall assessment of the student during his/her studies at IFI.

The Master thesis shall be submitted to the Academic Studies Department of IFI within no later than 4 weeks after the end of the internship. In case of failure to comply with this Article, IFI shall have the right to initiate any legal procedure to reimburse all amounts paid by IFI to the student during his/her studies at IFI, especially traveling expenses.

ARTICLE 11: CONDITIONS OF THE INTERNSHIP COMMENCEMENT

This agreement shall be valid only:

* + - if (or when) the student has satisfied (will satisfy) all prerequisite conditions required by IFI concerning the commencement of the internship.
		- if (or when) the student has (will have) a valid working visa.

*Hanoi,…………*

|  |  |
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| **INTERNATIONAL FRANCOPHONE INSTITUTE****DIRECTOR****Ngô Tự Lập** | **HOST ORGANIZATION** |
| **INTERN***(signature and full name)* |  |