

INTERNATIONAL INTERNSHIP AGREEMENT

as part of the engineer training Assistant Engineer

By and between:

DELORME CLEMENT

Student of **Training Engineer at Grenoble INP - Industrial engineering**

Home

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Phone: 665728570 E-mail: **Clement.Delorme@grenoble-inp.org**

and

Host Establishment : **NBN23**

Located: **C / Juan de la Cierva 27 Wellness Building 1 Floor 3, Technology Park 46980 Paterna ESPAGNE**

Represented by: **M Miguel Bull**

and

Institut Polytechnique de Grenoble,

Scientific, cultural and vocational public institution represented by **Daniel BRISSAUD**, Head of Grenoble INP – G nie industriel –
46 av F lix Viallet – 38031 Grenoble Cedex 01, hereinafter referred to as the "School/Institution"

It has been agreed as follows, in compliance with the Institution's internship charter which can be downloaded from: http://espace-emploi.grenoble-inp.fr/stages/informations-stage-282710.kjsp?RH=ESP MP_Stages&RF=ESP MP_STAGES-INFOS

Article 1 – Purpose of the internship

The purpose of the internship is the practical implementation of the training provided. Therefore, the manager/supervisor of the host organisation undertakes to entrust the trainee only with tasks related to his or her vocational training and studies. No internship agreement may be entered into in order to replace any missing employee, perform regular tasks corresponding to a permanent position, address a temporary increase in the host organisation's business activity or perform a seasonal job.

Everything has to be implemented to ensure internship's conditions which won't be detrimental to the student's health and security, especially preventing to entrust to him any dangerous task linked with his environment, with the use of equipment or with the contents of this equipment.

Any difficulties arising during the performance of said tasks shall be immediately reported to the person in charge of the internship, especially if said tasks jeopardise the student trainee's ability to draw any advantage from the training provided.

Any substantial change in the internship shall be subject to the approval of the School/Institution.

The topic of the internship, defined by the manager of the host organisation with the person in charge of the internship, shall be as follows:

Accompagnement op rationnel de la digitalisation chez un client

Article 2 – Internship conditions

2.1 Purpose of the internship within the training course and skills to be acquired

2nd-year internship: Assistant engineer

Purpose: during this "assistant engineer"-type internship as set out by its minimal objectives, students should be confronted to some of the many challenges related to an engineer's position, both in technical and economic terms.

The host organisation shall ensure that the student trainee is placed in a professional situation so that he or she can use or acquire skills suitable for the purpose of his or her internship within the training course, in particular in the following fields:

- organisation & supervision of activities
- techniques related to the specialisation of the training
- communication in a professional environment
- integration within the team, adaptability

Furthermore, a skills repository is deployed in all schools.

2.2 Period of Internship

The work shall take place at **NBN23 C / Juan de la Cierva 27 Wellness Building 1 Floor 3, Technology Park 46980 ESPAGNE**

From **01/06/2021 to 27/08/2021**

For a total period of: **13 weeks.**

The internship period shall not exceed six months per academic year in compliance with Act No. 2014-788 dated 10 July 2014.

The student trainee shall be authorised to travel out of the usual internship premises, upon request from the host organisation. Should any business trip be planned prior to the beginning of the internship, please specify the address of the concerned site above. Otherwise, please refer to Article 9.3 of the agreement.

The student trainee may have to return to the School/Institution during the internship in order to attend specific classes or sit some examinations, whose date shall be reported to the supervisor of the host organisation.

Should the student have to leave the internship site for personal reasons subject to the host organisation's approval, he or she shall be covered neither by the host organisation nor by the School but by his or her personal insurance policy.

2.3 Organisation of working hours

The trainee shall be present in the host organisation

from Monday to Friday (please specify week day),

from 9:30 to 13:30 and from to for 20 hours per week.

Should the trainee be present in the host organisation at night, on Sundays or on bank holidays, the host organisation must specify the reasons of such specific cases below:

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.....

Article 3 – Assessment of the trainee

Upon completion of the internship, the host organisation shall inform the School/Institution of its appraisal regarding the trainee's work. When returning to the School/Institution, the trainee shall provide a report signed by the host organisation, to the person in charge of internships. This report and the appraisal shall be taken into account to assess the student's professional abilities.

An appraisal sheet shall be sent to the host organisation by the student for appraisal purposes, before the student makes his or her viva voce presentation.

Article 4 – Non-disclosure agreement

The jury in charge of assessing the student's work is bound by a duty of confidentiality.

If required, any non-disclosure terms shall give rise to an addendum. However, this shall not prevent the trainee from presenting all the work he or she has performed in the host organisation, to the school jury for his or her assessment.

Article 5 – Supervision of the internship

Each student trainee shall benefit from an educational supervision set out depending on the internship period, objectives and purposes during the training course. During the internship, the student trainee shall remain in touch with a contact teacher and administrative representative whose contact details are mentioned below.

The teacher/tutor for the internship shall be appointed subsequently. The student shall remain under the supervision of the person in charge of the training (year, specialisation).

Contact details of the person in charge of educational matters:

➤ **BULLÓN Miguel** for the Host Establishment
Capacity: **Directeur**
Address: **C / Juan de la Cierva 27 Wellness Building 1 Floor 3, Technology Park 46980**
Phone: **34633016978** E-mail: **miguel.bullon@nbn23.tech**

➤ **CHOLEZ Céline** for the School/Institution
Capacity: **Professeur**
Address: **46, avenue Félix Viallet, 38031 GRENOBLE CEDEX 1**
Phone: Fax: **04 76 57 47 93** E-mail: **Celine.Cholez@grenoble-inp.fr**

Contact details of the person in charge of the administrative follow-up:

➤ **ÁLVAREZ CALVO Carolina** for the Host Establishment
Capacity: **Directrice des Ressources Humaines**
Address: **C / Juan de la Cierva 27 Wellness Building 1 Floor 3, Technology Park 46980 Paterna ESPAGNE**
Phone: **961022600** Fax : E-mail: **carol.alvarez@nothingbutnet.tech**

➤ **Hélène Lemaire** for the School/Institution
Capacity: **Gestionnaire scolarité 3^{ème} année**
Address: **46, avenue Félix Viallet - 38031 GRENOBLE CEDEX 1**
Phone: **04 76 57 46 50** Fax: **04 76 57 47 93**
E-mail: **helene.lemaire@grenoble-inp.fr**

Article 6 – Parties' commitments

6.1 Student's commitments

The student undertakes to carry out his or her duty and to be available for the tasks entrusted to him or her.
The student shall comply with the host organisation's internal regulations and health & safety rules.
The student shall comply with the host organisation's working hours.
The student shall be bound by professional secrecy. The student undertakes not to use in any circumstances, the information collected by him or her as part of his or her internship report in order to disclose said information to third parties or request publication thereof, unless otherwise approved by the host organisation.
The student undertakes to comply with the obligations mentioned in Appendix 1 of the agreement which shall be signed like the agreement.
The student shall inform the host organisation and the School/Institution of any absence.
The student undertakes to draw up the paper or report within the stipulated timeframes.
The student undertakes to provide to his or her School/Institution with an appraisal of his or her welcome within the host organisation.

6.2 Host organisation's commitments

The host organisation shall inform the trainee of regulatory provisions pertaining to working conditions, especially in terms of health and safety.
The trainee shall ensure compliance therewith.
The host organisation shall pay any training costs required for the internship.
The host organisation shall provide the trainee with all the information required for proper performance of his or her internship work.
In case of particularly serious misconduct, the host organisation reserves the right to put an end to the student trainee's internship in compliance with the provisions set out in Article 7 of this agreement.

6.3 School's/Institution's commitments

The School/Institution shall provide educational support to the student trainee throughout his or her internship, until his or her assessment.
Should the student fail to comply with his or her commitments, the School/Institution is the only one competent to decide on a disciplinary measure.

Article 7 – Absence and internship interruption

7.1 Temporary interruption

Any absence shall be reported by the Host organisation to the School/Institution.
In case of an interruption of at least one week due to a substantiated reason or an exceptional context and authorised by the Host organisation, an addendum to this agreement shall be previously signed by the parties.

7.2 Early termination

Should one of the parties (Host organisation, School or Student) decide to terminate the internship, said party shall immediately inform the two other parties thereof in writing. The reasons provided shall be examined in close consultation with the other parties and the final decision to terminate the internship shall only be made after this consultation phase.

Article 8 – Bonus – Benefits in kind – Reimbursement of expenses

The student trainee may receive a remuneration or a bonus.
Amount of the remuneration or bonus paid by the Company (if applicable) **150 € for transport and food.**
The amount paid to the trainee does not exclude the reimbursement of the expenses incurred to follow the internship and the benefits offered for food, accommodation and transport, as applicable.

Travel and accommodation expenses incurred by the trainee upon request of the Host organisation, as well as any training costs that may be required by the internship, shall be entirely covered by the Host organisation in accordance with the procedures in force within the Host organisation.

List of applicable advantages:

Article 9 – Social insurance

The student trainee shall remain eligible for the student's social security coverage throughout the internship. In fact, the student trainee shall retain his or her student's status irrespective of the conditions provided by the hosting organisation where the internship takes place.

9.1 Trainee's health insurance abroad

1) French student's social security coverage

When applicable, the student shall request a form for the maintenance of his or her eligibility for student's health insurance abroad:

- for internships within the European Economic Area performed by students who are citizens of a European Union member country, the European Health Insurance Card (EHIC) should be requested;
- for internships performed in Québec by French students, the SE401Q form should be requested (104 for internships in a Company or a University).

In all other cases:

Students incurring health expenses abroad may be reimbursed on their return by the mutual health insurance fund which acts as a student's Social Security Fund, upon presentation of substantiating documents. Reimbursement shall then be made on the basis of French medical care rate. Significant differences may exist.

Therefore, the student is highly recommended to take out a specific supplementary Health insurance policy valid for the country and the internship period, with the organisation of his or her choice (student's mutual health insurance fund, parents' mutual health insurance fund, Fund for French Nationals Abroad (*Caisse des Français à l'Etranger*), ad-hoc private company, etc.).

Exception: if the Host organisation provides the student with a Health insurance coverage pursuant to the provisions of local law (refer to paragraph 2 below), the student may elect to benefit from said local Health insurance coverage.

The student shall check the scope of the proposed coverage before making such a choice.

2) Company's social insurance

By ticking the appropriate box below, the Host organisation must specify whether it provides a Health insurance coverage to the trainee pursuant to local law:

- ☐ **YES** (in addition to the rights stemming from French student's social insurance scheme, retained abroad)
- ☒ **NO** (in this case, coverage is only provided by the rights stemming from the French student's social insurance scheme which are retained abroad)

9.2 Trainee's Occupational Accident Insurance abroad

In order to be eligible for French law regarding occupational accident coverage, this internship shall:

- not exceed 12 months, including extensions,
- take place only in the Host organisation entering into this agreement,
- take place only in the mentioned foreign country.

Case 1: The student receives a bonus which does not exceed 15% of the French social security hourly ceiling as from the 309th hour inclusive.

If the trainee has an accident:

- within the premises of the internship and during internship hours
- during the usual return journey between the trainee's place of residence in the foreign country and the place of the internship
- during the usual return journey between the trainee's place of residence in France and the place of the internship
- during a mission entrusted by the Host organisation (mandatorily under a mission order).

The supervisor of the Host organisation undertakes to inform the head of the School/Institution immediately in writing.

In case of yearly closure of the School/Institution, he or she shall declare the accident within 48 hours to the Health Insurance Fund (Caisse Primaire d'Assurance Maladie) whose contact details are provided below, and transmit a copy to the head of the School/Institution concerned.

Caisse primaire d'assurance maladie de Grenoble
(Grenoble Health Insurance Fund)
38045 GRENOBLE CEDEX 9 (FRANCE)
Phone: +33 (0)820 904 200

Institut polytechnique de Grenoble
46, avenue Félix Viallet
38031 GRENOBLE CEDEX 1 (FRANCE)
Phone: +33 (0)4 76 57 45 00

Caisse primaire d'assurance maladie de Valence
(Valence Health Insurance Fund)
27, rue Asti
26000 VALENCE (FRANCE)
Phone: +33 (0)820 904 106

Case 2: The student receives a bonus in excess of 15% of the French social security hourly ceiling, as from the 309th hour inclusive.

The Host organisation hereby agrees to cover the trainee against occupational accident risks, during commute/journeys and in case of professional disease, and to carry out all necessary declarations.

In any case,

- if the student has an occupational accident during the internship, the Host organisation shall mandatorily inform the Institution of said accident immediately,
- should the student fulfil limited missions out of the Host organisation or out of the internship country, the Host organisation shall take all suitable measures to provide the trainee with appropriate insurance policies.

Should the conditions not be fulfilled, the Host organisation undertakes to pay the contributions related to the trainee's coverage and to make the necessary declarations in case of occupational accident.

9.3 Trips

In any case of trip to France or abroad, which would not be foreseen by the original internship agreement, the host organisation has to give written details of the nature of the trips and to inform the School/Institution at least fifteen days before the set departure date in order to enable the writing of an amendment to this agreement if the stay will exceed one week.

Article 10 – Civil liability

Students' civil liability shall be covered by an insurance policy taken out by each of them.

However, said policy shall not release the Host organisation from its liability as a principal. Therefore, the host organisation shall take out a civil liability insurance whenever it may be held liable, unless the host organisation is a public institution or an administration. In particular, said "civil liability" insurance policy shall cover business trips made by the trainee for the purpose of his or her internship.

Whenever the trainee uses his or her own vehicle, or a vehicle lent by a third party, for the purposes of his or her activity, he or she shall only be covered by the motor insurance subscribed by him or her. Therefore, the trainee should inform his or her insurance company of his or her paraprofessional use of his or her car. Whenever the host organisation makes a vehicle available for the trainee, it should have been checked that the insurance policy taken out by the Host organisation covers the use of the vehicle by a student trainee.

Article 11 – Protection of personal data

The collected personal data are necessary for the management of this agreement. Personal data are processed by Grenoble Institute of Technology and are subjected to the European General Data Protection Regulation (GDPR / RGPD in French) (UE) 2016/679 and to the law number 78-17 of 6 January 1978 on Computers, files and liberties. They are confidentially processed by the appropriate services of Grenoble Institute of Technology and retained during 1 year after the end of the internship or the clearance of the potential financial accounts.

The data regarding the contact person belonging to the host organization can be reused, with their consent, by Grenoble Institute of Technology as part of the partners' relationships dealing.

According to the aforementioned legal rules, every person can exercise his or her rights for the data which concern him or her by writing to genie-industriel.scolarite@grenoble-inp.fr or, if need be, to the Data Protection Officer (DPO): DPO@grenoble-inp.fr. In case of disagreement, the concerned person may refer the matter to the National Commission for Data Protection and Liberties (CNIL-France).

Article 12 – Agreement amendment and termination terms

Any amendment to the provisions of this agreement shall give rise to an addendum.

Should any of the parties fail to meet the commitments stipulated in this agreement, said agreement may be terminated as of right upon expiry of a one-week timeframe after a registered letter with acknowledgement of receipt has been sent to both other parties.

In the event of misconduct, the general administrator may conduct a disciplinary procedure against the student.

Agreement comprised of 5 pages and signed in 3 original copies

The Student
DELORME
CLEMENT

The Host organisation"
(Mandatory stamp)
The Manager

The School"
For Institut polytechnique de Grenoble
The Head of the School



Daniel BRISSAUD
Directeur
Grenoble INP - Génie Industriel

Date: 01 June 2021

Date: 01 June 2021

Date: 28 May 2021

Academic advisor
CHOLEZ Céline

To Resp Stejes
MHC



Date: 28 May 2021