**Republic of Tunisia**

**Ministry of Higher Education and Scientific Research**

**National School of Electronics and Telecommunications of Sfax**



**INTERNSHIP AGREEMENT**

**END-OF-STUDY PROJECT 2023/2024**

**PREAMBLE**

This document expresses the wish of the undersigned to develop scientific and technological cooperation within the framework of the First and Second Year Summer Internships that all engineering students have to undertake who have successfully completed their second year at the National School of Electronics and Telecommunications (ENET’Com), Sfax. This internship is mandatory and is an integral part of ENET’Com’s engineering curriculum.

**1STClause**

The following agreement defines the relationship between:

“Hosting Company” (hereinafter referred to as hosting company):

……………………………………………………………………………………………………………………………………………….……

Represented by Ms./Mr ..................................................................................................................

Address: ……………………….……………………………………………………………………………….……………………………

Tel: ………………………. / ………………….……. Fax: ………………………….. email: …………………………………….

And

The National School of Electronics and Telecommunications of Sfax Adress: ENET'Com, Sfax Address: Technopark, BP 1163, CP 3018 Sfax, Tunisia

Tel: +216 74 863 047 / +216 74 862 500 Fax: +216 74 863 037 email: contact@enetcom.usf.tn

Represented by Prof. Chokri Abdelmoula (Director of ENET’Com)

And

“Engineering student” (hereinafter referred to as Intern):

……………………………………………………………..……………….......................…………:......................................

Gender: F □ M □ Date of Birth: …………………………………………………………………………………………..

Specialization: ……………………………………………………………………………….……………………………………………,

Tel: ……………………………………….., email: …………………………………………………………………………

Concerning the end-of-study project:

**2nd Clause**

The graduation internship programme is established by the Director of the Research Unit in concurrence with the director of the school according to the student's special field of studies.

Theme of the internship:

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Objectives and goals of the internship:

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Activities assigned to the student during the internship

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**3rd Clause**

The internship time period is spent in accordance with the general regulations of studies and it must be completed no later than:

Starting date of the internship: ............................................................................

Closing date of the internship: .............................................................................

**4th Clause**

During the graduation internship time, the intern will continue to be a student at ENET’Com. This means that the director of the school or his/her representative will ensure that this internship runs according to the rules and regulations in force at the time.

There should be an established line of communication for use in case of emergency between two liaison officers, one belonging to the School and the other to the hosting company.

Liaison officer for hosting company:

Name: ........................................................Phone number: ...................................................

For school liaison officer:

Name : ......................................................Phone number : ...................................................

**5th Clause**

* During his/her internship, the intern must comply with the hosting company’s workplace rules and regulations, particularly in all that concerns medical check-ups, occupational safety, and work hours.
* In case of absences (for exams in particular), the student must inform the liaison officer of his/her school and the director of the internship at the hosting company 24 hours in advance and provide a written justification. In case of absence for medical reasons, the student must provide the hosting company with a medical certificate within 48 hours.
* The intern should also keep professional secrets of the hosting company and respect the rules concerning intellectual property.
* When travel is involved, the intern may be transported as a passenger in cars belonging to the hosting company, but must neither be allowed nor asked to drive. Under exceptional circumstances, after written authorization from the President of the research center specifically given to the intern, the intern can use the cars belonging to the hosting company that are specified in the authorization.

**6th Clause**

In case of breach of discipline, the Director of the Research Unit is entitled to terminate the internship without prior notice. This will be announced to the student by a letter sent via registered mail to the provided address from the Director of the Research Unit after warning the director of the school.

**7th clause**

The intern must be covered by his/her parents' or his/her own National Health Insurance policy. No contributions to health insurance coverage for the intern will be made by the hosting company.

**8th Clause**

**Civil liability**

The hosting company’s obligation: Concerning civil liability, ……….. (a ……… sector establishment with a mission concerning science and technology) covers all risks encountered in the context of its activities relative to this mission and is effectively, via the State, its own insurance agency.

The intern’s obligation: Before the present contract can be signed, the intern must pledge to subscribe to a civil liability policy from the insurance company of his/her choice.

The insurance policy will be annexed to this contract before the beginning of the internship.

**9th clause**

During his/her time at the hosting company, the intern cannot claim a salary.

However, a regular stipend can be considered.

# a. Work experience placement (junior high and high school) (up to CGE A-Levels or high school diploma)

No stipend!

**b. Internships** – a training period accomplished by a student enrolled in an establishment of higher education (up to 4 years after the high school diploma).

A stipend will be given as of the first month when the intern has a contract of more than two months in duration (with 40 days or more of effective presence during the internship). In this case, the monthly stipend will be equal to .……% of the official minimum wage.

Monthly stipend …………………………€

**c. Interns in institutions of higher education** in programs for students with levels above 4 years after the high school diploma (equivalent of “graduate school” in American systems or “postgraduates” in the UK system, for example).

A stipend will be given as of the first month when the intern has a contract of more than two months in duration (with 40 days or more of effective presence during the internship). In this case, the monthly stipend will be equal to ..…..% of the official minimum wage.

Monthly stipend: ………………………………€

# Concerning the risks of work accident(s):

Risks associated with work accidents will be covered by the student's school.

In case of an accident that happens at the workplace or while the student is in commute to or from the workplace, the Director of the Research Unit will ensure that all necessary declarations are made and documents issued as soon as possible to the director of the school who is responsible for filling out all administrative papers required by the insurance company.

**11th clause**

At the end of the internship period, and at the request of the intern, the hosting company agrees to provide him/her with an “Internship Certificate” specifying at least the duration of the internship and the workload and tasks discharged by the intern.

**12th clause**

At the end of the internship period, the intern must write up an Internship Report and defend his/her work in front of a jury including a guest member invited to attend and represent the hosting company.

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| --- | --- |
| Date: ……………………  Signature and seal of the Manager of the “hosting company” | Date: …………………  Signature and seal of the Director of ENET’Com |