**Internship agreement for students doing their internship in France**

**Part 1: the undersigned**

The present agreement determines the relationship between:

**The University of Veterinary Medicine Budapest, - hereafter designated as the UVMB,**

Whose official address is: H-1078 Budapest, István u. 2., Hungary

Represented here by**:** Dr Gábor Mátis, Director of Education

AND

**The host organization:**

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Whose official address is:

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Represented by:

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Regarding the internship of the **student,**

First name – Last name:

............................................................................................................................................

Group/ class of : ..............................................Current year: ..............................................

Personal address:

......................................................................................................................................................

............................................................................................................................................................

Phone: ....................................................... @: .........................................................................

hereafter called the “**intern**”.

**Part 2: The internship**

*Article 2.1 - Internship dates* from ……………………. to ..................................,

therefore for a length of: .............................

*Article 2.2 – Subject of the internship*

....................................................................................................................................................

The host organization will give the intern tasks and responsibilities in relation to his/her qualification level so that his/her activities are a complement to those performed at the UVMB.

*Article 2.3 – Internship program*

The internship will be supervised by one or several tutors, under conditions agreed upon by the intern’s tutor in the host organization and the UVMB studies supervisor as defined in article 3.4.

**Part 3: Internship modalities**

*Article 3.1 - Nature of the internship*

❑ Mandatory internship ❑ Recommended internship ❑ Internship requested by the intern

*Article 3.2 – Time frame*

Weekly duration of the internship: ..............................................................................

*NB: If necessary, specify if the intern will have to stay on site of internship at night, on Sundays and/or during the holidays.*

*Article 3.3 - Internship**location (if different from the site of the organization)*

Institution: ........................................................................................................................................................

Department / service / laboratory:

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Address: ..................................................................................................................................................

City: ............................................................ Zip code: ............. Country: France

*Article 3.4 – Internship supervision*

A) UVMB studies supervisor

Name: ...Dr. Gábor Mátis......... Function: Director of Education for international study programs.

Phone : ..+361 478 4185 Fax: ............. @: ...student@univet.hu..........

B) Tutor in the host organization

Name: ................................................................. Function: ..........................................................

Phone: ........................................... Fax: ................................ @: ..................................................

*Article 3.5 – Compensation and allowance*

The intern maintains his/her status at the UVMB.

He/she can receive:

• Compensation for room and board, transportation, and/or reimbursement of costs induced by the internship.

• A further allowance, the amount of which of must be specified in the present agreement.

It is up to the intern to comply with the French regulation concerning social security contribution and income tax.

Total payment amount: ............................ EUR

**Part 4: Statutory rules**

*Article 4.1 – Student status during the internship*

The intern keeps his/her status as a student of UVMB .

*Article 4.2 – Rights and obligations of the intern*

During his/her stay in the host organization, the intern shall conform to all internal regulations of the host organization in matters of organization of work, working hours, hygiene and security and medical examinations. The intern has to abide by the internship dates as defined by the present agreement.

*Article 4.3 – Rights and obligations of the host organization*

The host organization commits itself to provide the intern with the necessary means to carry out his/her missions. Through an adequate supervision, it contributes to the intern’s professional training. In case of serious misconduct or breach of discipline, the head of the host organization may terminate the internship, after he/she has informed the Rector of the UVMB.

*Article 4.4 – Responsibility and insurance*

The intern has to have his/her own insurance for civil liability and must be able to present a certificate.

*Article 4.5 – Medical coverage*

During the internship, the intern is responsible for getting its own professional insurance covering expenses in case of accidents on the site of the internship and professional diseases. The insurance chosen by the intern must be approved by the host organization.

*Article 4.6 – Confidentiality and software*

The intern is bound to professional secrecy. He/she may not disclose or communicate to anyone, under any form, the scientific or technical information of which he/she might have knowledge during his/her internship as long as this information is not in the public domain or as long as he/she has not received the written authorization of the host organization to do so.

The intern commits himself/herself not to make any illicit copy of software and not to install any software of external sources into the host organization’s internal system.

*Article 4.7 – Intellectual property*

The results obtained by the intern during the internship, whether or not patentable, and including software, will be the full property of the host organization. In order to protect possible inventions the host organization can apply for patent in its name, during or after the work performed during the internship.

The host organization commits itself, if the intern is the inventor, to mention his/her name in the patent application.

**Part 5: Evaluation**

The evaluation concerns both the intern’s work and the educational quality of the internship.

*Article 5.1 – Internship evaluation*

The intern’s activity will be evaluated according to criteria defined by the supervisors. The information will be collected in an “evaluation sheet”.

Date: ……………………….. Established in 3 copies.

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| --- | --- | --- |
| …………………………… | ………………………… | …………………………. |
| The intern  “Read and acknowledged” | For the host organization name and function  (signature and stamp)  “Read and acknowledged” | The studies supervisor of the University of Veterinary Medicine Budapest, Hungary  “Read and acknowledged” |