

Internship Agreement for the Graduation Project

Between the trainee's original institution, (INSAT)

Name: National Institute of Applied Sciences and Technology
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The host organization,

The Representative Name:
Address:
Postal Code: **City :** **Country :**
Phone number: **Fax :**
Email :
Website:

and the trainee, engineering student at INSAT enrolled in National Engineering Program (NEP)

Speciality:
First and Last Name: **Date of Birth:** **Place of Birth:**
ID: **Passport Number:** **Nationality:**
Permanent address: **Postal Code:** **City :**
Email: **Tel. :**
Year of Baccalaureate diploma: **Speciality:** **Score:**
First subscription at INSAT: **Registration number:**
Other Degrees : **Year of completion:**

Academic supervisor at INSAT

First and Last Name:
Position /Function:
Phone Number:(+216)
Email :

Tutor in the host organization

First and Last Name:
Position/Function:
Phone Number: **Office :**
Cell Phone:
Fax :
Email :

Subject of the internship

Title :

Main objectives of the assigned task:

Work environment: (equipment(s) available, System (s), Methodologies, and others.)

Article 1:

This agreement defines the relationship between the INSAT as the original institution, the host organization and the trainee.

Article 2:

The purpose of this internship is to provide the trainee with an opportunity to put into practice his/her studies within a real workplace. The host institution should guarantee a training that fits the trainee's education.

Article 3:

The internship lasts [] from [] until []. This period should be fixed in advance after an agreement of the involved partners.

Article 4:

The host institution should be committed to release the trainee immediately after completing his/her training so that he can be devoted to accomplish his Final Graduation Project and get ready for the presentation on time.

Article 5:

The trainee remains the student of the INSAT during his training period.

Article 6:

In case of, terms or discipline disrespect, the host institution has the right to put an end to the training period after informing the INSAT, the original institution.

Article 7:

The training is required to respect and comply with the codes and rules of the host institution exactly like any member of its staff.

Article 8:

The trainee, as part of the host institution staff, is required to keep the secrets and to respect all the institution codes.

Article 9:

The trainee must enjoy an official health insurance: maternity leave, invalidity or work accident.

9-1 Internship in Tunisia:

Once enrolled at INSAT, the trainee enjoys all the benefits of the National Health Insurance of Social Security Contributions (CNSS) including disease, maternity insurance as well as family allowance coverage. Concerning civil responsibilities during training, the trainee is to be covered by the INSAT insurance, Mutuelle des Accidents Scolaires et Universitaires (MASU).

9-2 Internship abroad:

The trainee is required to be subscribed to a suitable social security scheme for health insurance. Besides, the trainee must acknowledge being covered by any organization of his/her choice in case of damage, accident or hazards.

Article 10:

The trainee must submit a report on his training to the host institution representatives on time to meet the deadlines.

Article 11:

The host institution is required to deliver an "Internship certificate" indicating the type of, the program and the duration of the training to the trainee.

Article 12:

The trainee is to be assessed according to the criteria fixed in advance by the host institution tutors. An evaluation sheet should be delivered officially to the **Office of Student Affairs and Relations with the Environment** at INSAT, not later than a week after the training completion.

Tunis,

Trainee	Representative of the host company	The Dean of INSAT
<p>(First and Last Name, Signature is mandatory)</p>	<p>(Seal and Signature are mandatory)</p>	<p>(Seal and Signature are mandatory)</p>