
This internship agreement complies with the requirements of French legislation as of January 1, 2016.

Please read carefully

Instructions for the student

The student must complete sections 1, 2, 4, 5, 6, 7, 9 and 15 and have the agreement approved by:

- the internship mentor in the host organization;
- the internship director (i.e. the designated professor at HEC Montréal) – only for multidisciplinary or specialized internships (the professor will send the approved form to the concerned Administrative Director).

Instructions for the internship mentor in the host organization

The internship mentor must:

- read the agreement and complete sections 11, 12, 13, 14 and 15.

Instructions for the internship director at HEC Montréal

The internship director must:

- check parts 1, 2 and 6;
- sign sections 8 and 15;
- forward the scanned agreement to the concerned Administrative Director.

If you have any questions, please write to one of the following addresses or consult the HEC Montréal's [website](#).

Registering for the internship : msc@hec.ca (MSc) | des@hec.ca (Specialized Graduate Diploma)

Internship agreement : relationsentreprises.europe@hec.ca

Finding an internship : sgc@hec.ca

PURPOSE OF THE AGREEMENT

The purpose of this agreement is to govern relations between:

1- Host organization

Company name			
Nature of business			
Represented by			
Title			
Complete address		Number of employees	
Country			
Complete address of the internship location (if different from the company address)			
Telephone		Website	
E-mail		SIRET or SIRENE No.	

2- Intern

Last name and first name			
HEC Montréal ID number		Date of birth (dd/mm/yyyy)	
		Sexe	<input type="radio"/> Male <input type="radio"/> Female
Address			
E-mail		Telephone	
Type of internship	<input type="radio"/> Multidisciplinary <input type="radio"/> Specialized in	<input type="radio"/> End of studies <input type="radio"/> Observation	Nationality
Nature of studies: Business and management studies program			
Degree	<input type="radio"/> Specialized Graduate Diploma <input type="radio"/> MSc		
University year	<input type="radio"/> Prep. <input type="radio"/> 1 st <input type="radio"/> 2 nd <input type="radio"/> 3 rd Other		

3- HEC Montréal

HEC Montréal	<input type="radio"/> 3000 chemin de la Côte-Sainte-Catherine, Montreal, Quebec , Canada H2T2A7	<input type="radio"/> 15, rue du Louvre, 75001 Paris
Represented by		
Title		
Telephone		E-mail

PURPOSE OF THE INTERNSHIP

The internship is a temporary immersion in a professional environment, during which interns acquire professional skills and apply what they have learned in classroom, in order to earn their degree or certificate and facilitate their integration into the professional workforce. They are assigned duties consistent with the educational goals defined by HEC Montréal and approved by the host organization.

4- Description of the internship

5- Skills to be acquired

6- Internship terms

Length of internship:

 to

Annual hours of training

Maximum number of hours per week in the company

During the internship, interns are subject to the company's rules of conduct as concerns schedules and by-laws. The maximum hours of work must comply with the legislation in effect.

Term: ☐ Fall 20 .. ☐ Winter 20 .. ☐ Summer 20 ..

Internship found by: ☐ CMS (Offer No.)

☐ IO (B/E)

Other, please specify:

Number of weeks

Expected number of hours per week

Total expected hours of work

Paid internship

☐ Yes
☐ No

7- Supervision of intern (mentor for company internship)

The intern is guided throughout the internship by a mentor – a member of the company appointed for this purpose – responsible for monitoring and optimizing the internship conditions to comply with the educational targets set.

Any difficulty in carrying out the internship, whether it is noted by the intern or the mentor, must be reported to the designated professor and the educational institution, so that it can be resolved as soon as possible.

The intern and mentor will meet regularly, in particular to follow up on the internship and the intern's ability to carry out the duties assigned.

The mentor is the company representative identified on page 1, or:

Name of internship mentor

Title

Telephone

Email

8- Internship director (designated professor)

An internship director – a member of the educational institution appointed for this purpose – will advise the intern and evaluate the internship in keeping with HEC Montréal rules.

Internship director

Title

Telephone

E-mail

9- Stipend

In France, when an internship lasts longer than two months (consecutive or not), it must be paid. The hourly stipend is at least 15% of the [hourly social security ceiling](#).

[Simulator for the minimum stipend of an intern](#)

If the intern is suspended or the internship is terminated, the stipend due is pro-rated according to the length of the internship actually worked. The intern has access to the company restaurant or restaurant coupons under the same conditions as regular company employees, and is also entitled to coverage of transportation costs, as provided in article L.23261-2.

The intern will be paid \$ per month of attendance.

Other benefits for the intern:

10- Social protection

In France, interns must be covered for illness-maternity, disability and occupational accidents.

Coverage: Occupational accidents

Stipend of less than 15% of the monthly social security ceiling

HEC Montréal is not an educational institution covered by article L412-8 of the *Code de la sécurité sociale*. A student who accepts an internship for which the stipend is less than or equal to 15% of the monthly social security ceiling must take out additional insurance from the CPAM.

Stipend of more than 15% of the monthly social security ceiling

If the intern's stipend is greater than 15% of the monthly social security ceiling, the employer's obligations in the event of an occupational accident are assumed by the company that signed this agreement.

11- Civil liability

In France, the company certifies that it holds civil liability insurance in accordance with the legal and regulatory provisions in effect. The intern holds civil liability insurance coverage as an HEC Montréal student enrolled in a for-credit activity.

12- Leave, interruptions, termination or extension of the internship

In France, an intern is entitled to leave and authorized absences in the event of pregnancy, paternity or adoption equivalent to that provided for salaried employees.

For internships of longer than two months, leave or authorized absences may be granted.

Terms of leave during the internship

For any temporary interruption (sickness, unauthorized leave), the company or the intern notifies HEC Montréal.

In the event of an unexpected absence, the intern must inform his or her supervisor within 24 hours.

If the internship is to be extended or permanently terminated, the host organization or the intern must inform the other two parties in writing, in which case a rider extending or terminating the internship may be signed.

13- Discretion and confidentiality

The duty of confidentiality is absolutely rigorous and appreciated by the company given its specificities.

The intern therefore undertakes not to use, under any circumstances, the information collected or obtained by him or her and communicate it to third parties without the prior agreement of the company. This commitment applies to the length of the internship and also after its termination. Will the intern have access to confidential information during their internship?

☐ Yes ☐ No

If so, please complete and submit the [confidentiality agreement](#).

14- Internship report

When the internship has been completed, the company will issue an attestation describing the activities carried out by the intern, specifying the total length of the internship and the total paid to the intern. The internship mentor agrees to complete an evaluation of the intern and send the duly completed agreement to the internship director at HEC Montréal, as soon as possible after the completion of the internship.

15- Signatures

This agreement must be prepared in triplicate.

Signed at , on
(City) (Day/Month/Year)

For the company

Name

Title

Signature

Intern*

Name

Signature

*By signing, the intern agrees to perform the duties described in Section 4 – Description of the internship, and to pay the tuition fees in order to take part in a credited internship.

For HEC Montréal

(Representative of the International Office - Europe or Career Management Services)

Name

Title

Signature

Approval of the Internship Director

Name

Title

Signature