



AGREEMENT ON INTRODUCTION INTERNSHIP

The agreement hereof settles the relationship between the 3 parties specified below:

- The Host Company (name and address):.....
.....
Represented by the supervisor at the company (name and quality):.....
.....
Email address (mail)*:.....

-The HIGHER SCHOOL OF STATISTICS AND INFORMATION ANALYSIS (ESSAI)
represented by its Director, 6 rue des metiers-charguiall, Tunis, Tunisie. Phone: (+216)70 839 440 – Fax: (+216)71 942 568

-The Engineering student (First name, Last name):.....
Permanent address:.....
Email address (mail)*:.....
*Mandatory

Preamble

The ESSAI and the Host Company declare that they want to collaborate in order to provide benefit to the engineering student in relation to his academic studies. This benefit consists of an internship that the company provides to first-year engineering students. The purpose of the internship is to immerse students in the professional world. This document provides the framework for this collaboration.

Article 1: objectives

This agreement concerns Summer Introduction internship whose dual purpose is to:

- The discovery of the organization from the point of view of the employee at the bottom of the hierarchical scale,
- The execution and submission of the engineering student to the same work and obligations as the latter.

Article 2: Duration

The internship lasts **from 4 to 6 weeks**. The internship period may last longer after a mutual agreement between the student engineer, the host organization and the ESSAI, while respecting the academic calendar decided by the ESSAI, including exams, back to university and other pedagogic constraints.

The internship period is from / / to / /

Article 3: Training certificate

The training certificate (attached) is compulsory for the validation of the internship and must be delivered to the trainee at the end of the internship.

Article 4: Supervision of trainees

During the internship period, the engineering student is supervised by a person in charge of the Host Company. This supervisor must provide the necessary tools for the smooth running of the training.

Article 5: Funding

Depending on the conditions of the internship, the Host Company may award compensation to the trainee.

Article 6 : Internship validation

The validation of the internship obeys the rules and procedures specified by the school administration. The defense of the internship takes place in the premises of the ESSAI according to the procedures specified by the administration.

Article 7: Engagement of the engineering student

The engineering student is bound by the professional secrecy of the Host Company. If s/he is required to use information collected during the internship, s/he may do so only after the approval of the Host Organization.

The trainee must comply with the practices and regulations of the Host Company. In case of transgression of the rules of procedure or in case of indiscipline, the head of the Host company reserves the right to terminate the course, after having warned the ESSAI's direction.

Article 8: Social security and insurance

The engineering student enjoys the usual school insurance if s/he undertakes her/his summer internship in Tunisia but should also subscribe for individual liability insurance and other risks uncovered by ESSAI. In the case of an internship abroad, the trainee will take charge of the social security on his/her own or, where appropriate, by the Host Company.

The parties acknowledge having read the provisions hereof and declare accepting them.

Agreement made up in three copies.

Place....., on.....
The engineering student

Place....., on.....
For the Host Company

Place....., on.....
For ESSAI, The Director



Introduction Training Training certificate

(Mandatory: to return at the end of the internship)

I, the undersigned (1) supervisor or internship tutor
representative(2).....
.....certify
that (3)....., *student* at the *HIGHER SCHOOL OF STATISTICS
AND INFORMATION ANALYSIS (ESSAI)*, yeardid an internship under my responsibility
from..... to

Topics covered during the internship:

-
-

General assessment of the trainee's production and attitude during the internship (tick one box for each criterion)

Assiduity:

☐ Very satisfactory ☐ Satisfactory ☐ Insufficient ☐ Very insufficient

Serious:

☐ Very satisfactory ☐ Satisfactory ☐ Insufficient ☐ Very insufficient

Skill:

☐ Very satisfactory ☐ Satisfactory ☐ Insufficient ☐ Very insufficient

Work progress:

☐ Very satisfactory ☐ Satisfactory ☐ Insufficient ☐ Very insufficient

Communication:

☐ Very satisfactory ☐ Satisfactory ☐ Insufficient ☐ Very insufficient

The technical skills lacking to the intern:

.....
.....

Comments:

.....
.....

Place....., on.....
Signature and Stamp of the Company

- (1) Name of the training supervisor in the organization
(2) Name and address of the host organization
(3) First name/ Last name of the student