

## Allegato A

# RPBW

RENZO  
PIANO  
BUILDING  
WORKSHOP

## Student internship agreement

### Preamble

Anyone who intends to enter into an internship agreement must be enrolled and actually attend an academic program that qualifies for an internship in a firm. An internship agreement may be called into question by labor inspector during an audit of a firm or at the request of the intern. A court can decide to reclassify it as an employment agreement if the terms of the internship have not been fulfilled. Foreigners who are not from the European Union or the European Economic Area may receive a residence permit stating that they are an “intern”, they are not allowed to stay on French territory after the end of the internship, unless otherwise permitted by French institutions.

### Article 1. Internship agreement

This internship agreement applies to all parties for the duration of the internship at the host firm subject to the student’s enrolment at a university or training program within the academic institution or training organization.

This internship will take place **under the patronage of the Renzo Piano Foundation**, which will supervise the student and give access to archives, libraries, and all necessary documents at the student’s request.

### Article 2. Internship program

The purpose of the internship is to give the intern the opportunity to put theory into practice.

The host firm must give the intern, with the agreement of the academic institution or training organization, tasks and responsibilities directly related to the qualifications and skills that the degree or training program prepare for. The content of the framework below must be defined jointly by the intern’s supervisors in the academic institution or the training organization and the host firm.

#### INTERN TASKS:

Under the supervision of the project manager, the internship shall prepare detailed plans, gain architectural knowledge, in particular using AutoCAD and Autodesk Revit software applications in order to improve his/her use of architectural techniques. The intern shall take part in client meetings with the team and engineering firms. The intern shall take part in making mockups for studies and computer models in 3D in order to facilitate the analysis of structures.

#### SKILLS TO DEVELOP:

Preparation of detailed plans, gain architectural knowledge, make computer models in 2D and 3D and make mockups for studies.

### **Article 3. Internship terms and conditions**

The intern will work for a total of **37 hours** per week at the host firm's offices. The internship is **full time**.

The intern will work 37 hours per week during office hours, which are as follows: from Monday until Friday, from 9am until 7.30pm.

All changes regarding internship dates will be made through an addendum to this agreement.

### **Article 4. Intern's supervision**

The intern will be supervised by his/her academic supervisor as mentioned above.

The intern's supervisor at the host firm is Mr/ Ms \_\_\_\_\_

He/she will be in charge of the student during the internship and will make sure that the student's working conditions are optimized and enable the student to properly develop the skills mentioned above.

During the duration of the internship, the intern is authorized to be absent in order to attend classes at the academic institution or training organization. The intern's supervisor must be informed of the dates of the classes in advance.

### **Article 5. Compliance with internal rules – intellectual property**

During the internship, the intern will be required to comply with operational requirements applicable in the host firm. He/she is therefore subject to the host firm's internal rules of procedure, in particular those relating to health, hygiene and working hours.

The intern agrees:

- to be available for the tasks that will be granted to him/her;
- to respect internal rules of conduct within the host firm, as well as its culture;
- not to disclose any information that he is privy to unless authorized to do so by the firm and not to make any unauthorized copies computer programs that belong to the firm or install any outside software applications on the firm's IT systems.

In the cases where the intern's work gives rise to creations protected by copyright or other intellectual property rights, the intern agrees that said rights on creations, works, plans, models, designs, data bases, or any other content created by him/her during the internship, at his/her own initiative or under control of the host firm, will be property of the host firm upon creation. The intern also agrees that his/her creations will be merged into collective works in order to be published, distributed and exploited by and under the sole name of the host firm, without each author being able to assert his/her individual rights.

### **Article 6. Gratuity and in-kind benefits**

In France, internships lasting more than two consecutive or non-consecutive months shall be paid a minimum fee. The internship does not create an employment relationship between the intern and the host firm. The intern cannot hence be paid a salary.

At the end of each month, the intern will receive a gratuity the amount of which cannot go below 15% of the Social Security Administration's hourly cap multiplied by the number of hours worked. The gratuity will be exempt from employee and employer contributions.

The gratuity amount is a **fixed monthly gross fee of euro 1.200,00** (one thousand and two hundred euros).

The amount will be paid to the intern via bank transfer. Shall the internship be suspended or terminated before its official termination date the intern will be granted a pro-rata gratuity.

The intern will have access to **meal vouchers of 11.00€** (eleven euros) per working day, **paid in half by the host firm**.

The host firm will pay **half of the intern's monthly transportation pass** corresponding to travels between the student's residence and the office.

The host firm grants to the student a **fixed monthly amount of 700.00€** (seven hundred euros) in order to cover his/her accommodations costs for the duration of the internship.

The host firm covers the **total costs** of round-trip transportation from and to the intern's principal residence and office. The intern shall communicate the amount in advance to the host firm.

Moreover, the host firm will reimburse the intern at cost, subject to written evidence, of all activities made necessary to fulfill his/her tasks.

#### **Article 7. Health insurance**

Social contributions are based on the discrepancy between the gratuity amount and the Social Security Administration's 15% hourly threshold multiplied by the number of hours worked.

The intern benefits from legal protections granted to him/her by law pursuant to articles L. 411-1 et al and article R. 412-4 of the Social Security Code.

If an accident occurs either at work or on the way to or from work, the person in charge at the firm agrees to report the accident to the head of the academic institution on the day the accident occurs or no later than 24 hours after the incident. The host firm will also promptly inform Social Security.

#### **Article 8. Liability and insurance**

The intern and the host firm must both take out liability insurance from an insurance company of their choice.

#### **Article 9. Leaves – reduction in working hours**

In case of maternity, paternity, or adoption, the intern will benefit from leaves and authorized absences granted to him/her by law pursuant to articles L. 1225-16 to L. 1225-28, L. 1225-35, L. 1225-37 and L. 1225-46 of the Labor Code.

The intern will benefit from absences due to reduction in working hours in the same conditions as the employees.

The intern is not allowed to take leaves during the internship, unless otherwise expressly authorized by the host firm or during closure days of the host firm.

#### **Article 10. Suspension, termination, delays**

The intern can terminate the internship agreement at any time after informing his/her internship supervisor and his academic supervisor of his/her decision.

The internship may be suspended or deferred for medical reasons. In such a case, an amendment reflecting the required arrangements, or the termination of the internship agreement will be entered into.

In the event of a disciplinary breach by the intern at the firm, the chief executive reserves the right to put an end to the internship after informing the head of the academic institution.

Upon agreement, the internship end date can be delayed in order to allow the intern to fully achieve his/her internship. All changes regarding internship dates will be made through an addendum to this agreement.

The internship may also be extended, upon mutual agreement, but cannot exceed a maximum duration of 6 (six) months. All changes regarding internship dates will be made through an addendum to this agreement.

### **Article 11. Internship evaluation**

At the end of the internship, the host will deliver to the intern a training certificate, mentioning his/her progress as well as the skills developed during the internship.

Depending on the internship evaluation conditions at the academic institution, the intern might be required to provide an internship report, a copy of which will be communicated to the host firm.

### **Article 12. Applicable law – jurisdiction**

This agreement is subject to French law.

Any dispute remaining unresolved out of court shall be subject to the competence of French jurisdiction.

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