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| **Convention de Stage** |

**Article 1 – THE SIGNATORY PARTIES**

This agreement governs the relationship of the host company (hereinafter ‘**the Company’**):

***Insert Name of Company***

Represented by:

**Name of Representative:**

**Telephone:**

**Email:**

With:

***The Queen Mary University of London,***

***67-69 Lincoln's Inn Field,***

***London, WC2A 3JB,***

***United Kingdom*** (hereinafter ‘**the University’**).

Represented by:

Anne Flanagan

(C/o Postgraduate Law Internship Programme Team)

Email: [pglaw-internship@qmul.ac.uk](mailto:pglaw-internship@qmul.ac.uk)

Concerning the internship to be undertaken *by* **Name**, a student at Queen Mary, University of London, **Birth date** (eg. 5th March 2007), **Place of Birth, Nationality, (Type and) Passport No. , telephone number, email:** (‘**the Stagiaire’**), student of the University, and whose signature certifies that **he/she/they** agrees expressly to the terms contained therein.

**Article 2 – STUDIES OR TRAINING ATTENDED**

**Nature of studies:** **Insert Programme of LLM**

**Duration:** **e.g., January 2014 to January 2015**

**Level attained:** **e.g., Master of Law**

**Diploma pending or certified: e.g.,** **LLM master’s in law pending.**

**Article 3 – INTERNSHIP PROGRAMME**

The internship, which is of non-compulsory character, *may not exceed 6 months.* The internship aims to ensure the practical application of the theoretical knowledge of the Stagiaire acquired during the education provided by the University and to complete the professional training of the Stagiaire. To this end, the Company agrees to assign to the Stagiaire tasks and responsibilities directly related to the qualifications and skills which lead to the completion of the studies or training attended.

The employer may not gain any direct benefit from the presence in its Company of the student Stagiaire.

The person responsible for monitoring the work placement in the Company is **INSERT NAME**

Activities entrusted to the Stagiaire are:

**INSERT LIST OF ACTIVITIES, for example:**

* Undertaking Legal Research (jurisprudence, doctrine, etc.)
* Drafting Proceedings and documents
* Attending Meetings
* Monitoring legal developments

**Article 4 – AGREEMENT OF THE DURATION OF THE INTERNSHIP**

The internship, of a duration of **X months**, will run **e.g., 1st September to 31st December** 2014.

The Stagiaire remains a student at the University until **20th October 2017**

Any changes in the dates of the internship will result in an amendment to this contract. The internship may be renewed, by endorsement, within the maximum duration allowed.

The internship will be held in the entity hereinafter referred to as:

***INSERT ADDRESS OF THE FIRM/COMPANY***

Working hours of the Stagiaire:

The Stagiaire will attend the premises designated above from **e.g., Monday to Friday, from 9:00 am to 5:00 pm, with a lunch break between 13:00 and 14:00 pm**.

Duration of weekly working hours: **35 hours p/week**.

**Article 5 – ABSENCES**

During the internship, the student Stagiaire is authorised to be absent to attend university classes.

The supervisor must be made aware, in advance, of the dates of these classes.

**Article 6 – RESPECT OF INTERNAL RULES**

Whilst a registered student, the Stagiaire remains in the school system. He remains under the authority of the head of the institution and will comply with all teaching and examination regulations of Queen Mary University.

However, concerning the internship, the Stagiaire is subject to the interior rules and practices in force in the Company, particularly as regards discipline, rules on health and safety and work schedules.

The Stagiaire agrees:

* to fulfil his role and be available for the tasks entrusted to him;
* to respect the rules of the Company as well as its codes and culture;
* to follow the training required by the Company;
* not to make illegal copies of software and files belonging to the Company nor to implant into the internal systems of the Company software from external sources;
* to respect the confidentiality requirements set by the Company. On the advice of the Company, the Stagiaire will be held to the strictest secrecy regarding information and documents of any kind concerning the Company and files that may come within his knowledge during the internship. He agrees, therefore, not to disclose information obtained by him (including as part of an internship report), unless approved by the Company.

During the internship, the student Stagiaire is subject to the discipline of the Company, particularly regarding medical visits and working hours. Any breach of discipline may lead to a termination of the internship under the conditions laid down in Article 10.

**Article 7 – REMUNERATION AND BENEFITS**

The internship does not occur in the context of an employment contract. The Stagiaire is in no way an employee of the Company, he may not claim any compensation from the Company within the meaning of Article L 242-1 of the Code of Social Security.

However, in an internship lasting **more than two months**, the internship will have remuneration amounting to **€ 950** gross per month.

The cost of food and accommodation is the responsibility of the intern.

The cost of training required by the internship will be borne by the Company.

**Article 8 – HEALTH INSURANCE**

The Stagiaire must be insured against the risk of sickness and maternity, disability, and accidents at work. The student will be covered by his own insurance.

In addition, pursuant to Article L 412-8 of the Code of Social Security, the Stagiaire cannot be held responsible regarding obligations placed on employers by the various schemes of Social Security.

For the duration of the internship, the Stagiaire remains protected by the social security policy to which they are affiliated.

The Stagiaire is also protected by the legislation on accidents at work and occupation-related sickness or injury in pursuant to Article L1412-8 of the Social Security Code.

In the case of any work-related emergency, the host organisation must inform the University immediately and transfer to them an accident report which is established if the student is no longer rewarded gratuity, or if this is lower or equal to the 12.5% of the monthly threshold for social security.

Alternatively, if the student receives a greater gratuity than the legal minimum (greater than 12.5% ​​threshold), it is then the employer who is responsible for establishing and conforming to all their obligations as an employer.

**Article 9 – CIVIL LIABILITY**

Both the Stagiaire and the Company must have insurance covering «civil liability» with an insurance provider of their choice.

The Stagiaire must confirm that he has insurance to cover civil liability for the duration of the internship.

**Article 10 – SUSPENSION, TERMINATION**

**10.1** Termination by the Stagiaire

The Stagiaire may terminate the training agreement after having informed his internship supervisor and the relevant academic supervisor of his decision with a minimum notice period of 1 (one) month.

**10.2** Suspension or termination for medical reasons

The internship may be suspended or discontinued for medical reasons. In this case, an addendum containing the necessary adjustments, or the termination of the training agreement will be concluded.

**10.3** Termination for a breach of discipline

In the case of a breach of discipline of the Company by the Stagiaire, the internship supervisor reserves the right to terminate the internship at any time and without notice, after informing the relevant person at the educational institution.

**10.4** Termination for breach of contract

In the case of a breach by the Stagiaire of commitments under Article 6 or misconduct in carrying out activities under Article 3, the internship supervisor reserves the right to terminate the internship at any time and without notice, after informing the relevant person at the educational institution.

**Article 11 – EVALUATION OF THE INTERNSHIP**

During the internship, the Stagiaire will be evaluated by the supervisor and/or lawyers for which he has performed duties under Article 3.

At the end of the internship, the intern will receive a certificate or an acknowledgement of the nature and duration of the internship. This document will detail the progress made regarding the original objectives and the skills acquired during the internship.

The Stagiaire will send a copy of this information either by mail or by e-mail to Jacqueline Steinmetz at Queen Mary University of London at the address provided in Article 1.

\* \* \*

Completed **in Paris, on 27th May 2014**

(In triplicate, with one going to each of the signatories)

(Preceded by the following handwritten words: read and approved)

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| For the Company | The Stagiaire | For the University |
| **INSERT NAME OF REPRESENTATIVE**  (Company Seal) | **INSERT NAME** | Anne Flanagan  CCLS LLM Director  (University seal) |