**Internship Agreement**

**For double degree students at KTH Royal Institute of Technology**

**Art. 1 The Parties**

This Agreement is entered into by and between:

The home institution:

Kungliga Tekniska högskolan

Brinellv. 8, 100 44 Stockholm, Sweden

Represented by Name and firstname, examiner

Hereafter referred to as “KTH”

AND

The host institution:

*Name of the company*

*Address of the company*, France

Represented by a*dministrative representative and title*

AND

The student:
Name and firstname
Date of birth (dd/mm/yyyy):
Address:
Telephone:

E-mail:

Current student status: double degree student between Ecole Polytechnique (France) and KTH Royal Institute of Technology (Sweden)

Personal identity number at KTH:

Name of the School (KTH):

Name of the degree program:

**Art.2 Object of the agreement**

The objectives of the present agreement are:

- to define the terms of the internship that will be carried out by the intern within the host institution

- to outline the obligations of all parties

- to ensure that the internship meets all the requirements for the completion of the Master's degree project/thesis at KTH.

**Art. 3 Content of internship**

This internship is an integral part of the intern’s curriculum leading to the award of the Civilingenjör / Master of Science degree. The content must be relevant to the intern’s field of study and must be a direct application of the knowledge and skills obtained from the double degree program between KTH and Ecole polytechnique.

The objectives and assignments of the internship must meet all KTH’s requirements for the completion of the Master’s degree project/thesis, corresponding to 30 ECTS credits.

Title of internship

|  |
| --- |
| *To be completed* |

Objectives of internship:

|  |
| --- |
|  *To be completed* |

Detailed description of assignments and responsibilities:

|  |
| --- |
|  *To be completed* |

The objectives and assignments of the internship are determined by the internship supervisor in collaboration with the academic examiner at KTH.

**Art. 4 Terms and conditions of internship**

The internship is done on a full-time basis

* at the following location : address/city/country
* from (date of beginning) to (date of end).
* The weekly workload corresponds to a full-time schedule in the host institution, that is, approximately \_\_\_\_ hours/week.

Any interruption or extension of the internship or any change of the location requires an amendment to this agreement, signed by all parties.

The intern remains a student of KTH for the duration of the internship.

The employment laws in force in the country in which the Host institution is located are applicable. The intern should comply with the host institution’s rules and regulations as well as its professional practices. Should the intern fail to do so, the host institution may put an end to the internship, after informing the intern’s supervisor at KTH.

The intern should regularly provide his/her supervisor at KTH with feedback to ensure that he/she will meet the requirements for the completion of the Master’s degree project/thesis. The intern must also notify KTH should any problems arise during the course of the internship.

The intern is expected to complete all the above-mentioned assignments, tasks and projects.

At the end of the internship, and as part of the evaluation of the master’s degree project/thesis, the student is required to present the achievements and results in both a written report and an oral presentation that will be graded by the examiner.

The written report will have to be submitted to the examiner by *(date).*

**Art. 5 Supervision and host institution’s obligations**

Throughout the internship, the student must have two supervisors, one faculty member from KTH and one from the host institution in charge of defining the objectives of the internship, advising and meeting with the student, checking progress and providing regular feedback on the student’s work.

The contact information of the supervisors are indicated as follows:

|  |  |  |
| --- | --- | --- |
| Institution | KTH | Host institution |
| Supervisor’s name and first name | *To be completed* | *To be completed* |
| Title/function | *To be completed* | *To be completed* |
| Email | *To be completed* | *To be completed* |

The host institution agrees to:

* Provide a working environment which allows the intern to gain experience relevant to his/her field of study
* Provide the intern with all the necessary means for the accomplishment of his/her assignments and goals
* Consult with both the intern and KTH before making any major changes to the internship’s content
* Evaluate the student’s performance at the end of the period according to the objectives defined for the internship.

**Art. 6 Internship gratifications**

For internship carried out in France:

According to the French law, any student carrying out an internship for a period exceeding two consecutive months receives a minimal gratification amounting to 12,5% of social security’s hourly rate. The intern is also reimbursed for assignment expenses within the context of the internship.

For internship carried out in another country:

This internship may be considered a voluntary activity or be paid according to the country’s legislation and the host institution’s rules.

In both cases other support may also be available to the student: accommodation, reimbursement for transport, meal tickets, reduced-price meal at the host institution’s restaurant, etc.

|  |  |
| --- | --- |
| Amount of monthly gratification:  | *To be completed* |
| Benefits (meals, accommodation, transport, reimbursement of expenses, etc.) : | *To be completed* |

**Art. 7 Holidays**

Holidays are determined by the laws in force in the country in which the host institution is located:

|  |
| --- |
| *To be completed* |

**Art. 8 Insurance, civil liability**

**a) Health insurance**

The intern is responsible for obtaining his/her own health insurance throughout the internship. For internships in another country than France, the student must check that his/her insurance coverage also extends to the country in which the internship will be done.

**b) Professional and non-professional accident insurance**
The internship student will check that he/she is covered for professional and non-professional accidents and if this is not the case, will take out the necessary insurance before starting his/her internship. In the event of an accident occurring during the internship, the host institution will inform the intern’s supervisor at KTH.

**c) Third-party liability insurance**

The host institution will take out insurance guaranteeing its civil liability for any damage caused to the intern. Should no such insurance exist, the host institution will bear the costs of any damage caused to the internship student during the internship. The student must have taken out individual insurance covering any damage he would cause in the context of the internship. He must check that the insurance certificate also covers internship activity abroad if necessary.

**Art. 9 Duty of confidentiality**

The intern is bound to confidentiality. He/she undertakes not to use under any circumstances the information gathered or obtained as the subject of a publication or a communication to third parties without obtaining the prior consent of the host institution.

The student undertakes not to keep, remove, or make copies of any document or software, of any nature whatsoever, belonging to the host institution without the latter's written consent.

In addition to this agreement, the host institution can request an agreement of non-disclosure to be signed by the intern. Any exceptions (e.g. confidentiality for certain parts) will be discussed and agreed upon by the intern and the host institution.

However, this must not prevent the student from meeting KTH’s requirements for the Master’s degree project/thesis (written report and oral presentation). In particular, the host institution understands and agrees that the written report will be published in KTH DIVA database, which is accessible for people outside KTH and can be found at the KTH Library homepage

(<http://www.lib.kth.se/main/eng/>).

Neither shall it prevent KTH from disclose information or the written report in order to comply with applicable laws or regulations or with a court or administrative order.

Agreement of non-disclosure in place: YES / NO

**Art. 12 Intellectual property**

The intellectual property rights are established directly between the Host institution and the student within the 10 working days following the signing of the internship agreement at the latest.

Should no agreement exist between the Host institution and the student,

according to Swedish and French laws, all intellectual property developed or created by the student in the course of the internship, regarding results and inventions, whether patentable or not, and all royalties on software developed or obtained as part of the internship, will vest in the student.

|  |  |  |
| --- | --- | --- |
| Parties | Date | Official stamp and signature preceded by the statement « read and approved » |
| The host institution representative |  |  |
| KTH representative |  |  |
| Student |  |  |