

INTERNSHIP AGREEMENT

Academic year: 2020-2021

This agreement defines the internship conditions between the undersigneds :

<u>Part 1 : Educational institution</u> Name: Tunis Business School (TBS) Represented by : Pr. Mohamed Naceur Azaiez Considered as : Director of TBS Address : PO. Box n°65, Bir El Kassaa, 2059 Phone number : (+216) 79 409 409 Fax : (+216) 79 409 119	<u>Part 2 : Host organization</u> Company name: Represented by: Considered as: Address : Phone number: Fax : Email : Internship place (if different from the address of the host organization):
Academic supervisor at TBS Full Name: Discipline : Phone: Email :	Internship supervisor in the host organization Full Name: As a function of: Phone: Email :
<u>Part 3 : The intern</u>	
Full Name : ID : Major : Minor : Address : Phone number: Email :	
Topic:	Start date of the internship: End date of the internship:
The internship results in a payment of gratuity : YES <input type="checkbox"/> NO <input type="checkbox"/>	Amount of the gratuity: Per month, in which: under benefit in kind (transport, accommodation, restaurant...).

Article 1 : This internship is part of the compulsory end of studies project at the Senior level (4th year) with an aim of obtaining a Bachelor's degree in Business Administration at Tunis Business School. It concerns students enrolled and are currently studying at TBS.

Article 2 : The objectives of the internship:

- Preparation for integration into professional life for the student.
- Identification of a practical problem within the host organization and contribution of the intern in solving the problem that arises.
- Obtaining the credits and a cumulative general average necessary for obtaining the BACHELOR IN BUSINESS ADMINISTRATION diploma.

The Company must assign to the intern tasks and responsibilities in direct connection with the qualifications and competences which leads to the prepared diploma or the training followed, and in agreement with the educational institution. He is supervised in these activities by an internship manager within the host organization (internship supervisor) and a teacher at TBS (Academic supervisor). The problem is proposed by the internship supervisor and validated by the teaching supervisor at TBS.

The internship supervisor signs an evaluation form at the end of the internship period (provided by TBS) and returns it to the pedagogical manager by email or in a sealed envelope at least one week before the date of the defense.

The student submits an internship report and prepares a presentation of his internship activities in front of a jury comprising the teacher, the internship supervisor (or his representative), and two other members.

Article 3 : Arrangement of the internship :

The internship takes place over a minimum period of 16 weeks and a maximum of 6 months.

The company can decide on the method of the internship (face-to-face and / or online).

The start and end dates of the internship are fixed by mutual agreement by the contracting parties, imperatively after the final exams of the first semester.

Schedule: the intern must be present every day according to the schedule agreed with the host organization, without exceeding 35 hours per week.

The intern's absence must be exceptional and justified.

Article 4 : This contract is concluded outside of the employment contracts; the host organization can award the intern with a monetary or/ and nonmonetary compensation.

Article 5 : Responsibilities of the intern

During the internship period, the intern remains under the authority and responsibility of the head of the educational institution. It is also subject to the internal regulations of the host organization.

The intern agrees to:

- carry out his mission and be available for the tasks entrusted to him in accordance with his internship project;
- respect the rules of the host organization as well as its codes and culture;
- respect the confidentiality requirements set by the host organization;
- do not disclose the information collected except after the agreement of the host organization;
- not to make illegal copies of documents or software belonging to the host organization.

Article 6 : Interruption, Rupture

Any difficulty that arises in the course of the internship should be brought to the attention of the three parties in order to be resolved as soon as possible.

If one of the three parties wishes to permanently interrupt the internship, the latter must immediately inform the other two parties in writing. The reasons given will be examined in close consultation. The final decision to interrupt the internship will only be taken at the end of this consultation phase, which will automatically lead to the cancellation of the agreement.

In the event of a conflict between the student and the supervisor, a justified request must be sent to the Director of TBS to be discussed by the scientific council.

Article 7: Interruption, cancellation for cause beyond control :

Any difficulty arising in the course of the internship for cause beyond control (for example lockdown or contamination by COVID 19, etc), will have to be justified and brought to the attention of the three parties in order to be solved promptly and in this case the student will not be penalized.

Article 8: Social Security

The intern must be covered against the risks of sickness-maternity, invalidity, and accidents at work. It is also a beneficiary of the legislation on accidents at work and occupational diseases. Where the gratuity he receives is equal to or less than the 15% threshold of the social security ceiling multiplied by the number of working hours, the contribution due under the legislation on accidents at work and occupational diseases shall be paid by the intern.

When the gratuity exceeds this threshold, the payment of the contributions relating, on that excess fraction, to the protection of the intern, the affiliation of the intern, and the declaration

of accidents at work or occupational diseases to the sickness insurance fund of the intern's place of residence shall be the responsibility of the host undertaking. In the event of an accident occurring either at work or during the journey, the person responsible for the undertaking undertakes to send the declaration of the accident to the head of the educational establishment on the day on which the accident occurred or at the latest within 24 hours. The declaration of the head of the establishment or of one of his servants must be made by registered letter to the primary health insurance fund of the establishment with a request for acknowledgment of receipt, within 48 working days.

The Director of TBS	The representative of the host organization
(stamp and signature required)	(stamp and signature required)

Teacher in charge at TBS (Academic Supervisor)	The intern
(Full Name and signature required)	(Full Name and signature required)

This agreement must be signed in three (03) original copies.