



## INTERNSHIP AGREEMENT

This agreement defines the conditions under which the student, hereinafter referred to as intern, will be hosted in the company.

### ARTICLE 1: DEFINITIONS

- |                           |  |
|---------------------------|--|
| A. MSB :                  | Mediterranean School of Business                 |
| B. MBM:                   | Master in Business Management - MBM              |
| C. Intern :               | Second year student in the MBM                   |
| D. Professional Advisor : | Representative of the company hosting the intern |

### ARTICLE 2: SIGNING PARTIES

#### ***Host Company***

Company Name: .....

Address: .....

Company Activity: .....

Represented By: .....

Position: .....

Phone: ..... Email: .....

Fax: .....

HR Manager: .....

Phone: ..... Email: .....

The department where the intern is doing his/her internship: .....

#### ***Intern***

Full Name: .....

Date & Place of birth: .....

Nationality: .....

ID (CIN or Passport): .....

Address: .....

Phone: ..... Email: .....

#### ***Educational Institution***

Name: Mediterranean School of Business (MSB)

Represented by: .....

Quality of the representative: .....

Address: .....

Phone: ..... Email: .....

Fax: .....

**ARTICLE 3 : PROGRAM OF STUDY AND TRAINING**

Nature of studies / Training: 2nd year MBM

Duration: 2 years

Diploma in progress: Master in Business Management

Specialization: ☐ Marketing☐ Finance☐ OM☐ BA**ARTICLE 4 : PROGRAM AND OBJECTIVES**

The MSB internship program is open to students in all majors. The program recruits highly qualified Master's students in order to train them, with the opportunity to incorporate them into full-time employment upon graduation. Upon successful completion of their work term, students will be granted 15 credits.

The MSB internship program objectives are:

- Produce competent and contemporary business managers.
- Develop an analytical approach for problem solving and decision-making.
- Enhance and foster enthusiastic and persuasive communication skills.

The host Company must provide the intern, in agreement with the institution, duties and responsibilities directly related to the internship objectives and skills.

Internship Objectives:

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**ARTICLE 5: INTERNSHIP CONDITION*****Duration and Schedule***

A. Internship duration: .....month(s) / From.....To.....

(It should correspond to the estimated duration planned under the study / training framework and cannot, in any circumstance, be less than 4 months).

B. Internship Location: .....

C. Number of presence hours of the intern: .....

D. Beyond four and a half hours, intern must have at least thirty-minutes break.

***Status***

E. During the internship, the intern retains his/her status of MSB student. He/She remains under the authority and the responsibility of the educational institution.

F. He/She are not taken into account when assessing the company personnel.

***Remuneration/ Fees***

G. Regarding His / Her status, the intern is not entitled to receive any salary from the company. However, the host company may, if it wishes, pay him/her a gratuity. Amount of gratification .....DT.

H. In case of placement abroad, the intern must bare all costs incurred (travel, accommodation, etc.) By his / her own means, MSB assuming no costs or compensation.

**ARTICLE 6: COMPANY COMMITMENT**

The host company must provide the intern with the necessary means to achieve his / her objectives:

- Facilitate and promote of employability of the intern;
- Guide and advise the intern;
- Advise the intern on rules and corporate culture ;
- Promote the intern integration within the company ;
- Facilitate access to information ;
- Help intern understand the different aspects of the business.

**ARTICLE 7: MSB COMMITMENT**

MSB is committed to:

- Contact the company representative to define the specific objectives of the internship ;
- Ensure that the internship is going well;
- Monitor and supervise the trainee;
- Visit the company and get feedback;
- Guide the student in achieving his / her internship report.

**ARTICLE 8: STUDENT COMMITMENT**

During the internship, the intern is submitted to the discipline and rules of the host company. The intern must also have a friendly behavior with regards to the staff, customers and other users, have to dress properly, and respect the confidential nature of the information which he/she can access. The educational institution is the unique authority that decides on disciplinary sanctions when necessary. In this case, the host company should inform the institution about the breaches and possibly provide proofs.

**ARTICLE 9: ABSENCE AND INTERRUPTION OF THE INTERNSHIP**

Any difficulties encountered during the internship must be brought to the attention of the educational institution. In case of serious disciplinary problems, the host company reserves the right to terminate the internship after providing the student's representative at MSB with evidence supporting this act. A registered letter will be addressed to MSB.

**ARTICLE 10: CONFIDENTIALITY**

The student agrees to abide by the rules of confidentiality and not to disclose information obtained during his / her internship to third parties without prior consent of the host company, including the internship report. This commitment is valid not only for the duration of the internship but also after its expiry. The intern cannot keep, take or make copies of any document or software of any kind belonging to the host organization, unless approved by the latter.

The internship report, once approved by the host institution, will be considered property of the student and MSB and may be made public unless the professional advisor specifies that the contents are confidential.

**ARTICLE 11 : INTERNSHIP EVALUATION**

- A. The professional advisor issues a training certificate for the intern.
- B. The intern is required to provide an internship report to the educational institution - three (03) paper copies and in electronic format - with an additional copy for the host company. This report is defended in front a jury designated by the program manager.
- C. The professional advisor must attend the presentation of the intern.

**ARTICLE 12: AGREEMENT SIGNATURE**

This agreement shall take effect from the date of its signature. The signing of this agreement (3 copies) by the three Parties implies their respective commitment until the completion of the internship and the date of the final defense of the probation report.

Made at: .....Date .....

Stamp and signature preceded by the handwritten words "read and approved".

**COMPANY REPRESENTATIVE:**

Full Name: .....  
.....

Signature and Stamp

**MSB REPRESENTATIVE:**

Full Name: .....  
.....

Signature and Stamp

**THE INTERN:**

Full Name: .....  
.....

Signature