INTERNSHIP AGREEMENT
FOR AN OBSERVATION PERIOD IN A PROFESSIONAL ENVIRONMENT

Considering:

- The Labor Code, in particular Article L.211-1;
- The Education Code, in particular Articles L.313-1, L.331-4, L331-5, L332-3, L.335-2, L.411-3, L.421-7, L.911-4;

The Civil Code, in particular Article 1384;
Decree No. 2003-812 of August 26, 2003, concerning the hosting conditions of minors under 16 years old in a professional environment;
Circular No. 2003-134 of September 8, 2003, concerning the hosting conditions of minors under 16 years old in a professional environment.

THIS AGREEMENT IS CONCLUDED

Between

- **First Party:** The host company/organization …… (hereinafter referred to as "The Company"), located at …… represented by ……, in the capacity of ……;
- **Second Party:** The Lycée Français International de Porto (hereinafter referred to as "LFIP"), located at Rua Gil Eanes, nº 27, 4150-438 Porto (Portugal), represented by Mr. Laurent STRUPLER, Head of the Institution;
- **Third Party:** ……, ID Card No. ……, Parent/Guardian of the minor student …… (hereinafter referred to as "Intern Student"), registered under LFIP internal ID number …… and ID Card No. ……, both residing at ……

List of teachers responsible for the project:

- **Mike PEDROSA** (PP classe 4ème A) mike.pedrosa@lfip.pt
- **Paulo PINHEIRO** (PP classe 4ème C) paulo.pinheiro@lfip.pt
- **Elisabeth MOREIRA** (PP classe 4ème D) elisabeth.moreira@lfip.pt
- **Romana SILVA** (PP classe 4ème B) romana.silva@lfip.pt
- **Julie GERARD PEDRO** cop@lfip.pt
- **Téléphone du LFIP** : 00 351 226 153 030

Company Contact Tutor:

Name : ……

Téléphone: ……

Mobile Phone : ……

E-mail: ……

Others : ……

GENERAL PROVISIONS

Article 1

This agreement, freely and in good faith established between the parties, aims to implement an Observation Internship in a Professional Environment (Internship) by the Company for the benefit of the Intern Student (identified in the Annex) from the LFIP's fourth-grade class.

Article 2

a) The Internship will take place at the Company's premises for a duration of 3 days, from March 11, 2025, to March 13, 2026.
b) This agreement is non-renewable and will automatically terminate at the end of the above-defined period without prior notification.

Article 3

The Company agrees to:
a) Ensure the integration of the Intern into its structure;
b) Provide appropriate observation conditions within its capabilities while safeguarding the Company/Organization's primary interests;
c) Inform the LFIP, through its appointed Tutor (Teacher identified in the Annex), of any issues arising during the Internship.

The LFIP agrees to:
a) Appoint a Tutor for the Internship duration;
b) Support the Intern Student in their activities;
c) Respond promptly in the event of any issues during the Internship period.

The Tutor's role includes:
a) Acting as a liaison between LFIP and the Company ;
b) Supporting the Intern Student and analyzing the activities performed;
c) Evaluating the Intern's performance during the Internship.

The Intern Student agrees to:
Respect the rules and regulations of the host Company, particularly regarding safety, working hours, and discipline, unless specified otherwise in the Annex.

Article 4

The duration, schedule, hosting, supervision conditions, activity definitions, costs, and insurance details are outlined in the following articles and the integral Annex.

Article 5

Each party may terminate this agreement immediately if the other fails to comply with its provisions.

INTERNSHIP CONTENT

Article 6

a) The objectives and organizational modalities of the Internship are determined by mutual agreement between the Company and the LFIP and are documented in the pedagogical annex.
b) During the Internship, the Intern Student is not required to perform tasks for the Company.
c) The Intern Student is not permitted to access or use machinery, equipment, or substances that could endanger their physical safety or are prohibited for minors under Articles R.234-11 to R.234-21 of the Labor Code.
d) The Intern Student may, however, participate in surveys, activities, tests, or demonstrations related to the objectives of their Internship under the supervision of the Company's representative.

LIABILITY AND INSURANCE

Article 7

During the Internship period, the Intern Student retains their school status, meaning they remain under the authority and responsibility of the LFIP's Head of Institution.

Article 8

a) The LFIP Head of Institution provides liability insurance covering the Intern Student for any damage they may cause during the Internship.
b) During the Internship, the Intern Student is covered by the insurance policy contracted by the LFIP.

Article 9

a) The Company is exempt from liability in case of accidents during the Internship period.
b) In the event of an accident involving the Intern Student, the Company's representative must send an accident report to the LFIP Head of Institution within 24 hours.

DURATION AND WORKING HOURS

Article 10

a) The Intern Student's presence must not exceed 7 hours per day.
b) The Intern Student must take at least a 30-minute break every four hours of activity.
c) The Intern Student's activities must not extend beyond 7:00 PM.

FINANCIAL CONSIDERATIONS

Article 11

The Intern Student is not entitled to any remuneration or compensation from the host Company, which is therefore exempt from providing any payments.

Article 12

The financial arrangements regarding Internship-related expenses and insurance terms are outlined in the financial annex.

COMMUNICATION

Article 13

a) The LFIP and the Company/Organization representatives will keep each other informed of any issues arising from the application of this agreement. They will take appropriate measures, in collaboration with the teaching team, to resolve them, particularly in the event of disciplinary issues.
b) Any issues during the Internship, including absences, will be reported to the LFIP Head of Institution.

Porto, on ……

The LFIP Head of Institution, LYCÉE FRANÇAIS INTERNATIONAL Rua Gil Eanes, 27 4150-348 PORTO PORTUGAL	The Company/Organization Representative,
The Parent/Guardian,	The Intern Student,

ANNEX

Participant Identification

The Intern Student

Name: ……
Date of Birth: …… Class: ……

Tutors

- **In the Company :**
  Name: …… Function: ……
- **At LFIP:**
  Name: …… Function: ……

Internship Dates: From March 11, 2025, to March 13, 2026

Daily Schedule:

To be completed in accordance with Article 10 of this agreement.

	Morning	Afternoon
March 11, 2026	From ……h…… to ……h……	From ……h…… to ……h……
March 12, 2026	From ……h…… to ……h……	From ……h…… to ……h……
March 13, 2026	From ……h…… to ……h……	From ……h…… to ……h……

Internship Content:

Planned Activities:

- ……
- ……
- ……

Skills to Develop:

- ……

Financial Considerations:

- Meals: ……
- Transportation: ……
- LFIP Insurance: Fidelidade-Companhia de Seguros, S.A., Policy No. ES64277277.