



**INTERNSHIP PROGRAMME IN FRENCH
SCHOOL OF MODERN LANGUAGES AND CULTURES
THE UNIVERSITY OF HONG KONG**

AGREEMENT

1. Internship Date and Location

The internship will take place from date to date at Name of Host Company in Hong Kong / France (city).

2. Definitions

Internship Organization refers to the organization which will receive students for their internship during the above-mentioned period at the above-mentioned location (hereinafter referred as “IO”).

3. Responsibilities of Students

- i. Except with good reasons explained to, and accepted by, the French programme and IO in advance, they will participate in **ALL** activities;
- ii. Upon completion, they will submit to the French programme a “Reflection” of around 1,000 words written in English, based on their experiences
- iii. They will not, without good reasons explained to, and accepted by, the French programme and the IO in advance, leave the programme before they have completed their internship;
- iv. They will at all times present, by means of both dress and behaviour, an image appropriate to the circumstances of their internship, and to their role as representatives of the French programme, School of Modern Languages and Cultures, The University of Hong Kong.
- v. An offer of internship, once accepted, may not be transferred to another student, or amended or cancelled by the student.

4. Responsibilities of Internship Organization

- i. To offer an internship placement for students with the objective of providing practical work experience and learning opportunities.
- ii. To supervise and monitor students in their learning.
- iii. To return to the French Programme a feedback form upon completion of the internship.

5. Responsibilities of the French programme, School of Modern Languages and Cultures, the University of Hong Kong

- i. To approve the application of students applying for internships.
- ii. To assist and liaise with the IO in carrying out the internship.
- iii. To remind students of the importance of professional codes of conduct and contractual obligations.

6. **Insurance**

The School of Modern Languages and Cultures will reimburse insurance fee to the IO, where appropriate.

7. **Liability**

- i. Except in the event of gross negligence on the part of IO, its agents or servants, IO will not accept responsibility for any loss, damage or injury to the students or their belongings during the period of their internship.
- ii. For their part, the students, their parents or guardians agree to indemnify the French programme and the IO against any loss or damage, or claims by third parties, arising as a result of the actions of the student during the period of internship.

CONSENT

I, _____ holder of HKID No. _____ hereby accept the offer of a place on the Internship Programme of which details are given above and I understand, and agree to, the conditions set out above.

Student No.: _____ Signature: _____

Date: _____

ENDORSEMENT

We hereby endorse the offer of a place to the above mentioned student on the Internship Programme of which details are given above and we understand, and agree to, the conditions set out above.

Name of the Host Company

French Programme, School of Modern Languages and Cultures, The University of Hong Kong

Name of the coordinator of the Company

Name

Job Title: _____

Head / Acting Head of School

Signature: _____

Signature: _____