



RECOMMENDATIONS RELATING TO INTERNSHIPS OF 21/04/1989

Amended on 26/06/2015 and on 18/12/2015

**To initial on each page and to sign « for agreement » by the internship supervisor and the trainee.
To be returned with the application form.**

These Recommendations are issued in accordance with Article 3(2) of the Professional Ethics Regulations, approved by the Royal Decree of 18 April 1985 (Belgian Official Gazette, 8 May 1985).

Preliminaries

The Recommendations relating to internships of 21 April 1989 followed the procedure to amend the Internship Regulations initiated by the Order of Architects. Drawn up in accordance with Article 3(2) of the Royal Decree of 18 April 1985, these Recommendations now warrant amendment in the light of developments within the profession.



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1. PHILOSOPHY OF THE INTERNSHIP

The internship is instituted by the Law of 26 June 1963 (Chapter IV) and defined by the Royal Decree of 13 May 1965 approving the Internship Regulations established by the National Council of the Order of Architects. It provides the requisite additional information and practical training. This internship is performed under the direction of an authorised internship supervisor for a legally determined period.

During their internship, trainees will have the opportunity, under the tutelage of the internship supervisor, to experience the various aspects of the profession in order to equip them to assume their full professional responsibilities. This capability will be evaluated upon completion of the internship, by the Council of the Order. Where applicable, the procedure thus defined will be adapted to European directives.

2. INTERNSHIP PROCEDURES

A) DURATION OF THE INTERNSHIP

The normal duration of the internship is laid down by Article 50 of the Law of 26 June 1963. Any modification of the duration of the internship is strictly limited in its application by Articles 51 and 52 of the said law. The internship periods to be taken into consideration are clearly those during which the internship is meaningfully performed.

B) INTERRUPTION

The internship can be interrupted. This interruption is officially recorded by the Council. Interruption is only permitted in the event of force majeure; under no circumstances does it constitute a sanction. However, any such period of interruption cannot be counted towards the duration of the internship. During the interruption, the trainee remains under the oversight of the Council of the Order which determines the limits and conditions governing the exercise his or her professional activity during this period. This might include, for example, the completion of a task already started. Any such exercise of activity will always be time limited. The prior opinion of the Council is required. Periods of interruption must be of short duration and can only be permitted on an exceptional basis.

C) DELISTING

Delisting from the registry of trainees is provided for in Article 7 of the Internship Regulations. It does not per se constitute a disciplinary sanction, but is the consequence of the finding that a trainee no longer fulfils the legal internship conditions.

Delisting is, in principle, only decided upon at the express request of the trainee (Article 12 of the Rules of Procedure); in the absence of any such request, the Council must remind the trainee of his or her duty in this regard. If no response to this reminder is forthcoming, the Council must, at its own initiative, rule on the delisting of the trainee,



observing the usual disciplinary procedures. This procedure allows the Council to avoid having to impose a disciplinary sanction on a young fellow professional.

Delisting removes all authority over the trainee on the part the Council; it deprives the trainee of the right to exercise the profession.

Delisting comes to an end when the Order is able to ascertain that the trainee fulfils the legal internship conditions once again.

D) SANCTIONS

Where services are deemed to be inadequate, or when the internship is not conducted under the conditions imposed, the Council of the Order can refuse to validate it, in full or in part. It can impose a disciplinary sanction on both the trainee and the internship supervisor, as provided for in Article 24 of the Royal Decree of 13 May 1965. The trainee's attention should be drawn to the fact that, like any other member of the Order, he or she must comply with the application of the Professional Ethics Regulations, and is therefore open to the sanctions provided for by these regulations.

3. RELATIONSHIP BETWEEN THE INTERNSHIP SUPERVISOR AND THE TRAINEE

The internship supervisor is responsible for ensuring the proper conduct of the internship. He or she must provide the trainee with moral support. The trainee must always be able to turn to him or her for advice. The internship supervisor must take responsibility for the professional training of the trainee. He or she provides and transmits his professional experience to the trainee. He or she provides the trainee with the opportunity to participate in every aspect of professional life: office work, site work, contacts with authorities, project owners, manufacturers, suppliers, the various trades etc. The internship supervisor must encourage the trainee to further his or her learning by providing the opportunity to participate in activities organised by the Order, other professional organisations and educational institutions.

The internship supervisor is not responsible for professional activities carried out by the trainee in a personal capacity; he or she must, however, assist the trainee in the early stages of his or her career.

The Internship Agreement must comply with the model laid down by the National Council of the Order of Architects and approved by the Minister for Small and Medium-sized Businesses, in accordance with Article 13 of the Internship Regulations.

Unless otherwise agreed between the parties, the Internship Agreement can be terminated unilaterally subject to one month's notice.



4. RELATIONSHIP BETWEEN THE INTERNSHIP SUPERVISOR AND THE ORDER OF ARCHITECTS

An architect wishing to become or re-register as an internship supervisor must undertake to take responsibility for the trainee's further training in professional practice.

The law does not limit the number of trainees per internship supervisor. It is paramount, however, that the latter is able effectively to fulfil his or her role vis-à-vis the trainee. Where such a request is made, the Provincial Council must make a judgement, on a case by case basis and after seeking information, as to the expediency of permitting multiple trainees.

The internship supervisor must countersign all documents that the trainee is required to send to the Council within the context of his or her internship. These include the Internship Agreement and the monthly internship form.

Every six months, the internship supervisor will also send a summary report to the Council.

In addition, he or she is also required to notify the Council of the Order immediately of any change to the relationship with the trainee: interruption to the internship, change of status, completion of internship, inability to continue the internship.

5. LIST OF INTERNSHIP SUPERVISORS

In order to facilitate the trainee's measures to find an internship supervisor, each Council of the Order will keep a list of internship supervisors. This lists those internship supervisors who already have effective responsibility for a trainee and also those architects who fulfil the conditions for becoming an internship supervisor and have informed the Council of their wish to be included on this list.

6. RELATIONSHIP BETWEEN THE TRAINEE AND THE ORDER

Once included on the registry of trainees, the trainee is subject to the authority of the Council of the Order.

The Council approves the start and end dates of the internship. When a trainee is registered, the Council of the Order notifies the start date of the internship which will be taken into account for the final evaluation. The end date of the internship will be withheld pending the Council of the Order's validation of the internship. In due time, the trainee will submit his or her application for an internship completion certificate. He or she is entitled at the same time to submit an application for inclusion on the roll of the Council of the Order with which he or she is registered. This allows the trainee to continue to exercise the profession.



The trainee is also required to notify his or her Council of the Order immediately of any change to the relationship with the internship supervisor: interruption to the internship, change of status, failings in the performance of the Internship Agreement etc.

The trainee regularly fills in the monthly forms, which are sent to the relevant Council of the Order. These forms must be countersigned by the internship supervisor.

The trainee must also send a six-monthly report to his or her Council of the Order.

7. PLACE OF PERFORMANCE OF THE INTERNSHIP

In principle, the internship is performed at the internship supervisor's place of business. Any exception to this general rule requires the prior agreement of the Council of the Order. The latter must be in a position at all times to monitor the internship effectively. Under no circumstances can the location of the internship be the home, residence or office of the trainee.

8. MONITORING OF THE INTERNSHIP

Each Provincial Council sets up an Internship Committee, and determines the number of its serving and substitute members. The role of this committee is to monitor internships.

The internship is monitored twice a year. It would be desirable for at least one of these monitoring actions to take place at the offices of the internship supervisor; the other can take place at the location chosen by the Council of the Order. The trainee and the internship supervisor cannot circumvent these monitoring actions.

In order to perform its assigned role, the committee is in possession of the Provincial Council's administrative file. It can consult the personal file of the trainee and that of the internship supervisor.

The Provincial Council's administrative file includes:

- the internship form giving the contact details of the trainee and the stages of the internship;
- a copy of the Internship Agreement;
- the monthly forms completed by the trainee, giving an account of the daily work and countersigned by the internship supervisor;
- the six-monthly summary reports written by the internship supervisor;
- the six-monthly summary reports written by the trainee;
- the internship monitoring reports.



Personal files:

The internship supervisor and the trainee each compile an internship file. It will contain:

- a copy of the Internship Agreement;
- a copy of the monthly forms;
- a copy of the six-monthly reports;
- the schedule of services performed by the trainee;
- forms relating to remunerations;
- any other document deemed appropriate.

9. PROFESSIONAL WORK OUTSIDE THE INTERNSHIP

Scale of the trainee's private work

A trainee who accepts a personal assignment must have adequate experience, resources and time to complete it satisfactorily. Under no circumstances must acceptance of personal assignments compromise the quality of the internship. In fact, the trainee should only contract private work on an exceptional basis.

Only under these conditions can the trainee collaborate temporarily with an architect other than his or her internship supervisor. Any such collaboration must nevertheless form the subject of an agreement approved in advance by the Council of the Order.

10. REMUNERATION OF THE INTERNSHIP

The internship is remunerated.

The Internship Agreement submitted to the Council of the Order will stipulate the amount of the payment. The internship remuneration must meet the conditions imposed in Article 12(1), and (2) of the Professional Ethics Regulations. Any disagreement as to the internship payment is governed by the Council of the Order.

11. NON-TRADITIONAL INTERNSHIPS - EXPERIENCE OUTSIDE THE ARCHITECTURE PRACTICE

This means services performed in disciplines relating directly to the activities of the architect. Such **non-traditional** internships will be taken into consideration only once during the internship period, for a maximum period of six months.



Each non-traditional internship will constitute a unique case. The prior approval of the Council is required. The internship must be supervised by an internship supervisor.

12. INSURANCE

Article 15 of the Professional Ethics Regulations obliges a trainee architect who accepts professional responsibilities in a private capacity to take out an insurance policy which covers them.

Furthermore, the internship supervisors must cover their civil liabilities with both professional insurance and accident insurance for trainees acting on their behalf.

13. FINAL PROVISIONS

These Recommendations cancel and replace the recommendations ("supplementary guidelines to the Internship Regulations") relating to the regulation of internships, approved at the sittings of 19 December 1980 and 27 May 1983, reinstated in May 1985.

These Recommendations enter into force on 01/09/1989.

**For agreement,
The internship supervisor
Name and surname :**

**For agreement,
The trainee
Name and surname :**

Signature

Signature