

## PRELIMINARY INFORMATION FOR THE INTERNSHIP AGREEMENT

TO BE SENT BY EMAIL TO : STAGE-SCO-SCIENCES@UNIV-LEMANS.FR

UNDERGRADUATE DEGREE   
  PROFESSIONAL UNDERGRADUATE DEGREE   
  MASTER DEGREE

SPECIALITY :

YEAR :

### STUDENT

*Student Number :*

SURNAME:

FIRST NAME :

DATE OF BIRTH :

ADDRESS :

ZIP CODE AND CITY :

PHONE :

Email :

### HOST ORGANIZATION

☞ **NAME OF THE HOST ORGANIZATION:**

Represented by (name of signatory of the agreement):

Capacity of the representative:

ADDRESS :

ZIP CODE AND CITY :

PHONE :

Email :

Information : The contract will be sent to this address

Name of the person to whom the contract must be sent to:

☞ Department in which the internship will be carried out:

☞ Location of the internship (if different from the address of the organization):

☞ **INTERNSHIP TUTOR**

SURNAME :

FIRST NAME:

POSITION:

PHONE:

Email :

### INTERNSHIP CONDITIONS

☞ Period: from ..... to .....

TOTAL DURATION (days or weeks)	Working time per day (hours)	Working time per week (hours or days)

☞ Conditions of leave and permission for absence during the internship: .....

☞ If the intern must be present at the host organization at night, on a Sunday, a public holiday or on a closed day, specify the dates:

The intern's assignments will involve business trips: YES NO

## **PURPOSE OF THE INTERNSHIP**

☞ Activities given to complete:

☞ Skills to acquire or improve:

☞ Topic of internship report or thesis (if applicable):

## **COMPENSATION - BENEFITS:**

☞ **AMOUNT OF COMPENSATION (€) :** .....

According to French regulations and except in special cases, when the duration of the internship exceeds 308 hours, compensation is compulsory. The organization may decide to pay compensation for internships over shorter periods. The hourly compensation amount is set at 15% of the hourly social security cap in accordance with Article L.241-3 of the Social Security Code, which represents an hourly rate of €3.75. This compensation is not subject to social contributions.

### ☞ **BENEFITS**

- Accommodation:  yes  no

If yes, specify the value of this benefit in euros :

- Travel expenses:  yes  no

If yes, specify the value of this benefit in euros :

- Access to the company cafeteria:  yes  no

- Luncheon vouchers:  yes  no

If yes, specify the value of this benefit in euros :

- Social and cultural activities  yes  no

If yes, specify the value of this benefit in euros :

- Other benefits :

**Must be enclosed :**

■ a valid insurance certificate (civil liability coverage)

■ For internships abroad or in overseas territories:

- a travel assistance insurance contract (repatriation for health reasons, legal assistance, etc.) and an individual accident insurance policy.
- Certificate of Social Security