UNIVERSITÉ Clermont Auvergne

AGREEMENT APPLICATION FORM

This Form is to be completed electronically

1- Red spaces are to be filler up by the student

2-Green spaces are to be filled up by the internship tutor of the organization

The student sends the completed form to the program coordinator for academic approval.

Then, the student sens the approved form to the internship office (**ri.pac@uca.fr)** , which will issue the internship agreement and initiate the electonic signatures process.

You must submit the completed form at least 3 weeks before the start of your internship. Otherwise, the internship office cannot guarantee timely processing of your agreement and may ask you to postpone the start date of your internship

Contact internship office : ri.pac@uca.fr +33 (0)4.73.40.70 04 ou +33 (0)4 73.40 70 38

STEP 1 : Student

LAST NAME*: First Name*:

Student ID *: Phone number*:

CPAM, MGEN or MSA to contact in case of accident (Région **and** Département)*:

Email address *:

Degree prepared*: Education*: ◯ Initial ◯ continuing

Level : N1 ☐ N2 ☐ N3 ☐ LP ☐ M1 ☐ M2 ☐

How did you found your internship?*:

STEP 2 : Host organization

Name of the host organization *:

Address *:

PostCode/ZIP *: City * :

COUNTRY * :

Phone*: WebSite :

Email address*:

Domain of activity :

number of employees : ☐ < 10 ☐ 10 to 49 ☐ 50 to 249 ☐ > 250

▪ **Legal structure : type of organization :**

◯ Administration ◯ Integration Company

◯ Association ◯ Public company

◯ Private company ◯ Other (NGO, …)

◯ Mutual company, cooperative company

Specify the legal status of the organization, if necessary :

STEP 3 : Department in wich the internship will be conducted

Name*:

Address, if it's different from the main address:

PostCode/ ZIP * : CITY * :

Email address :

Legal representative of the host organization (legally authorized to sign the agreement)

☐ Mr ☐ Ms

Last name and First name*: Position*:

Phone*: Email address*:

STEP 4 : Supervision of internship by the host organization

☐ Mr ☐ Ms

Last name and First name*: Position*:

Phone*: Email address*:

STEP 5 : Internship content

Internship content - Subject* :

Subject*:

Duties and tasks (on agreement)*:

Skills to acquire / develop during the internship*:

Important : please see the legislation of the country concerned regarding the maximum permitted duration and working hours.

Dates / schedule : internship dates*(DD/MM/YYYY) : from to

Complete the 'internship dates calendar' form and attach it to the email containing the form for agreement.

Interruption during internship (except vacation)?*: ◯Yes ◯No

If yes : from to

Total internship duration : hours

Working time*: ◯ Full time ◯ Part time

Number of working days par week *: days / Number of **hours** par week*: 0 hours

Days off allowed *: ◯ yes ◯ No / If yes : how many days fot the whole internship : days.

Are they paid ?: ◯yes ◯No

Important : please check the country's legislation to find out if you can have vacation during the internship

Number of days of vacation :

Compensation* : ◯ yes ◯ No

If yes, how much currency

◯ Gross ◯ Net / / ◯ Per hour ◯ Per month ◯ for the internship duration

Method of gratuity payment : ◯ Chèque ◯ Bank transfer ◯ Cash

Various information :

Confidentiality of the subject*: ◯Yes ◯No

Nature of work to provide after the internship *: ☐ Viva ☐ Internship report ☐ Portfolio ☐ Internship book

Benefits (food, accomodation, transport…) :

If the intern is required to be present at night, on Sundays, or on public holidays, please specify :

STEP 6 : University internship supervisor / Internship coordinator

University internship supervisor*:

Last Name and First name * :

Occupation:

Ways of monitoring (ex. visits, phone, mail, vidéoconference, ...)*:

Internship coordinator, or program coordinator *:

Last Name and First name * :

Occupation :

☐ Certifies that the internship period and number of hours comply with the training requirements.

☐ Favourable opinion(= validation of internship project) ☐ Unfavourable opinion

Date and signature of Training manager (= pedagogical validation of the internship project) :