

To be returned to the Departement Secretary after Compagny's and stude signature

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|---|--|
| ☐ Carrières Sociales | ☐ Hygiène Sécurité Environnement |
| ☐ Génie Civil Construction Durable | ☐ Informatique |
| ☐ Gestion des Entreprises et des Administrations | ☐ Information Communication |
| ☐ Génie Électrique Informatique Industrielle | ☐ Management de la Logistique et des Transports |
| ☐ Génie Mécanique et Productique | ☐ Techniques de Commercialisation |

Academic year 2025/2026

Law n°2013-660 of 22nd July 2013, Law n°2014-788 of 10th July 2014. Decree n°2014-1420 of 27th November 2014.
According to the Education Code Decree, in particular articles D621-56 to 612-60, remuneration is obligatory for internships lasting more than 2 months, whether those 2 months are consecutive or not (2 months = 44 days = 308 hours).
The default amount of the remuneration is set at 15% of the maximum social security hourly rate defined in accordance with Article L.241-3 of the Social Security code, that is to say 29 € from 01/01/2025 (4.35 euros/hour).
These decrees are French National Law so only apply to an internship in France or French territory or an internship abroad under contract in a French company. Remuneration is not compulsory for students following an adult education program.

Annual training hours (according to the current program) :

- | | | | |
|--|----------|-------|-----------------------------------|
| ☐ B.U.T. 1st year | number : | weeks | |
| ☐ BUT 2nd year | number : | weeks | Placement from : / / 20 to / / 20 |
| ☐ BUT 3rd year | number : | weeks | |

Student Information : Student number (Apogée) : 20 _ _ _ _ _

Surname, First Name: Date of birth : _ _ / _ _ / _ _ _ _

Gender: ☐ Male ☐ Female

Address:

Home Phone number: Mobile number:

Email:

Social Security: ☐ Student ☐ non-French ☐ Other

Health Insurance: ☐ CPAM ☐ MSA ☐ Special Regime ☐ Other

IMPORTANT: Insurance covering civil liability is compulsory, proof of which must be provided with the internship contract.

How was the internship found? ☐ in reply to an ad ☐ spontaneous candidature ☐ personal contact

Company Information:

Full Name of Company:

Street:

Town:

Postcode:

Country:

Managing Director / Legal signatory of the internship contract: ☐ Ms ☐ Mr Surname: First name:

APE code: Number of staff: (Sector of Activity) :

Type of company: ☐ Public Administration ☐ Association/Charity ☐ Private company ☐ State-run company ☐ Cooperative ☐ NGO

Department of Internship:

Where the trainee will be working, if different to above address:

Tutor within the Company: ☐ Ms ☐ Mr Surname: _____ First name: _____

Tutor's position within the company: _____

Phone number: _____ Email: _____

Information about the internship: to be completed by the IUT

Internship requirements: to adapt to a professional environment (company rules & regulations, company mission statement, health & safety, employee relations) to exploit academic knowledge, to develop professional and interpersonal skills (initiative, team work, autonomy, communication skills), to develop industry specific skills and knowledge

Mentoring responsibilities of IUT tutor: to make contact with the Company tutor (visit, telephone etc), to keep in contact with the student (visit, email etc), to invite the Company tutor to the oral presentation

IUT Tutor: ☐ Ms ☐ Mr Surname: _____ First name: _____

Tutor's position within the IUT: _____

Phone number: _____ Email: _____

Information about the Internship: to be completed by the company

Objective of the Internship:

Main responsibilities & duties (include how the student will be mentored):

Length of the placement: _____ weeks Weekly hours: _____

Internship requires night shifts, work on Sunday or public holidays (detail): _____

Number of days of authorised leave / organisation of authorised leave or absence: _____

Remuneration: _____ (gross monthly) or _____ (gross total) or ☐ without remuneration

Payment : ☐ bank transfer ☐ cheque ☐ cash

Benefits: ☐ food ☐ accommodation ☐ transport from/to work ☐ work trip expenses

☐ others (detail) _____

**Head of international
office**

Thierry TABELLION

**Course leader/head
of work placement**
(Name & Signature)

**Company
Representative**
(Name & Signature)

Company Tutor
(Name & Signature)

Student
(Name & Signature)