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|--|---|
| <input type="checkbox"/> Social Careers (C.S.)                             | <input type="checkbox"/> Health, Safety and Environment (HSE)     |
| <input type="checkbox"/> Civil Engineering-Sustainable Construction (GCCD) | <input type="checkbox"/> Computer Science (INFO)                  |
| <input type="checkbox"/> Corporate and Administration Management (GEA)     | <input type="checkbox"/> Information and Communication (IC)       |
| <input type="checkbox"/> Electrical Engineering & Industrial IT (GEII)     | <input type="checkbox"/> Logistics and Transport Management (MLT) |
| <input type="checkbox"/> Mechanical & Manufacturing Engineering (GMP)      | <input type="checkbox"/> Business & Marketing (TC)                |

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 27<sup>th</sup> 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 30 € from 01/01/2026 (4.5 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) :

- |  |          |       |                                   |
|--|----------|-------|-----------------------------------|
| <input type="checkbox"/> B.U.T. 1st year | number : | weeks |                                   |
| <input type="checkbox"/> BUT 2nd year    | number : | weeks | Placement from : / / 20 to / / 20 |
| <input type="checkbox"/> 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)