

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

<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 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 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	Placement from : / / 20 to / / 20
<input type="checkbox"/> BUT 2nd year	number :	weeks	
<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)