



To be completed and sent by E-mail to stages.droit@uca.fr :

At least 1 month before the beginning of the internship

Type of Internship: ☐ Mandatory ☐ Complementary / Advised N. of ECTS:

PART 1 - THE STUDENT

SURNAME:
First Name:
Student Number:
Cursus:

PART 2 – THE HOST ESTABLISHMENT

Name of Host Establishment:
Type of Establishment:
Address:
(if several locations, please mention the head office address)
Town/City: Country:
Telephone No.: E-mail address:
SIRET Number: APE Code:

Site of the Internship

Name of the Site:
Address:
Town/City: Country:

Mentor during the Internship

SURNAME: First Name: Function:
Telephone No.: E-mail address:

Legal Represtative / Signatory for the Host Establishment ☐ Same person as Mentor

SURNAME: First Name: Function:
Telephone No.: E-mail address:

Please note: In order to avoid difficulties with our Online platforms, we would appreciate it if you could use individual email addresses instead of generic email addresses whenever possible.

PART 3 – THE INTERNSHIP

Internship Period: From the: to the: Total number of hours:

Days working: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Duration calculation: 1 day = 7 hours / 1 month = 22 days = 154 hours (public holidays excluded).

-The maximum duration for a **Mandatory Internship** is 6 months (924 hours) /

-The maximum duration for a **Complementary/Advised Internship** is 3 months (462 hours)

Gratification/Monetary Compensation ☐ Yes ☐ No Amount (If none, please write 0) :

Monetary Compensation is not mandatory for internships abroad, unless the country regulations oblige companies to do so. However, a reward can be granted to the student by the host company/organization. In that case, please specify the amount and the currency (Euros, Pounds...) and the frequency of reward rating (week, month...).

Periods During which Internship is suspended: ☐ Yes ☐ No

Dates of suspended activity:

Internship Topic: _____

Privacy of Internship Topic: ☐ Yes ☐ No

Perks (ex: accommodation, food services, transport): _____

Tasks and Activities: _____

Skills to be acquired in line with
the requirements of the Degree
prepared: _____

PART 4 - THE REFFERING TEACHER

Name: _____

Internship Monitoring Plan: _____

PART 5: SIGNATURE OF ALL PARTIES

STUDENT:

HOST ESTABLISHMENT:

REFERRING TEACHER:

INTERNSHIP OFFICE:

N N.B: think carefully about the documents and procedures depending on your destination: VISA, insurance, tickets

Contact :

stages.droit@uca.fr

Bureau 211 GE - Faculté de Lettres, 29 boulevard Gergovia - 63000 CLERMONT FERRAND



This document is not a substitute for an internship agreement. For more information on the procedure to be followed, please refer to the following link:

<https://droit.uca.fr/je-veux-partir-a-letranger/effectuer-un-stage>