

INTERNSHIP INFORMATION FORM

This information sheet is a support tool.

It does not replace the internship agreement or the procedure established by your faculty.

To be completed by the student :

STUDENT CONTACT INFORMATION (SIGNATORY 1)* :

LAST NAME : FIRST NAME :
Student N° : * Mobile Phone :
Email* :

Enrolled in :

REFERENT TEACHER FOR THIS INTERNSHIP / (SIGNATORY 2)* :

LAST NAME: FIRST NAME :
Email* :

To be completed with the host organization's contact person :

HOST ORGANIZATION DETAILS

Company name :

For internships in research laboratories, please specify the funding organization (CNRS, UGA, INSERM, CEA, CHUGA, INRIA, etc.).

SIRET number (French organization only) : APE Code :

Address :

Postcode :

City : Country :

Department name and address where the internship is taking place *(if different from the address above)*

LEGAL REPRESENTATIVE OF THE ORGANIZATION (President, Director (SIGNATORY 3)* :

LAST NAME /FIRST NAME : Position :

Tél : **Email*** :

PERSON SUPERVISING THE INTERNSHIP IN THE HOST ORGANIZATION (to be completed by the supervisor - (SIGNATORY 4*))

LAST NAME : FIRST NAME :
Position : Department or laboratory :
Tél : **Email*** :

PERSON IN CHARGE OF INTERNSHIP ADMINISTRATION (IF APPLICABLE) :

LAST NAME : FIRST NAME :
Tél : Email :

*INFORMATION ON THE ELECTRONIC SIGNATURE FOR THE HOST ORGANIZATION

Université Grenoble Alpes uses electronic signatures for internship agreements through our certification service provider *Yousign***

The email addresses entered above will be used to sign the internship agreement. This system guarantees the legal value of the signatures. The process is entirely free, secure and requires no installation.

Find out all about the signing process on the [UGA website](#)

You object to the use of **Yousign** and would like to receive a paper circuit
You wish to use your own secure electronic signature system

**The data required to identify and authenticate the signature of the agreement will be kept by Yousign for the legal time applicable to an internship agreement. In accordance with the amended law of January 6, 1978 and the General Data Protection Regulation (RGPD), you have the right to access and rectify your personal data. To exercise this right, please write to at relaisdpo@univ-grenoble-alpes.fr.

To be completed with your host organization tutor :

PERIOD(S) OF THE INTERNSHIP:

Full time (35 h/week) : From : To :

And/Or

Part time : From : To :

In case of interruption, specify dates : From : To :

Number of hours/day : Number of days/week :

Number of hours/week : Number of weeks :

Total number of hours of the internship :

If the trainee must be present at night, on Sunday, or on a public holiday, please specify :

Internship terms : in person and/or remotely (specify number of days/week) :

Number of days off autorised per month :

STIPENDS (In France, a stipend is compulsory, should the internship is carried out for a period of 308 hours or more at a French organization*) cf. [internship guide](#) :

NO

YES ([calculation simulator](#))

Amount to be paid gross per hour : € (legal minimum amount of €4.50 gross*/hour in France)

*Stipends of this amount are not subject to social security contributions for the host organization. The gross amount is therefore equal to net amount

Payment : Bank transfer – Other (Specify) :

Benefits : (meals, housing, reimbursement...)

TITLE OF THE INTERNSHIP :

ACTIVITIES ENTRUSTED TO THE TRAINEE :

Nature of the work to be done following the internship : BALANCE SHEET : MEMORY :

Oral présentation : YES NO INTERNSHIP REPORT :

Internship confidentiality : YES NO

The host organization undertakes to issue an end-of-course certificate*

*An internship certificate is issued by the host organization to all students. This attestation states the total effective duration of the internship and the total amount of any gratuity paid to the intern. (cf. D124-9 du Code de l'Education)

[For more information about internship regulation, please see the internship guide issued from our Ministry.](#)