


The fields with a \* must be imperatively filled

Red spaces are to be filled up by the student (steps 1 and 7)

Green spaces are to be filled up by the internship tutor of the host organization (steps 3 to 6)

**Path**  : The student gives the agreement application form to the internship tutor of the host organization which sends it to the internship office.

Contact internship office: ✉ [stages.pac@uca.fr](mailto:stages.pac@uca.fr) ☎ +33 (0)4.73.40.79.04

➤ **NB** : for the sake of simplicity, the persons referred to in this document are designated "he".

### Step 1

#### Student

Last name\*:  First name\*:

Student ID\*:  Phone number\*:

CPAM, MGEN or MSA to contact in case of accident (« Région » **and** « Département »)\*:

Degree prepared\*:

How do you found your internship?\*:

### Step 2

#### Host organization

Name \*:

Address\*:

Postcode/ZIP\*:  City/Country\*:

Phone\*:  Website:

E-mail\*:

Domain of activity\*:

Number of employees\*:

### Step 3

#### Department in which the internship will be conducted

Name\*:

Address, if it's different from the main address\*:

Postcode/ZIP\*:  City/Country\*:

E-Mail\*:

### Step 4

#### Supervision of intern by the host organization

LAST NAME and First name\*:

Position\*:

Phone\*:  E-mail\*:

**Step 5**  
**Internship content**

**Internship content -**

**Subject\*:**

**Duties and tasks (on agreement)\*:**

**Skills to acquire/develop during the internship\*:**

**Dates/schedule:** Internship dates\*(DD/MM/YYYY): From  to

Interruption during the internship (**except vacation**)?\*:  Yes  No

If yes: From  to

Total internship duration:  hours

**Working time\*:**  Full-time  Part-Time

Number of working **days** per week\*:  days / Number of working **hours** per week\*:  hours

Days off allowed\*:  Yes  No / If yes: How many days for the whole internship:  days. Are they paid:  Yes  No

Remark on working time:

**Compensation\* :**  Yes  No / If yes: How much  Currency

Gross  Net //  Per hour  Per month  For the internship duration

Method of gratuity payment :  Cheque  Bank transfer  Cash

**Various informations:**

Confidentiality of the subject\*:  Yes  No

Nature of work to provide after the internship\*:  Viva  Internship report  Portfolio  Internship book

Benefits (food, accommodation, transport...):

**Step 6**

**Represented by (Agreement-signing party)**

LAST NAME and First name\*:

Capacity of the representative\*:

Phone\*:  E-mail\*:

**Step 7 : Training manager / Student's point of contact teacher**

**Student's point of contact teacher\*:**

LAST NAME and First Name:

Occupation:

Ways of monitoring (ex: visits, phone, mail, videoconference,...)\*:

**Training manager\*:**

LAST NAME and First Name:

Occupation:

**Date and signature of Training manager :**