

These instructions are in addition to the "information leaflet for students" provided with the internship agreement. It is essential to read this document as well.

Before establishing an internship agreement, contact Ms. Hardin and Mr Ben Haim, to obtain their approval.

- 1. Download the appropriate forms from the NPAC - moodle website** (or request it from the secretary's office).

There are three types of agreement forms at Sorbonne University, depending on whether the internship is taking place:

- o In a Sorbonne University laboratory (SU) - Convention_stage2
- o In a laboratory outside SU - Convention_stage3
- o Abroad - Convention_stage4

Students doing an internship abroad must contact Mrs Verin-Pistol who will give them documents to attach to the internship agreement : lydia.verin_pistol@sorbonne-universite.fr

- 2. Complete the form in full and print it in three copies.**

a) You must have these 3 copies signed by:

- o Yourself (the trainee)
- o The internship tutor in the host unit
- o The host laboratory (stamp + signature required)

b) You will also need to attach:

- o A certificate of civil liability insurance¹ stating that you are also covered during an internship for bodily injury and material damage. The validity period should cover the period of the internship.
- o A copy of the current Social Security certificate.
- o A copy of the student card.

- 3. Once these steps have been completed, bring the 3 internship agreements completed, signed and accompanied by the documents requested at the secretary's office for registration.**

Mrs Boillevin will collect the signatures of:

- o The referent teacher (in charge of the course for SU : Mrs Hardin or Ben Haim)
- o The direction of the Training Department (Master of Physics: Mr Decremps)

ATTENTION: any incomplete agreement will be returned without registration to the trainee.

If the host organization requires to sign last, it shall send by email to the secretary's office an agreement-in-principle specifying the dates, place and subject of the internship, as well as the amount of remuneration for any internship whose duration exceeds 44 days.

Nevertheless, the internship agreement must have been provided in 3 copies, fully completed and signed by the trainee, tutor and referent teacher.

¹ Not to be confused with Individual Accident Insurance