

## Internship: Professional Bachelor / Master's degree

**Anticipate a minimum time period between the collection of data on the ENT (University internet platform) and the signature of the internship agreement between the parties involved: count 20 days for an internship in France and 1 month for an internship abroad. CAUTION: for these time periods, take into account the administrative shutdown periods and university breaks.**

- 1- Download the « Fiche de liaison » on the University website / Section : « Obtenir une convention de stage » ( get an internship agreement) : <https://www.u-bordeaux.fr/Profils/Etudiant/College-Sciences-et-technologies2/Stage/Obtenir-une-convention-de-stage> -
- 2- Fill in the form and have it signed by the internship academic advisor.
- 3- Fill in the request to create an internship agreement on the ENT/Pstage (« Stages et emplois : « Convention de stage »).
- 4- Hand over the « Fiche de liaison » to the academic secretary's office (see list below) signed by the internship academic advisor, the summary of your data collection on the app Pstage and a civil liability insurance certificate, which is mandatory for the signature of the internship agreement.

### **For an internship abroad: (see details on the website)**

- a) Join a photocopy of the health insurance certificate
- b) If the hourly stipend is higher than 15% of the hourly ceiling for social security (3,75 /hour of actual presence, starting from January 1 2018), you should provide a certificate that ensure protection against accidents at work, which can be downloaded on the website of the University of Bordeaux / Section : « obtenir une convention de stage » - « stage à l'étranger) : <https://www.u-bordeaux.fr/Profils/Etudiant/College-Sciences-et-technologies2/Stage/Obtenir-une-convention-de-stage/Stages-a-l-etranger>
- c) The host country must be indicated on the civil liability insurance certificate.
  - 1- Sign the internship agreement at the academic secretary's office.
  - 2- Have a copy of the agreement signed by all the parties at the academic secretary's office.

**Hand over the « Fiche de liaison » to the academic secretary's office (list below) (depending on your university department)**

**Licences Pro (Professional Bachelor)**

Mention / Subject areas	Parcours/ Courses	Nom Prénom /Surname Name	Lieu/Location	Téléphone / Phone	Mail
Agronomie	Outils Biotechnologiques au service des filières de Productions Agricoles	Aline BOISSY	UF Biologie B5	05 40 00 37 21	<a href="mailto:lp-svt.biologie@u-bordeaux.fr">lp-svt.biologie@u-bordeaux.fr</a>
Energie et génie climatique	Service énergétique	Viviane DOMECC	Site DUSA AGEN	05 53 48 06 45	<a href="mailto:dusa@u-bordeaux.fr">dusa@u-bordeaux.fr</a>
Gestion de la production industrielle	Métiers des Industries Agro-Alimentaires	Aline BOISSY	UF Biologie B5	05 40 00 37 21	<a href="mailto:lp-svt.biologie@u-bordeaux.fr">lp-svt.biologie@u-bordeaux.fr</a>
Industrie agro-alimentaire, alimentation	Maîtrise des risques	Viviane DOMECC	Site DUSA AGEN	05 53 48 06 45	<a href="mailto:dusa@u-bordeaux.fr">dusa@u-bordeaux.fr</a>
Industries chimiques et pharmaceutiques	Formulation	Séverine KISSEL	UF de Chimie A10	05 40 00 36 19	<a href="mailto:severine.kissel@u-bordeaux.fr">severine.kissel@u-bordeaux.fr</a>
	Méthodes Physico-Chimiques d'Analyse				
Maintenance des systèmes pluritechniques	Maintenance Aéronautique	Joëlle DOGIMONT	Site IMA Mérignac	05 33 51 42 81	<a href="mailto:joelle.dogimont@u-bordeaux.fr">joelle.dogimont@u-bordeaux.fr</a>
	Contrôle et Maintenance des Lasers	Delphine CONTENT	UF de Physique A1	05 40 00 66 19	<a href="mailto:delphine.content@u-bordeaux.fr">delphine.content@u-bordeaux.fr</a>
Transformations industrielles	Recyclage et valorisation des matériaux pour le transport	Séverine KISSEL	UF de Chimie A10	05 40 00 36 19	<a href="mailto:severine.kissel@u-bordeaux.fr">severine.kissel@u-bordeaux.fr</a>
Métiers de l'informatique : administration et sécurité des systèmes et des réseaux	Administrateur et développeur de systèmes informatiques à base de logiciels libres et hybrides	Inès NEYRAT	UF Informatique A30	05 40 00 35 42	<a href="mailto:uf-info.sp-lp@u-bordeaux.fr">uf-info.sp-lp@u-bordeaux.fr</a>

## Masters ( Master's degree)

MENTION	Niveau	Parcours	Lieu	E-mail	Téléphone	Secrétaire pédagogique
<b>BIOLOGIE, AGROSCIENCES</b>	<b>Master 1</b> <b>Master 2</b>	Tous les parcours de Biologie Agrosiences (sauf Agen)	Site INRA/ Bât B5	<a href="mailto:master-agrosiences.biologie@u-bordeaux.fr">master-agrosiences.biologie@u-bordeaux.fr</a>	05 57 12 25 47 05 40 00 64 27	Dolorès Mage
	<b>Master 1</b> <b>Master 2</b>	Production et innovations en agro-alimentaire	Agen	<a href="mailto:viviane.domec@u-bordeaux.fr">viviane.domec@u-bordeaux.fr</a>	05 53 48 06 45	Viviane Domec
<b>Biochimie, Biologie Moléculaire</b>	<b>Master 1</b> <b>Master 2</b>	Tous les parcours de Biochimie, Biologie Moléculaire	Site Carreire Bât. Pharmacie Entrée D 2 <sup>ème</sup> étage	<a href="mailto:master-b.biologie@u-bordeaux.fr">master-b.biologie@u-bordeaux.fr</a>	05 57 57 47 48	Cyril Lançon
<b>Ingénierie de la Santé</b>	<b>Master 1</b> <b>Master 2</b>	Tous les parcours de Ingénierie de la Santé				
<b>Neurosciences</b>	<b>Master 1</b> <b>Master 2</b>	Tous les parcours de Neurosciences				
<b>Nutrition et Sciences des Aliments</b>	<b>Master 1</b> <b>Master 2</b>	Tous les parcours de Nutrition et Sciences des Aliments				
<b>Biologie santé</b>	<b>Master 1</b> <b>Master 2</b>	Tous les parcours de Biologie Santé	Site Carreire	<a href="mailto:secretariat-masters-bio@u-bordeaux.fr">secretariat-masters-bio@u-bordeaux.fr</a>	05 40 00 26 36	Loubna Bourabah
<b>BIODIVERSITE, ECOLOGIE ET EVOLUTION</b>	<b>Master 1</b> <b>Master 2</b>	Tous les parcours de Biodiversité, écologie et évolution	Bât B5	<a href="mailto:master-bee.biologie@u-bordeaux.fr">master-bee.biologie@u-bordeaux.fr</a>	05 40 00 37 21	Aline Boissy
<b>BIO-INFORMATIQUE</b>	<b>Master 1</b> <b>Master 2</b>	Tous les parcours de Bio-informatique	Site Carreire	<a href="mailto:secretariat-masters-bio@u-bordeaux.fr">secretariat-masters-bio@u-bordeaux.fr</a>	05 40 00 26 36	Loubna Bourabah
<b>TOXICOLOGIE ET ECO-TOXICOLOGIE</b>	<b>Master 1</b>	Ecotoxicologie et chimie de l'environnement	Bât. B5	<a href="mailto:master-exce.biologie@u-bordeaux.fr">master-exce.biologie@u-bordeaux.fr</a>	05 40 00 84 05	Marine Duclos
	<b>Master 2</b>	Ecotoxicologie et chimie de l'environnement	Bât. A11	<a href="mailto:corinne.jalibert@u-bordeaux.fr">corinne.jalibert@u-bordeaux.fr</a>	05 40 00 24 95	Corinne Jalibert
<b>BIO-GEOSCIENCES</b>	<b>Master 1</b> <b>Master 2</b>	Tous les parcours de Bio-Géosciences	Site Carreire	<a href="mailto:secretariat-masters-bio@u-bordeaux.fr">secretariat-masters-bio@u-bordeaux.fr</a>	05 40 00 26 36	Loubna Bourabah
<b>PHYSIQUE FONDAMENTALE ET APPLICATIONS</b>	<b>Master 1</b> <b>Master 2</b>	Tous les parcours de Physique	Bât. A1	<a href="mailto:elodie.frechou@u-bordeaux.fr">elodie.frechou@u-bordeaux.fr</a>	05 40 00 24 69	Elodie Fréchou
<b>MAINTENANCE AERONAUTIQUE</b>	<b>Master 1</b> <b>Master 2</b>	Tous les parcours de Maintenance aéronautique	CR-IMA Mérignac	<a href="mailto:joelle.dogimont@u-bordeaux.fr">joelle.dogimont@u-bordeaux.fr</a> <a href="mailto:sophie.turner@u-bordeaux.fr">sophie.turner@u-bordeaux.fr</a>	05 33 51 42 81	Joëlle Dogimont Sophie Turner
<b>MECANIQUE</b>	<b>Master 1</b> <b>Master 2</b>	Mécanique et énergétique / Génie mécanique	Bât. A2	<a href="mailto:nadine.berteau@u-bordeaux.fr">nadine.berteau@u-bordeaux.fr</a>	05 40 00 66 09	Nadine Berteau
	<b>Master 1</b> <b>Master 2</b>	Génie Civil + GILOG (ISC)	Bât. A2	<a href="mailto:aurelie.chetoui-morisset.1@u-bordeaux.fr">aurelie.chetoui-morisset.1@u-bordeaux.fr</a>	05 40 00 88 18	Aurelie Chetoui-Morisset
<b>INGENIERIE DES SYSTEMES COMPLEXES</b>	<b>Master 1</b> <b>Master 2</b>	Tous les parcours de ISC (sauf GILOG voir ci-dessus)	Bât. A1	<a href="mailto:myriam.boutges@u-bordeaux.fr">myriam.boutges@u-bordeaux.fr</a>	05 40 00 37 25	Myriam Boutges
<b>INFORMATIQUE</b>	<b>Master 1</b> <b>Master 2</b>	Tous les parcours d'Informatique	Bât. A30	<a href="mailto:uf-info.sp-mi@u-bordeaux.fr">uf-info.sp-mi@u-bordeaux.fr</a>	05 40 00 60 46	Sarah Touzani
		Cryptologie et sécurité informatique	Bât. A33	<a href="mailto:caroline.petit@u-bordeaux.fr">caroline.petit@u-bordeaux.fr</a>	05 40 00 61 08	Caroline Petit

<b>MIAGE</b>	<b>Master 1 Master 2</b>	Tous les parcours de MIAGE	Bât. A30	<a href="mailto:uf-info.sp-miage@u-bordeaux.fr">uf-info.sp-miage@u-bordeaux.fr</a>	05 40 00 60 92	Marie Delavenne
<b>MATHEMATIQUES ET APPLICATIONS</b>	<b>Master 2</b>	Algèbre, géométrie et théorie des nombres	Bât. A33	<a href="mailto:bf-master-ma@u-bordeaux.fr">bf-master-ma@u-bordeaux.fr</a>	05 40 00 89 63	Emmanuelle Mischler
	<b>Master 1 Master 2</b>	Cryptologie et sécurité informatique	Bât. A33	<a href="mailto:bf-master-mas@u-bordeaux.fr">bf-master-mas@u-bordeaux.fr</a>	05 40 00 61 08	Caroline Petit
	<b>Prépa. Agreg.</b>	Agrégation mathématiques	Bât. A33	<a href="mailto:carole.galiana@u-bordeaux.fr">carole.galiana@u-bordeaux.fr</a>	05 40 00 61 27	Carole Galiana
<b>MATHEMATIQUES APPLIQUEES, STATISTIQUES</b>	<b>Master 1 Master 2</b>	Tous les parcours de MAS	Bât. A33	<a href="mailto:bf-master-mas@u-bordeaux.fr">bf-master-mas@u-bordeaux.fr</a>	05 40 00 61 08	Caroline Petit
<b>SCIENCES COGNITIVES</b>	<b>Master 1 Master 2</b>	Sciences cognitives et ergonomie	Bât. A33	<a href="mailto:bf-master-sc@u-bordeaux.fr">bf-master-sc@u-bordeaux.fr</a>	05 57 57 31 17	Elodie Marceau
<b>CHIMIE</b>	<b>Master 1 Master 2</b>	Tous les parcours de Chimie	Bât. A11	<a href="mailto:corinne.jalibert@u-bordeaux.fr">corinne.jalibert@u-bordeaux.fr</a>	05 40 00 37 20	Corinne Jalibert
<b>GEORESSOURCES, GEORISQUES, GEOTECHNIQUE</b>	<b>Master 1 Master 2</b>	Tous les parcours de GGG	Bât.B18	<a href="mailto:marie.billa@u-bordeaux.fr">marie.billa@u-bordeaux.fr</a>	05 40 00 29 92	Marie Billa
<b>SCIENCES DE LA MER</b>	<b>Master 1 Master 2</b>	Tous les parcours de Sciences de la Mer	Bât.B18	<a href="mailto:marie.billa@u-bordeaux.fr">marie.billa@u-bordeaux.fr</a>	05 40 00 29 92	Marie Billa

Office use only
<input type="checkbox"/> Fiche remise le .....
<input type="checkbox"/> Contrôlé/modifié le .....
<input type="checkbox"/> Transmis au BDSle .....
<input type="checkbox"/> Edition le .....
<input type="checkbox"/> Convention retournée le .....
.....

## Fiche de liaison / Demande de convention (Request for a new internship agreement)

**Anticipate a minimum time period between the collection of data on the ENT (university internet platform) and the signature of the internship agreement between the parties involved: count 20 days for an internship in France and 1 month for an internship abroad. CAUTION: for these time periods, take into account the administrative shutdown periods and university breaks.**

Identification of the student
Student number : ..... Surname:.....Name:..... Nationality:.....
Study level : ..... Department of study:.....
Permanent address of the student : ..... Postal code : ..... Town : ..... Country : ..... Phone number : ..... Cell phone number : ..... University email ..... Personal email :.....
Was the internship found on the University website ?: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>CAUTION :</b> Civil liability insurance of the student, including internships (Mandatory) Expiry date:..... Insurance company:..... <b><i>The student must ensure that his insurance contract covers all personal injuries, material or immaterial damages that could be caused to others during his internship activity period and possibly in the country in question. The student should attach an explicit civil liability insurance certificate to the original internship agreement.</i></b>  the Healthcare Insurance Office contact, in case of accident ( CPAM address : closest to the student home address ) : .....

### Host organization

Contact your host organization or have a look on <http://fr.kompass.com/> or <http://www.pagespro.com/> ( search : "raison sociale") for the APE/ Main activity, SIRET number, search on <http://www.societe.com>

**If the internship is carried out at the University of Bordeaux, you should necessarily choose the SIRET n° 13001835100010 and APE code 85.42Z**

SIRET/SIREN n° of the organization: .....

Name of the organization: .....

APE Code (4 numbers and 1 character) ..... Staff: .....

Main activity of the organization:

.....

Type of organization / Business line : .....

Full address of the organization: .....

Postal code..... Town : .....

Country: .....

Phone number /Fax of the organization

.....

Department and precise location of the

internship:.....

### Training supervisor at the host organization

Mr. ou  Mrs SURNAME Name : .....

Phone /Fax : ..... E-mail : .....

Position : .....

**Subject of internship**

Type of internship:  Compulsory internship  Optional internship  Internship in France  Internship abroad

“UE” Code of the internship / Opt : .....

ECTS : .....

Internship topic : .....

Subject of internship :(Educational plan: goals and ends of the internship)

.....

Position and tasks/ activities assigned to the intern (visible on the internship agreement) : .....

.....

.....

Skills to be acquired / developed during the internship: .....

....

.....

.....

**Dates / Times - Terms of internship**

**Dates /Times – Terms of internship**

From : .....

To: .....

Internship interruption:  Yes  No, if yes, indicate dates:

From : .....

To : .....

Total duration of internship (number of hours in total ): .....

*(effective presence of the intern :7 hours ( consecutive or not) equal 1 day)*

Working time scheduled per week : .....

Working time :  Full time  Part time

Number of hours per week : .....

*(ex.99.99)*

Details about the work timetable (hours, working days ... Ex : Monday, Tuesday, Thursday, from 9 a.m to 12a.m and from 2 p.m to 4 p.m) : .....

.....

.....

Time off and leaves of absence: *(or procedure for suspension and termination during the internship)*

.....

### Stipend – Benefits

According to the art.L. 124-6 and D. 124-8 of the Education code : the stipend shall become payable for internships greater than 308 hours.

Stipend during the internship :  yes  no

Amount of the stipend ( in Euros) (ex : 999.99) : .....

Hourly  Monthly  Net  Gross

Amount of the stipend (in local currency): .....

Terms of payment of the stipend :  Check  Bank Transfer  Cash

### More information

How was the internship found ?

Internship offer  Spontaneous application  Network of contacts

Confidentiality of the Subject of internship :  Yes  No

Follow up of the intern (weekly meetings, phone meetings...) .....

List of granted benefits (housing, food, refunds...) : .....

Evaluation of the intern's activity:  Dissertation \_ Internship report

Terms of evaluation :  Presentation  Optional internship reporting

If the intern needs to work at night, on Sundays , or on public holidays, indicate:.....

Language of the internship agreement :

French (National internship agreement, internship in France)  English (internship agreement, internship abroad)

German (internship agreement, internship abroad)  Spanish (internship agreement, internship)

### The internship academic advisor

Surname:.....

Name : .....

Phone number :.....E- Mail : .....

Position / Discipline : .....

### The legal representative at the host organization ( signing party)

Mr ou  Mrs SURNAME : Name

.....

Phone number: .....E- Mail :

.....

Date : .....

Signature of the internship academic advisor :

**The internship academic advisor visa is INDISPENSABLE before you transmit this document to the academic secretarial office and the entry of the internship agreement process on the ENT**