

Internship: 1st , 2nd and 3rd year Bachelor student, Preparatory Cycle student

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 (see below page 6)
3. Fill in the request to create an internship agreement on the ENT/Pstage
4. Return the « Fiche de liaison/Internship» application 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.**

1. For an internship abroad: (see details on the University website)

- a. Add a photocopy of the health insurance certificate
- b. The host country must be indicated on the civil liability insurance certificate
- c. For an internship in Quebec, provide the form SE401Q104

a) You are a 1st and 2nd year Bachelor student, Preparatory cycle student, on Talence Campus.

b) You are a student from one the other 3 campuses (Agen, Carreire, Mérignac), 3rd year Bachelor student on Talence Campus.

4.a) Collect the copies of your internship agreement at the « Guichet Unique» once the latter has contacted you. Copies will be signed for the educational institution (and the host organization if the internship is carried out at the University).

4.b) Sign the internship agreement at the academic secretary's office where you submitted your « Fiche de liaison».

5.a) Sign the internship agreement and have it signed by all the parties involved. Then, submit a copy of the agreement at the Traineeship office. («Scolarité » ground floor, A22 building)

5.b) Get a copy of the internship agreement signed by all the parties involved at the academic secretary's office where you submitted your « Fiche de liaison».

« Fiche de liaison » to return to the academic secretary's office (list below) depending on your training level and University department

Level	Department	Location	Surname / Name	Phone	Mail
L1, L2 (for all training except specific cases below)	Département Licence	Bureau des Stages Scolarité Bât. A22	Claudia UGONI	05 40 00 67 67	stages.tec@u-bordeaux.fr
L1, L2, L3	Département Universitaire des Sciences d'Agen	DUSA AGEN	Evelyne SIMONNEAU	05 53 48 06 40	dusa@dus-agen.u-bordeaux.fr
L1, L2, L3	UF Mathématiques et Interactions MIA SHS	Site Talence Bât.A33	Idéale ANDRIANIRINA MAMISOA	05 40 00 64 21	bf-licence-miashs@u-bordeaux.fr
L3	UF SDI (IMSAT)	IMA Mérignac	Joëlle DOGIMONT	05 33 51 42 81	joelle.dogimont@u-bordeaux.fr
L3	UF de Biologie	Site Talence Bât B5	Marine DUCLOS (Bloc A) Ludivine GIL (Bloc B et C)	05 40 00 84 05 05 40 00 64 27	marine.duclos@u-bordeaux.fr licence-sv.biologie@u-bordeaux.fr
L3	UF de Biologie	Site Talence Bât B5	Delphine RAIMBAULT (SVT)	05 40 00 37 21	lp-svt.biologie@u-bordeaux.fr
L3	UF de Chimie	Site Talence Bât A10	Séverine KISSEL	05 40 00 36 19	severine.kissel@u-bordeaux.fr
L3	UF Physique L3 Physique-Chimie	Site Talence Bât A10	Séverine KISSEL (Chimie) Delphine CONTENT (Physique)	05 40 00 36 19 05 40 00 66 19	severine.kissel@u-bordeaux.fr delphine.content@u-bordeaux.fr
L3	UF Physique/ L3 Physique	Site Talence Bât.A1	Delphine CONTENT	05 40 00 66 19	delphine.content@u-bordeaux.fr
L3	UF Mathématiques et Interactions	Site Talence Bât.A33	Carole GALIANA	05 40 00 61 27	bf-licence-math@u-bordeaux.fr
L3	UF d'Informatique Info et MIAGE	Site Talence Bât. A30	Inès NEYRAT	05 40 00 35 42	uf-info.sp-li@u-bordeaux.fr
L3	UF Sciences de l'Ingénieur Mécanique Génie civil	Site Talence Bât.A2	Aurélié CHETOUI-MORISSET	05 40 00 88 18	aurelie.chetoui-morisset.1@u-bordeaux.fr
L3	UF Sciences de l'Ingénieur Electronique	Site Talence Bât. A1	Myriam BOUTGES	05 40 00 37 25	myriam.boutges@u-bordeaux.fr
L3	UF Sciences de la Terre	Site Talence Bât.18	Marie BILLA	05 40 00 29 92	marie.billa@u-bordeaux.fr
CPBx 1^{ère} et 2^{ème} année	Département Licence	Bureau des Stages Scolarité Bât. A22	Claudia UGONI	05 40 00 67 67	stages.tec@u-bordeaux.fr

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

Fiche de liaison / New internship agreement

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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.....
University email.....
Personal email :.....

<p>CAUTION :</p> <p>Civil liability insurance of the student, including internships (Mandatory)</p> <p>Expiry date:.....</p> <p>Insurance company:.....</p> <p><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></p> <p>the Healthcare Insurance Office contact, in case of accident (CPAM address : closest to the student home address) :</p>
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<p>Was the internship found on the University website?:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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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) number of 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

TU Code of the internship / Opt :..... Number of ECTS credits :.....

Topic of internship:.....

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

From :.....

To:.....

Internship interruption : Yes No if yes, indicate the 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 12 a.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)

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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):

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 : E-Mail :

Position/Discipline:.....

The legal representative at the host organization (signing party)

Mr ou Mrs SURNAME : Name.....

Phone : E-mail :

Position.....

Date :

Signature of the internship academic advisor :

The internship academic advisor visa is ESSENTIAL to transmit this document to the academic secretarial office and entry the internship agreement on the ENT

List of the Internship academic advisors

Department	Course	Names
L1	MISIPCG	de-mismi@u-bordeaux.fr
	SVSTC	de-svte@u-bordeaux.fr
	CMI MGCE	Sandra K'Nevez sandra.knevez@u-bordeaux.fr
	CMI ISI	Jérémie Bigot jeremie.bigot@u-bordeaux.fr Bruno Pinaud bruno.pinaud@u-bordeaux.fr
Sciences de la vie	L2 Biologie	Anne Simon anne.simon@u-bordeaux.fr Martin Hagedorn martin.hagedorn@u-bordeaux.fr
	L3 Sciences du Vivant	(Bloc A) : Natalie Raymond natalie.raymond@u-bordeaux.fr (Bloc B et C) : Lilly Maneta-Peyret lilly.maneta-peyret@u-bordeaux.fr (A à K) Marie-Christine Gerbod Giannone marie-christine.gerbod-giannone@u-bordeaux.fr (L à Z)
	L3 Sciences de la Vie et de la Terre	Lilly Maneta-Peyret lilly.maneta-peyret@u-bordeaux.fr
	L3 – Sciences et Technologies de l'Aliment	Carine Ferrand carine.ferrand@u-bordeaux.fr
Informatique	Informatique de gestion	Claude Mansart claude.mansart@u-bordeaux.fr
	Informatique Maths-info Parcours international	Anne Vialard anne.vialard@u-bordeaux.fr Philippe Duchon philippe.duchon@u-bordeaux.fr Anne Vialard anne.vialard@u-bordeaux.fr
	CMI OPTIM	Olivier Baudon olivier.baudon@u-bordeaux.fr
	CMI ISI	Bruno Pinaud bruno.pinaud@u-bordeaux.fr Jérémie Bigot jeremie.bigot@u-bordeaux.fr
Sciences de la terre	Géosciences et environnement	Pierre Anschutz pierre.anschutz@u-bordeaux.fr
	Génie Géologique Civil	Yves Varaigne yves.varaigne@u-bordeaux.fr
Chimie	Chimie, parcours international	Etienne Grau etienne.grau@u-bordeaux.fr
Physique – Chimie	Physique – Chimie, parcours international	Yacine Hannachi (Chimie) yacine.hannachi@u-bordeaux.fr Jérôme Cayssol (Physique) jerome.cayssol@u-bordeaux.fr Jérôme Roger jerome.roger@u-bordeaux.fr
Mathématiques	Mathématiques-Informatique (partie Info)	Philippe Duchon philippe.duchon@u-bordeaux.fr
	Mathématiques-Informatique (partie Maths)	Guilhem Castagnos guilhem.castagnos@u-bordeaux.fr
	Mathématiques fondamentales Connaissance des métiers de l'enseignement	Florent Jouve florent.jouve@u-bordeaux.fr Grégory Train gregory.train@u-bordeaux.fr
	Ingénierie mathématiques	Lisl Weynans lisl.weynans@u-bordeaux.fr
Sciences pour l'ingénieur	Mécanique	L2 : Jean Yves K'nevez jean-yves.knevez@u-bordeaux.fr L3 GM : Denis Teissandier denis.teissandier@u-bordeaux.fr L3 GCC : Franck Taillandier franck.taillandier@u-bordeaux.fr L3 ME : Giuseppe Sciumedier giuseppe.sciume@u-bordeaux.fr
	Electronique, énergie électrique et automatique	Hélène Debeda-Hickel helene.debeda-hickel@u-bordeaux.fr
	CMI IMSAT	Christophe Farges christophe.farges@u-bordeaux.fr
	CMI MGCE	Stéphane Morel stephane.morel@u-bordeaux.fr

Physique	Physique, parcours international	David Dean david.dean@u-bordeaux.fr
MIASHS	Economie Gestion, Sciences Cognitives	Emmanuelle Gagnou emmanuelle.gagnou@u-bordeaux.fr Marie Chavent marie.chavent@u-bordeaux.fr Frédérique Faïta-Aïnseba frederique.faita-ainseba@u-bordeaux.fr Alexandre Guénadot alexandre.guenadot@u-bordeaux.fr Jérôme Poix jerome.poix@u-bordeaux.fr
CPBx	1 ^{ère} et 2 ^{ème} année	Daniel Blaudez daniel.blaudez@u-bordeaux.fr
UE « découverte des métiers de l'enseignement »		Eric Dupuy eric.dupuy@u-bordeaux.fr