

## 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://sciences-et-technologies.u-bordeaux.fr/demarches-administratives/stages>

Fill in the form and have it signed by the internship academic advisor (see below page 5).

2. Fill in the request to create an internship agreement on the ENT/ESUPstage.

3. 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 ESUPstage and **a civil liability insurance certificate, which is mandatory for the signature of the internship agreement.**

4. 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

**Cas 1 :** You are a 1st and 2nd year Bachelor student, Preparatory cycle student, on Talence Campus

5. The Traineeship office will send you your internship agreement by mail.

6. 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).

**Cas 2 :** You are a student from one the other 3 campuses (Agen, Carreire, Mérignac), 3rd year Bachelor student on Talence Campus

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

6. 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

Niveau	Composante	Lieu	Nom Prénom	Téléphone	Mail
L1, L2 (pour toutes les formations sauf cas particuliers ci-dessous)	Département Licence	Bureau des Stages Scolarité Bât. A22	Géraldine DEVAUX	05 40 00 21 92 (matin uniquement)	<a href="mailto:stages.tec@u-bordeaux.fr">stages.tec@u-bordeaux.fr</a>
L1, L2, L3	Département Universitaire des Sciences d'Agen	DUSA AGEN	Audrey DUBERNET	05 53 48 06 40	<a href="mailto:dusa@u-bordeaux.fr">dusa@u-bordeaux.fr</a>
L3	UF Mathématiques et Interactions MIASHS	Site Talence Bât.A33	Emilie MELONI-LACROIX	05 40 00 64 21	<a href="mailto:bf-licence-miashs@u-bordeaux.fr">bf-licence-miashs@u-bordeaux.fr</a>
L3	UF SDI (IMSAT)	IMA Mérignac	Karine SACCAVINI	05 33 51 42 58	<a href="mailto:karine.saccavini@u-bordeaux.fr">karine.saccavini@u-bordeaux.fr</a>
L3	UF de Biologie	Site Talence Bât B5	Marine HALE (Bloc A) Ludivine GIL (Bloc B et C)	05 40 00 84 05 05 40 00 64 27	<a href="mailto:marine.duclos@u-bordeaux.fr">marine.duclos@u-bordeaux.fr</a> <a href="mailto:licence-sv.biologie@u-bordeaux.fr">licence-sv.biologie@u-bordeaux.fr</a>
L3	UF de Biologie	Site Talence Bât B5	Delphine RAIMBAULT (SVT)	05 40 00 37 21	<a href="mailto:lp-svt.biologie@u-bordeaux.fr">lp-svt.biologie@u-bordeaux.fr</a>
L3	UF de Chimie	Site Talence Bât A10	Séverine KISSEL	05 40 00 36 19	<a href="mailto:severine.kissel@u-bordeaux.fr">severine.kissel@u-bordeaux.fr</a>
L3	UF Physique L3 Physique-Chimie	Site Talence Bât A10	Séverine KISSEL (Chimie) Amélie NAKACHE (Physique)	05 40 00 36 19 05 40 00 24 69	<a href="mailto:severine.kissel@u-bordeaux.fr">severine.kissel@u-bordeaux.fr</a> <a href="mailto:licences.ufphys@u-bordeaux.fr">licences.ufphys@u-bordeaux.fr</a>
L3	UF Physique/ L3 Physique	Site Talence Bât.A1	Amélie NAKACHE	05 40 00 24 69	<a href="mailto:licences.ufphys@u-bordeaux.fr">licences.ufphys@u-bordeaux.fr</a>
L3	UF Mathématiques et Interactions	Site Talence Bât.A33	Carole GALIANA	05 40 00 61 27	<a href="mailto:bf-licence-math@u-bordeaux.fr">bf-licence-math@u-bordeaux.fr</a>
L3	UF d'Informatique Info et MIAGE	Site Talence Bât. A30	Inès NEYRAT	05 40 00 35 42	<a href="mailto:uf-info.sp-li@u-bordeaux.fr">uf-info.sp-li@u-bordeaux.fr</a>
L3	UF Sciences de l'Ingénieur Mécanique Génie civil	Site Talence Bât.A2	Auréliette CHETOUI-MORISSET	05 40 00 88 18	<a href="mailto:aurelie.chetoui-morisset.1@u-bordeaux.fr">aurelie.chetoui-morisset.1@u-bordeaux.fr</a>
L3	UF Sciences de l'Ingénieur Electronique	Site Talence Bât. A1	Myriam BOUTGES	05 40 00 37 25	<a href="mailto:myriam.boutges@u-bordeaux.fr">myriam.boutges@u-bordeaux.fr</a>
L3	UF Sciences de la Terre	Site Talence Bât.18	Marie BILLA	05 40 00 29 92	<a href="mailto:marie.billa@u-bordeaux.fr">marie.billa@u-bordeaux.fr</a>
CPBx 1 <sup>ère</sup> et 2 <sup>ème</sup> année	Département Licence	Bureau des Stages Scolarité Bât. A22	Géraldine DEVAUX	05 40 00 21 92 (matin uniquement)	<a href="mailto:stages.tec@u-bordeaux.fr">stages.tec@u-bordeaux.fr</a>

## Fiche de liaison / 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 : .....
University email : .....
Personal email : .....

<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) : .....

Was the internship found on the University website ? <input type="checkbox"/> Yes <input type="checkbox"/> No
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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 : .....  
 Department and precise location of the internship : .....

**Training supervisor at the host organization**

Mr. or  Mrs SURNAME Name : .....  
 Phone : ..... Email : .....  
 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 : .....  
 Topic of internship : .....  
 Subject of internship (education 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 a.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) : .....

Modalités du versement de la gratification :  Chèque  Virement bancaire  Espèces

**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 : .....                      Email : .....

position : .....

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

Mr. or  Mrs SURNAME Name : .....

Phone : .....                      Email : .....

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

Mention	Parcours	Noms
L1	Mentions Chimie, Mathématiques, MIASHS, Physique et PC	<a href="mailto:de-mismi@u-bordeaux.fr">de-mismi@u-bordeaux.fr</a>
	Mentions Sciences de la vie, Sciences de la terre et SVV	<a href="mailto:de-svte@u-bordeaux.fr">de-svte@u-bordeaux.fr</a>
	CMI MGCE	Sandra K'Nevez <a href="mailto:sandra.knevez@u-bordeaux.fr">sandra.knevez@u-bordeaux.fr</a>
	CMI ISI	Jérémie Bigot <a href="mailto:jeremie.bigot@u-bordeaux.fr">jeremie.bigot@u-bordeaux.fr</a> Bruno Pinaud <a href="mailto:bruno.pinaud@u-bordeaux.fr">bruno.pinaud@u-bordeaux.fr</a>
Sciences de la vie	L2 Biologie	Anne Simon <a href="mailto:anne.simon@u-bordeaux.fr">anne.simon@u-bordeaux.fr</a> Lilly Maneta-Peyret <a href="mailto:lilly.maneta-peyret@u-bordeaux.fr">lilly.maneta-peyret@u-bordeaux.fr</a> Christel Baudet <a href="mailto:christel.baudet@u-bordeaux.fr">christel.baudet@u-bordeaux.fr</a>
	L3 Sciences du Vivant	(Bloc A) : Natalie Raymond <a href="mailto:natalie.raymond@u-bordeaux.fr">natalie.raymond@u-bordeaux.fr</a> (Bloc B et C) : Lilly Maneta-Peyret <a href="mailto:lilly.maneta-peyret@u-bordeaux.fr">lilly.maneta-peyret@u-bordeaux.fr</a> (A à K) Marie-Christine Gerbod Giannone <a href="mailto:marie-christine.gerbod-giannone@u-bordeaux.fr">marie-christine.gerbod-giannone@u-bordeaux.fr</a> (L à Z)
	L3 Sciences de la Vie et de la Terre	Lilly Maneta-Peyret <a href="mailto:lilly.maneta-peyret@u-bordeaux.fr">lilly.maneta-peyret@u-bordeaux.fr</a>
	L3 – Sciences et Technologies de l'Aliment	Carine Ferrand <a href="mailto:carine.ferrand@u-bordeaux.fr">carine.ferrand@u-bordeaux.fr</a>
Informatique	MIAGE	Claude Mansart <a href="mailto:claudemansart@u-bordeaux.fr">claudemansart@u-bordeaux.fr</a>
	Informatique Mathématiques-Informatique Parcours international	Anne Vialard <a href="mailto:anne.vialard@u-bordeaux.fr">anne.vialard@u-bordeaux.fr</a> Philippe Duchon <a href="mailto:philippe.duchon@u-bordeaux.fr">philippe.duchon@u-bordeaux.fr</a> Anne Vialard <a href="mailto:anne.vialard@u-bordeaux.fr">anne.vialard@u-bordeaux.fr</a>
	CMI OPTIM	Olivier Baudon <a href="mailto:olivier.baudon@u-bordeaux.fr">olivier.baudon@u-bordeaux.fr</a>
	CMI ISI	Bruno Pinaud <a href="mailto:bruno.pinaud@u-bordeaux.fr">bruno.pinaud@u-bordeaux.fr</a> Jérémie Bigot <a href="mailto:jeremie.bigot@u-bordeaux.fr">jeremie.bigot@u-bordeaux.fr</a>
Chimie	Chimie	Etienne Grau <a href="mailto:etienne.grau@u-bordeaux.fr">etienne.grau@u-bordeaux.fr</a>
Physique – Chimie	Physique – Chimie	Ulysse Delabre <a href="mailto:ulyssedelabre@u-bordeaux.fr">ulyssedelabre@u-bordeaux.fr</a> Jérôme Roger <a href="mailto:jerome.roger@u-bordeaux.fr">jerome.roger@u-bordeaux.fr</a>
	Parcours international	Jonathan Braine <a href="mailto:jonathan.braine@u-bordeaux.fr">jonathan.braine@u-bordeaux.fr</a> Manuel Gaudon <a href="mailto:manuel.gaudon@u-bordeaux.fr">manuel.gaudon@u-bordeaux.fr</a>
Mathématiques	Mathématiques-Informatique	Guilhem Castagnos <a href="mailto:guilhem.castagnos@u-bordeaux.fr">guilhem.castagnos@u-bordeaux.fr</a>
	Mathématiques fondamentales Connaissance des métiers de l'enseignement	Olivier Brinon <a href="mailto:olivier.brinon@u-bordeaux.fr">olivier.brinon@u-bordeaux.fr</a> Grégory Train <a href="mailto:gregory.train@u-bordeaux.fr">gregory.train@u-bordeaux.fr</a>
	Ingénierie mathématique	Lisl Weynans <a href="mailto:lisl.weynans@u-bordeaux.fr">lisl.weynans@u-bordeaux.fr</a>
Sciences pour l'ingénieur	Mécanique	L2-L3 : Léo Morin <a href="mailto:leo.morin@u-bordeaux.fr">leo.morin@u-bordeaux.fr</a>
	Electronique, énergie électrique et automatique	Hélène Debeda-Hickel <a href="mailto:helene.debeda-hickel@u-bordeaux.fr">helene.debeda-hickel@u-bordeaux.fr</a>
	CMI IMSAT	L2 : Frédéric Darracq <a href="mailto:rederic.darracq@u-bordeaux.fr">rederic.darracq@u-bordeaux.fr</a> L3 : Isabelle Dufour <a href="mailto:isabelle.dufour@ims-bordeaux.fr">isabelle.dufour@ims-bordeaux.fr</a>
	CMI MGCE	Bertrand Audoin <a href="mailto:bertrand.audoin@u-bordeaux.fr">bertrand.audoin@u-bordeaux.fr</a>
Physique	Physique	David Dean <a href="mailto:david.dean@u-bordeaux.fr">david.dean@u-bordeaux.fr</a>
Sciences de la terre	L2 Sciences de la Terre	Pierre Anschutz <a href="mailto:pierre.anschutz@u-bordeaux.fr">pierre.anschutz@u-bordeaux.fr</a>
	L3 Géosciences et environnement	Pierre Anschutz <a href="mailto:pierre.anschutz@u-bordeaux.fr">pierre.anschutz@u-bordeaux.fr</a>
	L3 Génie Géologique Civil	Yves Varaigne <a href="mailto:yves.varaigne@u-bordeaux.fr">yves.varaigne@u-bordeaux.fr</a>

<p><b>MIASHS</b></p>	<p>Economie Gestion, Sciences Cognitives</p>	<p>Emmanuelle Gagnou <a href="mailto:emmanuelle.gagnou@u-bordeaux.fr">emmanuelle.gagnou@u-bordeaux.fr</a>          Marie Chavent <a href="mailto:marie.chavent@u-bordeaux.fr">marie.chavent@u-bordeaux.fr</a>          Frédérique Faïta-Aïnseba <a href="mailto:frederique.faita-ainseba@u-bordeaux.fr">frederique.faita-ainseba@u-bordeaux.fr</a>          Alexandre Guénadot <a href="mailto:alexandre.guenadot@u-bordeaux.fr">alexandre.guenadot@u-bordeaux.fr</a>          Jérôme Poix <a href="mailto:jerome.poix@u-bordeaux.fr">jerome.poix@u-bordeaux.fr</a></p>
<p><b>CPBx</b></p>	<p>1<sup>ère</sup> et 2<sup>ème</sup> année</p>	<p>Daniel Blaudez <a href="mailto:daniel.blaudez@u-bordeaux.fr">daniel.blaudez@u-bordeaux.fr</a></p>
<p><b>UE « découverte des métiers de l'enseignement »</b></p>		<p>Eric Dupuy <a href="mailto:eric.dupuy@u-bordeaux.fr">eric.dupuy@u-bordeaux.fr</a></p>