

## 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                                                                                                                                                                     |
|--------------------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------|----------------------------------------------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>L1, L2</b><br>(pour toutes les formations sauf cas particuliers ci-dessous) | Département Licence                                       | Bureau des Stages<br>Scolarité Bât. A22 | Géraldine DEVAUX                                         | 05 40 00 21 92<br>(matin uniquement) | <a href="mailto:stages.tec@u-bordeaux.fr">stages.tec@u-bordeaux.fr</a>                                                                                                   |
| <b>L1, L2, L3</b>                                                              | Département<br>Universitaire des<br>Sciences d'Agen       | DUSA AGEN                               | Audrey DUBERNET                                          | 05 53 48 06 40                       | <a href="mailto:dusa@u-bordeaux.fr">dusa@u-bordeaux.fr</a>                                                                                                               |
| <b>L3</b>                                                                      | UF Mathématiques et<br>Interactions<br>MIASHS             | Site Talence<br>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>                                                                                     |
| <b>L3</b>                                                                      | UF SDI (IMSAT)                                            | Site Evering,<br>Mérignac               | Karine SACCAVINI                                         | 05 33 51 42 58                       | <a href="mailto:karine.saccavini@u-bordeaux.fr">karine.saccavini@u-bordeaux.fr</a>                                                                                       |
| <b>L3</b>                                                                      | UF de Biologie                                            | Site Talence<br>Bât B5                  | Marine HALE (Bloc A)<br>Ludivine GIL (Bloc B et C)       | 05 40 00 84 05<br>05 40 00 64 27     | <a href="mailto:marine.duclos@u-bordeaux.fr">marine.duclos@u-bordeaux.fr</a><br><a href="mailto:licence-sv.biologie@u-bordeaux.fr">licence-sv.biologie@u-bordeaux.fr</a> |
| <b>L3</b>                                                                      | UF de Biologie                                            | Site Talence<br>Bât B5                  | Delphine RAIMBAULT<br>(SVT)                              | 05 40 00 37 21                       | <a href="mailto:lp-svt.biologie@u-bordeaux.fr">lp-svt.biologie@u-bordeaux.fr</a>                                                                                         |
| <b>L3</b>                                                                      | UF de Chimie                                              | Site Talence<br>Bât A10                 | Séverine KISSEL                                          | 05 40 00 36 19                       | <a href="mailto:severine.kissel@u-bordeaux.fr">severine.kissel@u-bordeaux.fr</a>                                                                                         |
| <b>L3</b>                                                                      | UF Physique<br>L3 Physique-Chimie                         | Site Talence<br>Bât A10                 | Séverine KISSEL (Chimie)<br>Amélie NAKACHE<br>(Physique) | 05 40 00 36 19<br>05 40 00 24 69     | <a href="mailto:severine.kissel@u-bordeaux.fr">severine.kissel@u-bordeaux.fr</a><br><a href="mailto:licences.ufphys@u-bordeaux.fr">licences.ufphys@u-bordeaux.fr</a>     |
| <b>L3</b>                                                                      | UF Physique/<br>L3 Physique                               | Site Talence<br>Bât.A1                  | Amélie NAKACHE                                           | 05 40 00 24 69                       | <a href="mailto:licences.ufphys@u-bordeaux.fr">licences.ufphys@u-bordeaux.fr</a>                                                                                         |
| <b>L3</b>                                                                      | UF Mathématiques et<br>Interactions                       | Site Talence<br>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>                                                                                         |
| <b>L3</b>                                                                      | UF d'Informatique<br>Info et MIAGE                        | Site Talence<br>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>                                                                                             |
| <b>L3</b>                                                                      | UF Sciences de<br>l'Ingénieur<br>Mécanique<br>Génie civil | Site Talence<br>Bât.A2                  | Aurélien CHETOUI-<br>MORISSET                            | 05 40 00 88 18                       | <a href="mailto:aurelie.chetoui-morisset.1@u-bordeaux.fr">aurelie.chetoui-morisset.1@u-bordeaux.fr</a>                                                                   |
| <b>L3</b>                                                                      | UF Sciences de<br>l'Ingénieur<br>Electronique             | Site Talence<br>Bât. A1                 | Myriam BOUTGES                                           | 05 40 00 37 25                       | <a href="mailto:myriam.boutges@u-bordeaux.fr">myriam.boutges@u-bordeaux.fr</a>                                                                                           |
| <b>L3</b>                                                                      | UF Sciences de la Terre                                   | Site Talence<br>Bât.18                  | Marie BILLA                                              | 05 40 00 29 92                       | <a href="mailto:marie.billa@u-bordeaux.fr">marie.billa@u-bordeaux.fr</a>                                                                                                 |

|                                                           |                     |                                            |                  |                                      |                                                                        |
|-----------------------------------------------------------|---------------------|--------------------------------------------|------------------|--------------------------------------|------------------------------------------------------------------------|
| <b>CPBx</b><br>1 <sup>ère</sup> et 2 <sup>ème</sup> année | Département Licence | Bureau des<br>Stages Scolarité<br>Bât. A22 | Géraldine DEVAUX | 05 40 00 21 92<br>(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 : .....                   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>CAUTION</b></p> <p>Civil liability insurance of the student, including internships (Mandatory)</p> <p>Expiry date : .....</p> <p>Insurance company : .....</p> <p><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></p> <p>The Healthcare Insurance Office contact, in case of accident (CPAM address : closest to the student home address) :<br/>.....</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------|
| <p>Was the internship found on the University website ?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> |
|--------------------------------------------------------------------------------------------------------------------------------|

### 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, MIAHS, 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                                                                   | Jérémy Bigot <a href="mailto:jeremie.bigot@u-bordeaux.fr">jeremie.bigot@u-bordeaux.fr</a><br>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><br>Lilly Maneta-Peyret <a href="mailto:lilly.maneta-peyret@u-bordeaux.fr">lilly.maneta-peyret@u-bordeaux.fr</a><br>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><br>(Bloc B et C) :<br>Lilly Maneta-Peyret <a href="mailto:lilly.maneta-peyret@u-bordeaux.fr">lilly.maneta-peyret@u-bordeaux.fr</a> (A à K)<br>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                                                                     | <a href="mailto:miage.responsable-professionnalisation@u-bordeaux.fr">miage.responsable-professionnalisation@u-bordeaux.fr</a>                                                                                                                                                                                                                                                                                     |
|                           | Informatique<br>Mathématiques-Informatique<br>Parcours international      | Anne Vialard <a href="mailto:anne.vialard@u-bordeaux.fr">anne.vialard@u-bordeaux.fr</a><br>Philippe Duchon <a href="mailto:philippe.duchon@u-bordeaux.fr">philippe.duchon@u-bordeaux.fr</a><br>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><br>Jérémy 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:ulysses.delabre@u-bordeaux.fr">ulysses.delabre@u-bordeaux.fr</a><br>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><br>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<br>Connaissance des métiers de l'enseignement | Jasmin Raissy <a href="mailto:jasmin.raissy@u-bordeaux.fr">jasmin.raissy@u-bordeaux.fr</a><br>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                           | Pierre Lewden <a href="mailto:pierre.lewden@u-bordeaux.fr">pierre.lewden@u-bordeaux.fr</a>                                                                                                                                                                                                                                                                                                                         |
|                           | CMI IMSAT                                                                 | L2 : Frédéric Darracq <a href="mailto:rederic.darracq@u-bordeaux.fr">rederic.darracq@u-bordeaux.fr</a><br>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>                                                                                                                                                                                                                                                                                                                         |

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