

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) : <http://www.u-bordeaux.fr/Profils/Etudiant/College-Sciences-et-technologies2/Stage/Obtenir-une-convention-de-stage>

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/Pstage.

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 Pstage 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)	stages.tec@u-bordeaux.fr
L1, L2, L3	Département Universitaire des Sciences d'Agen	DUSA AGEN	Virginie DOYEUX	05 53 48 06 40	dusa@u-bordeaux.fr
L1, L2, L3	UF Mathématiques et Interactions MIASHS	Site Talence Bât.A33	Lorelei BOUTET	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 licences.ufphys@u-bordeaux.fr
L3	UF Physique/ L3 Physique	Site Talence Bât.A1	Delphine CONTENT	05 40 00 66 19	licences.ufphys@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	Auréliette 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	Géraldine DEVAUX	05 40 00 67 67	stages.tec@u-bordeaux.fr

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 :

CAUTION
Civil liability insurance of the student, including internships (Mandatory)
Expiry date :
Insurance company :
<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>
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
--

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
<input type="checkbox"/> Mr. or <input type="checkbox"/> Mrs SURNAME Name :
Phone : Email :
Position :

Subject of internship
Type of internship : <input type="checkbox"/> Compulsory internship <input type="checkbox"/> Optional internship <input type="checkbox"/> Internship in France <input type="checkbox"/> 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 : <input type="checkbox"/> Yes <input type="checkbox"/> No, If yes indicate the dates :
From :
To :
Total duration of internship (number of hours in total) :
<i>(effective presence of the intern :7 hours (consecutive or not) equal 1 day)</i>
Working time scheduled per week :
Working time : <input type="checkbox"/> Full time <input type="checkbox"/> Part time
Number of hours per week :
<i>(ex. 99.99)</i>
Details about the work timetable :
<i>(Hours, working days ... Ex : Monday, Tuesday, Thursday, from 9 a.m. to 12 a.m. and from 2 p.m. to 4 a.m.)</i>
Time off and leaves of absence :
<i>(or procedure for suspension and termination during the internship)</i>

Stipend – Benefits
<i>(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).</i>
Stipend during the internship : <input type="checkbox"/> Yes <input type="checkbox"/> No
Amount of the stipend (in Euros) (ex : 999.99) :
<input type="checkbox"/> Hourly <input type="checkbox"/> Monthly <input type="checkbox"/> Net <input type="checkbox"/> Gross
Amount of the stipend (in local currency) :
Modalités du versement de la gratification : <input type="checkbox"/> Chèque <input type="checkbox"/> Virement bancaire <input type="checkbox"/> Espèces

More information
How was the internship found ?
<input type="checkbox"/> Internship offer <input type="checkbox"/> Spontaneous application <input type="checkbox"/> Network of contacts
Confidentiality of the Subject of internship : <input type="checkbox"/> Yes <input type="checkbox"/> No
Follow up of the intern (weekly meetings, phone meetings...) :
List of granted benefits (housing, food, refunds...) :
Evaluation of the intern's activity : <input type="checkbox"/> Dissertation <input type="checkbox"/> Internship report
Terms of evaluation : <input type="checkbox"/> Presentation <input type="checkbox"/> Optional internship reporting
If the intern needs to work at night, on Sundays , or on public holidays, indicate :
Language of the internship agreement :
<input type="checkbox"/> French (National internship agreement, internship in France) <input type="checkbox"/> English (internship agreement, internship abroad)
<input type="checkbox"/> German (internship agreement, internship abroad) <input type="checkbox"/> Spanish (internship agreement, internship)

The internship academic advisor
SURNAME :
Name :
Phone : Email :
position :

The legal representative at the host organization (signing party)
<input type="checkbox"/> Mr. or <input type="checkbox"/> Mrs SURNAME Name :
Phone : Email :
Position :

Date :
<u>Signature of the internship academic advisor :</u>
<i>The internship academic advisor visa is ESSENTIAL to transmit this document to the academic secretarial office and entry the internship agreement on the ENT</i>

List of the Internship academic advisors

Mention	Parcours	Noms
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 Lilly Maneta-Peyret lilly.maneta-peyret@u-bordeaux.fr Christel Baudet christel.baudet@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 claudemansart@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
Chimie	Chimie, parcours international	Etienne Grau etienne.grau@u-bordeaux.fr
Physique – Chimie	Physique – Chimie	Ulysse Delabre ulysses.delabre@u-bordeaux.fr Jérôme Roger jerome.roger@u-bordeaux.fr
	Parcours international	Jonathan Braine jonathan.braine@u-bordeaux.fr Manuel Gaudon manuel.gaudon@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	Olivier Brinon olivier.brinon@u-bordeaux.fr Grégory Train gregory.train@u-bordeaux.fr
	Ingénierie mathématique	Lisl Weynans lisl.weynans@u-bordeaux.fr
Sciences pour l'ingénieur	Mécanique	L2-L3 : Wahbi Jomaa wahbi.jomaa@u-bordeaux.fr
	Mécanique, parcours international	L2-L3 : Wahbi Jomaa wahbi.jomaa@u-bordeaux.fr
	Electronique, énergie électrique et automatique	Hélène Debeda-Hickel helene.debeda-hickel@u-bordeaux.fr
	Electronique, énergie électrique et automatique, parcours international	Hélène Debeda-Hickel helene.debeda-hickel@u-bordeaux.fr
	CMI IMSAT	L2 : Frédéric Darracq rederic.darracq@u-bordeaux.fr L3 : Isabelle Dufour isabelle.dufour@ims-bordeaux.fr
	CMI MGCE	Bertrand Audoin bertrand.audoin@u-bordeaux.fr
Physique	Physique, parcours international	David Dean david.dean@u-bordeaux.fr

Sciences de la terre	L2 Sciences de la Terre	Pierre Anschutz pierre.anschutz@u-bordeaux.fr
	L3 Géosciences et environnement	Pierre Anschutz pierre.anschutz@u-bordeaux.fr
	L3 Génie Géologique Civil	Yves Varaigne yves.varaigne@u-bordeaux.fr
MIASHS	Economie Gestion, Sciences Cognitives	Emmanuelle Gagnou emmanuelle.gagnou@u-bordeaux.fr Marie Chavent marie.chavent@u-bordeaux.fr Frédérique Faïta-Ainseba 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