



Internship agreement

For MP2 and P2FOOD students

Platform: EUDONET



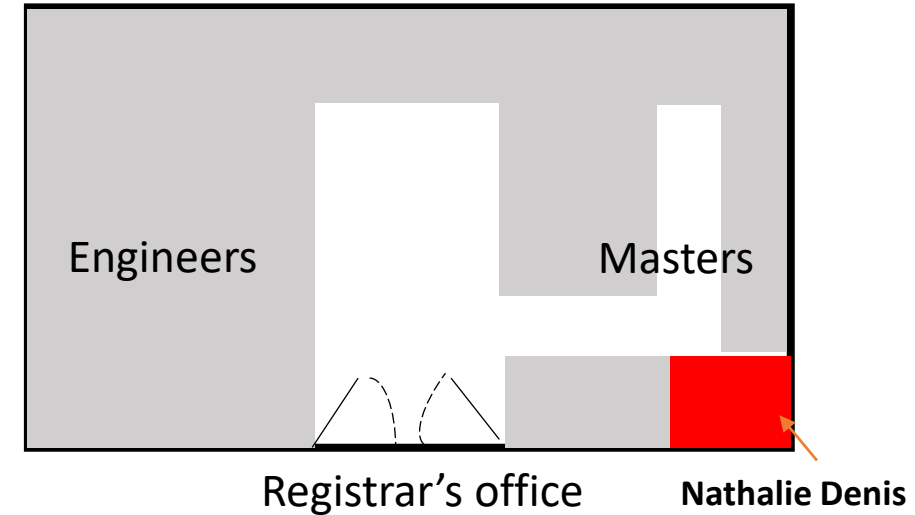
Nathalie Denis

Registrar's office

Nathalie.denis@agrosupdijon.fr

Office 027

Any doubt or question on your internship agreement?
Do not validate anything, ask Nathalie first.



Before all, 5 things to consider

1. Your **health insurance coverage** (+ complementary health insurance if you have one)
 - a. Internship in France => CPAM/Ameli ok
 - b. Internship in Europe => French rights apply via CPAM/Ameli but request your European Health Insurance card
 - c. Internship abroad, not in Europe => see for an extra coverage (via your bank insurance, mutuelle...)
2. **Civil liability insurance coverage**
 - a. Contact your home insurance/civil liability insurance to make sure that you are covered DURING AN INTERNSHIP and if yes, EVEN FOR INTERNSHIPS ABROAD/EUROPE if in this situation
 - b. If not, discuss for an extra coverage during your internship period
3. In France, a minimum bonus (4,35 €/h) is paid to the intern if the duration of the internship is greater than 2 consecutive months (i.e. the equivalent of 44 days at 7 hours per day). In other countries, a different logic may apply.
4. VISA if needed
5. **Internship agreement = Legal contract**

Fill it properly with a maximum of details to cover you!

Before filling in the agreement

Nathalie prepared this template (2 pages) with all the points you have to discuss with the host organisation BEFORE filling in the agreement on EUDONET.

If you do not have the answers to the items, it means you are not ready to make your agreement.

Name and first name of the student :.....		Training : <input type="checkbox"/> M1 <input type="checkbox"/> M2	
		<input type="checkbox"/> MP2 <input type="checkbox"/> P2FOOD	
Educational institution		Host organization	
Name of the organization: L'institut national d'enseignement supérieur pour l'agriculture, l'alimentation et l'environnement (l'Institut agro) Represented by : Madame Hélène POIRIER, Director, on behalf of its school l'institut agro Dijon Address: 26 boulevard Docteur Petitjean, BP 87999, 21079 Dijon Cedex - France hereinafter referred to as « l'institut agro Dijon”		Name of the organization: Address: Represented by (legal signee): Quality of the representative: Department name and address in which the internship will be carried out: Mail : Phone :	
Master's coordinator		Internship tutor	
Name and first name :		Name and first name :	
Position :		Position :	
Phone :		Phone :	
E-mail :		E-mail :	

INFORMATION ABOUT THE INTERNSHIP

Title or theme of the internship:

Activities entrusted:

Dates:

Weekly duration:

Number of weeks:

Hourly rate:

Name of your liability insurance:

Your policy number and validity date:

Number of days of effective presence in the host organization:

Specific conditions of internship: days off, days of work, atypical hours.....

Dijon

The person in charge of the master's program:

Name of teacher:

After validation by the person in charge of training, please return the form to the training office -Nathalie DENIS, DEVE.

nathalie.denis@agrosupdijon.fr

The process

1

Find an internship

2

Validate the topic
with the Master's
responsible

3

insurances + VISA
Prepare the
agreement using
the template by
Nathalie

4

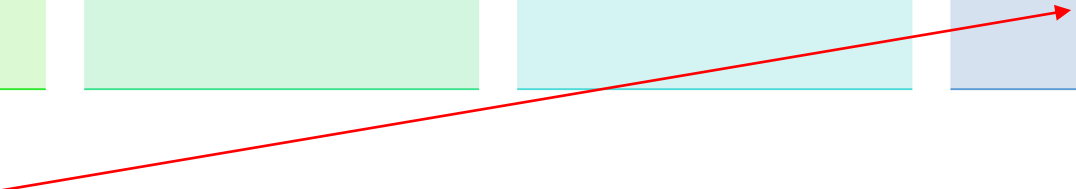
Make your
agreement an
EUDONET

5

Check by Nathalie

6

Start of the
automatic digital
signature process



Very new this year! **All the signatures are managed automatically by EUDONET.** No more paper version (except specific cases!). What does it mean? If you do not indicate the correct email address of the official signatory person in the host organisation (and training supervisor), your agreement will be lost in a generic mailboc or the inappropriate person's.

About your referent + validation

M1 & M2 P2FOOD

Ms Gaëlle Arvisenet

Professor and Responsible of the Master

Gaelle.arvisenet@agrosupdijon.fr

0380693717

M1 & M2 MP2

M. Stéphane Guyot

Associate Professor and Responsible for the 2nd year

stephane.guyot@agrosupdijon.fr

0699112226

Or

M. Elias Bou-Maroun

Associate Professor and Responsible for the 2nd year

Elias.bou-maroun@agrosupdijon.fr

0380774080

One specific case

Some companies will request to use their own internship agreement.

- No problem for us.
- Start filling in all the information on the Eudonet platform. Nathalie will check but will not activate the signature process.
- Use this draft version and send it to your host organization so they can gather the relevant information they need to edit their internship agreement
- We will sign their internship agreement

INTERNSHIP ABROAD

For international internships, there is a procedure to follow beforehand with the Institut Agro Dijon's international relations department.

It's best to prepare in advance: for more information, please contact Nathalie Denis