

***Master's degree in Agrosiences, Environnement, Territoires, Paysage, Forêt (AETPF):***  
*Agroécologie (Aé) and Gestion des entreprises et technologies innovantes pour l'agroéquipement (GETIA)*

***Master's Degree in Sciences et Technologies de l'Agriculture, de l'Alimentation et de l'Environnement (STAAE) parcours (P2FOOD) and (MP2)***

*Initial training under student status*  
*Continuing education*

# INTERNSHIP BOOKLET

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## Your contacts

### The teachers in charge of the internships

For each type of internship, a teacher, pedagogical responsible of the internships, oversees coordinating the internships with the teaching team, the learners, the training responsible, the direction of the institution and the host organizations.

He thus ensures the organization of the internship from its preparation, the validation of the internship theme and location, the choice of the "referent" teacher, to the evaluation and validation of the internship (submission of the report, organization of the juries, oral defense, etc.).

### "Referent" teachers

Throughout the duration of the internship, a teacher is designated as a "referent" to ensure the pedagogical follow-up of the learner. In conjunction with the pedagogical responsible of the internships, his main mission is to advise and support the student in the conduct of his or her mission and to check that the student does not encounter any particular difficulties (insufficient supervision, unsuitable tasks, etc.) within the host organization.

Each student will regularly inform his or her "referent" teacher of the progress of his or her mission. The latter will be able to provide assistance in the writing of the report, the preparation of the defense and will ensure the evaluation of the internship.

### The Support and Professional Integration Unit (DEVE)

Within the Department of Education and Student Life, the *Support and Professional Integration* Department is the privileged interlocutor for students, host organizations, educational responsible, and "referent" teachers for the administrative and pedagogical organization of internships.

Students will also be able to find support in their search for an internship and in the construction of their training course and their professional project.

**Nathalie DENIS**

Master's Internship Office

Tel: 03 80 77 26 59 / e-mail: [nathalie.denis@agrosupdijon.fr](mailto:nathalie.denis@agrosupdijon.fr)

### The International Relations Department (DRI)

This department can advise students in their international internship project and help them in their various procedures:

- Validation of the internship location regarding safety,
- Information on funding for international mobility,
- Support in the preparation of financing applications.

Please note: only embassies are authorised to transmit information concerning visas.

**Hélène COCHE**

Director of International Relations

Phone : 03 80 77 29 21 / e-mail : [helene.coche@agrosupdijon.fr](mailto:helene.coche@agrosupdijon.fr)

**Laetitia BORSATO**

DRI Assistant : *Information and follow-up of questions relating to the security of the internship destination*

Phone : 03 80 77 26 74 / e-mail : [laetitia.borsato@agrosupdijon.fr](mailto:laetitia.borsato@agrosupdijon.fr)

**Amélie JAILLET**

Outgoing mobility and Erasmus+ Programme: *Support in preparing applications for international internship mobility grants (Erasmus+, ARFAGRI, BRAFAGRI, regional grant, etc.) and administrative follow-up*

Phone : 03 80 77 23 16 / e-mail : [amelie.jaillet@agrosupdijon.fr](mailto:amelie.jaillet@agrosupdijon.fr)

## Resources available for your internship search

### The Jobteaser Platform for the dissemination of internship offers

Internship offers sent by companies/professional organizations are made available to students via the Jobteaser platform. To access this platform, you must create a personal account, with your institutional email address, via [institut-agro-dijon.jobteaser.com](http://institut-agro-dijon.jobteaser.com).

### Your network

Do not hesitate to ask your personal and professional network, contact the network of former students of l'Institut Agro Dijon, etc., to optimize your efforts.

<http://dijon.uniagro.fr>

[agrosupdijonalumni@agrosupdijon.fr](mailto:agrosupdijonalumni@agrosupdijon.fr)

## Validation of the internship and internship agreement

Before giving a final agreement to an internship tutor in a host organization, the internship project (host organization, proposed mission, host country) must be validated by the pedagogical responsible of the internship.

In addition, in the event of an internship carried out abroad (in whole or in part), the International Relations Department must give its approval for the departure to the host country. Any departure to a so-called "high-risk" country will require prior authorization from the Ministry of Agriculture.

### The different stages

1. Complete, in conjunction with your potential internship tutor, the **online internship validation application** (<https://applis.agrosupdijon.fr/>), under the Internships section, and submit, on the site, the details of the internship offer (job description, copy email exchange, etc.).

You will find in appendix 1, the list of information requested for the validation of the internship. To help you in this 1st step, a tutorial is available on <https://applis.agrosupdijon.fr/>

If necessary, check beforehand with the pedagogical responsible of the internships that the subject and the location of the internship correspond to the criteria of the internship.

2. As soon as the application is registered, the internship project will be approved by the educational responsible of the internships and then by the International Relations Department, for international internships (procedure in appendix 2). A "referent" teacher will then be appointed within the teaching team to ensure your follow-up during the course.

3. After validation of the internship project, the internship agreement (appendices 3 and 4) will be edited by the internship office and sent by email. This agreement will be signed by ① the student, ② the host organization (its representative and the internship tutor), ③ the "referent" teacher and ④ the management of l'Institut Agro Dijon. **The agreement must have been signed by all parties before the start of the internship.**

To do this, the school has set up a digital signature process via the DocuSign solution: the 4 signatories of the internship agreement will receive signature requests by email: [dse@eumail.docusign.net](mailto:dse@eumail.docusign.net)

4. **In the event of a change in the conditions (internship locations, missions, etc.) or the internship dates provided for in the initial agreement, it cannot be modified or amended. In this case, the internship office must be notified, which will draw up an amendment to the agreement.**

### Particularities for an internship carried out in whole or in part abroad

Documents must be submitted to the internship office BEFORE leaving for the internship:

- ✓ *Certificate of civil liability insurance, valid in the country of destination and covering the entire period of the internship.*
- ✓ *Certificate of repatriation insurance (and not only assistance), with mention of the country or zone,*
- ✓ *Copy of the European Health Insurance Card (EHIC), if the internship takes place in Europe,*
- ✓ *Copy of the registration for Ariane (see "Going on an international internship", § ARIANE).*
- ✓ *COUNTRY FACTSHEET (Annex 5).*

## Some legal and administrative elements relating to the internship

### The internship agreement (appendices 3 and 4)

The internship agreement is **mandatory** for any period in a professional environment carried out by a student as part of his or her training, whether this internship takes place in France or abroad.

This document specifies the **roles and obligations of the host organisation, the training institution and the student.**

**Please note:** for internships carried out abroad, the internship agreement exists in English.

#### Essential points of the internship agreement:

- The full title of the course or training course and its hourly volume (per year of teaching and/or semester),
- The **names of the referent teacher** and the **internship tutor** appointed respectively by the training institution from among the members of the teaching teams and by the host organization,
- The **skills to be acquired or developed** during the internship,
- The activities entrusted to the intern according to the training objectives and the skills to be acquired,
- The start and end dates of the internship,
- The weekly duration **of presence in the host organisation** and, if applicable, whether the intern must be present in the host organisation at night, on a public holiday, on a Sunday,
- The **conditions of supervision and monitoring of the intern** by the teacher-referent in the educational institution and the internship tutor in the host organization,
- The **amount of the gratification**,
- The social protection scheme (including protection in the event of an accident) and the student's civil liability obligation,
- The terms and conditions for authorising absence and/or leave,
- The terms and conditions for suspending and terminating the internship,
- The terms and conditions for validating the internship in the event of an interruption,
- The list of benefits offered,
- The clauses of the host organisation's internal regulations applicable to the intern,
- The conditions for issuing the internship certificate.

#### Legal references:

- Decree 2021-1154 of 3 September 2021 authorises the completion of internships during a gap period.
- Decree No. 2017-1652 of 30 November 2017.
- Decree No. 2014-1420 of 27 November 2014 on the supervision of internships (...)
- Law No. 2014-788 of 10 July 2014 on the development and supervision of internships and the improvement of the status of interns specifies that "internships correspond to temporary periods of experience in a professional environment during which the student acquires professional skills and implements the achievements of his or her training with a view to obtaining a diploma or certification and promoting his or her professional integration."
- Education Code (legislative part: Articles L.124-1 to L.124-20 and regulatory part: Articles D.124-1 to D.124-9)

### The gratification of internship in initial training

In France, the host organisation is **obliged to pay an internship allowance** for any **internship lasting more than 2 months, consecutive or not** (i.e. the equivalent of 44 days - on the basis of 7 hours per day - during the university teaching year).

For internships whose duration is no more than two months, consecutive or not, the payment of a gratification is optional and is part of the "negotiation" between the intern and the host structure.

This obligation applies **only to an internship taking place on French territory**, regardless of the nature of the host organization (French or non-French company, public administration, association, etc.).

#### Amount:

In France, the amount of the gratification is set by branch agreement or by extended professional agreement, or, failing that, by decree, at a minimum level of 15% of the hourly social security ceiling. The gratification is due from the 1st day of the internship, for each hour of the intern's presence, without prejudice to the reimbursement of expenses incurred by the intern or the benefits offered (catering, accommodation, transport).

It should also be noted that public bodies cannot pay a gratification higher than the legal minimum amount, under penalty of reclassification of the internship agreement as an employment contract.

→ <https://www.service-public.fr/particuliers/vosdroits/F16734>

#### Taxation:

It is not a salary but a "gratification". The gratification received is exempt from income tax if the internship meets the following 3 conditions:

- The internship is compulsory,
- The internship is an integral part of the curriculum,
- Its duration does not exceed 3 months,

and this regardless of its amount.

Otherwise, the gratification is taxable in its entirety.

#### Internship and retirement law:

At the end of the internship, the host organization is required to provide the student with a certificate of completion of the internship (Appendix 6).

Periods of paid internships (of more than 2 consecutive months or not) can be used to validate quarters for retirement (subject to the payment of contributions).

This application for validation must be made within two years of the end of the internship. In support of their application, the student must submit a copy of the internship agreement and a copy of the internship certificate. The application shall be sent to the fund responsible for old-age insurance of the general social security scheme where the insured person resides.

#### Legal references:

Decree No. 2015-284 of 11 March 2015 specifying the terms and conditions for the validation of internships in companies by the general old-age insurance scheme.

### **The gratification of continuing education internship**

During the internship, the continuing vocational training intern will not be entitled to any remuneration from the host organisation within the meaning of the Labour Code and the Social Security Code. Nevertheless, the host organisation may decide to pay the continuing vocational training intern an internship allowance (or gratuity). This will not be in the nature of a salary, as the intern is not an employee of the host organisation.

However, the gratuity will be subject to Social Security contributions, regardless of its amount. Indeed, in the event of the maintenance of a "remuneration supplement" (or gratuity), the host organisation is required to pay the contributions under ordinary law on this additional remuneration.

### **Civil liability and social protection**

#### Civil liability insurance:

This legal obligation is recalled in the internship agreement. It allows you to take the place of the person responsible for bodily injury, material or financial damage caused to others in the context of your private life or your professional activity.

Each student must ensure that his or her civil liability coverage is sufficient for the duration of the internship and corresponds to his or her mission and location (France and international).

#### Social protection in initial training:

The terms of social protection for a student during their internship vary according to the amount of the gratification received:

- **The monthly gratification is less than or equal to 15% of the monthly Social Security ceiling:** coverage for the risk of "Accidents at Work and Occupational Diseases" is provided by l'Institut Agro Dijon and the host organisation is exempt from employer and employee social security contributions and contributions.
- **The monthly gratification is greater than 15% of the monthly Social Security ceiling:** it is the responsibility of the host organisation to pay social security contributions calculated on the difference between the amount of the gratuity and 15% of the monthly Social Security ceiling; the intern is then attached to the general scheme concerning the risk of "Accidents at Work and Occupational Diseases".

#### Social protection in continuing education:

For the duration of the internship, the intern continues to receive the benefits of the social security scheme to which he or she depends. Internships carried out abroad must have been notified to the Social Security in advance of the intern's departure and **must have received its approval**.

In the event of an accident occurring to the intern, either during activities in the host organisation, or during the journey, or on the premises made useful for the purposes of the internship, the declaration of the accident is the responsibility of the host organisation or l'Institut Agro Dijon, as the case may be. The necessary steps must be taken with the social security institution to which the intern belongs (see address on page 1).

#### **Confidentiality**

As part of their internship, the student may be subject to a duty of confidentiality and discretion (see Article 10 of the agreement – Appendices 3 and 4). Therefore, the host organisation may ask the student and his or her referent teacher to sign a confidentiality agreement. The student may not reuse the information of which he or she has become aware, or the documents he or she has had in his or her possession during the internship. The student may not communicate any document or disclose any information of which he or she has become aware to third parties without the prior consent of the host organization. The documents that the student has had in his or her possession may be returned at the end of the internship. A confidentiality agreement will apply not only for the duration of the internship but also after its expiry.

The internship report/dissertation, once approved, is public and can be consulted by any person who requests it via the Mediadoc portal (see appendix 7). However, if the host organization so requires, the dissemination of the report/brief may be restricted, or even some highly confidential elements may be withdrawn. A request for confidentiality of the report/dissertation must be made by the host organisation by email or post to the internship office according to the specificities of each host organisation (model in appendix 8).



## During the internship ...

... It is up to each student to ask for advice from their internship tutor and "referent" teacher throughout the internship, to inform them of any difficulties, and more particularly to inform them of the progress of their mission.

The Médiadoc portal and its resources remain available remotely upon authentication:

- Access to digital books,
- Access to databases,
- Access to the bibliographic guide adopted by l'Institut Agro Dijon,
- Access to the **Zotero user guide**.

Médiadoc provides you with a question/answer service by email: [mediadoc@agrosupdijon.fr](mailto:mediadoc@agrosupdijon.fr), or by phone: 03.80.77.29.19.

**It is necessary to update the information in the Ariane portal**, and in particular your telephone and e-mail details if they have changed.

### In case of emergency during the internship:

You must contact your internship correspondents (internship office, pedagogical responsible, "referent" teacher) or the school or the training coordinator.

If the school is closed for the year (31 July to 15 August), you will need to contact the security hotline on 06.08.27.54.22 who will put you in touch with a manager from l'Institut Agro Dijon.

If you are abroad, you must inform the consular services of the Embassy of France in the event of difficulties related to your health, your safety, etc.: they will be able to guide you in your procedures on site.

You can also contact the organisations to which you are affiliated (SMEREB, LMDE, mutual insurance company, bank, etc.) who will be able to advise you in a way that is adapted to your situation.

## When you return from the internship...

... an evaluation, with specific procedures for each type of internship: internship report, oral defense before a jury, etc.

### The internship report or the end-of-studies thesis and/or internship defense

For each internship, evaluation methods are defined by the master's teaching team, you must refer to the instructions given by your teachers.

### Médiadoc

**All academic work must be submitted on the Médiadoc portal (appendix 7):**

<http://mediadoc.agrosupdijon.fr>

(username and password of your agrosupdijon.fr email).

**This procedure also applies to confidential reports.**

The internship report or the end-of-studies thesis may be classified as **"confidential"** if the host organisation makes a written request to l'Institut Agro Dijon (appendix 8).

In this case, all copies of the internship report/dissertation will be marked "confidential until ..." or "Non-confidential" (as per the template in Appendix 9). After evaluation of the internship report/end-of-studies thesis, the paper version of the report will be returned to the host organization and depending on the degree of confidentiality (cf. [https://mediadoc.agrosupdijon.fr/exl-html/vues/commun/pdf/confidentialite\\_memoires.pdf](https://mediadoc.agrosupdijon.fr/exl-html/vues/commun/pdf/confidentialite_memoires.pdf)) the pdf version can be submitted on the Mediadoc portal.

In the event of a rewriting of the internship report/end-of-studies thesis (2nd session), the second version must be submitted on the Médiadoc portal. It is the responsibility of each student to notify by email at the following address: [mediadoc@agrosupdijon.fr](mailto:mediadoc@agrosupdijon.fr).

### Student opinion on the quality of the internship

Each student will be asked to respond to an online survey in order to obtain his or her opinion on the quality of the internship carried out (welcoming conditions, difficulties encountered, recommendations, etc.) (Appendix 10).

## Going on an international internship

Obtaining an international internship is a complex process that cannot be equated with a simple language stay. Depending on the country in which you will do your internship, the length of time you will stay, the conditions in which you will be welcomed, you will also have to take care of certain formalities before your departure (vaccinations, money, passport, supplementary insurance, etc.), several months in advance.

### Essential steps

#### 1. Before defining your destination, find out about the different host countries envisaged and its living, health and safety conditions.

The website of the Ministry of Foreign Affairs (under the heading "travel advice") is the first essential step to obtain information you need to know for any international mobility and to start your internship search process.

→ <https://www.diplomatie.gouv.fr/fr>

This first step will allow you to identify the necessary steps for certain destinations and estimate the additional costs incurred. (visa, vaccines...)

#### 2. Identify all the administrative formalities necessary for departure and stay in the host country.

**Identity card or passport:** the time it takes to obtain a passport depends on the period and place of application, remember to carry out these procedures as soon as possible because the passport is necessary to obtain a visa.

→ <https://www.service-public.fr/particuliers/vosdroits>

**Visa:** most countries, outside the European Union, require visas before entering their territory.

**Other documents: residence permits, financial guarantees** (bank certificates, minimum proof of income, etc.) requested by customs, to obtain a visa, to stay in a country, etc.

→ Embassy or consulate of the host country

→ <https://www.diplomatie.gouv.fr/fr>

The visa application is made at the embassies and consulates of the host country. The cost, the time it takes to issue and the period of validity depend on the country. For some countries, and in particular the United States and Canada, it is recommended to go through specialized organizations, but for a fee, which make your procedures considerably easier.

The time to obtain it is often long. If a visa is required, it is imperative to choose the one corresponding to the status of intern (study visa or work visa depending on the level of remuneration of the internship).

**Recommendation:** buy your plane ticket only if the visa is obtained. Otherwise, you will run risks.

**Insurance** (civil liability, property insurance, repatriation insurance, personal accident insurance, legal assistance, etc.) : Check their validity in the country or area and the conditions for coverage of your medical expenses.

→ Your mutual insurance company and health insurance fund

**Recommendation:** take out international health coverage, especially for an internship outside the borders of the European Economic Area.

This can be very useful in the event of a health incident, since generally speaking, your health insurance fund, even supplemented by your mutual insurance company, will only reimburse you for expenses on the basis of the Social Security agreed rate. This can be very far from the costs actually incurred for your care (the case, for example, of the United States where medical costs are much more expensive than in France). Student mutual insurance companies have adapted products.

**Imperative:**

- Take out repatriation insurance,
- For any internship within the European Union, ask your health insurance fund for the **European Health Insurance Card (EHIC)** which will allow you to facilitate your reimbursements, and most often, to advance the costs.

**NB:** as soon as you arrive in the host country, go to a Social Security centre to validate your European card.

**Supporting documents must be submitted to the internship office when applying for an internship agreement.**

**Social protection:** the terms of social protection for a student on an international internship vary according to whether or not they receive a bonus, its amount and the country. The necessary steps must be taken in collaboration with the host organisation for the internship.

→ [www.cleiss.fr/particuliers/partir\\_stage\\_etranger.html](http://www.cleiss.fr/particuliers/partir_stage_etranger.html)

	Health Coverage	Protection against accidents at work and occupational diseases
Internship in a country of the European Economic Area <sup>1</sup> (EEA) or in Switzerland:	<p>The <b>European Health Insurance Card (EHIC)</b> certifies entitlement to health insurance in Europe and during a holiday, business trip, internship, language stay, etc.) in one of the Member States of the European Union, Norway, Liechtenstein, Iceland or Switzerland.</p> <p>⇒ coverage of medically necessary care (according to the social legislation and formalities in force in the host country).</p>	<p><b>If the internship is unpaid</b> (gratification less than or equal to 15% of the monthly Social Security ceiling):</p> <p>⇒ coverage of medical expenses deemed urgent (expenses paid in the host country and reimbursed on the basis of supporting documents upon return to France, within the limit of the French flat rates in force).</p> <p><b>If the internship is paid</b> (gratification greater than 15% of the monthly Social Security ceiling):</p> <p>⇒ coverage of health expenses depends on the social legislation and formalities in force in the country (exemption from the advance payment of medical expenses <sup>2</sup> or reimbursement by the Social Security institution of the country where the internship takes place).</p> <p><b>Recommendation:</b> take out insurance with the Caisse des Français de l'Etranger (CFE) or with a private insurance company.</p>

<sup>1</sup> Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal (including the archipelagos of Madeira and the Azores), Romania, Spain, Sweden, Sweden, Gibraltar, United Kingdom (England, Wales, Northern Ireland, Gibraltar), United Kingdom Slovakia, Slovenia, Sweden.

<sup>2</sup> Costs incurred for care (medications, doctor's visits, hospital stays, analysis, etc.)

	Health Coverage	Protection against accidents at work and occupational diseases
Internship in a country outside the European Economic Area (EEA), Switzerland	<p><b>If the internship is unpaid</b> (gratification less than or equal to 15% of the monthly Social Security ceiling):</p> <p>⇒ coverage of medically necessary care, upon return to France, by the health insurance fund on presentation of paid invoices, pursuant to Article R.332-2 of the Social Security Code.</p> <p><i>Note: health insurance funds have no obligation and this coverage remains entirely at their discretion.</i></p> <p><b>Recommendation:</b> take out insurance with the Caisse des Français de l'Etranger (CFE) or with a private insurance company, given the high cost of care in many countries (e.g. USA, Canada).</p>	<p>⇒ Possible maintenance of French social protection for a maximum period of 12 months: the reimbursement of care following this work accident and provided in the country of the internship, as well as the possible payment of an annuity, will be made by the health insurance fund or the student mutual insurance company</p>
	<p><b>If the internship is paid</b> (bonus greater than 15% of the monthly Social Security ceiling):</p> <p>⇒ Inability to benefit from social protection under the French system</p> <p>⇒ Obligation to register with the social security system of the country of the internship: social protection depends on the legislation in force in the country and therefore on the level of remuneration that triggers the declaration to the social organizations.</p> <p><b>Recommendation:</b> take out insurance with the Caisse des Français de l'Etranger (CFE) or with a private insurance company.</p> <p><i>Note: this membership does not, however, exempt from affiliation, if it is compulsory, to the social security system of the host country; There may therefore be a double contribution.</i></p>	
Internship in Quebec	<p><b>If the internship is unpaid</b> (monthly allowance of less than or equal to 1000 Canadian dollars - 610 euros):</p> <p>⇒ Form SE 401-Q-104 certifies the affiliation to the social security scheme of students participating in unpaid internships as part of their studies.</p> <p>⇒ Document to be requested from the health insurance fund or student mutual insurance company.</p>	<p>⇒ maintenance of French social protection.</p>
	<p><b>If the internship is paid</b> (monthly allowance of more than 1000 Canadian dollars – 610 euros):</p> <p>⇒ <i>Holder of a work permit mentioning the name and address of the employer in Québec:</i> register with the Régie de la RAMQ using the conventional form SE 401-Q-207 (attestation relating to the aggregation of periods of sickness and maternity insurance) provided for in the Entente franco-québécoise de sécurité sociale of 17/12/2003, to receive benefits from the Québec social security plan without a waiting period.</p> <p>⇒ <i>who does not hold a work permit mentioning the name and address of the employer in Quebec:</i> take out insurance either with the Caisse des Français de l'Etranger (CFE) or with a private insurance company to be covered in Quebec for the entire duration of the internship.</p>	

**Driver's license:** check its validity in the host country (or countries crossed, visited, etc.) and under what conditions, also if it is necessary to obtain an **international driver's permit**.

→ <https://www.diplomatie.gouv.fr/fr>

**Recommendation:** In Europe, you can drive with your national license. On the other hand, it is advisable to find out about the conditions allowing you to drive (insurance, international license, etc.) from the consulates or embassies of countries outside Europe (some countries prohibit tourists or non-residents from driving).

You can also find out about road safety in the host country by consulting the websites of consulates and embassies.

**Do not use a vehicle without specific insurance.**

**Registration on the ARIANE website (Ministry of Foreign Affairs):** this procedure allows you , when you make a trip or a one-off mission, to report free of charge and easily, to the embassy or consulate of the host country, your presence in the country, the period, the places and any other information related to your trip.

→ <https://pastel.diplomatie.gouv.fr/fildariane/dyn/public/login.html>

**Imperative:** proof of registration (printing of the "summary" page of your mobility report on your Ariane account) must be submitted to the internship office when applying for an internship agreement.

### 3. Identify the health formalities and the main precautionary measures to be taken before your departure (vaccinations, health record, etc.).

→ <https://www.diplomatie.gouv.fr/fr>

→ <https://www.who.int/>

→ <https://www.pasteur.fr/fr>

**Hygiene standards:** for some countries and regions, it is essential to take precautions in terms of hygiene (Latin America, Africa, Asia, India, etc.).

In particular, it is advisable to wash your hands with soapy water and/or hydroalcoholic gel, especially before eating or drinking and after going to the toilet.

**If the water is not drinkable in the host country, many precautions must be taken:**

⇒ **For water :** treat the water yourself in order to drink safely (several methods exist: bring the water to a boil and boil for 1 to 2 minutes, use chemical disinfectants or drink bottled water); avoid ice cubes, unless they are made from purified water; remember to use drinking or purified water to brush your teeth.

⇒ **For food:** eat cooked, boiled or peeled food, which must still be hot during your meal (do not rest in the fridge); avoid uncooked foods such as salad, other raw vegetables and molluscs; unpasteurized dairy products can also present a risk of contamination; do not consume ice cream.

**Medications/treatments:** find out about the host country before departure and do not hesitate to consult your doctor for further information. If you have a particular medical treatment, automatically attach prescriptions with their medications to avoid problems at customs.

**Vaccines:** some countries require specific vaccinations, consult a doctor quickly for more information.

→ <http://voyage.gc.ca/voyager/sante-securite/vaccins>

→ <https://www.pasteur.fr/fr>

**Important:**

- Find out as soon as possible, some vaccines must be injected several weeks before departure, require several injections and are only accessible by order (antimalarials, etc.).
- Take your vaccination record with you on your travels and make photocopies of it before departure.
- The yellow fever vaccine is only dispensed in international vaccination centres

**Useful address:**

University Hospital Center – Dijon Burgundy

International Immunization Center – Travel Medicine

2, boulevard de Lattre-de-Tassigny - 21079 - Dijon Cedex

Tel.: 03.80.29.34.36

**Malaria:** for this serious disease, widespread in tropical areas and transmitted by mosquito bites, antimalarial drugs and preventive measures (mosquito repellent, mosquito nets, wearing covering clothing, if possible tightened at the ankles and wrists, etc.) are necessary according to the classification of your host country (zones classified from 0 to 3).

**Important:** some antimalarial treatments start before departure and end several days after return.

Dengue and chikungunya are also transmitted by mosquitoes: to protect themselves, use repellents and wear covering clothing.

**Other precautions to take: against the sun, bacteria or parasites present in the soil or water, etc.**

**4. Establish your budget and think about how to finance the project.**

You can rely on specialized sites to determine the cost of living in the country:

- ↳ <http://www.levoyageur.net/couts-par-ville.html>
- ↳ <https://www.diplomatie.gouv.fr/fr/services-aux-citoyens/>

**Internship mobility aid**

In order to help you finance the costs related to an international departure and stay, there are various "internship mobility" grant schemes. The Council for Teaching and Student Life has validated the criteria for awarding scholarships managed or co-managed by l'Institut Agro Dijon (see § 3. Modalities of allocation of the various scholarships).

**1.1. Erasmus Scholarship + Internship**

**The Erasmus+ Internships programme** allows students to obtain scholarship aid for an internship, lasting a minimum of 2 months, in an organisation (private, public, university laboratory, NGO, association, etc.) located in an Erasmus+ Programme Country. The number of Erasmus+ Internship grants is limited and the scholarship is awarded according to certain criteria (civil students > internship in a partner university of l'Institut Agro Dijon > inclusion criterion > academic results > civil servant students). **The Erasmus+ Internship grant can be combined with the international mobility grant of the Bourgogne Franche-Comté region (Dynastage).**

A student can only benefit from one Erasmus+ internship period during the same study cycle, but can benefit consecutively from an Erasmus+ Study grant and an Erasmus+ Internship period and vice versa, without being able to exceed 12 months. This scholarship, funded by Europe, will be paid by l'Institut Agro Dijon.

### 1.2. International mobility grant from the Regional Council of Bourgogne Franche-Comté (DYNASTAGE grant)

In order to promote the mobility of higher education students in the Bourgogne Franche-Comté region, the Regional Council awards **international mobility grants for any internship, integrated into a training course, of at least 2 weeks carried out abroad (excluding COM - DOM - TOM ) and more than 150 km from the family place of residence or place of study in France.** The amount of the aid depends on the duration and type of mobility, the family quotient and the applicable scale.

→ <https://extranet.franche-comte.fr/envolp/demandeur.php/compte/login>

### 1.3. Other funding

Other organizations may offer internship grants, it's up to you to find out:

- Bilateral cooperation scholarship.
- Aid from the Bourgogne Franche-Comté region or the city of Dijon for mobility in partner communities.
- General and/or Regional Council of your department or region of origin: policies in favour of student mobility can also be put in place, with specific conditions and allocation procedures. In the case of a grant from the Regional Council of your region of origin, you will not be able to obtain the mobility grant from the Regional Council of Bourgogne Franche-Comté.
- Rotary Club International: This organization offers scholarships to students to carry out a personal project that promotes openness to others. The aim is to contribute to the financing of an international stay (preferably). After an initial pre-selection on the basis of their application (specific project, objectives, budget), the candidates will be interviewed by the District officials.

## 2. Eligible students

**Students enrolled at l'Institut Agro Dijon to pursue studies as part of the master's degree program** will be able to apply for several scholarships during their entire course to support the financing of several projects, according to the criteria defined by each and in accordance with the priorities defined and according to the availability of funding. **Not all eligible students will necessarily receive funding for their project if it is not considered a priority in terms of available funding.**

### 3. Conditions of allocation and modulations

In order to ensure a fair and equitable distribution of the available funding, the conditions for the allocation and modulation of aid managed or co-managed by l'Institut Agro Dijon are validated by the Council for Teaching and Student Life (CEVE).



#### 4. Summary table of scholarships

Type of Scholarships	Number of scholarships or funded periods possible	Possible cumulation	Eligible countries	Duration conditions	Amount of assistance	Conditions for allocation or modulation
<b>Erasmus+ Internship</b>	1 per course	Dynastage	Erasmus Programme Countries	2 months minimum	Between €450 and €500/month of stay + travel package	Credits awarded by the Erasmus+ France Agency and paid by l'Institut Agro Dijon + Partner Priority
<b>DYNASTAGE</b>	(internship)	Erasmus+ internship,	All (with the condition that the stay takes place more than 150 km from the place of family residence or more than 150 km from the place of study in France	2 weeks min and 6 months maximum	€150/month to €380/month	Family quotient < €25,830 Scholarship paid by the Bourgogne Franche-Comté Region

*Amount of the scholarship given for information purposes only. The preparation of the funding file does not give any automatic entitlement to a grant.*

## 5. Procedure for obtaining scholarships

The DRI (Amélie JAILLET) sends to students, at the beginning of January and by email, all the information and procedures to follow to apply for the Dynastage and Erasmus+ Internships regional scholarships.

**Please note that in all cases, putting together an application for an international mobility grant does not necessarily imply eligibility or automatic payment of the grant. Each application must be examined according to the procedure specific to each system, taking into account the criteria defined by the CEVE. Candidates will be kept informed of the results.**

### 5.1. Erasmus+ internship grant

**5.1.1. Application procedures:** Amélie Jaillet (DRI) will contact eligible students (internship of at least 60 days in Erasmus+ Programme Countries) and tell them who is or is not a beneficiary of the Erasmus+ internship grant.

#### 5.2.2 Terms of payment of the scholarship:

- ✓ During mobility: payment, by l'Institut Agro Dijon, of at least 80% of the amount of the scholarship awarded to the beneficiary engineering students.
- ✓ On return: send the Erasmus+ internship certificate of attendance, completed, signed and stamped and submit the final participant report online, which will trigger the payment of the balance of the grant.

### 5.2. International mobility aid from the Bourgogne Franche-Comté region (DYNASTAGE grant)

**5.2.1. Application procedures:** once their internship has been validated, the student must apply to the Bourgogne Franche-Comté Regional Council for the scholarship by creating an online account dedicated to this purpose:

<https://extranet.franche-comte.fr/envolp/demandeur.php/compte/login>

thanks to the establishment code provided by Amélie Jaillet at the beginning of January, by email.

#### 5.2.2. Modalities of payment of the scholarship:

- ✓ Before departure: send the completed scholarship application form online to the Regional Council, validated by l'Institut Agro Dijon, with the supporting documents.
- ✓ During the mobility: payment, by the Regional Council, of a minimum of 80% of the amount of the scholarship awarded, subject to sending the requested documents a maximum of 30 days from the first day of the course or internship abroad.
- ✓ On return: payment of the balance of the scholarship, on presentation of supporting documents, a maximum of 60 days from the last day of the internship or international course.

## Tips and precautions to take before departure

**Buy your return plane tickets before your departure:** the immigration authorities may refuse your entry into the country if you do not have a return ticket or if you do not have enough means to live there (the case of Canada, the United States and generally countries where a visa is required), but it is strongly recommended to wait until you have obtained your visa to buy the plane ticket.

**Opening an international bank account:** may be required in the event of a scholarship or compensation paid in convertible local currency in the host country. In this case, check with your bank, which can direct you to a subsidiary in the country concerned. Otherwise, the majority of banks offer systems to facilitate cash withdrawals, international payments and remote monitoring of your account via the internet.

**Keep a scanned copy of important documents** (airline tickets, visa, passport, etc.) **on your mailbox and/or on the online account offered by the French State** : this allows you to easily have these supporting documents and facilitate the proof of your identity in the event of theft or loss of your identity papers.

➔ <https://www.service-public.fr/>

**Download the Travel Advice app**, offered by the Ministry of Foreign Affairs, to stay informed of the evolution of living and security conditions in your host country.

↳ <https://www.diplomatie.gouv.fr/fr/>

**Contact the France consulate or embassy in the host country** to have emergency **numbers**, opening hours and a **list of approved doctors** on site.

**Create a "contacts" document to keep with you during your stay**, specifying "your" emergency numbers (internship tutor, embassy, etc.) and the people to notify in case of a problem (appendix 11).

**In case of emergency, you can contact:**

**The crisis centre of the Ministry of Foreign Affairs:**

⇒ Tel. +33 (0)1 53 59 11 10 or e-mail: [alertes.cdc@diplomatie.gouv.fr](mailto:alertes.cdc@diplomatie.gouv.fr)

↳ <https://www.diplomatie.gouv.fr/fr/>

**INAVEM (Psychological and legal assistance** - information on one's rights, help in submitting the compensation file):

⇒ 1 rue du Pré saint Gervais - 93691 PANTIN Cedex

⇒ Tel.: 08 842 846 37 (help number open 7 days a week from 9 a.m. to 9 p.m., price of a local call from metropolitan France and the French overseas departments)

⇒ from abroad: +33 (0)1 41 83 42 08 or by email: [08victimes@inavem.org](mailto:08victimes@inavem.org)

## Sitography

### Legislation on internships

- Ministry of Labour and Employment: <https://www.service-public.fr/particuliers/vosdroits/F16734>

### International internship

- Steps for an international internship: "I'm doing an international internship":  
<http://www.enseignementsup-recherche.gouv.fr/cid20254/les-stages-etudiants-telechargez-le-guide-2015.html>
- Guide to internships in Europe published by the Euroguidance network: [www.euroguidance-france.org/wp-content/uploads/2014/07/Doc-stage-complet-2014.pdf](http://www.euroguidance-france.org/wp-content/uploads/2014/07/Doc-stage-complet-2014.pdf)

### Social Protection

- Health insurance: <https://www.ameli.fr/assure/droits-demarches/etudes-stages/etudiant>
- Centre for European and International Social Security Liaisons (Cleiss) - Social protection systems by country: <http://www.cleiss.fr/docs/regimes/index.html>

### Health

- Official French website for international travel (country sheets, general information, administrative procedures, etc.): <http://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/>
- Comprehensive International Health Guide "A Good Start: A Health Guide for Canadian Travellers":  
[http://voyage.gc.ca/docs/publications/bon\\_depart-on\\_your\\_way-fra.pdf](http://voyage.gc.ca/docs/publications/bon_depart-on_your_way-fra.pdf)
- Official Canadian website for international precautions: <http://voyage.gc.ca/>
- World Health Organization (WHO): <http://www.who.int/fr/>
- Institut Pasteur: <https://www.pasteur.fr/fr/centre-medical>
- Ministry of Health: <http://social-sante.gouv.fr/systeme-de-sante-et-medico-social/securite-sanitaire/les-alertes-sanitaires/>
- Medical kit: <https://www.ameli.fr/assure/sante/bons-gestes/quotidien/preparer-trousse-medicaments-voyage>

### International Security

- Official French website for international travel (country sheets, administrative procedures, etc.):  
<http://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/>
- Files on being a victim internationally: <http://www.justice.gouv.fr/aide-aux-victimes-10044/victime-de-faits-a-letranger-11144/>

### Administrative and International Life

- Maison des français à l'international (institutional expatriation website):  
<http://www.diplomatie.gouv.fr/fr/services-aux-citoyens/>
- Public service: <https://www.service-public.fr/particuliers/vosdroits/N31336>
- Travel Advice App: <http://www.diplomatie.gouv.fr/fr/politique-etrangere-de-la-france/diplomatie-numerique/l-offre-de-service-public-en-ligne/>
- Ariane: <https://pastel.diplomatie.gouv.fr/fildariane/dyn/protected/accueil/formAccueil.html>
- Guide to comparing the cost of living by country: <http://www.levoyageur.net/couts-par-ville.html>

## Annexes

## APPENDIX 1: MEMENTO INPUT for an agreement request on the Eudonet Internship application

### MEMENTO INPUT EUDONET Information to ask your company tutor

All the information below will be requested when you enter the Eudonet Stages application. They are necessary for the publication of your internship agreement.

<b>NAME and First name :</b> .....		<b>Training:</b> <input type="checkbox"/> M1 <input type="checkbox"/> M2 <input type="checkbox"/> GETIA <input type="checkbox"/> Agroécologie	
<b>HOST ORGANISATION Name :</b> Legal status : ..... Siret N°if done in France : ..... Host organisation activity : ..... <b>If the internship takes place abroad, does the host organisation provide health protection to the intern, under local law ?</b> YES      NO			
<b>ADDRESS OF THE HEADQUARTERS *</b> Street: ..... Zip code : ..... City ..... Tel : ..... Country : .....		<b>ADDRESS OF THE INTERNSHIP LOCATION (if different) *</b> Street : ..... Zip code : ..... City ..... Tel : ..... Country : .....	
<b>CONTACT PERSONS IN THE HOST ORGANISATION</b>			
<b>The host organisation REPRESENTATIVE</b> Name : ..... First name ..... Fonction ..... Tel : ..... Email : .....		<b>The host organisation Tutor</b> Name : ..... First name ..... Fonction ..... Tel : ..... Email: .....	
<b>INFORMATION CONCERNING THE INTERNSHIP</b> (Subject or theme of the internship, activities entrusted, provisional schedule, material conditions) ..... ..... .....			
Beginning date : ..... End date : .....			
<b>Additional information</b>			
Nb hours/week : ..... Number of weeks of internship: ..... Number of days of presence: ..... Work schedule: ..... Presence at night, Sunday: .....		Name of your liability insurance: ..... Your contract number and validity date: ..... Amount of the gratification : ..... Your health insurance company: .....	
Dijon ..... The responsible of the master, .....			
<b>Name of the referent teacher :</b> ..... <b>Email :</b> ..... <b>Tel :</b> .....			

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

[nathalie.denis@agrosupdijon.fr](mailto:nathalie.denis@agrosupdijon.fr)

## APPENDIX 2: Procedure for applying for authorisation for an international internship

### DEMANDE D'AUTORISATION DE DEPLACEMENT À L'ETRANGER

*Procédure d'instruction des conditions de sécurité préalable*

*À l'autorisation de déplacement à l'étranger par la Directrice de l'établissement*

#### ETAPE 1 : évaluez les conditions de sécurité de votre destination de stage

- Je vérifie le classement de ma destination sur la cartographie du MEAE sur le site « Conseils aux voyageurs » <https://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/conseils-par-pays-par-destination/>
- 1 Les activités pédagogiques sont proscrites dans les zones classées « orange » et/ou « rouge »
- Je vérifie La liste des pays classés en « alerte sécurité » par la DGER

#### MA DESTINATION EST CLASSEE

En zone de vigilance normale « verte »  
et n'est pas signalée  
en « alerte sécurité » par la DGER

J'examine les conditions de sécurité de  
ma destination via l'onglet « sécurité » sur le site :  
<https://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/conseils-par-pays-par-destination/>

AVANT MON DEPART ▶ Je m'inscris sur Ariane

En zone de vigilance renforcée « jaune » et/ou  
Signalée en « alerte sécurité » par la DGER

Je complète la fiche de demande d'autorisation de  
déplacement à l'étranger\*\*  
J'identifie dans le tableau ou dans un dossier annexe  
les risques encourus à l'aide de l'onglet « sécurité »  
du site : <https://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/conseils-par-pays-par-destination/>

Je dépose ma demande à la DRI par voie électronique  
[laetitia.borsato@agrosupdijon.fr](mailto:laetitia.borsato@agrosupdijon.fr)

#### ETAPE 2 : Instruction des conditions de sécurité par la DRI

Examen approfondi des  
conditions de sécurité de  
mon séjour par la DRI et  
avis de la DGER et de  
l'officier de sécurité de  
l'ambassade de France  
sollicité si besoin

Avis de la  
Direction  
de l'Institut  
Agro Dijon



Décision  
notifiée par  
email à  
l'étudiant

Le déplacement est  
autorisé :  
La mobilité est enregistrée  
sur la plateforme du  
MASAF

#### Avant mon départ :

- ▶ Je m'informe régulièrement de l'évolution de la situation du pays ou de la zone dans laquelle je dois effectuer mon déplacement
- ▶ Je vérifie juste avant mon départ que les consignes figurant sur le site du MEAE « Conseils aux voyageurs » n'ont pas évolué depuis la préparation de mon voyage
- ▶ Je m'inscris sur Ariane

#### Après mon départ :

A mon arrivée et tout au long de mon séjour J'applique les recommandations du MEAE  
<https://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/conseils-par-pays-par-destination/> afin de garantir ma sécurité personnelle.

\* document disponible sur Héliantice

\*\*Le champs « adresse de l'hébergement » n'est pas bloquant pour l'instruction de la demande d'autorisation de déplacement, cette information devra être néanmoins communiquée à la DRI avant mon départ

## Fiche de demande d'autorisation pour un déplacement d'usager à l'étranger

*Texte de référence : Note de service DGER/SDRICI/2015-524 du 16/06/2015*

*Objet: Instruction des conditions de sécurité préalable à l'autorisation de déplacements à l'étranger par les directeurs d'établissement d'enseignement*

Nom et prénom:  Formation :

Statut : civil ☒ fonctionnaire ☐ Spécialité : Agronomie ☐ Agroalimentaire ☒

Date de naissance :  Nationalité :

Objet du déplacement :

Souhaite se rendre à : Pays :  Ville :

via (préciser les étapes éventuelles) :

Date de départ :  Date de retour :

Adresse(s) de l'hébergement (y compris pour les weekends) :

Date: De (JJ/MM/AA) à (JJ/MM/AA)	Adresse
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Adresse(s) du lieu de travail:

Date: De (JJ/MM/AA) à (JJ/MM/AA)	Adresse
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Organisme d'accueil:

Date: De (JJ/MM/AA) à (JJ/MM/AA)	Adresse
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Coordonnées de la personne contact sur place :

Date: De (JJ/MM/AA) à (JJ/MM/AA)	Nom
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Moyens de transport utilisés :

➤ Pour se rendre dans le pays : voiture ☐ bus ☐ train ☐ avion ☐ autre ☐

➤ Lors des déplacements intérieurs :

Moyens de communication (cochez): réseau Internet ☐ réseau de téléphonie portable ☐

**EMPREINTE CARBONE**

[Je calcule mon impact trajet](#)

..... T CO2e



*This agreement is signed in accordance with the texts in force providing for the status of interns - and the rules applicable to them - contained in the Education Code (in particular the legislative part: Articles L. 124-1 to L. 124-20 and the regulatory part: Articles D. 124-1 to D. 124-9), the Decree of 29 December 2014, the Labour Code, the Social Security Code, the Rural and Maritime Fishing Code, the Tax Code, the Public Health Code and the internship charter (Appendix 2).*

## INTERNSHIP AGREEMENT [Title of the internship]

### The signatories

#### **The Educational Institution**

The National Institute of Higher Education for Agriculture, Food and the Environment (Institut Agro)  
Represented by Mrs. Hélène POIRIER, Director, on behalf of her school, the Institut Agro Dijon, 26 boulevard Docteur Petitjean, BP 87999, 21079 Dijon cedex – France.  
Hereinafter referred to as "the Agro Dijon Institute".

#### **The host organization**

Denomination: .....  
Address: .....  
CP: City: Country: .....

Tel.: : .....

Represented by (name and position): ..... Email: .....

Internship location (if different from the address of the host organization or if travel abroad is planned, specify below, the contact details of the internship location and the periods):  
.....  
.....

#### **The student – hereinafter referred to as "student" or "intern"**

First and last name: .....

Gender: F ☐ M ☐ Born: .... / .... / ....

Address: .....

CP: ..... Town: .....

Such: ..... Email: .....

Primary health insurance fund to contact in the event of an accident: .....

Title of the training followed at the Institut Agro Dijon: [Title Training]

Hourly volume per teaching year or per semester: [Hourly volume]

Internship topic: .....

Dates<sup>3</sup>: of the ..... at .....

Representing a total duration of ..... weeks / months (delete the unnecessary mention) and corresponding to ..... days of actual presence in the host organisation.

Distribution if discontinuous attendance: ..... hours per week / day (delete the unnecessary entry).

Feedback: .....

#### **Supervision of the intern by the educational institution**

Referent teacher (first name, last name - function and/or discipline): .....

Email: Tel.: .....

#### **Supervision of the intern by the host organization**

Internship tutor (first name, last name - function): .....

Email: Tel.: .....

#### **Article 1. Purpose of the agreement**

This agreement governs the relations between the host organisation and the educational institution and the student.

#### **Article 2. Objective of the internship**

<sup>3</sup> An amendment to the internship agreement will be drawn up in the event of changes to the dates of the internship made at the request of the host organization and the student, in agreement with the referent teacher, in compliance with the maximum duration of the internship set by law (6 months) and the obligations of the training program. The end date of the internship may not be later than September 30 of the current year, unless there is a derogatory measure.

The internship corresponds to a temporary period of work in a professional environment during which the student acquires professional skills and implements the achievements of his or her training with a view to obtaining a diploma or certification and promoting his or her professional integration.

The intern is entrusted with one or more missions in accordance with the educational project defined by the Institut Agro Dijon and approved by the host organization. The internship program, the activities entrusted and the skills to be acquired or developed are established by the Institut Agro Dijon and the host organization, with reference to the program of the training followed and specified in the pedagogical appendix (appendix 1) which is an integral part of the internship agreement.

No internship agreement may be concluded to perform a regular task corresponding to a permanent position, to cope with a temporary increase in the activity of the host organisation, to hold a seasonal job or to replace an employee or an agent in the event of absence or suspension of his or her employment contract (Article L 124-7 of the Education Code).

### **Article 3. Internship Terms and Conditions**

The maximum weekly duration of the student's presence in the host organization will be ..... hours on a full-time / part-time basis (*delete the unnecessary entry*).

The working hours are those posted in the host organisation; failing this, they are stopped by the internship tutor and the student on the first day of the internship and mentioned below:.....

If the student must be present at the host organisation at night, on a Sunday or on a public holiday, the host organisation must indicate the following special cases: .....

### **Article 4. Reception and supervision of the intern**

The intern is monitored by the referent teacher designated in this agreement as well as by the service of the establishment in charge of the internships. The internship tutor designated by the host organization in this agreement is responsible for monitoring the intern and optimizing the conditions for carrying out the internship in accordance with the defined pedagogical stipulations.

The student is required to carry out his or her mission and to inform his or her supervisors of the progress of his or her work and any difficulties. The latter work closely together and inform each other of the progress of the internship and any difficulties, according to the supervision procedures defined in the pedagogical appendix (appendix 1).

The intern is authorised to return to the Institut Agro Dijon for the duration of the internship to attend courses explicitly requested by the training programme, to participate in meetings, the dates being brought to the attention of the host organisation by the institution and to be authorised, if necessary, to travel.

Any difficulty that arises in the realization and conduct of the internship - whether noted by the intern or by the internship tutor - must be brought to the attention of the referent teacher and the educational institution in order to be resolved as quickly as possible.

The host organization must not assign dangerous tasks to the intern.

### **Article 5. Gratuity – Benefits**

In France, when the **duration of the internship is more than two consecutive months or not within the same host organization, it is the subject of a monthly gratuity**, except in the case of special rules applicable in certain French overseas collectivities, and for internships covered by Article L4381-1 of the Public Health Code.

*Nota Bene: this provision does not apply to students with student civil servant status; The latter are not allowed to accumulate a gratuity.*

The hourly amount of the gratuity is set by branch agreement or by extended professional agreement, or, failing that, by decree, at a minimum level of 15% of the hourly social security ceiling defined pursuant to Article L. 241-3 of the Social Security Code.

The gratuity due by a body governed by public law may not be combined with remuneration paid by the same body during the same period.

The host organisation may decide to pay a gratuity for internships for which the **duration of the internship is less than or equal to two months**. In the event of suspension or termination of this agreement, the amount of the gratuity due to the intern is prorated according to the duration of the internship completed.

The duration giving entitlement to the bonus is assessed in the light of this agreement and any amendments thereto, as well as the number of days of effective presence of the intern in the host organisation.

**The amount of the gratuity is set at ..... euros per hour/day/month** (*delete the unnecessary mention*), this is paid monthly to the student, starting on the first day of the first month of the internship, for each hour of the intern's presence, without prejudice to the reimbursement of expenses incurred by the intern or the benefits offered (catering, accommodation, transport).

**5.1 Access to employees' rights – Benefits** (Private law bodies in France, except in the case of special rules applicable in certain French overseas collectivities)

The intern benefits from the protections and rights mentioned in Articles L. 1121-1, L1152-1 and L. 1153-1 of the Labor Code, under the same conditions as employees. The intern has access to the company restaurant or to the meal vouchers provided for in Article L. 3262-2 of the Labour Code, under the same conditions as the employees of the host organisation. He/she shall also benefit from the coverage of transport costs provided for in Article L. 3261-2 of the same Code.

The intern has access to the social and cultural activities mentioned in Article L 2323-83 of the Labour Code under the same conditions as employees. The other benefits granted are referenced in the educational appendix (appendix 1).

**5.2. Access to the rights of civil servants – Advantages** (Body governed by public law in France, except in the case of special rules applicable in certain French overseas collectivities)

Journeys made by the intern of a public law body between his or her home and the place of internship may be covered under the conditions set out in Decree No. 2010-676 of 21 June 2010 instituting partial coverage of the price of subscription tickets corresponding to travel made by public servants between their usual residence and their place of work.

The intern who is hosted in a public law body and who carries out a mission in this context benefits from the provisions of Decree No. 2006-781 of 3 July 2006 laying down the conditions and procedures for the payment of expenses incurred by the temporary travel of civil servants of the State. The place of training indicated in this agreement shall be considered as his administrative residence.

The other benefits granted are referenced in the educational appendix (appendix 1).

**5.3. Travel and accommodation costs incurred by the student at the request of the host organisation, as well as any training costs that may be required by the internship.**

They may be fully covered by the host organisation in accordance with the terms and conditions in force in the latter. The terms and conditions for paying these fees are specified in the educational appendix (appendix 1).

The host organization cannot claim any compensation from the Institut Agro Dijon due to the care of the intern who remains under student status during the internship.

**Article 6. Social protection scheme**

For the duration of the internship, the intern remains affiliated to his or her previous social security scheme. Internships carried out abroad must have been notified to the Social Security prior to the departure of the intern when requested by the latter.

For internships abroad, the following provisions are applicable subject to compliance with the legislation of the host country and that governing the type of host organisation.

**6.1. Gratuity less than or equal to 15% of the hourly social security ceiling**

The internship gratuity is not subject to social security contributions. The intern continues to benefit from the legislation on work accidents under the student scheme of Article L 412-8 of the Social Security Code.

In the event of an accident occurring to the intern, either during activities in the host organisation, or during the journey, or on the premises made useful for the needs of the internship, the host organisation sends the declaration to the Caisse Primaire d'Assurance Maladie or the competent fund (see address on page 1) mentioning the Institut Agro Dijon as the employer, with a copy to the educational institution.

**6.2. Gratuity greater than the product of 15% of the hourly social security ceiling**

Social security contributions are calculated on the difference between the amount of the gratuity and 15% of the hourly social security ceiling. The student benefits from legal coverage in accordance with the provisions of Articles L 411-1 et seq. of the Social Security Code.

In the event of an accident occurring to the intern, either during the activities in the host organisation, or during the journey, or on the premises made useful for the needs of the internship, the host organisation takes all the necessary steps with the Caisse Primaire d'Assurance Maladie and informs the Institut Agro Dijon as soon as possible.

**6.3. Health protection of the intern abroad**

**6.3.1. Protection from the French student scheme**

When applicable, the student must apply for a form to maintain their student health coverage abroad:

\* For internships within the European Economic Area (EEA) carried out by students of nationality of a member country of the European Union, the student must apply for the European Health Insurance Card (EHIC).

\* For internships carried out in Quebec by students of French nationality, the student must apply for the SE401Q form (104 for internships in companies, 106 for internships in universities).

In all other cases :

Students who incur health expenses abroad may be reimbursed by the mutual insurance company that serves as their student Social Security Fund, upon return, and upon presentation of supporting documents: reimbursement is then made on the basis of French healthcare rates, significant differences may exist.

It is therefore strongly recommended that students take out specific complementary health insurance, valid for the country and the duration of the internship, with the organization of their choice (student mutual insurance company, parents' mutual insurance company, ad hoc private company, etc.).

If the host organisation provides the student with health cover under the provisions of local law (see 6.3.2. below), then the student may choose to benefit from this local health protection. Before making such a choice, he will check the extent of the guarantees offered.

**6.3.2. Protection from the host organisation:**

*By ticking the appropriate box, the host organisation indicates below whether it provides health protection to the intern, under local law:*

☐ **YES** (this is in addition to the maintenance, abroad, of the rights resulting from the French student system)

☐ **NO** (in this case, protection derives exclusively from the maintenance, abroad, of the rights resulting from the French student system)

*If no checkbox is checked, 6.3.1. applies.*

**6.4. Occupational Accident Protection for the intern abroad**

**6.4.1** *In order to benefit from French legislation on occupational accident coverage, this course must:*

- Be for a maximum period of 6 months, including extensions.
- Not give rise to any remuneration likely to give rise to rights to occupational accident protection in the host country (an indemnity or gratuity is allowed up to 13.75% (15% as of 01.09.15) of the hourly social security ceiling and subject to the agreement of the Caisse Primaire d'Assurance Maladie.
- To take place exclusively in the organisation that has signed this agreement.
- Take place exclusively in the foreign host country mentioned.

When these conditions are not met, the host organisation undertakes to contribute to the protection of the intern and to make the necessary declarations in the event of an accident at work.

**6.4.2.** *The declaration of an accident at work is the responsibility of the Institut Agro Dijon, which must be informed by the host organisation in writing within 48 hours.*

**6.4.3. Coverage covers accidents that have occurred:**

- Within the premises of the course venue and during the course hours.
- On the usual round trip between the intern's residence on foreign territory and the place of the internship.
- On the return journey (start and end of the internship) from the intern's home located on French territory and the place of residence abroad.
- As part of a mission entrusted by the host organisation and necessarily on mission orders.

**6.4.4** *In the event that only one of the conditions set out in point 6.4.1. is not met, the host organisation undertakes by this agreement to cover the intern against the risk of work, commuting and occupational accidents and to ensure all the necessary declarations.*

**6.4.5. In all cases:**

- If the student is the victim of an accident at work during the internship, the host organization must immediately report this accident to the Institut Agro Dijon.
- If the student is carrying out limited assignments outside the host organisation or outside the country of the internship, the host organisation must take all necessary steps to provide the appropriate assurances.

## **Article 7. Liability and insurance**

### **7.1. Civil liability and insurance**

Due to the liabilities that may be involved during or during the internship, the host organization and the student declare that they are covered for civil liability.

The student has taken out an insurance policy including his/her internship activity with the organization .....  
(Contract No. .... valid from ..... at .....).

For internships abroad or overseas, the student undertakes to take out an assistance contract (medical repatriation, legal assistance, etc.) and an individual accident insurance contract.

### **7.2. Risks**

The student certifies, upon arrival at the internship, that the various permits and attestations he or she relies on are valid. He/she undertakes to inform the Institut Agro Dijon and the internship tutor of any medically established fitness restrictions. On arrival, the internship tutor informs the student of the risks related to the activities, the use of vehicles, equipment, or premises made available on the internship site, based on the elements of the risk assessment carried out. The internship tutor also informs him or her of the relevant regulatory personal protective equipment, and provides it if necessary. It provides the student with the collective protective equipment available in the host organisation.

For Diseases and accidents (accidents at work and commuting accidents) directly related to the activities of the internship: the student benefits from the compulsory insurance scheme against accidents and occupational diseases pursuant to Article L751-1 of the new Rural Code.

When the host organisation makes a vehicle available to the intern, it is the responsibility of the host organisation to check beforehand that the vehicle's insurance policy covers its use by a student.

When, as part of the internship, the student uses his or her own vehicle or a vehicle loaned by a third party, he or she expressly declares the said vehicle to the insurer and, if applicable, pays the related premium.

As a reminder, illnesses and accidents that are not directly related to the activities of the internship are covered by the Social Security scheme to which the student belongs and possibly by additional coverage by his or her mutual insurance company for any damage that he or she may cause to the host organization.

## **Article 8. Discipline**

During his/her internship, the intern is subject to the discipline and the clauses of the internal regulations applicable to him/her of the host organization and which are brought to his/her attention before the start of the internship, in particular with regard to the schedules, and the health and safety rules in force in the host organization.

Any disciplinary sanction can only be decided by the Agro Dijon Institute. In this case, the host organisation informs the Institut Agro Dijon of the shortcomings and possibly provides it with the constituent elements.

In the event of a particularly serious breach of discipline, the host organisation reserves the right to terminate the student's internship while respecting the provisions set out in Article 9 of this agreement.

## **Article 9. Leave - Absence - Interruption of probationary period**

In France (except in the case of special rules applicable in certain French overseas collectivities), in a private law organization, in the event of pregnancy, paternity or adoption, the intern benefits from leave and leave of absence for a period equivalent to that provided for employees in private law organizations (Articles L. 1225-16 to L.1225-28, L. 1225-35, L. 1225-46 of the Labour Code).

For internships lasting more than two months and within the maximum duration of 6 months, leave or leave of absence is possible. The Number of days of leave allowed or the terms and conditions of leave and leave of absence during the internship are specified below:

.....

For any other temporary interruption of the internship (illness, unjustified absence, etc.), the host organisation notifies the Institut Agro Dijon by mail.

Any interruption of the internship is reported to the other parties to the agreement and to the referent teacher. A validation procedure is set up if necessary by the Agro Dijon Institute. If the parties to the agreement agree, the end of the internship may be postponed in order to allow the total duration of the internship initially planned to be completed. This postponement will be the subject of an amendment to the internship agreement. In the event of a desire on the part of one of the three parties (host organisation, Institut Agro Dijon, student) to definitively interrupt the course, the latter must immediately inform the other two parties in writing. The reasons given will be examined in close consultation. The final decision to interrupt the internship will only be taken at the end of this consultation phase.

## **Article 10. Duty of secrecy and confidentiality**

The duty of reserve and confidentiality is absolute and assessed by the host organisation in view of its specific characteristics. The intern and the Institut Agro Dijon therefore undertake not to use the information collected or obtained during the internship under any circumstances to be published or communicated to third parties without the prior agreement of the host organization, including the internship report. The intern undertakes not to keep, take away, or take copies of any document or software, of any nature whatsoever, belonging to the host organization, except with the written consent of the latter. If the internship gives rise to an oral defense, the written document will only be distributed to the members of the jury and the oral presentation will take this confidentiality into account.

This commitment will apply not only for the duration of the internship but also after its expiry. *In the context of the confidentiality of the information contained in the report, the host organisation may request a restriction on the dissemination of the report, or even the withdrawal of certain highly confidential elements.*

*Persons who come to know it are obliged by professional secrecy not to use or disclose the information in the report.*

## **Article 11. Copyright and intellectual property**

In France, in accordance with the Intellectual Property Code, in the event that the intern's activities give rise to the creation of a work protected by copyright or industrial property (including software), if the host organization wishes to use it and the intern agrees, a contract must be signed between the intern (author) and the host organization.

The contract must then specify the scope of the rights transferred, any exclusivity, the destination, the media used and the duration of the transfer, as well as, where applicable, the amount of remuneration due to the intern in respect of the transfer. This clause applies regardless of the status of the host organisation.

If the work carried out by the intern is the subject of scientific communications, the host organisation undertakes to specify the student's affiliation as follows: Université Bourgogne Franche-Comté, Institut Agro.

## **Article 12. End of Internship - Report – Evaluation of the Internship**

### **12.1. Certificate of completion of the internship**

At the end of the internship, the host organization issues the student with an internship certificate mentioning the effective duration of the internship and, where applicable, the amount of the gratuity received. The student must produce this certificate in support of his/her application for entitlement to the general old-age insurance scheme provided for in Article L. 351-17 of the Social Security Code.

### **12.2. Quality of the internship**

At the end of the internship, the intern sends the Institut Agro Dijon a document in which he or she evaluates the quality of the welcome he or she has received within the host organization. This document is not taken into account in its evaluation or in the obtaining of the diploma or certification.

### **12.3. Evaluation of the intern's activity**

At the end of the internship, the host organization fills in an evaluation sheet of the intern's activity that he or she returns to the Institut Agro Dijon.

### **12.4. Methods of pedagogical evaluation of the internship**

The nature of the work to be provided (report, defense, etc.) are defined in the pedagogical appendix (appendix 1).

**12.5.** The internship tutor or any other member of the host organization called upon to visit Institut Agro Dijon as part of the preparation, conduct and validation of the internship cannot claim any support or compensation from Institut Agro Dijon

## **Article 14. Recruitment**

If an employment contract taking effect before the end date of the internship is signed with the host organization, this agreement will become null and void; the "student" would no longer be the responsibility of the Institut Agro Dijon. The latter should be informed before the contract is signed.

## **Article 15. Applicable law – Competent courts**

This agreement is governed exclusively by French law. Any dispute not resolved amicably will be subject to the jurisdiction of the competent French court, within the jurisdiction of Dijon.

In accordance with the regulations relating to the protection of personal data, the intern must be informed of the processing reserved for the personal data that he/she has been required to provide to the Institut Agro Dijon and the host organisation.

*This agreement must be signed by all three parties no later than the first day of the training period, with each signatory keeping a copy. The effective date of this agreement is the date of signature by all parties.*

Dijon, the

## **Stamps and signatures**

**The head of the host organization**  
First and last name

**The director of the Agro Dijon Institute  
and by delegation**  
Bénédicte MACE\*  
Director of Education and Student Life

**The student**  
First and last name

Appendices: 1 – Pedagogical appendix  
..... 2 – Internship charter

**Appendix 1**  
**PEDAGOGICAL APPENDIX**

**Theme of the workshop:** .....  
.....

**Skills to be acquired or developed:** [Skills to be acquired or developed]

**Supervision procedures:** [Supervision procedures]

**Activities assigned to the intern:** .....  
.....  
.....

**Provisional schedule** (travel, time needed to write the brief/report, etc.) : .....  
.....  
.....  
.....

**Material conditions of the internship :** .....  
.....  
.....

**Benefits and terms of reimbursement of expenses incurred by the internship:** .....  
.....  
.....

**Pedagogical evaluation methods of the internship:** [Pedagogical evaluation methods of the internship]

**Number of ECTS:** [ECTS Number]

Dijon, the

**Signatures**

The internship tutor  
First and last name

The referent teacher  
First and last name

The student  
First and last name

## Appendix 2

### CHARTER FOR STUDENT INTERNSHIPS IN COMPANIES

April 26, 2006

#### I – INTRODUCTION

The development of internships is now fundamental in terms of the guidance and professional integration of young people. Indeed, the internship allows the implementation of theoretical knowledge in a professional setting and gives the student experience of the business world and its professions.

In this perspective, it is fundamental to remember that internships have a pedagogical purpose, which means that there can be no internship outside of the educational pathway. Under no circumstances can an internship be considered as a job. This charter, which was drafted by the State services, representatives of companies, representatives of higher education institutions, and representatives of students, therefore aims to secure the practice of internships, while promoting their development beneficial to both young people and companies.

#### II – FIELDS, DEFINITION

##### 1 – The scope of the charter

The scope of the charter concerns all student internships in companies, without prejudice to the specific rules applicable to regulated professions.

##### 2 – The internship

The purpose of the internship is part of an educational project and only makes sense in relation to this project. From then on, the internship:

- allows knowledge to be put into practice in a professional environment;
- facilitates the transition from the world of higher education to that of business.

The internship can in no way be assimilated to a job.

#### III – SUPERVISION OF THE INTERNSHIP

##### 1 – Formalization of the internship project

The internship project is the subject of a consultation between a teacher from the institution, a member of the company and the student.

This internship project is formalized in the agreement signed by the educational institution, the company and the intern.

##### 2 – The agreement

The agreement specifies the commitments and responsibilities of the educational institution, the company and the student. The mandatory sections are mentioned in the appendix to the charter.

##### 3 – Duration of the internship

The duration of the internship is specified at the first contacts between the educational institution and the company. The student is kept informed.

The duration of the internship is explicitly stated in the internship agreement.

##### 4 – The managers of the supervision

All internships are subject to a double supervision by:

- a teacher from the school;
- a member of the company.

The teacher and the member of the company work together, are informed and inform each other of the progress of the internship and any difficulties.

The person in charge of the internship within the educational institution is the guarantor of the articulation between the objectives of the training course and those of the internship, according to the principles of this charter.

Their respective institutions recognize the need for their investment, particularly in time, devoted to supervision.

##### 5 – Prevention and fight against professional inequality

The teacher of the institution and the member of the company, in charge of supervising the student, undertake to listen to the student and vigilant against discrimination, acts of violence, moral or sexual harassment or sexist acts of which the student may be a victim during his internship. They undertake to accompany, support and protect students who are victims of professional inequality and to report them to the competent authorities in this area.

The "gender equality" referents (cf. Law for the freedom to choose one's professional future – 2018) are also privileged interlocutors and at the disposal of the student intern who is a victim of discrimination.

##### 6 – Evaluation

###### *a - Evaluation of the intern*

The intern's activity is the subject of an evaluation which results from the dual assessment of those responsible for supervising the internship. Each educational institution decides on the value it attaches to the internships provided for in the pedagogical curriculum.

The specific evaluation procedures are mentioned in the agreement.

The evaluation is recorded in an "evaluation sheet" which, together with the agreement, constitutes the "internship file". This internship file is kept by the educational institution.

###### *b - Evaluation of the internship*

The signatories of the agreement are invited to make an assessment of the quality of the internship.

## **IV – COMMITMENT OF THE PARTIES**

### **1 – The student vis-à-vis the company**

The student undertakes to:

- carry out their mission and be available for the tasks entrusted to them;
- respect the company's rules as well as its codes and culture;
- comply with the confidentiality requirements set by the company;
- To write, when required, the report or dissertation within the prescribed deadlines; this document must be presented to the company's managers before being defended (*if the content so requires, the dissertation may, at the request of the company, remain confidential*).

### **2 – The company vis-à-vis the student**

The company is committed to:

- offer an internship that is part of the educational project defined by the educational institution;
- welcome the student and give him the means to succeed in his mission;
- appoint an internship supervisor or a tutoring team whose task will be to:
  - o guide and advise the student;
  - o inform them about the company's rules, codes and culture;
  - o promote their integration within the company and access to the necessary information;
  - o help them acquire the necessary skills;
  - o ensure regular monitoring of its work;
  - o evaluate the quality of the work performed;
  - o advise them on their professional project;
- Write an internship certificate describing the missions carried out which can accompany the *student's future curriculum vitae*.

### **3 – The higher education institution vis-à-vis the student**

The educational institution undertakes to:

- define the objectives of the internship and ensure that the proposed internship meets them;
- To support the student in the search for an internship;
- prepare the student for the internship;
- ensure the follow-up of the student during the duration of the internship, by assigning a teacher who will ensure the smooth running of the internship and compliance with the stipulations of the internship agreement; provide the student with the tools necessary to assess the quality of the internship by the student;
- for higher education courses that require it, guide and advise them in the preparation of their internship report or dissertation and organise the defence by allowing a representative of the company to participate.

### **4 – The company and the educational institution**

The company and the higher education institution shall ensure that the necessary information is exchanged before, during and after the internship. They also respect their respective rules of confidentiality and ethics.

### **5 – The student vis-à-vis educational institutions**

The student undertakes to provide an assessment of the quality of his or her internship to his or her educational institution.



*This agreement is signed pursuant to Law No. 2014-288 of 5 March 2014 on vocational training, employment and social democracy, the Law of 24 November 2009 on lifelong vocational guidance and training, as amended, of the Labour Code, Articles 6111-1 et seq., in particular Articles L6341-1 et seq. and R 6341-s et seq., and the Internship Charter (Annex 2).*

### **INTERNSHIP AGREEMENT [Title of the internship]**

*School year / Training / Internship title / internship number – CVT trainee number*

#### **The signatories**

##### **The Educational Institution**

The National Institute of Higher Education for Agriculture, Food and the Environment (L'Institut Agro)  
Represented by Mrs. Hélène POIRIER, Director, in respect of her internal school Institut Agro Dijon, 26 boulevard Docteur Petitjean, BP 87999, 21079 Dijon cédex - France.  
Hereinafter referred to as "the Agro Dijon Institute".

##### **The host organization**

Denomination: .....  
Address: .....  
CP: City: Country: .....  
: .....  
Tel.: .....  
Represented by (name and position): ..... Email: .....

Internship location (if different from the address of the host organization or if travel abroad is planned, specify below, the contact details of the internship location and the periods):  
.....  
.....

##### **The trainee in training at the Institut Agro Dijon – Continuing Professional Training Pathway – hereinafter referred to as "the trainee"**

First and last name: .....  
Gender: F ☐ M ☐ Born: .... / .... / .....  
Address: .....  
CP: ..... Town: .....  
Such: ..... Email: .....

Primary health insurance fund to contact in the event of an accident: .....  
.....

Title of the training followed at the Institut Agro Dijon: [Title Training]  
Hourly volume per teaching year or per semester: [Hourly volume]

Internship topic: .....

Dates<sup>4</sup>: of the ..... at .....  
Representing a **total duration** of ..... weeks / months (*delete the unnecessary mention*) and corresponding to ..... days of actual presence in the host organisation.  
Distribution if discontinuous attendance: ..... hours per week / day (*delete the unnecessary entry*).  
Feedback: .....

##### **Supervision of the intern by the educational institution**

Referent teacher (first name, last name - function and/or discipline): .....  
Email: Tel.: .....

##### **Supervision of the intern by the host organization**

Internship tutor (first name, last name - position): .....  
Email: Tel.: .....

#### **Article 1. Purpose of the agreement**

<sup>4</sup> An amendment to the internship agreement must be drawn up in the event of changes to the dates of the internship made at the request of the host organization and the student, in agreement with the referent teacher, in compliance with the obligations provided for by the training program and the training contract signed by the continuing professional training intern, with the Agro Dijon Institute.

This agreement governs the relations between the host organisation and the educational institution and the intern. Throughout the duration of the internship, the trainee retains his or her previous status as a continuing vocational training trainee. This agreement shall lapse with the loss of the status of continuing vocational training trainee.

## **Article 2. Objective of the internship**

The internship corresponds to a temporary period of work in a professional environment during which the trainee acquires professional skills and implements the achievements of his or her training with a view to obtaining a diploma or certification and promoting his or her professional integration.

The intern is entrusted with one or more missions in accordance with the educational project defined by the Institut Agro Dijon and approved by the host organization. The internship program, the activities entrusted and the skills to be acquired or developed are established by the Institut Agro Dijon and the host organization, with reference to the program of the training followed and specified in the pedagogical appendix (appendix 1) which is an integral part of the internship agreement.

No internship agreement may be concluded to perform a regular task corresponding to a permanent position, to cope with a temporary increase in the activity of the host organisation, to hold a seasonal job or to replace an employee or an agent in the event of absence or suspension of his or her employment contract (Article L 124-7 of the Education Code).

## **Article 3. Internship Terms and Conditions**

The maximum weekly duration of the intern's presence in the host organisation will be ..... hours on a full-time / part-time basis (*delete the unnecessary entry*).

The working hours are those posted in the host organisation; failing this, they are decided by the internship tutor and the intern on the first day of the internship and mentioned below: .....

If the trainee must be present in the host organisation at night, on a Sunday or on a public holiday, the host organisation must indicate the following special cases: .....

## **Article 4. Reception and supervision of the intern**

The trainee is monitored by the referent teacher designated in this agreement as well as by the service of the institution in charge of the internships. The internship tutor designated by the host organization in this agreement is responsible for monitoring the intern and optimizing the conditions for carrying out the internship in accordance with the defined pedagogical stipulations.

The intern is required to carry out his or her mission and to inform his or her supervisors of the progress of his or her work and any difficulties. The latter work closely together and inform each other of the progress of the internship and any difficulties, according to the supervision procedures defined in the pedagogical appendix (appendix 1).

The intern is authorised to return to the Institut Agro Dijon for the duration of the internship to attend courses explicitly requested by the training programme, to participate in meetings, the dates being brought to the attention of the host organisation by the institution and to be authorised, if necessary, to travel.

Any difficulty that arises in the realization and conduct of the internship - whether noted by the intern or by the internship tutor - must be brought to the attention of the referent teacher and the educational institution in order to be resolved as quickly as possible.

The host organization must not assign dangerous tasks to the intern.

## **Article 5. Gratuities – Benefits**

During the internship, the intern will not be entitled to any remuneration from the host organization within the meaning of the Labour Code and the Social Security Code. However, the host organisation may decide to pay the continuing vocational training trainee an internship allowance (or gratuity). This will not be in the nature of a salary, as the intern is not an employee of the host organisation.

However, the gratuity will be subject to Social Security contributions, regardless of its amount. Indeed, in the event of the maintenance of an "additional remuneration" (or gratuity), the host organisation is required to pay the contributions under ordinary law on this additional remuneration.

**The amount of the gratuity is set at ..... euros per hour / day / month** (*delete the unnecessary mention*), this is paid monthly to the intern, starting on the first day of the first month of the internship.

### **5.1 Access to employees' rights – Benefits** (Private law bodies in France, except in the case of special rules applicable in certain French overseas collectivities)

The intern benefits from the protections and rights mentioned in Articles L. 1121-1, L1152-1, L. 1153-1. of the Labour Code, under the same conditions as employees. The intern has access to the company restaurant or to the meal vouchers provided for in Article L. 3262-2 of the Labour Code, under the same conditions as the employees of the host organisation. He/she shall also benefit from the coverage of transport costs provided for in Article L. 3261-2 of the same Code.

The intern has access to the social and cultural activities mentioned in Article L 2323-83 of the Labour Code under the same conditions as employees. The other benefits granted are referenced in the educational appendix.

### **5.2. Access to the rights of civil servants – Advantages** (Body governed by public law in France, except in the case of special rules applicable in certain French overseas collectivities)

Journeys made by the intern of a public law body between his or her home and the place of internship may be covered under the conditions set out in Decree No. 2010-676 of 21 June 2010 instituting partial coverage of the price of subscription tickets corresponding to travel made by public servants between their usual residence and their place of work.

The intern who is hosted in a public law body and who carries out a mission in this context benefits from the provisions of Decree No. 2006-781 of 3 July 2006 laying down the conditions and procedures for the payment of expenses incurred by the temporary travel of civil servants of the State. The place of training indicated in this agreement shall be considered as his administrative residence. The other benefits granted are referenced in the educational appendix.

### **5.3. Travel and accommodation expenses incurred by the intern at the request of the host organisation, as well as any training costs required by the internship.**

They may be fully covered by the host organisation in accordance with the terms and conditions in force in the latter. The terms and conditions for the payment of these fees are specified in the educational appendix.

The host organisation cannot claim any compensation from the Institut Agro Dijon due to the support of the intern who remains under the status of continuing vocational training trainee during the course of the internship.

## **Article 6. Social protection scheme**

For the duration of the internship, the intern continues to receive the benefits of the social security scheme to which he or she depends. Internships carried out abroad must have been notified in advance to the Social Security when the trainee leaves and must have received its approval.

In the event of an accident occurring to the trainee, either during activities in the host organisation, or during the journey, or on the premises made useful for the purposes of the traineeship, the declaration of the accident is the responsibility of the host organisation. The intern must take all the necessary steps with the social organisation to which the intern belongs (see address on page 1) and inform the Institut Agro Dijon as soon as possible.

## **Article 7. Liability and insurance**

### **7.1. Civil liability and insurance**

Due to the responsibilities that may be called into question during or during the internship, the host organization and the intern declare that they are covered for civil liability.

The intern has an insurance policy with the organization .....  
(Contract No. .... valid from ..... at .....).

For internships abroad or overseas, the intern undertakes to take out an assistance contract (medical repatriation, legal assistance, etc.) and an individual accident insurance contract.

### **7.2. Risks**

The intern certifies, on arrival at the internship, that the various permits and certificates on which he or she relies are valid. He/she undertakes to inform AgroSup Dijon and the internship tutor of any medically established fitness restrictions. On arrival, the internship tutor informs the intern of the risks related to the activities, the use of vehicles, equipment, or premises made available on the internship site, based on the elements of the risk assessment carried out. The internship tutor also informs him or her of the relevant regulatory personal protective equipment, and provides it if necessary. He or she provides the trainee with the collective protective equipment present in the host organisation.

When the host organisation makes a vehicle available to the trainee, it is the responsibility of the host organisation to check beforehand that the vehicle's insurance policy covers its use by a trainee.

If, as part of the internship, the intern uses his or her own vehicle or a vehicle loaned by a third party, he/she expressly declares the said vehicle to the insurer and, where applicable, pays the related premium.

## **Article 8. Discipline**

During his/her internship, the intern is subject to the discipline and the clauses of the internal regulations applicable to him/her of the host organization and which are brought to his/her attention before the start of the internship, in particular with regard to the schedules, and the health and safety rules in force in the host organization.

Any disciplinary sanction can only be decided by the Agro Dijon Institute. In this case, the host organisation informs the Institut Agro Dijon of the shortcomings and possibly provides it with the constituent elements.

In the event of a particularly serious breach of discipline, the host organisation reserves the right to terminate the trainee's internship while respecting the provisions set out in Article 9 of this agreement.

## **Article 9. Leave - Absence - Interruption of probationary period**

In France (except in the case of special rules applicable in certain French overseas collectivities), in a private law organization, in the event of pregnancy, paternity or adoption, the intern benefits from leave and leave of absence for a period equivalent to that provided for employees in private law organizations (Articles L. 1225-16 to L.1225-28, L. 1225-35, L. 1225-46 of the Labour Code).

For internships lasting more than two months and within the maximum duration of 6 months, leave or leave of absence is possible. The Number of days of leave allowed or the terms and conditions of leave and leave of absence during the internship are specified below:

.....

For any other temporary interruption of the internship (illness, unjustified absence, etc.), the host organisation notifies the Institut Agro Dijon by mail.

Any interruption of the internship is reported to the other parties to the agreement and to the referent teacher. A validation procedure is set up if necessary by the Agro Dijon Institute. If the parties to the agreement agree, the end of the internship may be postponed in order to allow the total duration of the internship initially planned to be completed. This postponement will be the subject of an amendment to the internship agreement. If one of the three parties (host organisation, Institut Agro Dijon, intern) wishes to interrupt the internship permanently, it must immediately inform the other two parties in writing. The reasons given will be examined in close consultation. The final decision to interrupt the internship will only be taken at the end of this consultation phase.

## **Article 10. Duty of secrecy and confidentiality**

The duty of reserve and confidentiality is absolute and assessed by the host organisation in view of its specific characteristics. The intern and the Institut Agro Dijon therefore undertake not to use the information collected or obtained during the internship under any circumstances to be published or communicated to third parties without the prior agreement of the host organization, including the internship report. The intern undertakes not to keep, take away, or take copies of any document or software, of any nature whatsoever, belonging to the host organization, except with the written consent of the latter. If the internship gives rise to an oral defense, the written document will only be distributed to the members of the jury and the oral presentation will take this confidentiality into account.

This commitment will apply not only for the duration of the internship but also after its expiry. *In the context of the confidentiality of the information contained in the report, the host organisation may request a restriction on the dissemination of the report, or even the withdrawal of certain highly confidential elements.*

*Persons who come to know it are obliged by professional secrecy not to use or disclose the information in the report.*

## **Article 11. Copyright and intellectual property**

In France, in accordance with the Intellectual Property Code, in the event that the intern's activities give rise to the creation of a work protected by copyright or industrial property (including software), if the host organization wishes to use it and the intern agrees, a contract must be signed between the intern (author) and the host organization.

The contract must then specify the scope of the rights transferred, any exclusivity, the destination, the media used and the duration of the transfer, as well as, where applicable, the amount of remuneration due to the intern in respect of the transfer. This clause applies regardless of the status of the host organisation.

If the work carried out by the intern is the subject of scientific communications, the host organisation undertakes to specify the student's affiliation as follows: Université Bourgogne Franche-Comté, Institut Agro.

## **Article 12. Certificate of attendance - End of internship - Report - Evaluation of the internship**

### **12.1. Certificate of attendance**

As Institut Agro Dijon is required to provide monthly certificates of attendance to the funders of the "intern's" training, the host organisation undertakes to send Institut Agro Dijon a certificate of the "intern's" presence in the organisation for the past month at the beginning of each month (monthly certificates attached to this agreement).

### **12.2. Certificate of completion of the internship**

At the end of the internship, the host organization issues the intern with a certificate of internship mentioning the actual duration of the internship and, where applicable, the amount of the gratuity received. The trainee must produce this certificate in support of his or her application for entitlement to the general old-age insurance scheme provided for in Article D 373-3 of the Social Security Code.

### **12.3. Quality of the internship**

At the end of the internship, the intern sends the Institut Agro Dijon a document in which he or she evaluates the quality of the welcome he or she has received within the host organization. This document is not taken into account in its evaluation or in the obtaining of the diploma or certification.

### **12.4. Evaluation of the intern's activity**

At the end of the internship, the host organization fills in an evaluation sheet of the intern's activity that he or she returns to the Institut Agro Dijon.

### **12.5. Methods of pedagogical evaluation of the internship**

The nature of the work to be provided (report, defense, etc.) are defined in the pedagogical appendix (appendix 1).

**12.6.** The internship tutor or any other member of the host organization called upon to go to the Institut Agro Dijon as part of the preparation, conduct and validation of the internship cannot claim any support or compensation from the Institut Agro Dijon.

## **Article 13. Recruitment**

If an employment contract taking effect before the end date of the internship is signed with the host organization, this agreement will become null and void; the continuing vocational training trainee would no longer be the responsibility of the Institut Agro Dijon. The latter should be informed before the contract is signed.

## **Article 14. Applicable law – Competent courts**

This agreement is governed exclusively by French law. Any dispute not resolved amicably will be subject to the jurisdiction of the competent French court, within the jurisdiction of Dijon.

In accordance with the regulations relating to the protection of personal data, the vocational training trainee must be informed of the processing of the personal data that he/she has been required to provide to the Institut Agro Dijon and the host organisation.

*This agreement must be signed by all three parties no later than the first day of the training period, with each signatory keeping a copy. The effective date of this agreement is the date of signature by all parties.*

Dijon, the .....

## **Signatures**

The head of the host organization

The director of the Agro Dijon Institute  
and by delegation Bénédicte MACE  
Director of Education and Student Life

The intern

## Appendix 1

### PEDAGOGICAL APPENDIX

**Theme of the workshop:** .....

**Skills to be acquired or developed:** [Skills to be acquired or developed]

**Supervision procedures:** [Supervision procedures]

**Activities assigned to the intern:** .....

**Provisional schedule** (travel, time needed to write the brief/report, etc.) : .....

**Material conditions of the internship :** .....

**Benefits and terms of reimbursement of expenses incurred by the internship:** .....

**Pedagogical evaluation methods of the internship:** [Pedagogical evaluation methods of the internship]

**Number of ECTS:** [ECTS Number]

Dijon, the.....

#### Signatures

The internship tutor

The referent teacher

The continuing professional development  
trainee

## Appendix 2

### CHARTER FOR STUDENT INTERNSHIPS IN COMPANIES

April 26, 2006

#### I – INTRODUCTION

The development of internships is now fundamental in terms of the guidance and professional integration of young people. Indeed, the internship allows the implementation of theoretical knowledge in a professional setting and gives the student experience of the business world and its professions.

In this perspective, it is fundamental to remember that internships have a pedagogical purpose, which means that there can be no internship outside of the educational pathway. Under no circumstances can an internship be considered as a job. This charter, which was drafted by the State services, representatives of companies, representatives of higher education institutions, and representatives of students, therefore aims to secure the practice of internships, while promoting their development beneficial to both young people and companies.

#### II – FIELDS, DEFINITION

##### 1 – The scope of the charter

The scope of the charter concerns all student internships in companies, without prejudice to the specific rules applicable to regulated professions.

##### 2 – The internship

The purpose of the internship is part of an educational project and only makes sense in relation to this project. From then on, the internship:

- allows knowledge to be put into practice in a professional environment;
- facilitates the transition from the world of higher education to that of business.

The internship can in no way be assimilated to a job.

#### III – SUPERVISION OF THE INTERNSHIP

##### 1 – Formalization of the internship project

The internship project is the subject of a consultation between a teacher from the institution, a member of the company and the student.

This internship project is formalized in the agreement signed by the educational institution, the company and the intern.

##### 2 – The agreement

The agreement specifies the commitments and responsibilities of the educational institution, the company and the student. The mandatory sections are mentioned in the appendix to the charter.

##### 3 – Duration of the internship

The duration of the internship is specified at the first contacts between the educational institution and the company. The student is kept informed.

The duration of the internship is explicitly stated in the internship agreement.

##### 4 – The managers of the supervision

All internships are subject to a double supervision by:

- a teacher from the school;
- a member of the company.

The teacher and the member of the company work together, are informed and inform each other of the progress of the internship and any difficulties.

The person in charge of the internship within the educational institution is the guarantor of the articulation between the objectives of the training course and those of the internship, according to the principles of this charter.

Their respective institutions recognize the need for their investment, particularly in time, devoted to supervision.

##### 5 – Prevention and fight against professional inequality

The teacher of the institution and the member of the company, in charge of supervising the student, undertake to listen to the student and vigilant against discrimination, acts of violence, moral or sexual harassment or sexist acts of which the student may be a victim during his internship. They undertake to accompany, support and protect students who are victims of professional inequality and to report them to the competent authorities in this area.

The "gender equality" referents (cf. Law for the freedom to choose one's professional future – 2018) are also privileged interlocutors and at the disposal of the student intern who is a victim of discrimination.

##### 6 – Evaluation

###### a - Evaluation of the trainee

The intern's activity is the subject of an evaluation which results from the dual assessment of those responsible for supervising the internship. Each educational institution decides on the value it attaches to the internships provided for in the pedagogical curriculum.

The specific evaluation procedures are mentioned in the agreement.

The evaluation is recorded in an "evaluation sheet" which, together with the agreement, constitutes the "internship file". This internship file is kept by the educational institution.

###### b - Evaluation of the internship

The signatories of the agreement are invited to make an assessment of the quality of the internship.

## **IV – COMMITMENT OF THE PARTIES**

### **1 – The student vis-à-vis the company**

The student undertakes to:

- carry out their mission and be available for the tasks entrusted to them;
- respect the company's rules as well as its codes and culture;
- comply with the confidentiality requirements set by the company;
- To write, when required, the report or dissertation within the prescribed deadlines; this document must be presented to the company's managers before being defended (*if the content so requires, the dissertation may, at the request of the company, remain confidential*).

### **2 – The company vis-à-vis the student**

The company is committed to:

- offer an internship that is part of the educational project defined by the educational institution;
- welcome the student and give him the means to succeed in his mission;
- appoint an internship supervisor or a tutoring team whose task will be to:
  - o Guide and advise the student;
  - o Inform them about the rules, codes and culture of the company;
  - o Promote their integration within the company and access to the necessary information;
  - o Help them acquire the necessary skills;
  - o Ensure regular monitoring of its work;
  - o Evaluate the quality of the work performed;
  - o Advise them on their professional project;
- Write an internship certificate describing the missions carried out which can accompany the *student's future curriculum vitae*.

### **3 – The higher education institution vis-à-vis the student**

The educational institution undertakes to:

- define the objectives of the internship and ensure that the proposed internship meets them;
- To support the student in the search for an internship;
- prepare the student for the internship;
- ensure the follow-up of the student during the duration of the internship, by assigning a teacher who will ensure the smooth running of the internship and compliance with the stipulations of the internship agreement; provide the student with the tools necessary to assess the quality of the internship by the student;
- for higher education courses that require it, guide and advise them in the preparation of their internship report or dissertation and organise the defence by allowing a representative of the company to participate.

### **4 – The company and the educational institution**

The company and the higher education institution shall ensure that the necessary information is exchanged before, during and after the traineeship. They also respect their respective rules of confidentiality and ethics.

### **5 – The student vis-à-vis educational institutions**

The student undertakes to provide an assessment of the quality of his or her internship to his or her educational institution.

## Appendix 5: Country Index

 <b>International Internship</b>	<b>HOST COUNTRY :</b> .....
---	-----------------------------

### CONDITIONS OF ENTRANCE AND STAY IN THE HOST COUNTRY

*Specify here the information extracted from the [country index](#)<sup>1</sup> which must be known by the intern :*

.....  
☐ « red » zone   ☐ « orange » zone   ☐ « yellow » zone   ☐ « green » zone   ☐ « reported » country by the Ministry of Agriculture

### SECURITY WARNING

- **Check the classification zone of the country** where the internship should take place on the Ministry of Europe and Foreign Affairs-website, section [Conseils aux voyageurs](#)<sup>2</sup> :
  - The higher education institution **will not validate** an internship agreement in a « **red** » or « **orange** » zone ;
  - The higher education institution will examine the country situation before a **possible validation** of an internship agreement for a « **yellow** » zone or for a « **reported** » country by the Ministry of Agriculture. However, internship projects in a « reported » country will always have an a priori (before examination) **negative consideration**.

- **In case of shift towards « red » or « orange » zone** before the departure or during the stay, the intern will be requested to **immediately terminate the internship**.

- **Before the departure**, the intern has to be aware of the safety recommendations through [Conseils aux voyageurs](#)<sup>2</sup> via [country index](#)<sup>1</sup>

The intern is requested to **register** on the [Ariane database](#)<sup>3</sup> **before his (her) departure**. In that way the Ministry of foreign Affairs and international development can join him (her) by e-mail or SMS in case of security incident.

- If the intern lives more **than six months** (taking into account your time of presence **before and after the internship**) in the host country, the intern will have to **join the Register of the French people** established outside France with the French consular authorities (general Consulate or consular section embassy<sup>5</sup>).

### APPRECIATION OF SECURITY CONDITIONS

*Specify here safety plan (simple for a « yellow » zone and detailed for a « orange » zone or a country reported by the Ministry of Agriculture) :*

### PARTICULAR CONDITIONS ON INTERN STATUS IN THE HOST COUNTRY

- ☐ No
- ☐ Yes : *Specify here peculiarities that are linked to internship in the country (specific regulations / additional registration fees / partnership agreement / framework agreements / particular conditions on the stipend or not)*
- .....
- ...

### ADDITIONNAL INSURANCE

The Social Welfare Coverage are different according to the country (including in Europe) and the internship modalities (stipend greater than the french legal threshold)\*. For the internship :

- ☐ **The intern benefits from local Social Welfare Coverage** ⇨ **the internship agreement has to specify it**. If the intern considers that this protection is insufficient, he (her) can subscribe to the voluntary health insurance offered by the [Caisse des Français de l'Etranger \(CFE\)](#)<sup>4</sup> or to a private insurance.
- ☐ **The intern does not benefit from local Social Welfare Coverage**. The intern has to subscribe to the voluntary health insurance proposed by the [Caisse des Français de l'Etranger \(CFE\)](#)<sup>4</sup> or to a private insurance

**In all cases**, considering the high cost of the care in numerous States, **interns are strongly advised to subscribe** to the voluntary health insurance offered by the [Caisse des Français de l'Etranger \(CFE\)](#)<sup>4</sup> or to a private insurance.

*\* The higher education institution has to verify the conditions of social welfare coverage of the host country in order to inform beforehand the intern and, if necessary, prepare the procedures at the Caisse Primaire d'Assurance Maladie in particular for workplace injuries. Coverage : articles 6 and 7 of the internship agreement (the Ministry Order from December 29<sup>th</sup>, 2014 concerning the internship agreement in higher education).*

### WEBSITE

- <sup>1</sup> Country index : <http://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/conseils-par-pays/>
  - <sup>2</sup> Conseils aux voyageurs : <http://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs>
  - <sup>3</sup> Ariane database : <https://pastel.diplomatie.gouv.fr/fildariane/dyn/public/login.html>.
  - <sup>4</sup> Caisse des Français de l'Etranger for an additional insurance : <http://www.cfe.fr/>
  - <sup>5</sup> Website of Embassies and French consulates : <http://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/conseils-par-pays/>
- Social protection abroad : <http://www.cleiss.fr/>

### Carbon footprint

Transport used : car ☐ bus ☐ train ☐ plane ☒ other ☐  
[I calculate my journey impact :](#) ..... T CO2e

The intern (First and last name) :

.....

Signature :



## Appendix 6: Model certificate of completion of internship

### CERTIFICATE OF COMPLETION OF INTERNSHIP

(to be given to the intern at the end of the internship and to be kept by the intern)

#### The host organization

Name: .....  
Address : .....  
Postcode: ..... City: Country:.....  
Tel.: ..... Fax:.....  
Represented by (name and function):.....

#### Certifies that

##### The intern

First and last name : .....  
Address : .....  
CP: ..... City: .....  
Tel: ..... Email: .....

**Student in** (title of training followed) : .....  
within the Agro Dijon Institute (26 boulevard Docteur Petitjean – BP 87999 - 21079 6 Dijon Cedex)

**completed an internship planned as part of his studies.**

#### Duration of the internship:

Internship start and end dates: from .....At .....

Representing a total duration of ..... weeks / months (*delete as appropriate*)

The total duration of the internship is assessed taking into account the actual presence of the intern in the organization, subject to the rights and leave and authorizations of absence provided for in Article L. 124-13 of the Education Code (Art. L.124-18 of the Education Code). Each period at least equal to 22 days of presence, consecutive or not, and considered equivalent to one month of internship and each period at least equal to 7 hours of presence, consecutive or not, is considered equivalent to one day.

#### Amount of the bonus paid to the intern:

The intern received an internship allowance for a total amount of:

***The internship certificate is essential to be able to have the internship taken into account in pension rights***, subject to the payment of a contribution. Pension legislation (law no. 2014-40 of 20 January 2014) gives students ***whose internship has been granted the possibility of having it validated for up to two quarters, subject to the payment of a contribution. The application must be made by the student within two years of the end of the internship and upon mandatory presentation of the internship certificate stating the total duration of the internship and the total amount of the gratuity received. Precise information on the contribution to be paid and the procedure to follow must be requested from the primary social insurance fund (Social Security Code art. L.351-17 – Education Code art. D.124-9).***

Done at : .....  
THE .....

**Name and surname of the representative of the host organization**  
(signature and stamp of the host organization)

## How to submit your report/brief via the Médiadoc portal

The deposit is made from the Médiadoc portal, after authentication, remotely or on site.  
Médiadoc/Services/Submitting your brief

It is essential to know your Institut Agro Dijon ID and password. If you have lost your Institut Agro Dijon ID and password, send an email to: [mediadoc@agrosupdijon.fr](mailto:mediadoc@agrosupdijon.fr)

Your report/dissertation is **not confidential**, you submit 1 file in PDF format (30 MB) identical to the one returned to your referent teacher and/or the members of the jury.

Your report/dissertation is **confidential for a limited time**, you submit 1 file in PDF format (30 MB) identical to the one returned to your referent teacher and/or the members of the jury.

- The **privacy notice must** be written on the cover/title page. This will only be released at the end of the confidentiality period.

Your report/dissertation is **definitively confidential**, you submit 1 file in PDF format (30 MB) which contains only the title page, the French and English summaries and the bibliography.

**This information is considered to be immediately available for dissemination**

- The **privacy notice must** be written on the cover/title page.

Your report/brief is **non-distributable**, you send an email to [mediadoc@agrosupdijon.fr](mailto:mediadoc@agrosupdijon.fr), specifying: your first and last name, your course of study (training, specialty, major), the name and postal address of the sponsor and, if possible, the title of the dissertation. A record with the student's name and the mention: "non-distributable document" will be added to the database.

When you have submitted your report/dissertation via the Médiadoc portal, you will receive an automatic email. Then, your deposit will be validated by us and you will receive a second email which will tell you that it has been added to the database of academic work of the Institut Agro Dijon.

NB: If the jury requests a rewriting of your document or if you do not submit your document within the deadline indicated by the internship office, send an email to [mediadoc@agrosupdijon.fr](mailto:mediadoc@agrosupdijon.fr)

### In case of difficulties

- Privacy issue: contact [nathalie.champy-lieutet@agrosupdijon.fr](mailto:nathalie.champy-lieutet@agrosupdijon.fr)
- Computer problem: contact [raphael.haeckman@agrosupdijon.fr](mailto:raphael.haeckman@agrosupdijon.fr)

## APPENDIX 8: Request for confidentiality of the internship report/end-of-studies thesis

### REQUEST FOR CONFIDENTIALITY OF THE INTERNSHIP REPORT / DISSERTATION

Name and first name of the student: .....

Name of the referent teacher at l'Institut Agro Dijon : .....

Host Organization: .....

Name of the tutor of the host organization: .....

Title of Confidential Report/Brief: .....

Contact information and address of the person to whom the report should be referred: .....

In the context of a request for confidentiality of the report/dissertation by the host organisation, the following points are recalled:

- The request for confidentiality is signed by an authorized representative of the host organization, is sent or dropped off at the internship office of the Institut Agro Dijon.
- The internship office then sends it to the student and then to the school director for signature.

This document shall be drawn up in three copies:

- One will be kept at the internship office,
  - Another by the host organization,
  - The third must be integrated into the report by the student.
- As a precaution, it is recommended to mention confidentiality also on the cover page.

The internship report / end-of-studies thesis is given by the student to his/her referent teacher for reading and validation.

The content of the internship report / end-of-studies thesis must in all cases allow the referent teacher to understand and evaluate the student's work. After reading, the referent teacher, who is bound by this document, as a staff of the school, to keep confidential the information of which he or she has become aware, returns the end-of-studies report/dissertation to the host organisation, which in turn undertakes to keep it at the disposal of the school until the student graduates.

Duration of confidentiality: .....

The internship report / dissertation will be withdrawn from the public consultation for the duration of the defined confidentiality.

Done at: ..... the .....

The host organization

The student

The director of l'Institut  
Agro Dijon  
And by delegation the  
Director of Education and  
Student Life

The referent teacher

Name and surname  
Function

Name and surname

Bénédicte MACE

Name and surname



LOGO and NAME

Host Organization

INTERNSHIP XXXXXXXXX

Master's degree

Master's degree XXXX Parcours XXXX

Initial or Continuing Education

TITLE (the title will be typed starting with a capital letter and then lowercase letters)

(Internship carried out from DD/MM to DD/MM/YYYY)

First name LAST NAME (author)

First Name LAST NAME

First Name LAST NAME

Referent teacher

Internship tutor

Name of the host organization

Host Organization Address

Academic year

Confidential until: DD/MM/YYYY or Non-Confidential

Nb. of pages: [Click here to type text.](#)

Year of defense: [Click here to type text.](#)

APPENDIX 10: Student's opinion on the quality of the internship

**INVESTIGATION FRAMEWORK**  
**(opinion requested via an online survey)**

**NAME:** ..... **Surname:** .....

Mobile number: .....

Email address: .....

*(the next students are likely to contact you, thank you for your help)*

Internship dates: from: ..... at:.....

Name and address of the host organization where the internship was completed:

.....

.....

Service:.....

.....

☎:.....

Fax:.....

Email address: .....

Website:.....

Name and position of the internship tutor: .....

**Internship topic :**

.....

.....

.....

**Conditions under which your internship took place** (e.g. working conditions, work organisation, working hours, quality of work): .....

.....

.....

.....

.....

**Material and financial conditions:**

Have you received any compensation? YES { **How much: .....**/month NO {

Did the host organisation provide you with accommodation during your internship ?

YES { **At what price? :.....**/month NO {

If not, did you find accommodation easily?

YES { **At what price? :.....**/month NO {

Has the host organisation allowed you to benefit from the collective restaurant?

YES { **At what price? :.....**/day NO {

**Other information and observation:** .....

.....

.....

.....

.....

**Fixed-term or permanent contract offered by the host organisation or a job found in another company:**

.....

.....

**APPENDIX 11: "Contacts" sheet**

Host country	Contact details	France	Contact details	
Internship tutor		Parents		
Embassy or consulate with opening hours		Personal insurance		
Accommodation (caretaker or owner)		Institut Agro Dijon	<i>In the period March-end of July and mid-August/September:</i> Internship Office: ..... Teachers:.....	
Fireman			Other useful contact(s)	<i>Over the period 31 July to 15 August (summer closure of the school):</i> 06.08.27.54.22 (security hotline)
Police				
Ambulance				
Pharmacy				
Hospital				
Consulate-approved doctors				
Airline				
Other useful contact(s)				