1. Before going on an internship:
- Check that the training course is eligible for an internship,
- Define the period of internship outside of teaching hours,
- Apply for the agreement 15 days before departure,

2. Key steps:

Creating my internship agreement on:
alumni.ut-capitole.fr > Internships
- Click on the button «make an agreement request»
- Choose the type of registration «Toulouse / Montauban» or «IUT of Rodez»
- Complete the form and submit the administrative documents at the bottom of the form
- Click on «Send for validation»

3. Validations & Signatures:

1/ Pedagogical validation from the referring teacher by electronic approval via Alumni
2/ Administrative validation from the internship office by electronic approval via Alumni
3/ Signatures: Internship agreement to be downloaded by the student to be signed and to be signed by the host organization
4/ Final approval: before starting your internship, send a copy of your signed agreement by email in PDF format to the Internship office:
   - Law, Administration-Communication, Computer Science: stages@ut-capitole.fr
   - IUT de Rodez: stages@iut-rodez.fr

4. End of the Internship:
- Internship certificate to be signed by the host organization and kept by the student
- Questionnaire concerning the quality of my internship reception to be completed at the end of my internship

Information to complete your application online:

Host organization:
Name, address, sector of activity, N*SIRET
Name, first name, position, contact details of the professional tutor and legal representative.
Organizations abroad: No SIRET number

The internship:
Dates and duration: Number of hours and days.

Rule of calculation:
7 hours = 1 day / 924 hours = 132 days = 6 months.
Caution: deduct public holidays.

The subject and the theme: to be defined with the professional tutor.
The skills to be acquired and developed: to be defined with the referent teacher.

Evaluation methods:
- Compulsory internship: internship report/support.
- Optional internship: optional evaluation.

Type of internship gratification:
- No internship gratification
- Minimum legal 4,35 euros/hour
- Defined with the host organization: indicate the amount per hour or per month.

Administrative documents to be filed online:

Internship in France:
- The civil liability insurance certificate with the mention: private life or internship.
- The certificate of affiliation to the social security with:
  www.ameli.fr / etudiant-etranger.ameli.fr
  ... or other for special schemes.

International internship
- The certificate of private insurance covering the following:
  - Repatriation and assistance related to pandemic risks
  - Personal accident insurance
  - Civil liability: private life or internship
- Certificate of affiliation to the social security system:
  - Internship in EUROPE: European Health Insurance Card
  - Internship outside EUROPE: Social security certificate adapted to the duration of the internship and the host country

Non-European student:
- Copy of valid residence permit
ZOOM LEGISLATION INTERNSHIP

<table>
<thead>
<tr>
<th>PERIOD</th>
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<tbody>
<tr>
<td><strong>Optional internship</strong>: From September 1st to August 31st of the academic year.</td>
</tr>
<tr>
<td><strong>Compulsory internship</strong>: From September 1st of year N to October 31st of year N+1</td>
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<tr>
<th>DURATION</th>
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<tbody>
<tr>
<td>924 hours (6 months) maximum in the same host organization</td>
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<tr>
<th>GRATUITY</th>
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<tr>
<td>Mandatory in France if the internship lasts more than 308 hours (2 months) on the basis of 4.05 euros/hour</td>
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<tr>
<th>INTERNATIONAL INTERNSHIP</th>
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<tbody>
<tr>
<td>No departure to a risky, conflict or tense area</td>
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</table>

AMENDMENT:
Any modification (places, dates...) or termination of the internship (in consultation with the professional tutor) must be the subject of an amendment. The procedure is similar to that of the internship agreement.

CONTACTS

**LAW, ADMINISTRATION–COMMUNICATION, COMPUTER SCIENCE**

Internship Office - SUIO-IP
AR381 Arsenal 3rd Floor

**Monday**: 1:30 pm - 4:30 pm
**Tuesday to Thursday**: 9am-12pm and 1:30pm-4:30pm
**Friday (telecommuting service)**: 9am-12pm and 1:30pm-4:30pm

Phone: 05 61 63 37 35
Email: stages@ut-capitole.fr

**IUT OF RODEZ**

Office of Internships
B51 1st floor

Phone: 05 82 78 15 75
Email: stages@iut-rodez.fr

Visit:
www.ut-capitole.fr/accueil/orientation-insertion/stages-entrepreneuriat—cesure