

### **Step 1 | My Personal Information**

### **Step 2 | My Company**

- ✓ SIRET if it is a French company (this number allows automatic pre-filling of the request)
- ✓ Corporate name (maybe different from the Company name), postcode/zip and town/city
- ✓ Telephone number of the company and address of the place of training
- ✓ Civility, surname and first name of the signatory of the agreement (legal representative of the company)
- ✓ Position of the signatory of the agreement (legal representative of the company)
- ✓ Email of the signatory of the agreement (legal representative of the company)
- ✓ Telephone number of the signatory of the agreement (legal representative of the company)

### **Step 3 | My mission**

- ✓ Title of your mission and details of your mission in a few lines
- ✓ Skills to be identified with your tutor
- ✓ Civility, surname and first name of your company tutor
- ✓ Position of your company tutor
- ✓ Email of your company tutor
- ✓ Telephone number of your company tutor

### **Step 4 | My contractual conditions**

- ✓ Start and end date of the internship
- ✓ Weekly working hours
- ✓ Full-time/part-time
- ✓ For an internship in France: your gross pay/For an internship abroad, your net pay converted into Euros
- ✓ Payment method (bank transfer, cheque) and payment frequency (monthly, fortnightly, weekly)
- ✓ Benefits (luncheon vouchers, transport costs)
- ✓ Presence in the company at night, on sundays or public holidays (yes/no)
- ✓ Number of days off/ RTT authorised (yes/no)

<b>Important information</b>
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- ✓ No internship agreements will be issued for a period of less than two months or greater than six months.
- ✓ Never begin an internship without the internship agreement. You will not be covered in the event of an accident.
- ✓ If your work placement ends later than the 31<sup>st</sup> August, do not forget to re-register with the Student Affairs service.
- ✓ If the company pays you more than 3.90 Euros per hour, French law stipulates that it must also cover you for the risk of Occupational Accidents.
- ✓ For placements in France: the minimum compulsory compensation for full-time internship of more than 2 consecutive months is 3.90 euros per hour.

**Work placements abroad:**

- ✓ For students going to another country within Europe, it is important that you contact your social security centre to obtain the European Health Insurance Card (free of charge).
- ✓ In addition, emlyon students will be charged for the GROUPAMA 'international mobility' insurance. This will cover you for the following risks: accidents, health care, illness, hospitalisation, and repatriation. Please familiarise yourself with the insurance contract.
- ✓ It is important that you go abroad with the 'correct' visa that will allow you to work in the host country. Visit the website <http://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/> in order to find all the information you need to ensure your stay abroad goes smoothly.
- ✓ Please also make sure that you complete an official **grant application**, if you are eligible for one, depending on the destination (Erasmus+ for mobility in Europe or Auvergne / Rhône-Alpes regional grants for travel outside Europe). You must complete the application **procedure before your departure**. In order to finalise your grant application, you must attach your internship agreement signed by the 3 parties (Company, School, Student).