



Work Experience I - Contract Upload

Summary: This document is designed to help you understand how to upload your contract and how the project duration is handled.

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Chapter I

General informations

The work experience's duration and contract upload do not require any specific action on the project page.

Once you have found a company where you will carry out your work experience, you must create and upload your contract **BEFORE THE START DATE**. Once this is done, both related projects will be validated.

Please ensure that your contract begins at least one day after the upload date (one week in advance is recommended). If the start date is earlier, the contract will be considered invalid.

Once all parties have signed the contract, upload it to the system.

Your duration grade will range from 100 to 125, depending on the length of the employment. If your contract lasts for 4 months, you will receive a grade of 100. If it lasts 6 months, you will receive 125. This grade will contribute to your final score for the work experience.