



# Work Experience I - Duration

*Summary: This document is here to help you understand how to upload your contract and how the duration of your work experience is managed.*

*Version: 2.0*

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# Chapter I

## General informations

The duration and contract upload steps do not require any action on the project page itself.

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 uploaded, both related projects will be validated.

Please ensure that your contract starts at least one day after the day it is uploaded (one week in advance is a safer option). Otherwise, 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 your work experience. For a 4-month period, you will receive a grade of 100. For a 6-month period, the grade will be 125. This will impact your final score for the work experience project.