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***Graduate & Undergraduate Programmes  
Academic Corporate Relations  
(DER/PPP)***



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**☎ 05.62.17.46.89**

**THE END OF STUDIES PROJECT (ESP)  
SEARCHING FOR AN INTERNSHIP**

This document is intended for students of the 3<sup>rd</sup> year of the IENAC programme as well as for Master and Advanced Masters (MS) students. It is designed to assist them in their search for an internship. Most of the information is common to all programmes. However specificities will be highlighted when applicable.

This document as well as its annexes can be downloaded from the e-campus page dedicated to internships: <https://e-campus.enac.fr/moodle/course/view.php?id=243&section=3>

# TABLE OF CONTENTS

1.	REQUIREMENTS .....	3
2.	SEARCHING FOR AN INTERNSHIP .....	3
3.	STATISTICS .....	4
4.	INTERNSHIPS ABROAD .....	4
5.	THE ENAC DEDICATED WEB PAGE .....	6
6.	FINAL INTERNSHIP CHOICE .....	7
7.	INFORMATION ON INTERNSHIP REGULATIONS .....	7
8.	THE INTERNSHIP AGREEMENT .....	8
9.	ANNEX 1 : INTERNSHIP DATA SHEET .....	9
10.	ANNEX 2: INTERNSHIP AGREEMENT SPECIMEN.....	10
11.	ANNEX 3: BOARD DECISIONS .....	14
12.	ANNEX 4: CONNECTING TO AURION .....	16

# 1. REQUIREMENTS

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The minimum duration of the End of Studies Project internship (ESP or PFE in French) is **24 weeks** for IENAC students (required minimum for the award of the Ingénieur Diploma) and **4 months** for Masters and Advanced Masters students. In the past years, the average effective duration of internships has been 24 weeks for all. It is generally carried out within a company, even for civil servant students. By law, the maximum duration of an internship is 6 months. The project internship shall be undertaken as a **full-time occupation**, according to the host entity's standards.

A project internship is in many ways comparable to a project undertaken by a graduate engineer. It may be very **technical** and/or be more **scientific**. It is a transition between academic training and a professional occupation. It enables the application of competencies acquired while studying at ENAC. It is also the opportunity to show one's behaviour, noticeably in terms of **integration** in the company and more specifically within the department or host team, of **autonomy** and of getting the **broader picture** than just one's tasks. It must lead to **personal initiatives** taken by the student who has to propose **creative solutions** to the problems to be solved. On top of the internship per se, the ESP/PFE also incorporates the redaction of a memoir. In the course of the internship, two objectives have to be fulfilled:

- **proper integration within the company**
- **finalisation of a study**

Finally, the ESP/PFE is the last opportunity for the student to **validate his professional project**. It has a great importance as it constitutes a milestone in the perspective of the subsequent job seeking.

For civil servant IENAC students, the internship shall be done outside of potential first assignment services (DGAC, BEA, etc.) (Refer to "Academic Regulations"). Indeed, a period within a company or a foreign or international aviation organization will be much more profitable (and will also benefit DGAC more) than an internship within DGAC itself.

# 2. SEARCHING FOR AN INTERNSHIP

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As a first step, you should try to define what a perfect internship would be for you (type of activity, company, consistency with your project overall, subject, etc.) based on your experiences both at ENAC and outside ENAC.

A review of internships carried out by your predecessors (memoir catalogues, feedback forms available at your Aurion personal web page) can get you started.

Through established contacts and partnerships, ENAC receives all along the year internships a great number of internships proposals. These proposals are filtered by ENAC to make sure that they are suitable.. **The selected internship offers are put online for you on your Aurion personal web page** (direct link on <https://e-campus.enac.fr/moodle/course/view.php?id=243&section=3>)

Large companies often have a web page dedicated to internship opportunities. These are usually under the "Opportunities" or "Jobs & Careers" items. This is also a good source for searching your internship.

Most companies accept spontaneous applications, generally through a dedicated company web page. You can therefore solicit a company that has not proposed a specific internship subject, provided its activity is within the scope of your curriculum at ENAC.

Companies select trainees through an interview. You have to be prepared. You have to be knowledgeable on the company's activities, history, recent achievements, etc. The Internet is obviously a powerful tool to build this awareness. Be also prepared to ask questions in order for you to be sure the proposal really matches your expectations.

The **Forum Toulouse Technologies** (<http://www.forum-toulouse.fr>) is an event that takes place each year in November or December in "Espace Diagona Toulouse-Labege". It is a fantastic opportunity to meet interesting companies, in particular for those still looking for an internship. It is an occasion to review proposals, meet with graduate engineers and human resources representatives and circulate your resume.

Finally, do not disregard the power of networking. The ENAC former students' directory published by ENAC Alumni is a valuable document giving access to a number of aviation professionals, generally sympathetic to your cause. Do not hesitate to get in touch with them.

We suggest you start your search in October for IENAC students, November for masters' and advanced masters' students. However, some companies only establish their needs in terms of interns in December, sometimes even January. Looking for an internship can be time consuming and should not be taken lightly. It takes patience and perseverance.

### **3. STATISTICS**

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Former students have found their internship using the following means:

- 33 % through an offer posted by ENAC (dedicated web page, Aurion)
- 26 % through an offer posted by a company on its own web page
- 16 % through an unsolicited application, (8% from a former ENAC student)
- 16 % through an ENAC teacher or lecturer
- 9 % through a personal connection

### **4. INTERNSHIPS ABROAD**

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Internships carried-out abroad give you an "international flavour" generally appreciated by recruiters. IENAC students will receive a "PEGASUS A.W.A.R.D.". This distinction was created by the universities members of the PEGASUS network (among which ENAC, ISAE, and many foreign partners) hoping for an easier mutual recognition of diplomas and giving a particular premium to international experiences. To get this award, the internship must last more than 21 weeks (which is the case here), and the student must master another European foreign language (beyond French). If you comply with these requirements, the award will be automatically granted together with the ENAC Ingénieur diploma.

Procedures for an internship in a foreign country are generally long and complex (contacts, visas, insurance, etc.) and offers are limited. In addition, it is difficult to find in industries abroad the adequate management for your internship, as regards ENAC's expectations. You have to start your search very early and always prepare a back-up in case something goes wrong at the last minute.

You may also intend to perform an End of Studies Project internship in a research lab of a university abroad. This is usually the easiest way since most universities are organised to welcome international students, noticeably with regards to strict immigration procedures (USA for instance).

### Scholarships

ENAC grants ENAC Ingénieur students only doing their internship abroad with a financial help (1230 €). To receive it you should contact [study\\_abroad@enac.fr](mailto:study_abroad@enac.fr) well before the beginning of your internship, ideally as soon as you intend to do an internship abroad. You cannot obtain this incentive if you already received one for an exchange (see Annex 4).

ENAC Ingénieur and master students can also benefit from Erasmus grants for internships done in Europe either in a university or a company. The number of available Erasmus scholarships is limited. It is possible to reallocate funds not used in the classical Erasmus exchange programme to the Erasmus internship programme. However, this has to be done no later than March. Therefore, it is highly recommended to inform [study\\_abroad@enac.fr](mailto:study_abroad@enac.fr) well before that date about your intentions regarding an internship abroad in Europe.

### Specific precautions

It may not be possible, when abroad, to offer you the same health coverage as in France. Therefore we strongly advise you to take all necessary measures and in particular to take an insurance contract that will cover the following risks: medical expenses, hospital charges, surgery, repatriation, civil liability, legal assistance. Check in advance that you would not have to pay first hand.

You will benefit from a repatriation contract subscribed by ENAC for their students if the internship is intended to last **less than 180 days** (caution: you have to count the actual number of days spent on site, not the official internship dates). If it is longer, the student shall replace this insurance with its own.

Work legislations vary and the French accidents in the workplace policies are not enforced abroad. Some private insurance contracts can provide some equivalent coverage for a charge. Remember ENAC will not cover you for this. You will find some information on several aspects of social protection in different countries at:

<http://www.cleiss.fr/docs/regimes/index.html> (unfortunately only in French)

Vaccination: check with local embassies (check the French foreign affairs web site) and the “Institut national de veille sanitaire”.

For your internship in a European country you will need (French students):

- a valid Id « carte d'identité »
- a European « assurance maladie » card (ask for it before departure if you do not have it yet).
- an international ISIC student card is recommended.

For other countries, you will need a valid passport and for some countries a visa. Some countries (Australia for example) will require a specific currency deposit on a local bank account.

Some countries do not recognise “Internship agreements” but will propose work contracts (Work & Travel in the USA for example) or a specific contract (Praktikum in Germany for example).

Your registration as a French expatriate is a simple administrative procedure that may be very helpful in some cases.

Non French student will need to check additional procedures and requirements, depending on their nationality.

If you wish to drive, check if your license is valid in this particular country and if you may need an international licence. Do not use any vehicle without proper insurance.

Any internship that is not carried out following normal security, morality, sanitary and respect for human beings conditions must be terminated at once. The student in that case will not be held responsible by ENAC in any way.

Some useful web sites:

[www.ameli.fr](http://www.ameli.fr) social health coverage

[www.cleiss.fr](http://www.cleiss.fr) social security international department

<http://www.diplomatie.gouv.fr/fr/> foreign affairs

[http://www.diplomatie.gouv.fr/fr/conseils\\_voyageurs\\_909/index.html](http://www.diplomatie.gouv.fr/fr/conseils_voyageurs_909/index.html) advice to travellers

<http://www.invs.sante.fr/> sanitary watch

<http://www.expatries.org/lfe/p6.htm?#toc13> expatriates site

<http://www.cfe.fr/pages/assurances/particuliers/intro.php#> : insurance for those studying abroad

## 5. THE ENAC DEDICATED WEB PAGE

Internship offers received by ENAC are posted on Aurion database. As for most scholar information you will need to log-in to your personal Aurion webpage. Login and password have been provided to you at the start of your academic stay at ENAC.

A quick way to access is to click on the direct link provided on [e-campus.enac.fr/stages](http://e-campus.enac.fr/stages) (end of study project>> Internships offers repository).

**Caution:** The internship opportunities offered on this page are not systematically validated. You shall check their acceptability with your course director.

My account

My personal data

Schooling

My exams' marks

My means marks

Internships

Companies' Space

Companies Information

Forms for students

Booklets for Students

Partner companies' ESP offers

Rechercher

Première

<

1

2

3

4

>

Dernière

					Date de parution
				Partner companies' ESP offers	
				Other ESP offers	
				Professional insertion offers	11/04/2014
				Internship details for validation	
				aéroports et support à la mise en oeuvre de l'activité de transfert vers de nouvelles installations éroportuaires.	11/04/2014
				Développement de l'offre aux aéroports et support à la mise en oeuvre de l'activité de transfert vers de nouvelles nstallations éroportuaires.	11/04/2014
				Développement des offres de développement de route et de performance aéroportuaire.	11/04/2014

## 6. FINAL INTERNSHIP CHOICE

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You may find yourself in an uncomfortable situation: you are waiting for a final answer on an internship opportunity you particularly like and at the same time you have a formal offer which is only fine from another company pressuring you to sign with them. In any case be open and transparent with your counterparts: try to negotiate delays but do not make any commitment, even orally, if you do not expect to respect it. You can ask DER/PPP or your course director for advice, if you do not know what to do.

In any case, it is your course director who is legitimate to accept the proposed subject of your internship. You have to reach an agreement on the scope and depth of the subject proposed between the host company or lab and your course director. Before accepting an internship placement you must have your course director's agreement on the subject, unless it may not be validated within your curriculum.

You have to keep in mind that in any discussion with a company you will be seen as someone "from ENAC" and as such, ENAC's reputation is dependant on your attitude. As a consequence, opportunities for future ENAC's students will also depend on your behaviour.

A commitment from your future tutor within the company is generally to be confirmed by human resources staff (relevant budget availability, financial agreement, etc.). Make sure this is handled properly.

**To get your internship agreement edited by ENAC staff**, they need to know all details asked in the AURION application form (See Annex 1). You shall fill the form accessible from your Aurion web page. **You** are the one to prepare this form. You shall **not give it to the company** as it is an ENAC internal document.

If the company are editing their own Internship Agreement (like Airbus for instance) or if there is no internship agreement but a foreign local contract (seldom), ENAC staff still need the information contained in the form for keeping track of your internship for the final validation of your curriculum.

## 7. INFORMATION ON INTERNSHIP REGULATIONS

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Various recent French legislative documents have significantly changed the rules applicable to internships. As far as you are concerned, the main things to know are:

- Compensation: it is now **mandatory** for internships of more than **two months**, in a company or in the public sector in France. The minimum compensation is 15,5% of the « sécurité sociale » maximum (this amount is revised each year, it was 454,05 € monthly gross for 35 hours in 2017). The AURION application form described previously contains questions you **have to answer** on compensation, conditions of placement and benefits in kind, etc. as it is a legal requirement.
- Supervision: the internship agreement must specify the conditions under which **two supervisors**, one from the company, one from ENAC oversee the intern. As far as ENAC is concerned, the supervisor is either your Course Director or an ENAC teacher.

## 8. THE INTERNSHIP AGREEMENT

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The purpose of the internship agreement is to give an administrative, legal and pedagogical framework to the placement of a student within a company. It **must** be established, signed and sent to the company **before the beginning** of the internship. Some companies will even refuse access to their premises unless the agreement is properly documented.

An intern remains an ENAC student and keeps this status throughout the internship. However, he is subject to the rules of the company in particular for medical examinations, discipline, working hours, professional secrecy and disclosure of information.

The intern will also check that his insurance covers his civil liability for any damage he might cause in the company during his internship.

Once you have found your internship and agreed with the host company on all its elements, you have to fill in Aurion web form of the internship data sheet. Once completed, it will be automatically sent to the person in charge of your internship agreement (DER/PPP room D2-054). She (he) will get the final visa from your course director. **This requires that you have beforehand presented your subject to your course director.** After visa by your course director, the agreement will be edited accordingly to the information you'll have given (see specimen in annex 2). An email will then be sent to you when the agreement (3 copies) is signed by ENAC. You should expect a delay of up to one month between the filing of the form and the edition of the agreement. You then have to come to room E108 to sign the agreement (you will be contacted by e-mail). Depending on the company's procedure and the delay before the start of the internship, ENAC will send the adequate originals to the company or give them to you for your admission in the company.

The agreement details the dates of the internship, beginning and end. If you need to extend or reduce the initial duration of your internship, an amendment will have to be requested with adequate notice. If the company wants to keep you beyond the date of graduation, you will have to negotiate a formal work contract.

Any administrative issue with your internship agreement can be reported by email to [emploi.stage@enac.fr](mailto:emploi.stage@enac.fr) or by a visit at room D2-054 or by phone : **05.62.17.46.89**

Oral defence of your thesis may generally be organized either early in July or in September. It is only after a successful oral defence and its validation by the School's Jury that you will get your diploma. Depending on the programme and the quality and number of signatories your diploma will be available later. In the meantime, you can request a certificate of successful completion of the deliverance conditions of the diploma should your employer require it. These certificates can be obtained with Catia Frayssi or Véronique Zavan, room D2-054. You can request these certificates by email using the following addresses: [catia.frayssi@enac.fr](mailto:catia.frayssi@enac.fr) and [veronique.zavan@enac.fr](mailto:veronique.zavan@enac.fr)



## 9. Annex 1 : AURION APPLICATION FORM

Internship's characteristics	Interlocutor and company	Application form
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Mandatory to apply by clicking on "Modify" at the top of the page

Family name

First name

Company name \*

SIRET number \*

Company adress \*

Signatory (Company) \*

Function \*

Agreement addressee \*

Function \*

Phone number \*

E-mail \*

Internship place

Start date \*

End date \*

Maximal weekly duration

Possible interruption (start date)

Possible interruption (end date)

Internship tutor \*

Function \*

Phone number \*

E-mail \*

ENAC tutor \*

Work to be done

Gratification \*

Currency \*

Gross ☒

Specific situations

Other advantages

Research \*

Health coverage \*

Civil liability \*

Edition of an ENAC agreement is requested \*

Code	Wording
NON	Non
OUI	Oui

## 10. Annex 2: INTERNSHIP AGREEMENT SPECIMEN



NB: for the sake of simplicity, the persons referred to in this document are designated "he"

N° «id» / «promo» / «type\_stage»

Internship agreement between

### 1 - THE EDUCATIONAL OR TRAINING INSTITUTION

Name : **Ecole Nationale de l'Aviation Civile**  
Address : **7 avenue Edouard Belin, 31055 Toulouse Cedex 4**  
Represented by (agreement-signing party) : **Mr Franck STEUNOU**  
Capacity of the representative : **Academic Corporate Relations Manager**

### 2 - HOST ORGANIZATION

Name : «entité»  
Address : «Rue\_ligne\_1» «Rue\_ligne\_2» «Rue\_ligne\_3»  
«Rue\_ligne\_4» «Ville»  
Represented by (agreement-signing party) : «titre\_signataire» «prenom\_signataire»  
«nom\_signataire»  
Capacity of the representative : «etiquette\_signataire»  
Location of internship (if different from that of the organization): «Lieu\_Stage»  
«Rue\_ligne\_1» «Rue\_ligne\_2» «Rue\_ligne\_3» «Rue\_ligne\_4» «Ville»

### 3 - THE INTERN

Last name : «nom\_eleve» First name : «prenom\_eleve» Healthcare id: «Numéro\_SS»  
TITLE OF INTERNSHIP OR TRAINING COURSE TAKEN AT THE INSTITUTION OF HIGHER EDUCATION, AND HOUR VOLUME (ANNUAL OR HALF-YEARLY) :  
schooling «Groupe\_Cycle» , class «promo», internship type «type\_stage» , 400 hours of classes by semester

### SUBJECT OF INTERNSHIP «SUJET»

Dates: From «Début» To «Fin»  
corresponding to «DUREE\_HEBDOMADAIRE\_MAXI» actual hours of attendance at the host organization weekly  
Distribution, in case of discontinuous attendance : «HORAIRE\_PARTICULIERS»

### SUPERVISION OF INTERN BY THE EDUCATIONAL INSTITUTION

First and Last name of academic advisor: «titre\_tuteur»  
«prenom\_tuteur» «nom\_tuteur»

### SUPERVISION OF INTERN BY THE HOST ORGANIZATION

Full name of training supervisor: «titre\_MS» «prenom\_MS»  
«nom\_MS»

### **Article 1 - Purpose of the Agreement**

This Agreement governs the host organization's relationship with the educational institution and the intern.

### **Article 2 - Objective of Internship**

The internship is a temporary period of work in a professional environment, where the student will acquire professional skills and put into practice the knowledge gained from his education in view of earning a diploma or certificate, and facilitating his professional integration. The intern will be

given one or more tasks, in conformance with the educational plan established by the educational institution and approved by the host organization.

The educational institution and the host organization will establish the schedule based on the general training program being offered.

ACTIVITIES ASSIGNED: «Travail à effectuer»

This may be completed by the host organization if necessary.

SKILLS TO BE ACQUIRED OR DEVELOPED: See the annex

### Article 3 - Terms of Internship

The weekly duration of the intern's presence at the host organization will be «DUREE\_HEBDOMADAIRE\_MAXI» hours, on a full time / part time basis (cross out the inappropriate item)

If the intern's presence at the host organization is to be required at night, or on Sunday or during a public holiday, specify the specific cases: «HORAIRE PARTICULIERS»

### Article 4 - Intern hosting and supervision

The intern will be supervised by his academic advisor, as designated in this agreement, as well as by the institution's internship program office.

The internship supervisor appointed by the host organization in this Agreement shall be responsible for supervising the intern and ensuring optimal conditions for the execution of the internship in accordance with the specified educational requirements.

The intern shall be permitted to return to his educational institution during the internship period in order to take the courses specifically required by the program, or to attend meetings; the institution shall notify the host organization of the corresponding dates.

The host organization may permit the intern to travel.

Any difficulties encountered in the execution and progress of the internship, whether observed by the intern or by the internship supervisor, must be brought to the attention of the academic advisor and the educational institution so that the issue can be resolved as quickly as possible.

### Article 5 - Stipend - Benefits

In France, whenever an internship is to have a duration greater than two months, whether they run consecutively or not, a stipend must be paid, except as provided under special regulations applicable for certain French overseas collectivities or for internships covered by article L4381-1 of the Public Health Code.

The amount of the hourly stipend shall be 15% of the hourly ceiling for social security established pursuant to article L.241-3 of the Social Security Code. A sector-specific convention or labor agreement may set an amount greater than that rate.

Stipends payable by an organization under public law may not be combined with any remuneration to be paid by the same organization during the relevant period.

Stipends are payable without prejudice to any reimbursement of expenses incurred by the intern for purposes of his internship, or any benefits offered for meals, accommodations and transportation.

The organization may decide to pay a stipend for internships with a duration of two months or less.

In case of a suspension or termination of this agreement, the amount of the stipend due to the intern shall be prorated based on the duration of the internship conducted. Internship durations qualifying for the payment of a stipend are determined in consideration of this agreement and any amendments thereto, as well as the number of days of the intern's physical presence within the organization.

THE AMOUNT OF THE STIPEND is set at € «GRATIFICATION» per hour / day / month (cross out any inappropriate items)

OTHER BENEFITS GRANTED: «AUTRES AVANTAGES»

### Article 6 - Social Welfare Coverage Framework

For the duration of his internship, the intern shall remain covered under his previous former social welfare protection framework.

Internships conducted abroad shall be reported to the Social Security administration when required, prior to the intern's departure.

For internships conducted abroad, the following provisions shall apply, subject to their conformance with the legislation in effect in the host country and the laws governing the host organization.

### 6-1 Maximum stipend of 15 % of the hourly ceiling for social security:

The stipend is not subject to payroll tax.

The intern shall have the benefit of the legislation on workplace accidents, under the students' framework set forth in article L.412-8 no. 2 of the Social Security code.

If accidents impacting the intern occur, either during his activities within the organization, or during his commute, or on premises used for the purposes of the internship, and also for students of medicine, dental surgery, or pharmacy without hospital-staff status, engaged in an internship conducted under the conditions provided in item b of the 2<sup>nd</sup> section of Article L.412-8, the host organization shall send a statement to the Primary Health Insurance Agency or appropriate agency (see address on page 1), indicating the educational institution as the employer, and shall send a copy to the educational institution as well.

**6.2 - Stipend greater than 15% of the hourly ceiling for social security:** Payroll taxes are calculated based on the difference between the amount of the stipend and 15% of the hourly ceiling for social security.

The student shall have the benefit of legal coverage under the provisions of L.411-1 et seq. of the social security code. If accidents impacting the intern occur, either during his activities within the organization, or during his commute, or on premises used for the purposes of the internship, the host organization shall handle the necessary formalities with the Primary Health Insurance Agency and shall inform the institution as soon as possible.

### 6.3 - Health Insurance for interns working abroad

1) Coverage originating in the French students' coverage framework

- for internships within the European Economic Area (EEA) conducted by nationals of a State of the European Union or of Norway, Iceland, Liechtenstein or Switzerland, or of any another State (in the latter case this provision shall not apply for internships in Denmark, Norway, Iceland, Liechtenstein or Switzerland), students must apply for a European Health Insurance Card (EHIC).

- for internships conducted in Quebec by students of French nationality, students must request form SE401Q (104 for internships at companies, and 106 for university internships);

- In all other cases, students who incur medical expenses may be reimbursed by the mutual insurance company serving as their student Social Security Agency, upon their return and upon presentation of receipts: reimbursement shall then be provided carried out on the basis of French healthcare rates. Significant differences may exist between the costs incurred and the French rates serving as the basis for reimbursement. It is strongly advised that students to take out specific additional health insurance coverage valid for the country in question and for the duration of their internships, the course, from the insurance company of their choice (students' mutual insurance, parents' mutual insurance, ad hoc private company, etc.), or, possibly, after checking the extent of the guarantees proposed, from the host organization if it provides health coverage to interns under local law (see item 2 below).

2) Social welfare protection from the host organization

By checking the appropriate box below, the host organization indicates whether it provides health insurance coverage to the intern under local law:

☐ YES: This coverage is in addition to the maintenance abroad of rights granted under French law

☐ NO: coverage is thus exclusively provided from the maintenance abroad of the rights granted under the French student coverage framework).

If neither box is checked, item 6.3-1 shall apply.

### 6.4 Workplace Accident Coverage for interns abroad

1) In order to benefit from French legislation providing coverage for workplace accidents, this internship must:

- have a duration not exceeding six months, including any extensions;

- not include any remuneration that may tend to qualify for rights to workplace accident protection in the host country; compensations or stipends are acceptable, up to the limit of 15% of the hourly ceiling for social security (see point 5), and subject to approval by the Primary Health Insurance Agency of a request for the maintenance of such rights;

- take place exclusively within the organization signing this agreement;

- take place exclusively in the abovementioned foreign host country.

When these conditions are not met, the host organization undertakes to

contribute to the intern's welfare protection and make the necessary declarations in case of workplace accidents.

2) The workplace accident statement is the responsibility of the educational institution, which must be informed of such events in writing within 48 hours by the host organization.

3) The coverage concerns accidents occurring:

- within the internship location and during internship working hours,
- on the normal commute to and from the intern's residence in the foreign nation and the internship location, as part of an assignment provided by the intern's host organization upon formal assignment mandate,
- during the first trip from his domicile to his place of residence during the internship (travel on the internship start date),
- during the final return trip from his residence during the internship to his personal domicile.

4) In the event that one of the conditions set forth in section 6.4-1 / is not satisfied, the host organization commits to cover the intern for the risks of workplace accidents, travel accidents, and occupational disease, and provide all the necessary statements of coverage.

5) In all cases:

- if the student is the victim of a workplace accident during his internship, the host organization must immediately notify the educational institution of the accident;
- if the student performs limited assignments outside of the host organization or outside of the internship country, the host organization must take all necessary steps to provide him with the appropriate insurance.

### Article 7 - Liability and Insurance

The host organization and the intern declare that they possess civil liability coverage.

For internships abroad or in overseas territories, the intern agrees to take out a travel assistance insurance contract (repatriation for health reasons, legal assistance, etc.) and an individual accident insurance policy.

When the host organization makes a vehicle available to the intern, it is its responsibility to check beforehand that the car's insurance policy includes coverage for its use by a student.

When the student is to use his own vehicle or a vehicle loaned by a third party for purposes of his internship, he shall expressly inform the insurer of the vehicle and, where applicable, pay the corresponding premium.

### Article 8 - Discipline

The intern shall be subject to the applicable internal disciplinary and regulatory terms, of which he shall be made aware prior to the start of the internship, particularly in regard to schedules and to the health and safety regulations in effect at the host organization.

Disciplinary sanctions may only be imposed by decision of the educational institution. In such case, the host organization shall inform the academic advisor and the institution of the non-compliance and shall provide any supporting evidence.

In case of a particularly serious breach of discipline, the host organization reserves the right to terminate the internship, while respecting the provisions set forth in article 9 of this agreement.

### Article 9 - Leave - Internship Interruption

In France (except as provided under special regulations applicable for certain French overseas collectivities or for organizations under public law), in case of pregnancy, paternity or adoption, the intern shall be granted time off and leaves of absence for a period equivalent to that granted to employees under articles L.1225-16 to L.1225-28, L.1225-35, L.1225-37, and L.1225-46 the labor code.

Time off or leaves of absence are possible for internships lasting more than 2 months but less than 6 months.

NUMBER OF DAYS OF AUTHORIZED LEAVE / or terms of time off and leaves of absence during the internship:

«NOMBRE DE JOURS ABSENCE AUTORISE»

The host organization shall notify the educational institution of any other temporary interruption of the internship (illness, unjustified absence, etc.) by mail.

Notice of any interruption of the internship shall be provided to the other parties to the agreement and the academic advisor. A validation procedure

shall be implemented by the educational institution as needed.

A postponement of the internship end date is possible, if approved by the parties to the agreement, so as to permit the full duration of the internship as originally planned. This postponement will be the subject of an amendment to the internship agreement.

If a joint request is made by the host organization and the intern to extend the duration of the internship up to the maximum duration prescribed by law (6 months), an amendment may be made to the agreement.

If any of the three parties (host organization, intern, educational institution) wish to put an end to the internship, such party must immediately inform the other two parties in writing. The reasons given will be examined in close consultation. The definitive decision to terminate the internship shall be made at the end of this consultation phase.

### Article 10 - Duty of discretion and confidentiality

The duty of confidentiality must at all times be observed, with its specific aspects taken into account by the host organization. The intern commits to refrain from using the information collected or obtained by him, under any circumstances, for purposes of publication or disclosure to third parties without prior consent of the host organization, including in the internship report. This commitment applies not only to the internship period but shall extend after its conclusion as well. The intern commits to not retain, remove, or copy any documents or software of any kind belonging to the host organization, except upon prior approval from the latter.

For purposes of preserving the confidentiality of the information contained in the internship report, the host organization may request a restriction on the distribution of the report, or the removal of certain confidential information.

Persons with a need to know shall be constrained by commitments to professional secrecy to refrain from any use or disclosure of the information in the report.

The intern will send a document to the appropriate department of the educational institution in which he will evaluate the quality of the reception he was given by the host organization. This document will not be taken into consideration in his evaluation, or in awarding his diploma or certificate.

3) Evaluation of the intern's activity: Once the internship has ended, the host organization shall fill out an assessment form on the intern's activity, which it will return to the academic advisor (or specify form attached or assessment procedures previously established in cooperation with the academic advisor).

4) Educational Assessment Procedures: The intern shall (*specify the nature of the work to be provided - report, etc. - possibly by including an attachment*).

5) Neither the academic supervisor from the host organization, nor any member of the host organization invited to visit the educational institution for purposes of the preparation, conduct and validation of the internship, may assert any claim for reimbursement or compensation from the educational institution.

### Article 11 - Intellectual Property

In accordance with the code of intellectual property, if the intern's activities result in the creation of a work protected by copyright or industrial property (including software), and the host organization wishes to make use of such work with the intern's approval, a contract must be signed between the intern (the author) and the host organization.

The contract must specifically include the extent of the rights to be transferred, any possible exclusivity requirements, the intended use, the media used, and the duration of the transfer of rights, as well as, if applicable, the amount of compensation due to the intern for the transfer. This clause shall apply regardless of the host organization's business structure.

### Article 12 - End of internship - Report - Evaluation

1) The intern will have to produce a report which details the work performed during the internship. An oral presentation by the intern may also be asked;

2) Internship Quality: Once the internship has ended, the parties to this agreement are invited to submit an assessment of the quality of the internship.

**Article 13 - Applicable law - Competent courts**

This agreement shall be governed exclusively by French law.  
Any disputes that cannot be amicably resolved shall be subject to the jurisdiction of the competent French courts.

**Date: 2018-01-29**

**Issued in Toulouse**

**For the educational institution**

Academic Corporate Relations Manager

Mr Franck STEUNOU

**Intern (and legal representative if any)**

«prenom\_eleve» «nom\_eleve»

**The intern's academic advisor**

«titre\_tuteur» «prenom\_tuteur» «nom\_tuteur»

**For the host organization**

«titre\_signataire»  
«nom\_signataire»

«prenom\_signataire»

**The internship supervisor for the host organization**

**Conseil d'Administration du 16 mai 2008**

**Délibération N° 105 – 10**

**Déplacements scolaires des élèves IENAC à l'étranger**

Le Conseil d'Administration approuve l'intégration forfaitaire des frais de transports entre Toulouse et le lieu de départ vers l'étranger dans l'aide financière accordée aux élèves IENAC effectuant une partie de leur cursus à l'étranger et porte à 1 230 € le montant forfaitaire de l'aide.

Le Président

Jacques PICHOT

## **Déplacements scolaires des élèves à l'étranger (délibération N° 93-11.1 - extraits)**

Le Conseil d'Administration approuve les modalités de remboursement prévues pour les déplacements scolaires des élèves à l'étranger, selon les dispositions présentées dans le tableau ci-dessous :

<b>Cycle de Formation</b>	<b>Elèves fonctionnaires</b>	<b>Elèves non fonctionnaires</b>
<b>IENAC</b> Stage en entreprise (1)	Indemnités de stage au taux métropole. Train 2cl A/R entre Toulouse et le point de départ vers l'étranger.	Indemnités forfaitaire de 1 000 € (2). Train 2cl A/R entre Toulouse et le point de départ vers l'étranger.
<b>IENAC</b> Semestre ou année de substitution	Indemnité forfaitaire de 1 000 €. Train 2cl A/R entre Toulouse et le point de départ vers l'étranger.	Indemnité forfaitaire de 1000 € (2). Train 2cl A/R entre Toulouse et le point de départ vers l'étranger.
<b>IENAC</b> Stage court	Indemnités de stage au taux métropole. Train 2cl A/R entre Toulouse et le point de départ vers l'étranger. VP : remboursement SNCF 1 ère classe abatement 50 % **.	Sans frais.

1. Les stages effectués en entreprise par les élèves IENAC non fonctionnaires, soit entre la 1ère et la 2ème année de scolarité, soit la 2ème et la 3ème année de scolarité, ne donnent lieu à aucune indemnité ni à aucun remboursement de frais de transport.

2. Lorsqu'un élève effectue un stage à l'étranger à l'issue d'une période de scolarité en substitution à l'étranger, il ne lui est versé qu'une seule indemnité forfaitaire pour l'ensemble de son séjour à l'étranger.

\*\* : Article 51 du décret 86-416 du 12 mars 1986

*Cette délibération annule et remplace la délibération n° 92-8.6 du 05/10/2001.*

## 12. Annex 4: Connecting to Aurion

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To connect to Aurion refer to the Booklet you have been provided with at the start of your stay at ENAC. On the first page of the booklet, you'll find your login and password as they were first implemented.

You have then access to the following information:

- “Schooling >> Internships” section
  - Offers from partner or non partner companies
  - Access to fill in the application form for a dedicated offer
  - Your personal internships register
  - Previous ESP internships
  -
- Company’s Space
  - Carrers and opportunities websites
  - Internships general information
  - Information for young graduates
  - Challenges and competitions
  - Events

### **Connecting to Aurion:**

<https://aurion-prod.enac.fr>

Identifiant

Mot de passe

Connexion

SI VOUS AVEZ UN COMPTE ENAC, UTILISEZ UNIQUEMENT VOS IDENTIFIANT ET MOT DE PASSE WINDOWS POUR VOUS CONNECTER.

→ Si vous n'avez pas de compte ENAC, cliquez ici pour une première connexion

Type your login (identifiant) and password (mot de passe) and click on « CONNEXION »

**NEVER SELECT « Cliquez ici pour une première connexion ». This is reserved for external lecturers, who are not yet known from the system. As a student you are known by the system.**



## 13. CONNECTING TO E-CAMPUS

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The access to e-campus is provided through the same login and password as for AURION and other application.

The web page dedicated to the internships is located at <https://e-campus.enac.fr/moodle/course/view.php?id=243&section=3>

You will find here all guides, forms, pedagogical resources necessary for your internships.