

Document to be appended to all applications for internships abroad. Agreement reference:

Internship abroad

As you wish to carry out an internship abroad, please note the following precautionary advice

1 INSURANCE:

1)- Application for an internship abroad: Please submit your internship application file as soon as possible and **at least 3 weeks before your departure**, (internship agreement request via AURION) to the Internships Officer. This will enable you, under certain conditions (remuneration of less than 15% of the social security threshold for a 7-hour day and a 22-day month i.e.154 hours) to be able to obtain benefits in kind from the French Health Insurance system and the Workplace Accident scheme (on French principles but with post-treatment reimbursement) during your stay abroad.

No internship can start until an internship agreement has been signed by the three parties before the start of the internship (Host company, Student and School) except in specific cases accepted by ENAC (employment contract under local law).

2) Medical and liability insurance cover: in the case of an internship covered by an agreement and in the case of an employment contract under local law and if, when staying outside the area covered by the European health insurance card (list of countries on the ameli.fr website see paragraph 7), you are unable to obtain insurance covering exactly the same risks as when carrying out your internship in France or Europe, please take **any necessary measures to compensate for these shortcomings. You can do so** primarily by taking out **specific insurance for other countries which will cover you for the following risks**: medical costs, hospitalisation, surgery, health repatriation, civil liability, criminal defence and legal expenses. You can find insurance brokers specialising in these types of insurance. Ensure that you compare the cover offered in these contracts. In particular, make sure that you will have no advance fees to pay because medical costs can be very expensive, depending on the country. Also, make sure that the insurance policy is suitable for the host country. You can ask for advice from the AViC department.

In the case of an internship in one of the countries covered by the European health insurance card, please apply for your card from your health insurance organisation (CPAM).

3) Workplace Accident Cover (AT): in the case of an internship covered by an agreement with remuneration above the threshold quoted above (15% in 2015, or the equivalent of €3.60 per hour), and in the case of a contract under local law, you must take out **Workplace Accident Cover (AT) with the CFE** (Caisse des Français de l'Étranger). Information is available on E-campus and from the internships office (Office E.108).

4) Supporting documents: **ENAC cannot, under any circumstances, take your place and cover you against the above-mentioned risks.**

You will therefore need to show the School proof of insurance before your departure.

2 WARNING ABOUT SECURITY

Enquire about the classification of the area in which the planned internship is due to take place on the French Ministry of Foreign Affairs and International Development (MAEDI) website, in the “Advice to travellers” section (see paragraph 7, useful addresses).

- ENAC will not validate an internship agreement for an area classified as “red”

- ENAC will examine the situation before **validating any** internship agreement for an area classified as “orange”. Since internship projects in orange areas are only rarely accepted, you are asked to make your request as early as possible.

Should the area subsequently be classified as “red” during your stay, you will be asked to **end** the internship **immediately**. (see paragraph 6 “Right of Withdrawal”)

Before leaving, you must read the “advice to travellers” available via the **country fact sheet** (see paragraph 7, useful addresses) on the MAEDI website.

You are requested to **register** in the Ariane database **before your departure** (see paragraph 7, useful addresses). In this way the MAEDI can contact you by email or SMS in the event of a security incident.

If you stay for **more than 180 consecutive days** in the country, including the time you spend there **before and after the internship**, you must register on the **Register of French People (irrespective of whether you have French nationality)** living outside France, through the French consular authorities (consulate general or consular section of the embassy).

3 OFFICIAL DOCUMENTS

1) For Europe you need:

- A valid identity document
- A European health insurance card (you must apply for it through your LMDE, Vittavi or social security centre before your departure if you do not have one).

2) For other countries:

- A passport and a visa, which varies according to the country and depending on your status in the country.

4 OTHER

- Important! Funds on a bank account are a compulsory requirement in some countries (Australia, etc.). Remember to obtain a local means of payment

- Vaccines: obtain information from the embassies (see foreign affairs website) and also consult the National Institute for Health Surveillance (INVS)
- If you want to drive in the country, check the validity of your driving licence and/or apply for an international licence. Do not use a vehicle without specific insurance.
- It is recommended that you scan all your official and important documents and store them on an online “cloud” service so that you can retrieve them in the event of a problem. Also keep a photocopy of these documents (with the visa page on your passport) on your person
- Take with you the contact details of the contacts at your destination, carefully prepared in advance.
- Undergo a full medical and dental check-up before you leave and take with you prescriptions for any current treatment

5 LINKS WITH THE SCHOOL:

- Read the agreement carefully before signing it.
- You must maintain links with ENAC (your ENAC tutor for the internship and the internship department at emploi.stage@enac.fr) by email or by phone if necessary in order to:

*Inform the school promptly of any change to one or more details of the agreement

*Inform the school of any travel or absence during the internship

*Inform the school of any problem whatsoever regarding the proper conduct of the internship and the stay abroad.

6 RIGHT OF WITHDRAWAL

If an internship is carried out under abnormal conditions (of a sufficiently serious nature) with regard to safety, morality, health or respect for the person, **it must be terminated immediately**, after however first having notified the internship tutor at ENAC. This termination, provided it is justified, cannot under any circumstances penalise the student in any way whatsoever.

7 REFERENCE WEBSITES TO CONSULT BEFORE YOU LEAVE

General information:

www.ameli.fr

www.cleiss.fr

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

List of countries covered by the European health insurance card:

<http://www.ameli.fr/assures/droits-et-demarches/a-l-etranger/vous-partez-en-vacances-a-l-etranger/vous-partez-en-vacances-en-europe.php>

The addresses of the diplomatic and consular offices are available on the website of the French MAEDI www.diplomatie.gouv.fr, “our addresses” section

Country fact sheets: <http://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/conseils-par-pays/>

Ariane database: <https://pastel.diplomatie.gouv.fr/fildariane/dyn/public/login.html>

Additional information about health: <http://www.invs.sante.fr/>

<http://www.cleiss.fr/docs/regimes/index.html> European and international social security links centre for information about different aspects of local social protection systems in various countries

http://www.cfe.fr/pages/insurance/bciwin_particulariers/intro.php#: for people who are studying or doing an internship abroad remunerated at above the 15% threshold: a way to obtain Workplace Accident insurance. It is advisable to call the number shown to find out exactly which insurance to take out.

Please certify you have read this document by signing it: you have also noted that an internship abroad needs careful preparation and that the information that has just been given to you must be taken into account when organising it. You commit yourself to take the necessary actions in order to cover the above mentioned risks.

Drawn up in two copies, one of which is issued to the Student

The Student (First name/Last name)

Signature: