

After completing the internship agreement, this document has to be submitted to : Kania.lal-gurmes@u-pec.fr

Surname and first name:

Create your internship agreement : Data sheet UPEC – Host organisation

➡ Intership:

Field (please see back page) :

Subject :

Tasks and function:

Competence to obtain during you internship:

Dates: from __/__/____ to __/__/____ equivalent to ____ hours at the host organization

Remarks (holidays, work on bank holiday) :

Working days per week: ____ Working hours per week: ____

Weekly schedule (e. g.: Monday to Friday) :

Bonus / wage (compulsory for internships with more than 308 working hours in France): ☐ Yes ☐ No.

If yes, amount in euros:..... gross / net hourly/monthly (delete as appropriate)

Payment: ☐ Bank transfer ☐ Check ☐ Cash

Benefits in kind:

Internship subject confidentiality (the subject will not be written on the agreement) : ☐ Yes ☐ No

➡ Host organisation

Name :

Type: ☐ Association, NGO ☐ Private company ☐ Public company ☐ Administration

For private companies, legal status (SA, SARL, EURL...) :

Size: ☐ Less than 50 employees ☐ Between 50 and 500 employees ☐ More than 500 employees

SIRET: APE / NAF code:

(only for internships in France)

Address: ZIP code:

City: Country: Phone:

➡ Administrative base:

Administration:

Address (if different) :

➡ Tutor

Surname/ First name: Position/function:

Phone: E-mail:

➡ Signing party (host organization representative):

Surname/ First name: Position/function:

Phone: E-mail:

Note that every field has to be completed. From this data sheet, your head teacher will approve the internship subject and will name a learning tutor. A mail from your head teacher to Kania.lal-gurmes@u-pec.fr, will confirm the internship subject and the tutor's name.

➡ Field :

- **Purchase / Import / Export**
- **Aeronautics / Automobile**
- **Architecture / Urban planning**
- **Arts / Culture / Entertainment industry**
- **Audit / Consulting / Expert assessment / engineering**
- **Bank / Insurance**
- **Construction industry / civil engineering/ real estate properties**
- **Chemistry / Biology**
- **Communication / Events / Marketing**
- **Editions / public relations / Journalism**
- **Electronics**
- **Energies**
- **Teaching / education**
- **Environment**
- **Accounting / finance**
- **Hotel / catering**
- **Computers / softwares**
- **Internet / e-business**
- **Law / taxation**
- **Logistics/ Transports**
- **Luxury / Clothing / Cosmetics**
- **Multimedia / Audiovisual media**
- **Production / Maintenance / Process**
- **Research and development**
- **Human resources**
- **Health care / social care**
- **Tourism**
- **Others**