

Internship Academic Policies



129, Rue de l'Université
75007 Paris, France
careers@aup.edu

Table of Contents *(you can click Article or Section to jump to that item)*

Introduction	1
Article I. Definition of an Internship	1
Section 1.01 Internship duration	1
Article II. Eligibility to Register for an Internship.....	1
Section 2.01 Academic requirements	1
Article III. Receiving Academic Credits	2
Section 3.01 Undergraduate internship credit options and requirements	2
Section 3.02 Graduate internship credit options and requirements.....	3
Article IV. Internship Registration.....	3
Section 4.01 Academic Semesters and Internship Registration Timelines	3
Article V. Approvals Required to Register for an Internship.....	3
Section 5.01 Health Services.....	4
Section 5.02 Student Immigration Services (SIS)	4
Section 5.03 Student Accounting Services (SAS)	4
Section 5.04 Department Chair/Program Director	4
Section 5.05 Faculty Reader (Enseignant réfèrent du stage).....	4
Section 5.06 ACE Careers Team	5
Article VI. <i>Convention de Stage</i> or Internship Agreements	5
Article VII. Internship Extensions and Early Terminations	5
Article VIII. Required Internship Assignments	6
Section 8.01 Assignment Content.....	6
Section 8.02 Submission of Internship Assignments	6
Section 8.03 Grading Process.....	6
Article IX. Degree Deferrals	7
Article X. Conduct	7

Introduction

ACE – Academic & Career Exploration is the department at AUP charged with administering the registration of internships and ensuring that internships comply with French law and AUP's policies.

Any internship that takes place at a registered French company will require an agreement called the *Convention de Stage* which is signed by the intern, the intern's host and AUP. ACE must verify that all required conditions described below are met before a *Convention de Stage* can be issued.

This verification practice also applies to any internship that is registered for credit to appear on a student's transcript (regardless of location, regardless of the number of credits).

Article I. Definition of an Internship

According to the [French Ministry of Labour and Solidarity](#), an internship is defined as a temporary period of work experience in a professional environment during which the student acquires professional skills and applies the knowledge gained through their academic program, with the aim of obtaining a diploma or certification and supporting their professional integration. The intern is assigned one or more tasks that align with the pedagogical objectives defined by their educational institution and approved by the host company or organization.

Section 1.01 Internship duration

According to French regulations, internships with French companies are limited to 35 hours per week (7 hours per day) and 924 hours per academic year with the same host organization (as set by the University; see Section 4.01). The hourly limits do not apply to internships abroad or with certain international organizations (OECD, UNESCO) operating in France, but are subject to the approval of the ACE Director of Career Development. No Internship may exceed a total of 6 calendar months full-time or 9 calendar months part-time.

Article II. Eligibility to Register for an Internship

[French law](#) governing internships requires that only currently-enrolled, full-time, degree-seeking students may register an internship with The American University of Paris (AUP). Therefore, alumni who have received their diploma and students who are on a leave of absence from AUP cannot register an internship at AUP.

Section 2.01 Academic requirements

To register an internship, students must demonstrate good academic standing by meeting certain requirements depending on their enrollment status.

(i) Degree-Seeking Undergraduates

- Must have earned at least 32 university credits (advanced standing and transfer credits included) and have a minimum of a 2.0 GPA

(ii) Visiting Undergraduate Students

- Must be currently enrolled full-time at AUP (Fall or Spring), maintain degree-seeking status at their home institution, and ensure the transfer of internship credits.
- Must show through their transcript records that they have earned at least 32 university credits (advanced standing and transfer credits included) and have a minimum of a 2.0 GPA
- Ensure their visa status permits an internship under applicable French regulations and obtain any required authorization before beginning the internship.

(iii) Graduates

- Students must have completed at least 16 AUP credits with a minimum GPA of 3.0.

Article III. Receiving Academic Credits

Internships may be used to satisfy degree requirements for both undergraduate (including the CCX requirement) and graduate students with conditions. Students are responsible for confirming with their faculty advisor, academic advisor, and/or the AUP website whether an internship:

- Should be registered for academic credits or as a 0-credit internship;
- Can be applied toward their degree requirements;
- Complies with registration policies, (e.g.: students may not drop a course and add an internship after the Drop/Add period, or change a thesis registration to an internship registration or vice versa;

Students are also responsible for ensuring that:

- If they reserve space in their schedule for a prospective internship before it is approved and registered, they assume the risk of carrying a reduced course load if the internship is not approved and hence not registered;
- If the internship is to satisfy a capstone requirement, they verify to be at the appropriate stage of their academic program, typically the last semester of their program.
- If the internship results in a credit overload during the semester in which it is registered, they must submit a credit overload petition through the [AUP website](#) and pay any applicable fees.

Section 3.01 Undergraduate internship credit options and requirements

0- or 1-credit: Students must intern for a minimum of 120 working hours.

2 credit: Available only to students in the BA in Entrepreneurship, Management & Sustainability major, as it is part of the major's degree requirements. A minimum of 140 internship hours is required.

4-credit: Students must intern for a minimum of 160 working hours.

Section 3.02 Graduate internship credit options and requirements

0 or 1-credit: Students must intern for a minimum of 120 working hours.

4-credit: Students must intern for a minimum of 160 working hours.

6-credit: Students must intern for a minimum of 200 working hours.

Article IV. Internship Registration

Internships taking place in France and/or any internship needed for credit (including CCX) must be registered with AUP. This includes 0-credit internships. Students must submit an internship approval request form available on the [AUP website](#) at least 10 business days (i.e.: excluding weekends and university closures) before the start date of the internship. Consequently, internships cannot be registered retroactively. An internship can only be registered if there are no incomplete or blank internship grades on the student's transcript (i.e.: all assignments from previous internships must be submitted and graded).

Section 4.01 Academic Semesters and Internship Registration Timelines

As they can start and end at any point during the academic year, internships and internship credits are registered in the semester in which the internship start date falls, independent of AUP's registration windows and deadlines (there is no/drop add period for internships). If the internship spans multiple semesters, a 0-credit internship extension is automatically registered in each subsequent semester. For the purposes of internship registration, semesters are defined as follows:

Fall: August 28-December 31

Spring: January 1-May 31

Summer: June 1-August 27

Article V. Approvals Required to Register for an Internship

All internship approval requests are subject to approval by the ACE Careers team, the Director of ACE, Student Accounting Services (SAS), the Health Office, and Student Immigration Services (SIS). In some cases, internship approval requests must also be approved by a Faculty Reader, and the Department Chair/Program Director.

Section 5.01 Health Services

Health fees may be applicable, as all students interning in France, or interning remotely from France, must be covered by a valid health insurance plan (including civil liability insurance and work accident coverage) that is approved by the AUP Health Office.

Students interning outside of France are responsible for their own health coverage in the country where they will be interning for the entire duration of their internship.

Section 5.02 Student Immigration Services (SIS)

Students must hold a valid student visa or residence permit authorizing internship activity in France for the full internship duration. For internships outside France, students are responsible for meeting all visa and legal requirements of the host country. All internships must be approved by Student Immigration Services.

Section 5.03 Student Accounting Services (SAS)

All internships are subject to the approval of Student Accounting Services. Therefore, to register a credit-bearing internship at AUP, Graduate and Undergraduate students must pay for the credits at the same rate as all other courses at AUP, and any other applicable fees, such as health insurance fees and the (CVEC - *Contribution vie étudiante et de campus*).

Students do not have to pay for a 0-credit internship registration or to register a 0-credit internship extension, however, health fees and CVEC may still apply.

Under certain conditions, students who receive (or have received) US federal student loans/GI Bill at AUP or are on financial aid and wish to register an internship are subject to the approvals of both Student Accounting Services and the Financial Aid Office.

Students who benefit from the GI Bill are not eligible for internships where AUP is the employer as per US government regulations.

Section 5.04 Department Chair/Program Director

All internships are subject to the Graduate Program Director/Department Chair approval to ensure that they align with the student's academic path and degree requirements.

Section 5.05 Faculty Reader (Enseignant référent du stage)

All credit-bearing internships require a faculty reader (*Enseignant référent du stage*) to grade the internship assignments. Students may indicate a preference for a faculty reader, however this is subject to faculty's availability and approval. An ACE Team member will serve the *Enseignant référent du stage* for all 0 and 1-credit internships.

For internships that are hosted by AUP, French law requires that the Faculty Reader (*Enseignant référent du stage*) and Manager/Supervisor (*Tuteur du stage dans l'Organisme d'accueil*) not be the same person. French law allows a manager/supervisor to have up to 3 interns.

Section 5.06 ACE Careers Team

All internships are subject to the approval of the ACE Careers Team to ensure compliance with French regulations and AUP policies and procedures.

The ACE Careers Team will cancel an internship registration request if the student does not provide requested information or remains unresponsive for five business days.

Article VI. *Convention de Stage* or Internship Agreements

Internships taking place in France or with a company registered in France require a *Convention de stage* that is issued by the ACE Careers team only after all requirements and approvals outlined in this policy have been met. According to [French regulations](#), the *Convention de stage* must be signed by AUP, the student, and the host organization (internship employer) before the student can legally begin the internship.

Internships taking place abroad or with certain international organizations operating in France may not require a *Convention de stage*. However, AUP can issue and/or sign an internship agreement (or co-sign a Memorandum of Agreement), provided that all requirements and approvals outlined in this policy have been met.

Article VII. Internship Extensions and Early Terminations

Internships may be extended or terminated early by the student, the employer, or AUP. Students requesting an extension or early termination must submit the designated form on the [AUP website](#). All requests are subject to approval by the offices identified in Article V and must comply with the requirements of Articles I, II, III, and V. Students are strongly encouraged to speak with the ACE team to discuss their intention to terminate an internship before submitting the termination form.

For internships in France, or with French-registered companies, any approved change requires an *Avenant* reflecting the revised internship dates, which must be signed by all parties, in accordance with French regulations.

Changes to the internship end date will affect assignment deadlines and the registration period. If an internship ends before the minimum hours required under Article II are completed, the internship will not fulfill the associated academic or CCX credit requirements and the student's transcript will reflect a grade of W (Withdrawn) and no refund may be issued.

Article VIII. Required Internship Assignments

In compliance with French Regulations, all interns (even for 0-credit internships or during a degree deferral semester) are required to submit assignments when they have completed their time as an intern.

Section 8.01 Assignment Content

Assignment guidelines are posted on the [AUP website](#) and they must be the student's own work and cite any referenced resources, in compliance with [AUP policies on academic integrity](#).

In particular cases where the employer refuses to participate in the informational interview, the student is required to notify the ACE Careers Team before the assignments' deadline and the student will be asked to do an alternative assignment.

Section 8.02 Submission of Internship Assignments

For all undergraduate and graduate student internships, assignments are due one month after the last day of the internship and must be submitted through an internship assignments submission [form](#).

An incomplete grade (IN) will show on the student's transcript until all the assignments have been submitted and graded. No diplomas or proof of graduation can be provided to students holding an incomplete grade.

Section 8.03 Grading Process

All 0 and 1-credit internship assignments are graded by the ACE Careers Team within ten business days of the submission date. While 2 or more credit internship assignments are graded by the designated faculty reader within one month of the submission date.

Internships are graded as follows:

Graduate and Undergraduate 0-credit internships: Approved (AP) / Not Approved (NA)

Undergraduate credit-bearing internships: Credit (CR)/ No Credit (NC)

Graduate credit-bearing internships: Letter Graded A-F

If a student fails to submit assignments, or submits late or incomplete assignments, a grade of NA, NC, F depending on the type of registration will be submitted and reflected on the student's transcripts.

Guidance on letter grades can be found on the [AUP website](#).

Article IX. Degree Deferrals

Students who wish to complete an internship in France and receive a *Convention de stage* after completing their degree requirements must request a degree deferral from the Registrar's Office before their degree is officially conferred. Degree deferral is limited to a maximum of two consecutive semesters following the student's final credit-bearing semester.

A final credit-bearing semester is defined as the last semester in which a student is enrolled in courses or academic requirements that carry 1 or more credits toward their degree.

Semesters consisting solely of zero-credit requirements or academic extensions are not considered credit-bearing semesters, therefore, some students may not be eligible for a degree deferral.

A Degree Deferral does not automatically renew students' visas. Therefore, students must register an internship before their visa expires to be eligible for a *Convention de stage*.

If a student registers an internship during a degree deferral, their graduation date will reflect the last semester in which the internship was registered, including internship extensions.

US federal loans cannot be used to cover living expenses during a degree deferral.

All internships registered during a degree deferral semester are for 0 credits and must be in compliance with the requirements and approvals outlined in this policy.

Article X. Conduct

While pursuing an internship, the student agrees to always adhere to the host organization's guidelines for employee behavior and the university's standard of conduct. Students should contact the ACE team to discuss as soon as any issues with the host organization arise.