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1. Lexicon

Avenant: document amending a contract. In the context of an internship, a document amending a *convention de stage*, a training agreement or a memorandum of agreement. The document must be signed by the hosting organization, the intern and AUP for any amendment, i.e. for an extension of the internship, for a modification of the working hours, for an early termination of internship, etc.

CDD/CDI: CDI stands for *contrat à durée indéterminée*. It is the type of contract signed in France for a permanent position. CDD stands for *contrat à durée déterminée*, and is the type of contract signed in France for a short-term position. [More information to be found here.](#)

Convention de stage: a *convention de stage* is the French name for an internship contract or training agreement. It is required for all internships taking place in France and must be signed by AUP, the student and the hosting organization. The convention is issued by the AUP Internship Office before the credit-bearing or non-credit internship is to begin, but after the internship has been registered and conditions indicated are met. It stipulates the dates of the internship, general tasks, and mentions that the internship is directly connected to the student's course of study. It also provides mandatory supplemental workplace insurance.

Faculty reader or advisor: member of the faculty who will read and grade the student's internship report in case of a credit-bearing internship (more than 1-CR). Faculty reader is the terminology used for BA internship. Faculty advisor is used when talking about a MA internship. The faculty reader or advisor also provides support throughout the internship experience to the student and students are asked to regularly be in touch with them.

Graduation deferment: procedure by which a student - having complied with all of his/her course requirements - requests to postpone his/her graduation by one semester in order to register a final 0-CR internship before receiving his/her diploma. More information here. [LINK](#)

Internship assignments or internship completion requirements: documents that every AUP student must submit by a set deadline following the end of his/her internship in order to clear the internship IN (incomplete) grade. Failing to do so will result in academic consequences. The list of assignments and submission deadlines varies according to the type of internship registration. Please refer to website for more details. [LINK](#)

Internship supervisor: member of the hosting organization who is in charge of supervising the internship. The student should be able to rely on this person for guidance. They are also the main contact in case of any issue. Interns are not allowed to make certain decisions without consulting their internship supervisor (i.e. taking a day off, etc.). Internship supervisors can also request to read the internship report of the student.

Memorandum of agreement: terminology used by international organizations to designate their training agreement or contract. A classic example is the memorandum of agreement of the OECD.

2. FAQs

- **Who should I contact to...?***

Secure an internship	Career Development Office
Update/work on my CV or your LinkedIn	Career Development Office
Prepare for a job or internship interview	Career Development Office
Discuss the academic and practical aspects of my internship	Internship Office
Inquire about graduation deferment	Internship Office
Inquire about the internship contract/convention de stage	
Ask questions about my internship assignments	Internship Office, your faculty reader/advisor
Discuss a problem occurring during the internship	Internship Office
Discuss modifications to the internship contract (avenant)	Internship Office
Discuss career options, target potential employers	Career Development Office

** This is for your information. Please note that whoever you ask your question(s) to, both the Career Counselor and the Internship Coordinator will be able to direct you in the right direction.*

- **Can I do an internship abroad?**

Yes, absolutely. There is no geographical restriction. However, please consider 2 important things:

- We advise against interning in a politically, socially and environmentally sensitive area (war zone, etc.),
- If you are receiving U.S. governmental loans, please review location guidelines of where you can complete your internship to receive funding. Indeed, it is important to note that in order to be eligible for US federal loans, BA and MA students have to do their internship outside of the United States (New regulation by the U.S. Department of Education - valid as of 1 July 2011).

- **Can I register an internship from abroad?**

Yes, absolutely. The online procedure allows you to register an internship from abroad. However, please note that you may need to sign documents, so access to a printer/scanner is important.

- **Can I take days off/vacation during my internship?**

Yes, in certain cases and under certain conditions, but never without approval of your internship supervisor.

France: if your internship last more than 44 days, then you are entitled to ask for days off. The number of days remains at the discretion of the hosting organization. It is not necessarily a paid vacation. It must be approved by your internship supervisor.

Abroad: This depends on the full discretion of the hosting organization, and the local internship legislation. Please ask your supervisor. This is also not necessarily paid.

Internship Organization: it depends on the organization's policy. Please ask your internship supervisor.

Please refer to *INTERNSHIP GUIDE: rights & duties* of an intern for more details. [LINK](#).

- **Can I transfer internship credits to AUP?**

In rare instances, AUP may consider awarding transfer credit for internships upon submission of supplementary material. Such exceptional consideration requires review by the Transfer Credit Analyst, the Associate Dean of Academic Administration and the Internship Coordinator.

- **Can I use financial aid and/or US federal loans to register an internship?**

Financial Aid

Credit-bearing internships have the same status as regular classes and AUP financial aid applies as usual.

Students, who decide to ONLY do a credit-bearing internship full-time within a given semester, will continue to get the same percentage of tuition reduction as long as they maintain the minimum GPA requirements.

When registering your internship, pre-payment for the internship credits is required. If you receive AUP financial aid, Student Accounting Services will consider your regular percentage of tuition reduction when calculating the amount left to pay.

Please note however that financial aid cannot be applied toward the cost of a 0-credit internship (administrative fee of €196).

US Federal Loans

It's important to note that in order to be eligible for US federal loans (Stafford, PLUS, etc.) that BA and MA students have to do their internship outside of the United States. This is part of the regulations imposed by the U.S. Department of Education. Students must also be registered for the equivalent of half-time status which is a minimum of 6 credits in a given semester, including summer.

Students can apply for living expenses with loans during an Internship, but it can only cover the months within the semester (loan period). In other words, an internship registered for a given fall semester can only cover September through December, even though the internship might extend to February.

Students registered for a 3-or-4-credit internship only, will not fulfill the requirements for both undergraduate and graduate students. Additionally, Master's students should know that it is NOT possible to register a class that is not required for the completion of your degree and receive financial aid for it.

On a different note, please also be aware that deferring graduation in order to do a 0-credit internship once degree requirements have been completed, doesn't entitle students to defer their loan repayment. The bulk of all loan students have a grace period of six months that begins when a student drops down to less-than-half-time status. Repayment begins at the end of the grace period.

- **Do I get paid during my internship? If so, how much?**

Yes, under certain conditions.

Internship taking place in France

According to the French legislation, internship lasting more than 2 months (to be understood as 44 days or 308 hours) must be paid. The minimum amount of the remuneration is currently of €3.30 per hour of work (i.e. around 500 euros per month for a full-time position).

The hosting organization may decide to pay more than the minimum required amount, but cannot pay you less. However, please note that if you're not interning full-time, the hosting organization can perfectly reconsider the remuneration pro-rata (proportionally to the number of working hours).

We encourage you to keep track of your working hours by filling out an attendance sheet. [LINK](#)

Internship taking place within an international organization

Internships taking place within an international organization are often not paid. It is up to the organization in question to decide if they want to pay their intern.

Internship taking place abroad

It depends on the local internship legislation and/or the internal policy of the hosting organization.

- **Do I need to speak any French to secure an internship in France?**

The higher your level of French, the more options you will have. Most employers who contact AUP are interested in students' English (and other language) skills, and they vary in terms of the amount of French they require. Some opportunities call for fully bilingual individuals, and some don't require any French proficiency at all, but most employers require or at least prefer a conversational level of French. This may not be so much about actual work tasks but rather so that interns are integrated into the life of the workplace, can chat with colleagues over lunch, can answer the phone or accept a delivery when others are out of the office, or can understand the gist of an email chain. Basically, every little bit helps, so we recommend setting a goal of improving your French while you are in France. You'll get more out of your entire AUP experience if you do.

- **How can I stay in France after my degree to look for a job?**

Please contact the Career Development Office.

- **I am a non-EU citizen, do I need to obtain a work permit to do an internship in France?**

No, you do not. You need to have student status to intern in France. Therefore, you need to be currently enrolled as a degree-seeking student at a higher education institution and to have a valid *titre de sejour* or *carte de sejour*. If your *titre de sejour* or *carte de sejour* expires before the end of the internship, you can renew or extend it using the internship registration. Please [contact Student Immigration Services](#) for questions and assistance.

- **I am a visiting student at AUP, can I do/register an internship?**

Fall and spring semesters	
Yes*. All requirements below to be met. No exception.	
Student is enrolled full-time at AUP in the given semester.	Student has a valid visa for the entire duration of the internship. Student must provide the Internship Office with a copy.
It is a part-time internship (no more than 2 days per week).	Student must prove he/she has previously continuously been enrolled at another higher education institution. Student provides the Internship Office with a copy of his/her most recent transcripts (official or unofficial)
Academic internship requirements are fully met for the internship registration to be considered.	Fall internship: can only take place between the beginning of September and December 31 st of the same year. Spring internship: can only take place between the beginning of January and the end of May of the same year.
Summer term	
Not possible.	

* This is susceptible to be modified at any time by the Internship Office following the introduction of a new internship legislation in France. Visiting students are not guaranteed that they can do an internship in France while studying at AUP.

- **I cannot submit an internship registration request, extension request or termination request, what should I do?**

Contact the Internship Office.

- **I have signed a confidentiality agreement, how does it impact the content of my internship report?**

When preparing your report, please be aware of any confidentiality or non-disclosure agreements you may have signed with your organization. Employers may ask interns to sign confidentiality statements, which may have a restriction on the information you disclose in your internship report and elsewhere. If this is the case, individuals and client corporations may be described rather than named, and projects may be recounted in general terms rather than specific details. Please note this may also impact the submission format of your report.

Students with this type of agreement are encouraged to discuss any questions that may arise with the Internship Office and/or their faculty reader/advisor to make sure they fully understand the terms and conditions of the agreement.

- **I was offered a CDD or a CDI, can I use it to register a credit-bearing internship with AUP?**

Under certain conditions, you may be able to do so. Please be in touch with the Internship Office.

- **If I extend my MA thesis for 0-CR, can I keep interning?**

According to the AUP academic policy handbook, MA students can extend their thesis writing period for up to one academic year by registering 0-credit thesis extensions (2 extensions maximum). Although you will have student status during the entire period, this does NOT authorize you to continuously do internships.

You are only allowed to register/do one final 0-credit internship within the 6 months following the semester in which your last credit-bearing course requirement was registered. In such a case, registering a MA thesis extension (first one) equals deferring graduation and all graduation deferments rules apply to the registration of the 0-credit internship.

More information about graduation deferment rules here. [LINK](#)

If you register a second 0-credit thesis extension, no new internship registration will be possible.

- **My internship is not a good fit, can I stop interning?**

Under certain conditions, you may be allowed to end your internship earlier than planned. However, this may only come as a last resort. It is important that you first look for solutions and seek advice. Please talk to your friends, family, mentors and AUP staff.

However, please understand that you may not end your internship without the approval of the Internship Office and without signing an *avenant* to amend the internship contract. So, ultimately you will need to discuss your situation with the Internship Coordinator.

There is a strict procedure to follow. Ending your internship earlier than planned will have professional consequences and may have serious academic consequences (in particular for a credit-bearing internship), so discussing the situation with the Internship Coordinator is absolutely necessary. The Internship Coordinator will liaise with other relevant services at AUP and discuss the situation with your faculty reader/advisor when applicable.

More information here. [LINK](#)

- **My internship was a difficult experience, can I be honest about it in my internship report? Do I risk getting a low grade?**

Absolutely, we encourage you to be honest about your experience and to critically present and analyze your experience in your report (i.e. this also included being critical about your performance). However, please keep in mind that you may need to send a copy of your report to your internship supervisor for pre-approval before submission (in particular, if you have signed a confidentiality agreement). If you are struggling to figure out what can and cannot be included in your report, please seek advice with your faculty reader/advisor and/or the Internship Coordinator.

An internship report written about a difficult learning experience can still be an excellent report. It is not because the internship was overall a bad experience that you will automatically get a low grade. You are encouraged to discuss how to reconsider the structure of your report in regards to your situation/experience with your faculty reader/advisor and/or the Internship Coordinator. However, this does not mean you are allowed to completely overlook the guidelines for writing your internship report. [LINK](#).

- **What happens if I get hired following the end of/during my internship?**

You will benefit from certain advantages such as: a potential diminution of the probation/trial period (*période d'essai*), and in terms of calculation of rights regarding seniority (*droits liés à l'ancienneté*).

[More information here](#) (in French). If you have questions, please contact the Internship Office or the Career Development Office.

- **What happens if I get ill during my internship?**

Please contact your internship supervisor. He/She may ask you to obtain a certificate from your doctor/GP.

- **What happens if I have an accident during my internship?**

Accidents occurring on the way to the office, during working hours and on the way back home from the hosting organization are considered to be work accidents in France.

Internships taking place in France:

You absolutely must contact your internship supervisor and the Internship Office in order to inform them of your accident. Paperwork will need to be filled out by the hosting organization to declare the accident to the CPAM (legal requirement in France).

Internship taking place within an international organization and abroad:

Please contact your internship supervisor and the Internship Office.

- **What should I do if the hosting organization wants to use its own *convention de stage*/training agreement template?**

This is totally fine as long as the convention de stage abides by the current legislation. The Internship Office will review the document before signing it. Potential modifications will be discussed with the Human Resources department of the hosting organization.

- **Where can I find the guidelines brochure and/or the student evaluation form for my internship?**

You will find all relevant information on the Internship Office section of the AUP website, under “Forms & resources” or under “After my internship.” [LINKS](#).