

INTERNSHIP GUIDE: rights & duties of an intern

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1. Information relevant to all students

- **You must register your internship before it starts.**

Internships in France

You must register your internship with AUP to ensure student status and obtain the necessary paperwork (*convention de stage*). Interning without an internship contract is illegal in France.

Internships within an international organization

International organizations normally do not ask you to provide them with a *convention de stage*. However, they often require that you show proof of student status or that AUP issues official documentation in regards to the internship (hence the necessity to register the internship with AUP). They also often ask their interns to sign a memorandum of agreement (i.e. the equivalent to an internship contract).

Internship taking place abroad

If you have found an internship abroad, please note that you may be required to also register with AUP:

- if you would like to earn credits for the internship,
- if you need any documentation or proof of enrolment (for a visa application, etc.)
- if it is requested by the hosting organization,
- if is required by the local legislation, etc.

In certain cases when the internship is taking place abroad, you will also need to sign an internship agreement.

Refer to [Registering my Internship with AUP guide](#) for more information about internship pre-registration requirements and internship registration procedure.

- **During your internship, you cannot take certain decisions without approval.**

During the internship, you remain under the responsibility of AUP. As such, you must keep the Internship Office informed of your internship experience and cannot take certain decisions without seeking approval from the Internship Coordinator and/or your internship supervisor. This implies when you would like to take vacation days, are ill, would like to extend or terminate your internship, etc. Please refer to the appropriate table.

- **Clear your IN (incomplete) grade after the end of your internship.**

An incomplete grade (IN) shows on your transcript until all of your assignments have been submitted and evaluated.

No diplomas/proof of graduation can be provided to students holding an incomplete grade! Additionally, holding an incomplete grade will not prolong student status!

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2. Internships taking place in France

Beneficiaries	Nota Bene
Only currently enrolled degree-seeking students may register an internship in France. The internship can take place within a company, NGO/Non-Profit, public sector, etc. A student cannot intern without an internship contract (<i>convention de stage</i>).	A company may not hire an intern to replace a worker, for a specific project or tasks which would normally require hiring a full-time or part-time employee, for seasonal work or to respond to the temporary increase of the company's activity.
Convention de stage (internship contract)	Nota Bene
You must sign a <i>convention de stage</i> . The <i>convention de stage</i> is a contract signed by the intern, his internship supervisor and faculty reader as well as the representatives of the university and of the hosting organization. The <i>convention</i> stipulates the dates of the internship, general tasks, and indicates that the internship is directly connected to your course of study.	Please refer to this page to register your internship with AUP and obtain a <i>convention de stage</i> .
Maximum duration	
The legal maximum length of an internship is of 6 months full-time. This is calculated by taking into consideration the following: <ul style="list-style-type: none"> - 7 hours, consecutive or not, equal to a day of work - 22 days equal to 1 month of work 	
Insurance coverage	
Health insurance coverage	Nota Bene
You must have valid health insurance coverage for the entire duration of your internship.	The Health Office will verify if you do once you have submitted your internship registration request.
Civil liability coverage	Nota Bene
You are also required to have valid civil liability coverage for the entire duration of the internship. If your internship is unpaid and last less than 3 months, you are covered by AUP.	FYI, please note that if you have a valid housing insurance coverage, you should normally also be covered for civil liability.

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If not, and according to AUP's <i>convention de stage</i> , you should be covered by the hosting organization – unless being told otherwise and ask to subscribe to your own coverage.	
Work accident coverage	
You are covered either through AUP or the hosting organization for work accidents & occupational diseases.	
Intern's guarantees & advantages	
Supervision	
The intern is welcomed and accompanied by an internship supervisor all throughout the internship experience, who is in charge of ensuring the <i>convention de stage</i> is enforced.	
Gratification de stage (stipend)	Nota Bene
The hosting organization must pay the intern if he/she interning for more than 2 months (i.e. 44 days of work or 308 hours). The <i>gratification de stage</i> is currently of 3,30 euros per hour (i.e. around 500 euros per month for a full-time position). Under 2 months, the <i>gratification de stage</i> remains optional.	If the internship ends prior to the initially agreed date, the amount of the <i>gratification de stage</i> is reviewed according to the number of hours completed by the intern.
We encourage you to keep track of your working hours by filling out an attendance sheet .	The <i>gratification de stage</i> must be paid monthly, from the first month.
Social Charges & Taxes	
The <i>gratification de stage</i> is exonerated from social charges under certain conditions (i.e. up to the minimal amount of <i>gratification de stage</i>).	
It is also exonerated from taxes in the limit of 17 490, 20 euros.	
Advantages	
<ul style="list-style-type: none"> ▪ Lunch expenses: when granted to employees, an intern must have access to the canteen (<i>restaurant d'entreprise</i>) or to lunch tickets under the same conditions than employees. ▪ Travel expenses: employers must reimburse a percentage of your travel expenses under the same conditions than they already do for their employees. ▪ Access to social and cultural activities of the <i>comité d'entreprise</i> (if one exists; should be the case for organization of more than 50 employees). 	
Days off/Vacation days	Nota Bene
For internships lasting more than 2 months (or 44 days), the <i>convention de stage</i> must stipulate under which conditions an intern may take a day off or request an absence.	Please note that you make a request as early as possible.
However, the employer is not required to pay the intern when on leave.	If the hosting organization would like to sign a formal agreement (for insurance purposes, etc.), please download a leave of absence form from the AUP

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In case of pregnancy, paternity or adoption, you benefit from the same rights than an employee.	website and return it to the Internship Office by email.
Protection again moral and sexual harassment	
You benefit from the same protections than those granted to employees in France. More information here and here .	
Prohibited tasks	
It is forbidden to give dangerous tasks to an intern for his/her health and/or security.	
Attestation de stage (internship certificate)	
The hosting organization must provide you with an <i>attestation de stage</i> (internship certificate) detailing the duration of your internship and the undertaken tasks.	
Rules applying to the recruitment of former interns	
You will benefit from certain advantages if hire after an internship. Please visit the following website or contact the Internship Office.	
Intern's responsibilities	
Standard of conducts	
While pursuing your internship, you must behave accordingly to the company/organization's guidelines for employee behavior and the University's standard of conduct at all times.	
Confidentiality	Nota Bene
Employers may ask interns to sign confidentiality statements, which may have a bearing on the information you disclose in your internship report and elsewhere.	Students faced with this type of agreement are encouraged to discuss any questions that may arise with the Internship Office to make sure they fully understand the terms and conditions of the agreement.
Absence(s) due to illness	Nota Bene
If you are feeling unwell and cannot go to work, please make sure to contact your internship supervisor – if not, it will be considered as an unjustified absence. You may need to obtain a certificate from a doctor.	Unless being specifically told otherwise, you will not need to obtain any documentation from a doctor for a 24-hour absence. For more than 24 hours, you will need to see a doctor to ask for a certificate (<i>arret de travail</i>).
Work accidents	
If you hurt yourself on the way to the hosting organization, during the internship or on the way home from the hosting organization, please note that it is considered as a work accident in France. In such cases, you <u>must</u> contact your internship supervisor <u>and</u> the Internship Office.	
Serious issues	Nota Bene
You must inform AUP of any serious health, work-related or family-related problems which occur during your internship so we can provide help and support.	We treat any personal information with extreme care and never release it to

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	your internship supervisor without prior consent.
Ending your internship	Nota Bene
If you would like to end your internship earlier than planned for any given reason, please contact the Internship Coordinator to discuss your situation.	Be aware this is not automatic. An <i>avenant</i> (document amending the internship contract) will need to be signed.
Extending the duration of your internship	Nota Bene
If you wish to extent the length of your internship , please contact the Internship Coordinator to discuss details and see if or under what conditions this is feasible.	Be aware this is not automatic. An <i>avenant</i> (document amending the internship contract) will need to be signed.
Evaluating your internship experience	Nota Bene
You must fill out the student evaluation form as it is a legal requirement in France.	Please remember than you will be asked to fulfil other completion requirements.

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3. Internships taking place abroad

We strongly encourage students doing an internship abroad to enquiry about the local internship legislation.

Convention de stage (internship contract)	Nota Bene
You may still be required to sign an internship agreement.	Please check with the Internship Office.
Maximum duration	
The legal maximum length of an internship taking place abroad is of 6 months full-time.	
Insurance coverage	
Health insurance coverage	
We encourage you to have valid health insurance coverage for the entire length of your internship (including for hospitalization, prescription drugs, etc.).	
Civil liability coverage	Nota Bene
If your internship is unpaid and last less than 3 months, you are covered by AUP.	Please feel free to contact the Internship Office.
We encourage you to double-check if the hosting organization will cover you for civil liability insurance or to take coverage.	
Work accident coverage	
Under certain conditions the accident may be covered by the local social security system and/or the hosting organization’s private coverage.	
Please note that we encourage you to check if/how you will be covered in the event of a work accident.	
By default, you may want to consider subscribing to your own insurance coverage.	
Intern’s guarantees & advantages	
Gratification de stage (stipend)	
It is up to the hosting organization to decide if they will pay you or not – as French legislation does not apply abroad.	
Days off/Vacation days	
Please make a formal request to your internship supervisor as early as possible.	
Please understand that the hosting organization is not obligated to approve your request.	
Internship certificate	
We encourage you to request an internship certificate from the hosting organization at the end of your internship.	

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Intern's responsibilities	
Standard of conducts	
While pursuing your internship, you must behave accordingly to the company/organization's guidelines for employee behavior and the University's standard of conduct at all times, even if the internship is taking place abroad.	
Confidentiality	Nota Bene
Employers may ask interns to sign confidentiality statements, which may have a bearing on the information you disclose in your internship report and elsewhere.	Students faced with this type of agreement are encouraged to discuss any questions that may arise with the Internship Office to make sure they fully understand the terms and conditions of the agreement.
Absence(s) due to illness	Nota Bene
If you are feeling unwell and cannot go to work, please make sure to contact your internship supervisor – if not, it will be considered as an unjustified absence.	You may need to obtain a certificate from a doctor.
Work accidents	
Please contact the hosting organization <u>and</u> the Internship Office.	
Serious issues	Nota Bene
You must inform AUP of any serious health, work-related or family-related problems which occur during your internship so we can provide help and support, and be in contact with your supervisor if needed.	We treat any personal information with extreme care and never release it to your internship supervisor without prior consent.
Ending your internship	Nota Bene
If you would like to end your internship earlier than planned for any given reason, please contact the Internship Coordinator to discuss your situation.	Be aware this is not automatic. An <i>avenant</i> (document amending the internship contract) will need to be signed.
Extending the duration of your internship	Nota Bene
If you wish to extend the length of your internship, please contact the Internship Coordinator to discuss details and see if or under what conditions this is feasible.	Be aware this is not automatic. An <i>avenant</i> (document amending the internship contract) will need to be signed.
Evaluating your internship experience	Nota Bene
You must fill out the student evaluation form .	Please remember that you will be asked to fulfil other completion requirements.

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4. Internships taking place within an internship organization

Convention de stage (internship contract)	Nota Bene
French legislation does not apply within an international organization, and therefore you will not need to sign a <i>convention de stage</i> . However, in certain cases you may still be asked to sign a memorandum of agreement (equivalent to an internship contract), provide them with a proof of student status, etc.	Please be in touch with the Internship Office to discuss the specifics of your situation.
Maximum duration	
The legal maximum length of an internship is of 6 months full-time.	
Insurance coverage	
If the internship is taking within an international organization in France	
You must be covered for health insurance coverage. You will be covered either by AUP or the international organization for work accidents. Please note that we encourage you to check if the hosting organization will cover you for civil liability. By default, you may want to consider subscribing to your own insurance coverage.	
If the internship is taking place within an international organization abroad	
We encourage you to have valid health insurance coverage for the entire length of your internship (including for hospitalization, prescription drugs, etc.). Please note that we encourage you to check if the hosting organization will cover you for civil liability and for work accidents. By default, you may want to consider subscribing to your own insurance coverage.	
Intern's guarantees or advantages	
Gratification de stage (stipend)	
It is up to the hosting organization to decide if they will pay you or not.	
Days off/Vacation days	
Please make a formal request to your internship supervisor as early as possible. Please understand that the hosting organization is not obligated to approve your request.	
Internship certificate	
We encourage you to request an internship certificate from the hosting organization at the end of your internship.	
Intern's responsibilities	
Standard of conducts	
While pursuing your internship, you must behave accordingly to the company/organization's guidelines for employee behavior and the University's standard of conduct at all times, even if the internship is taking place abroad.	

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Absence(s) due to illness	Nota Bene
If you are feeling unwell and cannot go to work, please make sure to contact your internship supervisor – if not, it will be considered as an unjustified absence.	You may need to obtain a certificate from a doctor.
Work accidents	
Please contact the hosting organization <u>and</u> the Internship Office.	
Serious issues	Nota Bene
You must inform AUP of any serious health, work-related or family-related problems which occur during your internship so we can provide help and support, and be in contact with your supervisor if needed.	We treat any personal information with extreme care and never release it to your internship supervisor without prior consent.
Ending your internship	Nota Bene
If you would like to end your internship earlier than planned for any given reason, please contact the Internship Coordinator to discuss your situation.	Be aware this is not automatic. An <i>avenant</i> (document amending the internship contract) will need to be signed.
Extending the duration of your internship	Nota Bene
If you wish to extent the length of your internship , please contact the Internship Coordinator to discuss details and see if or under what conditions this is feasible.	Be aware this is not automatic. An <i>avenant</i> (document amending the internship contract) will need to be signed.
Evaluating your internship experience	Nota Bene
You must fill out the student evaluation form .	Please remember than you will be asked to fulfil other completion requirements.