

LICENSE 1 INTERNATIONAL TRACK

Reminder of the procedure for validating your internship agreement

Dates :

The internship may not begin before May 2027 (i.e. after your courses and exams; It must end no later than August 31, 2027)

Technical Note:

Once you have found your internship you must create your agreement in your student account, in the internship section (**pstage**).

📌 **Please note: the process is completed fully online!**

Step 1 | Creating the internship agreement

- Log in to your ENT.
- Select the Internship tab.
- you print the liaison form in the useful documents section then you ask the company where you will be interning to fill it out
- once this form has been filled out, complete the agreement directly online using this document
- Fill in the various sections:
 - The Internship Theme / Subject / Functions and Tasks / Skills sections must be carefully completed. Do not touch the "number of training hours" section, as this is always +200 hours (not to be confused with the number of internship hours).
- Once the agreement is created, download the summary from the "Print" section.

NB: This creation allows you to start the procedure. However, the agreement will only be valid after the internship content has been approved by your supervisor and the administrative aspects have been verified.

STEP 2 | Educational Approval ("Visa Pédagogique")

The content of your planned internship must be approved by your supervisor.

- To request validation of the content of your internship, simply submit the summary (one page) of your agreement in **eSignature** and request a visual visa (educational approval) from your instructor: **Lorenzo Cassi**
- If your supervisor approves the content of your internship, your agreement will be reviewed by the internship administrative manager. If everything is in order, you will receive a message informing you that your agreement has been approved. You can then download the PDF of your agreement (5 pages) in the "Print" section and proceed to the third and final step.

STEP 3 | Signing the Agreement

The agreement requires five signatures in the following order:

1. Yours
2. The host organization's representative
3. The internship supervisor at the host organization (can be the same person as above)
4. Your university supervisor

5. The Director of the EES: Marc-Arthur Diaye

Sign and date your agreement, and obtain the signatures from the host organization (representative and internship supervisor).

To obtain the signatures of your supervisor and the Director of the EES, upload the agreement to **eSignature**:

- Drag your agreement into the central box (document to be signed).
- Select the box all participants must sign.
- Add the following names as observers:

Karine Chevalier

Catherine Fortune

Once the final two signatures have been obtained, you can download the signed agreement from eSignature and send it to your host organization. The process is then complete!

📌 To consult the EPI (Internship Agreement) that explains the entire procedure for obtaining your internship agreement, click here:

<https://cours.univ-paris1.fr/fixe/ConventionStage>. The registration key is: internship

📌 Contact address: stagesl-m1.ees@univ-paris1.fr

Final remarks

- No student may print the agreement themselves.
- For internships in France: the minimum legal compensation is €4.35/hour after 308 hours in the same company.
- No internship may begin without a fully signed internship agreement.
- You must provide a valid certificate of civil liability for 2026–27 to be insured in case of an accident during your internship (ask your insurance company or student mutual organization).