

WHAT YOU HAVE TO DO REGARDING THE MANAGEMENT OF YOUR INTERNSHIP AGREEMENT

You have found a company or a laboratory for your internship. What you have to do now is :

1. Have **all of the items** of the Internship Information Form filled by yourself and the company or laboratory. This document will provide all the necessary information for the teacher in charge to validate your internship, and also for you to prepare yourself to fill the form by internet.
Attention : If your internship is going to take place in a French private company, you have to know the SIRET number. You will need it when entering the informations for the agreement.
2. Have Internship Information Form signed by your future supervisor in the company or laboratory and the teacher in charge (see attached list). **We will not allow the internship agreement to be printed without both signatures.**
3. With the document fully signed, you must email it to im2ag-gestion-stages@univ-grenoble-alpes.fr
4. Sophie Urbanc or Carole Durand will check the information given and ask you to enter the information. You will connect with the following address: <https://pstage-uga.grenet.fr/esup-pstage/stylesheets/stage/>, with your login and password indicated on your student card.
Attention : you must get the society with the **SIRET** number to be sure it is the right one. If it is not entered in the application, you must fill it.
5. Then Carole or Sophie will send you an email to ask you to come and fetch the document which we will have had signed by the professor in charge of the internship and the IM2AG administrative head. You must establish the link between the rest of signatories :
 1. yourselfIn the company or laboratory
 2. the supervisor of the internship
 3. The head of the laboratory or company

When it is fully signed, you must send us a copy by email. **The agreement has to be fully signed before the internship starts.**

An internship agreement is a 3-part contract including the university, the laboratory or company and yourself. It has to be established as accurately as possible. Therefore, changes or particular cases are taken into account by way of amendment. We will inform you if needed.

6. At the end of the internship duration, you need to :
 - ask the company or laboratory to fill the Certificate attached to the internship contract. Should you get fees and decide to remain in France, you have to keep it all over your life to prove your rights when you retire.
 - fill **an internship evaluation form**. Please click the following address: <https://pstage-uga.grenet.fr/esup-pstage/stylesheets/stage/>, « Activité », part « Stages », « [Guidance](#) note », Part 6.