

Convention de Stage / Internship agreement for students of the 1st to 3rd year of General Veterinary Medicine study programme if they wish to complete voluntary pre-clinical practice

It is required by French legislation that any student completing an internship in France must complete a Convention de Stage.

This is a form required in both French and English languages, which outlines the tripartite agreement between the UVMP in Košice, the student and the organisation where the internship will take place. The agreement details:

- Exact dates when the internship placement starts and ends
- Subject of the internship
- General tasks to be carried out by the internship

The form must be completed well in advance of commencing any internship (at least three weeks before the commencement), and students are expected to have met all requirements, in addition to the procedures below.

Requirements:

If student wishes to undertake an internship, it is his/her responsibility to identify and secure the opportunity. The student is also responsible for coordinating all necessary arrangements related to the internship which, in France, includes arrangements for Convention de Stage. Conditions.

Before student asks the UVMP in Košice to sign Convention de Stage, he/she must ensure that the entire internship period falls within the student's registration period with the university – the university will not be able to sign Convention de Stage for a student whose registration period has expired or study terminated. **Whether or not the UVMP in Košice will accept to be signatory of a particular Convention de Stage is entirely at the discretion of the university.**

UVMP in Košice expects the internship host organization to provide liability insurance for the student. However, before any Convention de Stage can be completed, the student needs to ensure they have the following:

- Medical insurance
- Civil liability and accident insurance

The university will require proof of the mentioned insurances (as copies sent in an e-mail or in person to the Study Office) before any Convention de Stage is signed. If the student is lacking any of the above, then they will need to arrange this before completing Convention de Stage. It is student's responsibility to ensure to arrange adequate insurance during the internship.

Procedure for obtaining Convention de Stage / Internship agreement for students of the 1st to 3rd year of General Veterinary Medicine study programme if they wish to complete voluntary pre-clinical practice:

1. Template form of Convention de Stage is available for the student here (section Documents at the bottom of the page):
<https://www.uvlf.sk/en/information-for-students/professional-and-clinical-experience>

2. Convention de Stage template form is filled in by the student, in cooperation with the host organization. Student is required to fill in all information related to the student as an intern, information about the internship and host organization. Student is required to sign the Convention de Stage and arrange for signatures and stamp of the host organization and its supervisor at the organization as well.
3. Completed Convention de Stage template form (as much as is possible in line with par. 2) has to be sent as scanned copy by e-mail to the Study Office (at zas@uvlf.sk) or delivered as an original hard copy by person to the Study Office.
4. Together with the Convention de Stage template form, the student is obliged to submit to the Study Office also confirmations of having the following insurances, covering the intended period of the internship:
 - Medical insurance
 - Civil liability and accident insurance
5. Once the completion of requirements and submitted documents are checked through and deemed sufficient, Convention de Stage is signed by the university (its representative) and delivered back to the student
6. **After completion of the internship, but not later than by the end of given academic year, the student is obliged to submit to the Study Office (at zas@uvlf.sk) a copy of the “confirmation on the completion of voluntary pre-clinical practice” including a list of procedures and activities performed during the practice.** The confirmation template form is available on the same page as Convention de Stage form template and after its submission, it is to be kept archived in the student’s personal file.

All requirements and procedures should be completed well in advance of the due commencement date of the internship (at least three weeks before the commencement). If not, Convention de Stage may not be signed in time as both the university as well as the host organization operate on busy schedules which may prevent processing the Convention de Stage as quickly as sometimes anticipated.