

Convention de Stage / Internship agreement

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 will detail:

- 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 (including required extramural professional practice), 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, organisation and acquirement of professional experience are arranged individually by the student of the UVMP.

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. 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 institution 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:

1. Form of Convention de Stage is available for the student here: <https://www.uvlf.sk/document/convention-de-stage-en-fr.pdf>
2. Convention de Stage is completed by the student, in cooperation with the host institution

3. Completed form (as much as is possible) has to be sent by e-mail to the Study Office (zas@uvlf.sk) – once checked through and deemed sufficient, Convention de Stage will be signed and delivered to the student in three copies
4. Student will be required to sign all three copies of Convention de Stage arrange for signatures and stamp of the host institution
5. One copy of the fully completed and signed Convention de Stage should be delivered back to the Study Office of the UVMP in Košice, one copy belongs to the student and one to the host institution.

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