

**INFORMATION FORM (FOR A TASK IN A COMPANY)**  
To be handed to the student **one month** before the traineeship is due to begin

1<sup>st</sup> year     
  2<sup>nd</sup> year     
  gap     
  3<sup>rd</sup> year     
  Master

**Warning:** this document is not a convention or a contract. It is used to verify that the proposed assignment meets the educational objectives and to authorize the student to sign an agreement or contract.

- ♦ In the case of an overseas internship, print the file called “protection sociale et physique des étudiants en stage à l'étranger” and “fiche de sécurité pour mission à l'étranger du pays concerné”. More information : <http://www.ec-lyon.fr/entreprises/recrutez-centraliens/proposez-vos-stages>

**TO BE COMPLETED BY THE STUDENT**

<b>First Name and LAST NAME :</b>	<b>Phone number :</b>
<b>Date and place of birth :</b>	<b>Mail :</b>
<b>Nationality :</b>	
Academic program :	
<input type="checkbox"/> Engineer Do you rely on this corporate mission to validate your mobility ? <input type="checkbox"/> yes <input type="checkbox"/> no	
<input type="checkbox"/> Master	
How did you obtain the internship :	
<input type="checkbox"/> through the School (DDRE, ECL alumni, teachers, fairs)	<input type="checkbox"/> website
<input type="checkbox"/> on your own (direct application, personal contacts)	

**TO BE COMPLETED BY THE COMPANY OR INSTITUTION**

<b>COMPANY OR INSTITUTION NAME :</b> <i>(obligatory stamp)</i>	<b>TRAINEESHIP AGREEMENT TO BE SENT TO :</b>
<b>Address</b>	<b>First name :</b> _____
<b>Post code - Town:</b>	<b>LAST NAME :</b> _____
<b>Country :</b>	<b>Title :</b>
<b>Phone number :</b>	<b>Phone :</b>
<b>Web site :</b>	<b>Mail :</b>
<b>GROUP :</b>	<b>Number of employees ( on the site ) :</b>

Type of contract :  internship convention     contract of employment of the company     Volunteer for International Experience

**Name of your task: Please describe it in 30 words** (It will appear on the internship convention)

<b>Main domain</b>	<input type="checkbox"/> Aeronautics <input type="checkbox"/> Biotechnology <input type="checkbox"/> Audit consulting	<input type="checkbox"/> Energy <input type="checkbox"/> Finance <input type="checkbox"/> Civil engineering	<input type="checkbox"/> Electricity engineering <input type="checkbox"/> Industrial engineering <input type="checkbox"/> Information technology	<input type="checkbox"/> Mathematics <input type="checkbox"/> Mechanics engineering <input type="checkbox"/> Transport	<input type="checkbox"/> Production <input type="checkbox"/> Other
--------------------	---	---	--	--	---

**Dates :** From: \_\_\_\_\_ to: \_\_\_\_\_

For a total of: \_\_\_\_\_ number of weeks/number of months *(delete as appropriate)*

Corresponding to : \_\_\_\_\_ number of days worked with the host company

Distribution of working hours in case of discontinuous attendance : \_\_\_\_\_ number of hours per week or number of hours per day *(delete as appropriate)*

Number of days of leave: \_\_\_\_\_ modalities:

Other specifics: *(night work, Sundays, public holidays)* .....

<b>Traineeship address</b> <i>(if different from the above )</i>	
<b>Wage €month :</b>	<b>Benefit in kind :</b>
<b>1. Company or institution tutor, hereby undertakes to supervise the student</b>  Mr/Ms.....  Phone number :  Mail :  Signature :	<b>4. Academic tutor</b>  First name : Last name :  Phone number :  Signature :
<b>2. Pedagogical tutor (only for the internship of first and second year students ) or head of the elective teaching unit (for third year students)</b>  First name : Last name :  Phone number :  Signature :	<b>5. Option or Profession coordinator (only for third year students at ECL)</b>  First name : Last name :  Phone number :  Signature :
<b>3. ECL coordinator of the Master</b>  First name : Last name :  Phone number :  Mail :  Signature :	

**Next step:** when the form is filled, bring it to the "Direction du Développement et des Relations Entreprises"— building D5, 2<sup>nd</sup> floor, input the data and print your convention. Your file will be updated thanks to this input. **Therefore, input the date properly.** Any mistake will cause a considerable waste of time for the setting up of the convention.

- 3 weeks are typically needed between the initial convention input and the return of the final document. **Never start your internship without a convention, as you would not be covered in case of accident.**
- Pay attention to the TFE end date. If it takes place after the **30th of September**, you must turn to the "Scolarité" in order to enrol for a new academic year.
- At the end of the internship, do not forget to have the **assessment file** filled in by the company (or institution) tutor of your internship: without this document, the internship will not be considered as validated.
- Also, do not forget to assess yourself the internship since this is a feedback for ECL.

**For students leaving for a European (EU) destination, it is important to get in touch with your Social Security centre in order to obtain the European Social Security card. For other countries, take an additional insurance from the CFE(Caisse des Français à l'Étranger).**

-----

Information collected is intended for the administrative management of the training periods by the DDRE. Other recipients are: the registrar's office and teachers concerned. Certain information (subject of training course, field, company/service addresses, name of the trainee) may be communicated for information to other students and teachers of the School. In accordance with European Directive 95/46 on the Protection of Individuals with regard to the Processing of Personal Data (implemented by French law n° 78-17 of January 6<sup>th</sup>, 1978) any person can access and rectify the data concerning him/her upon request to the DDRE.