



NICOLAS BAUDIN

INTERNSHIPS IN FRANCE INITIATIVE

GUIDE FOR

AUSTRALIAN UNIS



2019 NICOLAS BAUDIN
INITERNSHIPS IN FRANCE INITIATIVE

FOREWORD

The **Guide for Australian Universities** is a detailed description of the preparation required leading up to the student's internship in France.

There are six separate stages in the process leading up to the internship:



The following information will guide you through each of these steps and, specifically, what we need from you at each stage of preparation in order to proceed to the next.

The Nicolas Baudin Internships Initiative

While the general stream of the Baudin grant simply offers a return ticket to laureates who are already planning on going to France on exchange, the internships initiative involves a much deeper level of activity and collaboration by all partners. It facilitates the creation of professional formative opportunities in France specifically designed for Australian students. Behind the scenes, a lot of administrative footwork goes into preparing the student for their experience, and this requires involvement from the Embassy, the student, the hosting university, the partner company, and the Australian university to make these preparations run smoothly.

Notably, there are four steps where we will need involvement on behalf of the student's home uni:

- 1. Promote the opportunity**
- 2. Sign support letters**
- 3. Sign a grant request**
- 4. Sign internship contracts**

Having a main contact person within the university to oversee their students' applications and necessary paperwork will immensely help us streamline many of the activities that require communication with the Australian uni.

Thanks for your commitment to bringing this fantastic opportunity to fruition and we look forward to working with you closely from now on!

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INTERNSHIP PROPOSAL

(Dec 2018 - 31 Jan 2019)

Baudin internships are proposed by French universities, in collaboration with industry partners, specifically for Australian students. They are proposed uniquely through the framework of the Baudin program.

The French university outlines in their proposition the internship topic, scientific and academic objectives, proposed dates, and role of their industrial partner in the internship, as well as the expected profile of the applicant.

During this time, we recommend you liaise with your French partner universities to discuss what internship topics they could propose for your students. Use the existing relationships your research staff have with their French counterparts – they may already have projects (or even students) in mind.

What we need from you :

Before and during the application period, we need your help promoting this opportunity to faculty staff and interested students to maximise the number of internship proposals from your partners in France and the number of applications we get from your students!



CALL FOR APPLICATIONS

(Feb 2019 – 15 April 2019)

In February 2019, the online application platform will open to students. Candidates must fill in their information, select which internship they are applying for and state their motivation for applying for that internship. They will also be required to upload a CV, academic transcript, a letter of recommendation from a personal referee, as well as **a letter of support on behalf of their university**. The letter of support lets us know that if they're selected the university is willing to contribute \$2500 to support this student (as per the agreements signed by Group of 8, ATN, IRU and individual universities).

For your convenience, a template letter of support has been provided for you to complete.

After selecting their current university on the online form, applicants will be given the email address of our main contact at that uni (that's you) and told to approach that contact to obtain a letter of support. This prevents students from approaching their research supervisor or another contact that does not have authorization to approve the activity.

This requirement also allows you to keep track of how many students are applying, and thus potentially how many grants may be offered if they are selected. It also allows the Embassy to validate the application, knowing that the student has discussed their plans with the uni and that the internship doesn't conflict with their program of study.

What we need from you :

The candidate will approach you to obtain a letter of support.

You may wish to consult with the student and discuss their plans before signing the letter. Once signed and provided to the student, they must then attach it to their online application.

Certain universities also choose to support their students through the application process. While this isn't mandatory, it does contribute to the success rates of those unis, and is especially helpful for unis with a reasonable sized group of candidates.



French law requires students to still be active in their program of study, at least until the end of the internship, to be able to participate – they either need to get credit for the internship, or defer their classes or their graduation. Candidates who have already graduated are not eligible for an internship in France.



LAUREATE ANNOUNCEMENT

(May 2019)

At the close of applications, the Embassy will verify eligibility and then send all applications for each subject to the French university which proposed it. It is then up to the French university to make a pre-selection, naming their one preferred candidate for their internship.

The Embassy may have a final decision of which of the pre-selected candidates will be financed with the Baudin travel grant (\$2500).

During this time, we may approach you to confirm financing arrangements.

We will then inform all the candidates, as well as their universities, of the outcomes and these will be published on our website.



SUBVENTION

The Embassy can't pay grant money to individuals - only to institutions. The money for each travel grant (\$2500) must therefore be transferred to the home university in the form of a subvention, which the university can then spend by passing it on to the students. It is up to you how this is done. Most universities opt to transfer the Baudin grant to the student at the same time as their matching \$2500 mobility grant, to make one lump transaction of \$5000 per student.

Other universities choose to book the student's flights for them to benefit from the uni's insurance scheme. In this case you may also consider booking their flights to Sydney for their visa appointment, and helping out with other travel expenses. Any money which is not spent or transferred to the student should be returned to the Embassy.

We will provide you with a template subvention request letter, which must be signed before we can send the grant money to you.

What we need from you :

Oversee the signature of a subvention request and return it to the Embassy.
Please follow up on the subvention to make sure the money is received on your end and that it gets to the student along with their mobility grant.

Please note that in rare cases, unforeseen circumstances can lead to the laureate having to withdraw their participation. In this case, we will of course need to retrieve the subvention money from the uni.



INTERNSHIP AGREEMENT

The most crucial document in the entire process is the internship agreement, called a '*convention de stage*'. It's also the document which causes the longest delays.

Under French law, every internship in France longer than 2 months must be accompanied by a tripartite agreement, signed by the student, their home university and the host institution.

It's the responsibility of the French university to write up this contract, and also once it is signed to oversee its authorisation with the Department of Employment in France, (called the *DIRECCTE*). This authorisation can take up to two months so it is imperative that you act quickly as soon as you receive it. The internship agreement, signed by everyone and authorised with a stamp from the Direccte, is mandatory for their visa order.

If the intern is a PhD, it's a different kind of agreement (called a '*convention d'accueil*'), which you don't necessarily need to sign.

What we need from you :

Sign the contract, ensure the students signs, and return it to the French uni as soon as possible. (If the intern is a PhD student, you don't need to sign this.)

The French uni will then oversee the validation of the Direccte, and then student can finally apply for their visa.

In addition to the contract, the Direccte may ask for some supporting documents. This could include a copy of the intern's civil liability insurance, which is often provided by the home university for their time away. If your uni does organise this, please make sure the student has a copy and be ready to send it to the French uni if asked.

They may also ask for an enrolment certificate, so please make sure the student has this in advance.

Depending on your university's policies, you may be required to check the contract with the uni's legal team before signing. In case anything does need to be changed, please let us and the French university know, but otherwise there is no need for the Embassy to sign or validate the contract.

Please ensure that any scans of the contract are of a high quality after each signature, because with so many different people printing, signing and scanning, the document can quickly become illegible. These should still be sent **by email**, though – waiting for original hard copies to arrive by post will only delay everything further.

Please note that if this process takes too long, it may cause the internship itself to be delayed. If this is the case, the dates on the internship contract must be edited so the visa can be issued for the correct dates.



VISA

Applying for a visa is the responsibility of the student. They cannot apply for a visa without the internship contract, signed by everyone and authorised with a stamp from the Direccte.



A visa (and therefore the Direccte stamp), is not necessary for EU citizens or Australians staying in Europe less than 90 days. Everyone else will have to attend an appointment at the French Consulate in Sydney to submit a visa order.

All information about visa requirements and how to apply, as well as other pre-departure information, will be sent to each successful applicant, including the different visas for undergraduate or PhD interns.

If your university chooses to book the student's plane tickets, you may wish to wait to do this until after they receive their visa. Otherwise, we recommend booking a flexible ticket in case there are any delays. It is also recommended to plan for an arrival within two weeks before the beginning of the internship.

As soon as the student obtains their visa, they're good to go and it's *bon voyage!*

