



# Welcome

## Internships presentation - PGE 3/ MSc 2

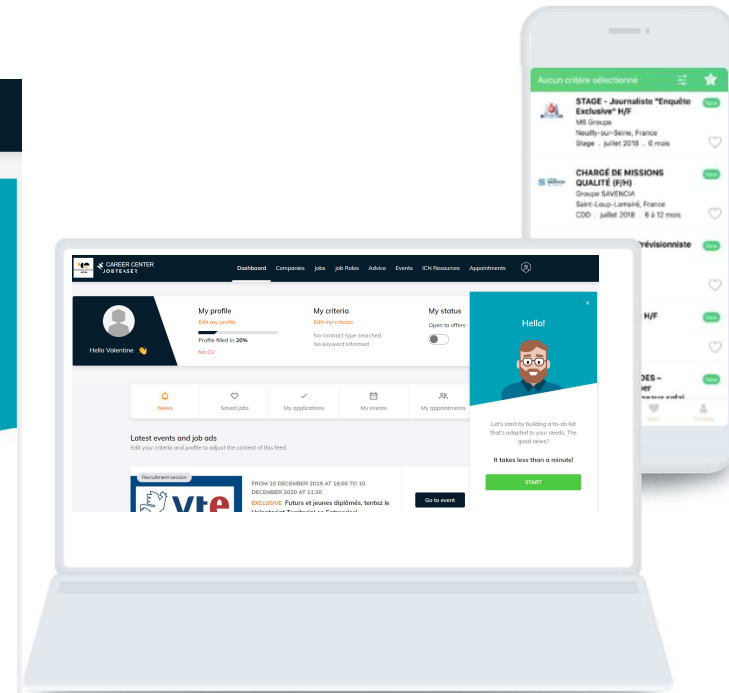
**25 October 2022**

Careers & Internships Service

# Career Center

<https://icn.jobteaser.com/fr> or myicn/ internships tab

The screenshot shows the Career Center JobTeaser dashboard. At the top, there is a navigation bar with links for Dashboard, Companies, Jobs, Job Roles, Advice, Events, ICN Resources, and Appointments. Below the navigation bar, the user's profile is displayed with a greeting "Hello Valentine" and a profile completion progress bar at 20%. There are sections for "My criteria" (No contract type searched, No keyword informed) and "My status" (Open to offers toggle). A "Hello!" pop-up window is visible on the right side of the dashboard. Below the profile section, there are five icons representing different features: News, Saved jobs, My applications, My events, and My appointments. The "Latest events and job ads" section features a recruitment session for VFA (Futurs et jeunes diplômés) with a "Go to event" button. A green "START" button is located at the bottom right of the dashboard area.

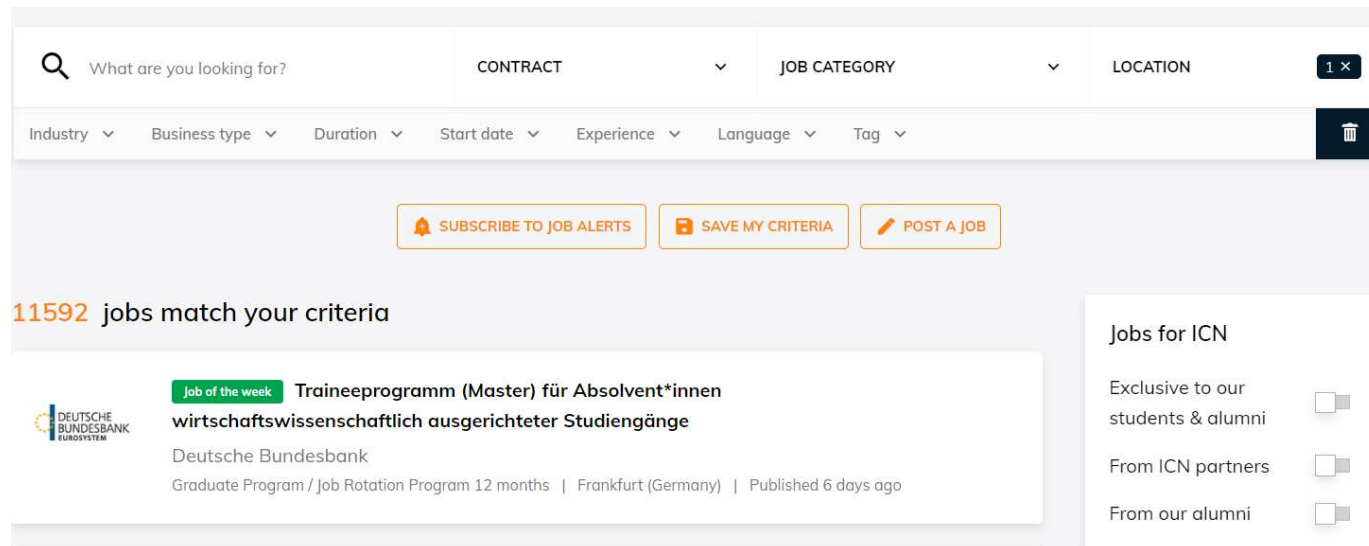


# Find an internship

## Use the ICN Career Center



Download the appl  
!



The screenshot shows the ICN Career Center website interface. At the top, there is a search bar with the placeholder text "What are you looking for?". To the right of the search bar are dropdown menus for "CONTRACT", "JOB CATEGORY", and "LOCATION". Below these are more filters: "Industry", "Business type", "Duration", "Start date", "Experience", "Language", and "Tag". There are three buttons: "SUBSCRIBE TO JOB ALERTS", "SAVE MY CRITERIA", and "POST A JOB". The main content area displays "11592 jobs match your criteria". A featured job listing is shown for "Deutsche Bundesbank" with the title "Traineeprogramm (Master) für Absolvent\*innen wirtschaftswissenschaftlich ausgerichteter Studiengänge". The listing includes details like "Graduate Program / Job Rotation Program 12 months", "Frankfurt (Germany)", and "Published 6 days ago". On the right side, there is a sidebar titled "Jobs for ICN" with three toggle switches: "Exclusive to our students & alumni", "From ICN partners", and "From our alumni".

- 4000 offers on average per year targeting ICN
- Recruitment news (fairs, recruitment days,...)
- Advice for applications and details of past internships, useful links

# Finding an internship

## Make use of the careers services

- Workshops: job / internship search techniques...
- Career & recruitment fairs and pre-event coaching sessions
- Upcoming ICN Careers & Recruitment Fair on 30 March 2023
- Tailored events with partner companies
- Appointments: individual or small groups
- ICN Alumni (*Afterwork* evenings...)
- ...

# Finding an internship

ICN Career Center useful links

Corporate careers websites

LinkedIn

**Carrières et Stages ICN BS** LinkedIn group

Instagram: **carrieres.stages\_icn**

Find out about targeted companies!

- [www.choosemycompany.com](http://www.choosemycompany.com)

company name or Schools /Interns - The opinions of my school (offers)

ICN Career Center: opinion of ICN interns

- [www.glassdoor.fr](http://www.glassdoor.fr)

# Reminder

## Internship durations and official dates

Student Services provide this information at the beginning of each academic year.

Check the details & requirements for your study programme and the year of your course:

- Student handbooks
- Internship report guides
- Course/exam rules & regulations

## End of internship

- Final assessment board date = end date of internship contract!
- Make sure electronic file is complete and all deliverables have been submitted in time (company's appraisal, internship report, ...)

# Reminder

myicn



Home / Student services / Useful documents

Program: MSc in Finance and Risk Management

- MSc in Finance, Insurance & Risk
  - MSc 1 FIRM
  - MSc 2 FIRM

Name	Type	Date
DOCUMENTATION PROGRAMME	HTML	01/02/2022
Modèle d'attestation de stage pour les entreprises.docx	DOCX	22/11/2021
Internship Certificate template for companies.docx	DOCX	22/11/2021
Student handbook M1_M2 FIRM.pdf	PDF	08/11/2021
MSc 1 FIRM	Folder	05/01/2021
MSc 2 FIRM	Folder	05/01/2021

# Reminder

## **PGE3 / MSc 2 Internship duration**

5-6 months in one company between 19/12/2022 and 31/10/2023

OR starting from **13/03/2023** if direct integration into M2 level or after changing MSc specialty

## **Course requirement**

**PGE:** 9 months work experience in total including at least one long internship of 5 months minimum.

**MSc:** 5 months work experience minimum in **chosen MSc specialty**



# Formalities

## An internship is subject to specific conditions:

- ICN internship agreement refers to specific French labor law
- National insurance registration is required
- Some companies have their own internship agreement – 2 or 3 parties
- Employment contract may be accepted in place of internship agreement



# Formalities

## Internship registration



- Do not start an internship without a signed contract
- Backdated documents will not be issued under any circumstances
- Periods undertaken without a contract cannot be registered
- **Partial** remote working is accepted if usual at the host company: **60% maximum** e.g. 3 days remote and 2 on site per week.

# Internships in France

## French labor law

- 39 hours a week maximum
- Stipend mandatory for internships over 2 months (more than 44 days or 308 hours):

**3,90€/hour or 600,60€ if monthly (154 hour basis)**

- May be calculated according to actual hours worked, variable or fixed monthly stipend
- Possibility to take days off according to the company, usually unpaid

# International internships

- Working hours and stipend according to local labor law, **if existing**
- Maximum 45 hours on ICN internship agreement
- Signature of a *Letter of Commitment* with details of formalities and obligations
- You need insurance for:
  - Illness, hospitalization
  - Occupational accidents (in France includes travel to and from work, occupational disease,
  - Personal accident
  - Medical evacuation
  - Assistance, criminal defense and legal recourse
- Grants such as Erasmus+ (Europe) may be possible
- A visa or work permit may be required : specific procedures like Canada, US, China, UK, ...

# French national insurance abroad

Health cover	
EU/EEA/Switzerland /Quebec	<p><b>Health cover maintained IF you have:</b></p> <ul style="list-style-type: none"> <li>- European Health Insurance Card (EHIC)</li> <li>- Form SE401Q for Quebec</li> </ul>
Outside Europe	<p><b>Partial Reimbursement</b> of URGENT medical costs only, and according to rates in France (visit to the doctor's costs 25 euros...)</p> <p><b>Private, individual travel insurance is very strongly recommended</b></p>
Cover for occupational accidents & illnesses, travel to and from work	
Stipend no more than 600,60€ gross for 35h	<p><b>Accident cover maintained if student is registered with the French social security system (CPAM)</b></p>
Stipend higher than 600,60€ gross for 35h	<ul style="list-style-type: none"> <li>- Cover via the host company contributions to local system</li> <li>- OR compulsory individual registration by student to the <b>CFE</b></li> </ul>

# International internships

## Current situation and instructions

- Internship feasibility dependent on the restrictions enforced in each country
- AND French government restrictions: ministry of foreign affairs, education, ...
- *MEAE*: <https://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/conseils-par-pays-destination/>
- No ICN internship agreement issued:
  - Regions indicated in red or orange on the country maps ('security' tab)
  - 'Last minute' tab says postpone the trip unless it's an absolute necessity (hors Covid)
- Comply with any specific entry conditions per country: quarantine, compulsory testing, ...
- Total remote working may be allowed if conditions make expatriation impossible or in case of lockdown

# Erasmus+ Programme Internship mobility

## Conditions for 2022-2023

- From 1st year in Higher Education, studying for a state-recognised diploma: ICN Bachelor or PGE (double with MSc accepted), **excluding** Experience Year
- The mobility cannot take place in the country of study, or in the country where the school is based
- The mobility must end December 2023 at the latest
- Minimum duration 2 months, full-time, expatriation mandatory (daily commute over French border **not** eligible)
- Open to all nationalities but the host country must be a participating member
- Partner university exchange students should apply to their home university
- Basic internship mobility grant **between 420 and 520** euros per month according to host country
- Total of **12 months** grant per student and per diploma for an internship and/or a study period abroad

Full details, procedure, application form in ICN Career Center **Resources** [icn.jobteaser.com](https://icn.jobteaser.com)

# Procedure

## Myicn/ internships extranet

- Student begins Assignment form online (basic information)
- Host company fills in the missing information
- Student approves the final version
- Request sent for project's approval by academic tutor
- Final approval by Careers & Internships Office
- Pre-filled internship agreement is signed electronically via Adobesign by all parties



**Usual notice required:** France 8 days / abroad 2-3 weeks

**Internships abroad:** Mandatory electronic signature of Letter of Commitment by the student during the Assignment form process



# Procedure

## Absences:

- Notify the company and ICN
- Provide supporting documents to the company
  - Stipend < 600,60€: medical certificate
  - Stipend > 600,60€: special form (in France *IJSS* under certain conditions)

## Termination:

- Concertation and decision
- Inform the 2 other parties in writing before requesting an amendment



The motive for early termination and each party's agreement is checked before an amendment is issued

In case of leaving an internship without a valid reason or unacceptable behaviour

=> Disciplinary measures are taken and academic credits are not granted

# Internship agreement amendments

## What is an amendment?

The amendment makes official any major changes occurring during the course of the internship

E.g. extension, changes in compensation, different supervisor, ...

## Procedure

- Request an amendment by e-mail, indicating the motive and the date the change will come into effect; copy to company and academic tutor **mandatory**
- Amendment is issued by e-mail and is signed by all three parties of the initial internship agreement

Contact:

Berlin & Paris campus Anna DESCHAMPS [anna.deschamps@icn-artem.com](mailto:anna.deschamps@icn-artem.com)

Nancy campus Amina BOUTICHE [amina.boutiche@icn-artem.com](mailto:amina.boutiche@icn-artem.com)

# Internship portfolio

## Before the end of your internship:

- Supervisor receives a link in an e-mail requesting the appraisal form
- Make sure your supervisor submits the appraisal form online
- Fill in from your personal *Myicn/ internships* account:
  - Self-assessment form
  - Work placement summary



Once submitted, these documents are available to download

**The internship assessment is based on the report and the appraisal by the host company**

# Internship portfolio



Include in your internship report a copy of the company's appraisal

AND

a certificate from your host company to confirm completion of your internship – required by French labor law: internship of more than 2 months counts towards retirement

**Make sure your portfolio is complete and available for your academic tutor  
before the deadline indicated by student services**



**Beware!**

# Dubious companies - Harassment

- Internship offers: a questionable exchange with the recruiter, doubts about the seriousness of the company
- During the internship: harassment, humiliation, ...

**Contact us without delay!**

# Beware!

## Duty of secrecy and confidentiality

- Do not use the information collected or obtained for the purpose of publication or communication without the consent of the management of the company, including for use in your internship report
- Do not keep or take away copies, documents or software without the agreement of the company
- Commitment for the duration of the internship but also after its expiry
- **Internship report** = beware of defamation: once uploaded your report **is accessible to the company**

# Hire

## Recruitment at the end of your internship (France):

- Within 3 months: internship duration counts towards trial period (same position)
- Duration over 2 months counts towards total years of service

## Recruitment during the internship:

- Internship agreement no longer applies
- All academic obligations must be fulfilled before graduation
- Inform Careers & Internships Service

# Reminder

## Graduation

Once graduation is confirmed by the assessment board:

- Internship agreement becomes null and void
- Strictly no further ICN BS internship agreement can be issued





Please send any questions to:

ASQ Attentive Support and Questions: <https://asq.icn-artem.com/hc/en-gb/requests/new>