



User guide
Registering an internship agreement
EsupStage

UGA Students
June 2026

1. Internship agreement : how to / menu

2. Creating your internship agreement

3. Validation of your internship agreement

**4. Appendix to your internship
agreement**

**5. Creating an additional clause
after your internship agreement is
validated**

6. Dashboard



1. Internship agreement : how to / menu

EsupStage is the tool you must use to create your internship agreement

- ✓ You can create one or more agreements
- ✓ You can print out a sum up after your agreement is filled out
- ✓ Please refer to the procedure in place in your department to complete the validation and signature process of your agreement

How to find EsupStage?

You can find the portal to connect to EsupStage and a lot more information on [LEO](#)!

Once you are on EsupStage, please use your browser's translation feature to read the information in English

Traduire la page...



1. Internship agreement : how to / menu

 **EsupStage - Management of UGA internship agreements**



 Dashboard

 Creating a convention

 Hosting facilities

 Evaluation of the courses

Home

Welcome to EsupStage, the application of management of the UGA internship agreements.

Did you find your internship? Congratulations!!
You can already prepare your internship agreement in connection with your host organization and your referents in component (schooling or internship office).
The UGA offers you to enter this agreement on **the** EsupStage tool in accordance with the procedures established in your component (info available [on LEO](#)).

Here are the useful steps and resources needed for you:

1. Download the information sheet that will allow you to know and collect all the data requested during the drafting of the agreement (in French version // in English version – [LEO page](#)).
2. Have the information collected by your organization (info contacts tutor, signatory...) and your component (missions, internship dates, etc.) validated.
3. Search your host organization on EsupStage using **its siret** number (for French structures). The search connects you with the [sirene base of referencing of establishments](#) in France. If your host organization is located abroad or in overseas territories, you can search for it by name (= social reason) and/or by country to check if an establishment form already exists.
4. Select your institution from the search results.
5. If you cannot find your establishment (in France or abroad), if you have any changes, difficulties or questions, fill out the [contact form](#)
6. Once all previous steps have been validated, enter the information on EsupStage by following the steps described in our user guide (available [on LEO](#)).
7. During the agreement, you will be asked to complete the skills to be acquired or developed during the internship. To answer it, we invite you to follow this [link](#) and select your training. You will then be able to defer 4 to 5 skills that are included in the proposed list.
8. Refer to your component and the associated procedure for validating your internship agreement. Your component may offer you to initiate an electronic signature circuit of the convention. Here is the [essential information](#) you need to know about this procedure.

=> Once the agreement has been signed by all parties, it can only be modified by an amendment. (see user guide on [LEO](#)).

The complementary steps :

- [Declaration of Departure of students](#) (form to be completed imperatively if your internship takes place in overseas territories or abroad)

Attention: the form requires a connection to the wifi campus or the [UGA VPN](#)

Your resources :

- [Guide to internships](#) of the Ministry of Higher Education and Research
- [Gratification calculation simulator](#)
- [FAQ on the regulation of internships](#)

Your contacts :

sos-esupstage@univ-grenoble-alpes.fr for any problem on the tool,

stages@univ-grenoble-alpes.fr for any regulatory question.

Your schooling or internship offices in component for any educational question or in connection with the procedure ([LEO](#)).

1. Internship agreement : how to / menu

On the top left of the screen, you will find 3 sections :

 Dashboard

 Creating a convention

 Evaluation of the courses

- ➡ Find your agreement(s)
- ➡ Create your agreement(s)
- ➡ Internship evaluation (not yet available at UGA)



État de validation de la convention

Validation status of the Convention

On the home page, you can follow the validation status of your agreement

Validation from the teaching staff



For some academic departments, only this validation is required to download your contract

Validation from the administrative staff



You will need prior validation from the administrative staff to create modifications to your contract

Tableau de bord

Créer une convention

Évaluation des stages

N° de la convention	Établissement d'accueil	Date début du stage	Date fin du stage	UFR	Étape d'étude	Enseignant	Avenant	État de validation de la convention	Année univ.	Actions
Composante	Étape	Enseignant	Avenant	État de validation de la convention	Année 2025/2026					
125756	KING JOUET	23/02/2026	26/02/2026	SERVICE UNIVERSITAIRE	VET SECURITE SET	Bernard Sébastien	Non	 	2025/2026	
125752	MICHEL DAYRE ET PASCAL DAYRE NOTAIRES ASSOCIES	10/03/2026	18/03/2026	SERVICE UNIVERSITAIRE	VET SECURITE SET	Chapelle Fabienne	Non	 	2025/2026	
125748	[Non diffusé]	23/01/2026	13/02/2026	SERVICE UNIVERSITAIRE	VET SECURITE SET	Chapelle Fabienne	Non	 	2025/2026	
125735	EGLISE GRENOBLE EST	19/01/2026	02/02/2026	SERVICE UNIVERSITAIRE	VET SECURITE SET	Mbengue Sagar	Non	 	2025/2026	

2. Creating your internship agreement

Click on the « creating a convention » button



Create your internship agreement (8 sections = 8 steps)
The sections are highlighted in red if empty, in yellow if incomplete and in green if complete.



Student

Hosting State

Welcome service

Professional Tutor

Stage

Referent Teacher

Signatory

Summary

On the « Etudiant/student » section :
→ Please check your personal information

Student

No. student11800003

NameTESTNOM

First nameTEST

Institutional mailtest.testnom@etu.univ-grenoble-alpes.fr

★ Check the coordinates

Address*Cellule apogée - test

Postal code*38400

Commune*SAINT-MARTIN-D'HERES

Country*FRANCE

Telephone

Cell Phone0606060606

Personal Mail*cellule-apogee@univ-grenoble-alpes.fr



2. Creating your internship agreement : Student section

Étudiant

Student

- Select the location (region and county) of the **CPAM (France's Primary Health Insurance Fund)** of your residence
- Click on « AUTRES » if you do not reside in France



Please note that if you do not reside in France (for example if you are following a remote learning course), you will not be covered by the accident policy of the CPAM student insurance. Please contact your own insurance company for coverage during the period of your agreement.

- If you are enrolled in multiple courses : select the course for which you are completing an agreement

Primary Health Insurance Fund

CPAM Region* ▼

Labeled CPAM*

Address CPAM*

Choose the framework of the course

Year registration 2025/2026
Training UCBOST - VET SECURITE SET

Number of hours of training * :

☒ More than 200 hours ☐ Manual seizure :

Type of Convention*
INITIAL TRAINING ▼

This number does not represent the number of hours of your internship, but the hours spent during your courses. DO NOT MODIFY ⚠

By default, your administrative registration status will appear here

2. Creating your internship agreement : Student section

Choice of agreement template

Different templates will appear depending on your study regime or your program.

FORMAL EDUCATION or RESUMPTION OF STUDY (STUDENT)*

Select this template for an internship in France

Depending on the adequate language, select one of these templates for an international internship :

For an internship with a specific supervision (CEA, INSERM, CNRS) :

*Internship in France (in French)

Internship abroad (Bilingual Italian)

Internship abroad (Bilingual German)

Internship abroad (Bilingual English)

Internship abroad (Bilingual Spanish)

Internship in France (Bilingual English)

Internship in France (CEA Convention)

Internship in France (CNRS Convention)

Internship in France (INSERM Convention)

For students in specific cases of program :

Stage M2 MEEF non-alternating

Stage Pharmacy

Choose the framework of the course

Year registration
Training

2025/2026
UCB0ST - VET SECURITE SET

Number of hours of training * :



More than 200 hours



Manual seizure :

Type of Convention*
INITIAL TRAINING

Language of the Convention*

This field is mandatory

Étudiant

Student

* Check your registration regime and status with your academic department if needed

2. Creating your internship agreement : Student section

Étudiant

Student

Choice of agreement template

**CONTINUING EDUCATION (formation continue) or
RESUMPTION OF STUDY (in CONTINUING EDUCATION)***

Langue de la convention*

Stage à l'étranger (Anglais bilingue) - public Formation Continue

Stage à l'étranger (Anglais bilingue) - public Formation Continue

Stage en France - public Formation Continue

Select this template for an
internship in France :

For an international internship,
select the template available in
bilingual English :

* Check your registration regime and status with your
academic department if needed

2. Creating your internship agreement : Student section

Étudiant

Student

On the « STUDENT/ETUDIANT » section :

- Check the **instructions of your department** : a link is suggested, allowing you to find the expected skills for the internship (cf. “STAGE” section). You will also be able to obtain the specific procedure of your academic program.
- You may then click on the « établissement d’accueil » section to pursue the editing.

Instructions

You will enter your internship agreement in 8 steps (tabs above).

To know :

- You will need to choose a convention template based on your study regime and where your internship is taking place. To help you make this choice, see the proposed guide (associated document).
- You will need to choose a host institution to associate with your convention. If your host institution is in France, you will need to search by siret on the official basis offered to you in the ESTABLISHMENT tab. To help you find the right establishment, you can consult [this directory](#). In case of difficulty, please fill in the [contact form](#).
- If your host institution is located in the overseas territories or abroad, you must look for it by name (= company name) or country. If it does not exist, you can request the creation through the [contact form](#).
- During the agreement, you will be asked to complete the skills to be acquired or developed during the internship. To answer it, we invite you to follow this [link](#) and select your training. You will then be able to defer 4 to 5 skills that are included in the proposed list.

At the end of your internship, your host institution must provide you with a signed certificate of end of internship. You will find in the associated documents the model that we propose in English and French.

[FINE CERTIFICATE OF BILINGUAL INTERNSHIP UGA_EN_EN 2026_STAGES INTERNATIONALS.docx](#)
[guide choice model internship convention EsupStage_April26.pdf](#)
[FINE-OF-STAGE CERTIFICATE FRANCE UGA 2026 VF.docx](#)

Delete

Validate

Please remember to validate
after the editing of this section in
order to save the information.

2. Creating your internship agreement : Host organization section

Étab. d'accueil

On the « ETABLISSEMENT D'ACCUEIL » section : **If your internship is in France**

Hosting State

First of all, you must search for your host organization thanks to the SIRET number (a 14-digit number, unique and associated to the organization) in the SIRET search bar.

If you don't have the SIRET number,

- Check with your host organization
- Search online by indicating [the name of your host organization] + « siret »
- Consult the government directory website : <https://annuaire-entreprises.data.gouv.fr/>
- Remember to consult the list of active organizations attached to your organization's head office. You can find your place of internship there and then the corresponding number (siret)!

Création d'une convention

Étudiant Étab. d'accueil Service d'accueil Tuteur professionnel Stage Enseignant référent Signataire Récapitulatif

Recherchez l'établissement où le stage sera effectué

Raison sociale	Numéro SIRET	Numéro UAI	Activité
Pays	Commune	Type d'organisme	Forme juridique
Social Reason	SIRET Number 13002608100013	UAI number	Activity
Country	Commune	Type of organism	Legal form

UNIVERSITE GRENOBLE ALPES

Administration • 130 026 081 **EN ACTIVITÉ**

34 établissements dont 28 sont en activité

L'administration UNIVERSITE GRENOBLE ALPES a été créée le **4 novembre 2019**, il y a 6 ans. Sa forme juridique est **Établissement public national à caractère scientifique culturel et professionnel**. Son domaine d'activité est : enseignement supérieur. En 2023, elle était catégorisée Grande Entreprise. Elle possédait 5 000 à 9 999 salariés.

Son siège social est domicilié au **621 AVENUE CENTRALE 38400 SAINT-MARTIN-D'HERES**. Elle possède **34 établissements dont 28 sont en activité**.

Fiche résumé Responsables & organigramme Documents Annonces Labels et certificats Établissements scolaires Conventions collectives

Informations légales de UNIVERSITE GRENOBLE ALPES

État des inscriptions •

Inscrite (Insee) le 04/11/2019

Avis de situation

Dénomination	UNIVERSITE GRENOBLE ALPES
SIREN	130 026 081
SIRET du siège social	130 026 081 00013

2. Creating your internship agreement : Host organization section

Étab. d'accueil

Hosting State

HOST ORGANIZATION : If your internship is in France

- The siret number communicated by your host organization is sometimes only associated with the headquarters of the establishment but not with adress of your internship.
 - If so, please make sure that the internship location does not have its own siret number (cf. [directory](#)).
 - If that's not the case, you can specify the location of your internship at the reception service (on the following section)
- To select an organization, please click on this button:

✓ Select

Student **Hosting State** Welcome service Professional Tutor Stage Referent Teacher Signatory Summary

Find the institution where the internship will be completed

i The search for the institution is done via the basis of the [national directory of companies](#) by teaching:

- or at least 2 search fields (e.g. Corporate + Common Reason)
- or the SIRET of the company

In case of absence in the list, contact your internship manager.

Social Reason	SIRET Number 13002608100013	UAI number	Activity
Country	Commune	Type of organism	Legal form

Remove filters

Elements per page 50 Page 1 of 1

Social Reason ↑	SIRET Number	Activity	Country	Commune	Type of organism	Legal form	
UNIVERSITY GRENOBLE ALPS	13002608100013	Teaching	FRANCE	SAINT-MARTIN-D'HERES	Public establishment	Other	✓ Select

2. Creating your internship agreement : Host organization section

Étab. d'accueil

Hosting State

HOST ORGANIZATION : **If your internship is in France**

If you cannot find the organization or that this one contains an error (address or name (= « raison sociale »)), please fill out the [contact form](#) that you can find on the [home page](#) (step 5)

1. Download the information sheet that will allow you to know and collect all the data requested during the drafting of the agreement (in French version // in English version – [LEO page](#)).
2. Have the information collected by your organization (info contacts tutor, signatory...) and your component (missions, internship dates, etc.) validated.
3. Search your host organization on EsupStage using **its siret** number (for French structures). The search connects you with the [sirene base of referencing of establishments](#) in France. If your host organization is located abroad or in overseas territories, you can search for it by name (= social reason) and/or by country to check if an establishment form already exists.
4. Select your institution from the search results.
5. If you cannot find your establishment (in France or abroad), if you have any changes, difficulties or questions, fill out the [contact form](#)

2. Creating your internship agreement : Host organization section

HOST ORGANIZATION : **Your internship is abroad or on french oversea territories**

Étab. d'accueil

Hosting State

- First, search for the organization by its name
- You can also make a research by countries
- Select the organization by clicking on the « SELECT » button

If you don't find your organization , you can fill out the contact form that you can find on the home page

i The search for the institution is done via the basis of the [national directory of companies](#) by teaching:

- or at least 2 search fields (e.g. Corporate + Common Reason)
- or the SIRET of the company

In case of absence in the list, contact your internship manager.

Social Reason
universidad

SIRET Number

UAI number

Activity

Country

Commune

Type of organism

Legal form

Remove filters

Elements per page 50 Page 1 of 1

Social Reason ↑	SIRET Number	Activity	Country	Commune	Type of organism	Legal form
INSTITUTO DE DESAROLLO LOCAL DE LA UNIVERSIDAD DE VALENCIA		Extraterritorial activities	SPAIN	VALENCIA	Public establishment	✓ Select
BENEMERITA UNIVERSIDAD AUTONOMA DE PUEBLA		Teaching	MEXICO	PUEBLA	Public establishment	✓ Select

2. Creating your internship agreement : Host organization section

Service d'accueil

After selecting the organization, you must specify the department where your internship takes place. You can check the reception services list to see if yours is suggested.

Welcome service

For example : a university and a research laboratory

Raison sociale	UNIVERSITE GRENOBLE ALPES
Type d'établissement	Administration
Statut juridique	
Effectif	1000 et +
Numéro Siret	13002608100013
Voie	621 AVENUE CENTRALE
Code postal	38400
Commune	SAINT-MARTIN-D'HERES
Pays	FRANCE
Téléphone	04 57 42 21 42
Code APE	85.40Y (Enseignement supérieur)

Student

Hosting State

Welcome service

Professional Tutor

Stage

Referent Teacher

Signatory

Summary

Choice of the service in which the internship will be carried out - Host Institution: UNIVERSITE GRENOBLE ALPES

Name

Way

Commune

Country

Creating a new service

Remove filters

Elements per page 50

Page 1 of 16

Name ↑	Way	Commune	Country	
EUROPEAN SYNCHROTRON RADIATION INSTALLATION (ESRF) - STROBE TEAM	2280 rue de la piscine	GRENOBLE	FRANCE	Select
LCIS LABORATORY (LABORATORY FOR SYSTEM DESIGN AND INTEGRATION)	50 Rue Barthélémy de Laffemas CS 10054	VALENCIA	FRANCE	Select
NATIONAL LABORATORY OF INTENSE MAGNETIC FIELDS (LNCMI)	25, rue des Martyrs	GRENOBLE	FRANCE	Select
TIMC LABORATORY - TEAM TREE	Area of the Merce	THE TRONCHE	FRANCE	Select

For example : the Bank of France

Raison sociale	BANQUE DE FRANCE
Type d'établissement	Administration
Statut juridique	
Effectif	1000 et +
Numéro Siret	57210489102050
Voie	9 BOULEVARD EDOUARD REY
Code postal	38000
Commune	GRENOBLE
Pays	FRANCE
Téléphone	04 76 86 95 95
Code APE	64.11Y (Activités de banque centrale)

Student

Hosting State

Welcome service

Professional Tutor

Stage

Referent Teacher

Signatory

Summary

Choix du service dans lequel le stage sera effectué - Établissement d'accueil : BANQUE DE FRANCE

Name

Way

Commune

Country

Creating a new service

Remove filters

Elements per page 50

Page 1 sur 1

Name ↑	Way	Commune	Country	
REGIONAL DIRECTION	4 Deville Street	TOULOUSE	FRANCE	Select
BUSINESS SERVICE	98 T AV BY LODEVE	MONTPELLIER	FRANCE	Select

2. Creating your internship agreement : professionnel tutor section

Tuteur professionnel

Professional Tutor

It corresponds to your supervisor in the host organization !

- Check their contact card
- If it has not been created yet, you must do so thanks to this button :

Create a new tutor

Select an existing tutor :

Create a new tutor

To create the contact card, you must fill in the sections displayed below.
You must have the contact information.

Professional Tutor

Name*

First name*

Civility

Function*

Title of the post (HR manager, lawyer, project manager, etc.)

Telephone*

Email*

The email to be filled in is very important because it can be used for signing the internship agreement.

Fax

Validate

2. Creating your internship agreement : internship section

In this section, every element of the agreement must be mentioned.
They will then appear on the internship agreement depending on the template you chose.
Sections with an asterisk are mandatory : *

Description of the course

Thematic of the stage*

Choose the thematic of the internship in the suggested list

Subject*

Skills*

Functions and tasks*

Indicate the subject
of the internship in
one sentence

Indicate the skills to be acquired or
developed during the internship, using
the [link](#) provided in the instructions
(start of agreement)

Indicate the tasks (validated by your
professional tutor and your referring
teacher) that will be entrusted to you
with as many details as possible

2. Creating your internship agreement : internship section

Stage

Dates / hours

Start date of the course*



End date of the course*

The dates mentioned cover the entire internship period

Interruption during the internship?

☐ Yes ☒ No

Do you have regular working hours

☒ Yes ☐ No

By default, the internship is considered as uninterrupted and with regular schedules (for example 35h/week). Do not modify if you do not have the details of your schedule.

Date de fin du stage*

30/09/2026

Les dates de stage se chevauchent avec d'autres conventions

EsupStage does not allow multiple agreements to be combined over the same period. If you encounter this message, indicate a fictitious date and contact your faculty referent to modify the period and bypass this block.

2. Creating your internship agreement : internship section

Stage

Interruption during the internship?

☐ Yes ☒ No

Do you have regular working hours

☒ Yes ☐ No

Add new periods of interruptions

Please add a period of interruption

Add interrupt periods

New period*
Start date - End date

If you respond “yes”, please indicate the one or different interruption periods of your internship.

You may use the calendar or write the dates by using DD/MM/YYYY format.

Calculation of the number of hours of internship

Please set at least one period of work

Schedule of the number of hours of internship

Select a new period*
Start date - End date

Period from 10/07/2026 to 12/07/2026 :

Daily hours in this period*

If you respond “no”, indicate a first period, then the number of hours per day of your internship on this period. You can add as many time periods as necessary to describe the schedule.

2. Creating your internship agreement : internship section

Stage

Number of weekly hours of the course*	35	Hebdomadaire = per week
Effective duration of the internship in number of hours*	98	Automatic but modifiable calculation of the internship duration (maximum 924h)!!
Working time*	Full Time	35 hours is equivalent to full time.
Indicate part-time if the internship is less than 35 hours per week.		
Number of days of leave allowed		
1 day		
or terms of leave and leave of absence during the internship		
Month*	Day(s)*	Time(s)*
0	14	0
Must mention the planned changes to working hours during the period		
Commentary on working time		



2. Creating your internship agreement : internship section

Stage

Gratification

Gratification during the internship?

☒ Yes ☐ No

If no reward, indicate "no" and move on to the next step.

Amount of gratification

Amount of gratification*
4,50

Type of gratification*
Brut

by

Duration*
time(s)

If the internship involves a bonus, mention the amount in euros per hour on a gross basis.

Currency used for payment*
Euros

Method of payment of gratification*

The minimum legal amount is €4.50/hour in 2026. In this case, the gross is equal to the net because there are no social charges for the host institution.

For internships in France, a bonus is mandatory for every internship with more than 308 hours in the same organization.

The minimum bonus amount may change on 1 January. Ask the host organization about this amount before creating the internship agreement.

For abroad internships :

- It is the host country's regulations that apply. In general, the bonus is not mandatory.
- In the case of a bonus, the equivalent of the amount in euros is requested on the agreement to clarify the coverage of the workplace accident guarantee (see Article 6 of the agreement templates)

2. Creating your internship agreement : internship section

Stage

Choose the answer thanks to the drop down menu

Various

How was the internship found?*

Spontaneous application

Method of follow-up of the trainee

1 meeting per week

Mention the follow-up provided by your internship's supervising teacher

Confidentiality of the course / The

☐ Yes ☒ No

It is possible to determine the confidentiality of the internship topic here. Your host organization must inform you of the applicable constraints, if any

Nature of the work to be provided following the internship*

Stage report

List of benefits in kind

access to the company cafeteria

Mention the benefits offered by your host organization

Method of validation of the internship*

Support

Indicate here the terms and conditions provided by your program for the validation of your internship (see the study regulations or your faculty contact)

Exceptional work

Working on July 14

If the trainee is to telework, be present at night, on Sunday or on a public holiday, specify

Mention unusual internship hours or days as well as days working from home or in a third place

2. Creating your internship agreement : referent teacher section

Enseignant référent

Referent Teacher

The referent teacher must be a teacher member of the educational team of your academic program at UGA

Student

Hosting State

Welcome service

Professional Tutor

Stage

Referent Teacher

Signatory

Look for a teacher through their name and/or first name

Name

chapelle

First name

Name / First name

Fabienne Chapel

Mail

Fabienne.Chapelle@univ-grenoble-alpes.fr

Department

Select the right person by clicking here

✓ Select

You are advised to search by LAST NAME and choose from the list the person who will be supervising your internship within the educational team

If you are unsure about your referent teacher, contact your faculty contact to find out who the teacher should be

2. Creating your internship agreement : signatory section

It corresponds to the person legally responsible of the host organization !
Before searching them/ selecting them, you must choose a service or department
(for example : **DIRECTION** ou **PRESIDENCE**) linked with the function of this person.



Student

Hosting State

Welcome service

Professional Tutor

Stage

Referent Teacher

Signatory

Selection of the signatory

Select the service of the signatory :

Search for a service

EUROPEAN SYNCHROTRON RADIATION INSTALLATION (ESRF) - STROBE TEAM

LCIS LABORATORY (LABORATORY FOR SYSTEM DESIGN AND INTEGRATION)

NATIONAL LABORATORY OF INTENSE MAGNETIC FIELDS (LNCMI)

TIMC LABORATORY - TEAM TREE

TIMC LABORATORY – GMCAO TEAM

Make sure to search for the service before creating it!!

If it does not already exist, you must create it using this button :



Creating a service

General

Name*

Head of department

Coordinates

Way*

621 AVENUE CENTRALE

Building / Residence / Z.I

Country*

FRANCE

Postal code*

38400

Commune*

SAINT-MARTIN-D'HERES

Telephone

04 57 42 21 42

Cancel

Validate

2. Creating your internship agreement : signatory section

To then create the contact, fill in the sections shown below.
You must have the contact information.

Signatory

Name*

First name*

Civility

Function*

Telephone*

Email*

Fax

Validate

The email is **very important** because it can be used for the signing of the internship agreement.
In the case of an error, the signing process might take more time than estimated before.

Make sure to search for the signatory before creating their contact card.

2. Creating your internship agreement : summary section

Récapitulatif

Summary

You are nearing the end of entering the agreement. **Remember to validate at the bottom of the page!** A summary is available for download. It may allow you to summarize the information from your internship for your referent teacher.

Dashboard

Creating a convention

Hosting facilities

Evaluation of the courses

Student Hosting State Welcome service Professional Tutor Stage Referent Teacher Signatory Summary

Print the summary

Model of the Convention

Academic year 2025/2026

Language of the Convention *Internship in France (in French)

Validate

Don't forget to validate your agreement at the bottom of the page !!

As long as the agreement is not validated, it is only in temporary storage and will not be visible to your component referees.

You have the option to modify your agreement at any time as long as it has not yet been approved by your faculty contact.

3. Validation of your internship agreement : summary section

Once you have approved your agreement, you will have two options depending on the choice implemented in your program procedure:

Either way, you will be able to access the internship agreement directly in PDF format (no validation required)

Print the Convention

Print the summary

Either, you will have access to a summary in PDF format while waiting for the educational validation.

Print the Convention

Print the summary

Educational validation is required before printing



4. Annexes in addition to the internship agreement

Department instruction (student section)

- The certificate of completion of the internship to be signed by the host organization at the end of the internship
- The Foreign Student Departure Declaration (DDEE) form for internships abroad or in overseas territories. (UGA VPN required if you do not use campus networks).

You will need to provide your faculty contact persons with a certificate of civil liability. It must cover you for the period in question and for the practice of the internship. If your internship takes place abroad, it must cover you in the geographical area of the internship location.



5. Creation of an appendix to the internship agreement

AMENDMENT: Document to be created when the terms of the internship are modified after the agreement is signed by all parties.

CONDITION: To be able to enter an amendment to the agreement, your internship agreement must be validated in EsupStage by your departments contacts.

All signatories are required to sign this new document.

If it is a change of host organization, a new internship agreement should be created.

The list of reasons for the amendment is available here:

- Several boxes can be checked.
- For each reason, the original information is recalled and the new information is requested.
- For "internship termination," the termination date (last day of the internship) must be indicated.
- For "Other modification," a blank field will be provided. You can indicate and explain the accumulation of several reasons if needed.

Summary Avenir

Creation of a new endorsement

Title*
internship interruption

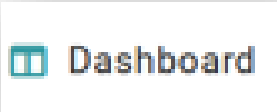
Select one or more patterns of creation of the endorsement:

- ☒ Breaking of stage
- ☒ Modification of the internship subject
- ☐ Change in the probationary period
- ☐ Change in the amount of gratification
- ☐ Modification of the place of internship
- ☐ Modification of the professional guardian
- ☐ Modification of the referring teacher
- ☐ Other modification

Breaking of stage

Date of rupture*
30/06/2026

6. Dashboard: Visibility of your internship agreements and amendments



A dashboard is available to you

Check the current agreements and the validation status of each agreement.

UGA
Université
Grenoble Alpes

EsupStage - Management of UGA internship agreements

×

Dashboard

Creating a convention

Hosting facilities

Evaluation of the courses

Dashboard

No. of the Convention

Hosting establishment

Date of start of the course

End date of the course

Component

Step

Teacher

Avenant

Validation status of the Conventi...

Year
2025/2026

Remove filters

Elements per page 50 Page 1 of 1

N° ↓	Establishment	Date of start of the course	End date of the course	UFR	Stage of study	Teacher	Avenant	Validation status of the Convention	Univ year.	Actions
140548	UNIVERSITY GRENoble ALPS	06/07/2026	25/07/2026	UNIVERSITY SERVICE	VET SECURITY SET	Fabienne Chapel	No		2025/2026	