

MAKING THE MOST OF YOUR INTERNSHIP

LEGAL CHECKLIST

Your checklist:

- Your internship should last for 6 months (maximum) of an academic year (*academic year = course of study of a minimum of 200 contact hours in the presence of a teacher*).
- If you choose to do your internship abroad, find out about that country's rules and regulations with regard to internships and the status of the trainee (*make sure you take out insurance in case of accidents or illness*).
- Find out about the collective labour agreement applicable to your host company and learn about your entitlements in terms of holidays.
- You should never replace an absent employee or someone who is incapable of fulfilling their duties.
- You have exactly the same rights and privileges as the regular employees of the host company, as long as they benefit from these (meal vouchers, transport fees covered by the company, etc.)
- If you do your internship in France or for a French company abroad, you are legally entitled to receive payment if the internship lasts for over 2 months, consecutive or not, of the academic year. The rate of pay is determined by hour (or day) and not on a monthly basis (as the number of days worked may vary per month). In 2016, the minimum rate is **€3.60 per hour**, which corresponds to roughly €554 per month for a full-time contract (on a basis of 35 hours per week).
For further information, and to calculate your earnings on the minimum wage simulator, go to the following official website:
<https://www.service-public.fr/professionnels-entreprises/vosdroits/F32131>

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