

## The Convention de Stage

A Convention de Stage is a tripartite agreement signed by the student, the home university and the host organisation that facilitates short-term internships.

Convention de Stages are typical for internships in France, Belgium, Luxembourg, Spain but certain organisations in other European countries may also ask students to complete a Convention de Stage or similar agreement before an internship can take place.

If you wish to undertake an internship in France, it is required by French law that you complete a Convention de Stage. QMUL/CLLS offers a template in French (and for the University purposes, in both French and English). To be completed by the student, this tripartite agreement will be signed by the University (QMUL), the student and the firm or company where the internship will take place.

## Internships during your studies

All students must note that **LLM studies take priority** over internships and that, whilst carrying out this work, they must continue to comply with all teaching and examination regulations of Queen Mary University of London.

QMUL **does not accept** internship commitments as a reason for lack of attendance of the taught element of any module, or of any classes that are required as a condition of a student's offer, nor would it accept internship commitments as reason for missing an examination or failing to submit any assessed element of a module, or the dissertation on time.

**Students may not interrupt their studies due to an internship.**

## Requirements

Requests must be submitted at least two weeks before the start of an internship. Failure to do so may jeopardise the chances of receiving the document in advance of the placement.

Students are expected to email the completed document to [pglaw-internship@qmul.ac.uk](mailto:pglaw-internship@qmul.ac.uk)

## Eligibility

Please note that CLLS can only provide Convention de Stage documents for current students.

**Convention de Stages cannot be issued to students who are on interruption or who have finished their programme.**

Current students are those who are currently enrolled on a programme of study as per the official start and end dates, which are listed on the student record with up-to-date fee payments/arrangements.

### **Important notice**

The university will NOT extend the period of enrolment for the internship.

All requests must have a clear start date and end date. We cannot provide an agreement with an open start date and end date. If your employer is happy for you to use the standard CCLS/QMUL Internship Agreement, PART OF YOUR INTERNSHIP CAN TAKE PLACE AFTER YOU HAVE GRADUATED FROM QMUL.

Whether or not Queen Mary will accept to be signatory of a Convention de Stage is entirely at the discretion of the University.

### **Additional documents**

**Before any Convention de Stage can be completed, the student needs to ensure they have the following:**

- Medical Insurance
- Civil Liability and Accident Insurance
- Valid Visa for overseas students
- Evidence that the proposed internship period and working hours are compliant with the terms of the student's visa

The University will require proof of these (copies attached to email) before any Convention is signed.

If the student is lacking any of the above, then they will need to arrange this before completing the *Convention* and/or **get in touch with the Careers Team** to discuss further, and she may be able to direct you regarding further assistance with specific administrative issues.

However, it must be stressed that it is **the responsibility of students to ensure** that they arrange adequate insurance for the entire duration of the internship.

### **Procedure**

- Download forms in French/English from our [webpage](#)
- Fill out forms with your personal details, the name of the company, the internship dates and your signature
- Mention any visa requirements that should be brought to our attention
- Contact CCLS, by sending the document **as PDF** via email to [pglawcareers@qmul.ac.uk](mailto:pglawcareers@qmul.ac.uk)
- In addition, email a scan of all the above documentation regarding insurance, visa etc.