



LOUVAIN
School of Management

CHECK-LIST INTERNSHIP AGREEMENT

Avoid useless penalties by respecting the guidelines and instructions.
This tool was made to help you and must be submitted with your internship agreement!

I certify:

- To deliver **3 copies** of my internship agreement, respecting administrative guidelines and deadlines as described in the LSM-LLN Internship Guide;
- All copies are completed and signed by myself, and by the company's supervisor or the company's Human Resources representative. If I don't know yet who will be my supervisor within the company, I commit to communicate all his coordinates, no later than the first day of my internship latest to this following address: conventiondestagelsm@uclouvain.be;
- That the duration of my internship is in conformity with my study programme
 - Master 120: at least 60 full time days (12 weeks),
 - CEMS: at least 10 consecutive weeks abroad,
 - IB: 6 months outside of Europe;
- My last name, first name, noma, programme are included on the top of each page of the internship agreement;
- Be covered by a Belgian Health **mutual** (don't join a sticker) and by **a personal insurance** that covers me during an exchange programme and for an eventual internship abroad;
- Join an **envelope** sufficiently stamped with the full coordinates and address of the person to return the copy of my agreement.

I'm fully responsible of any breach to these points and their consequences.

LAST NAME:

FIRST NAME:

NOMA: PROGRAMME:

DATE:

SIGNATURE: