

## Intern Registration Form

The Administrative Head of your host organization, Université de Rennes 1, should ask the Human Resources Department to register you in its 'Harpège' software program. This will then allow you access to the entitlements and benefits of your host organization as provided for in the internship regulations.

### **As an intern you have the following entitlements:**

#### **Whatever the length of your internship:**

- The transport costs between your home and your place of internship are partially covered, and your mission expenses are fully covered if this is requested by your host organization.

**Contact person:** The Manager or Administrative Head of your host organization

#### **If your internship is for a period exceeding two months (over 308 hours):**

- You have access to the university restaurant
  - If you have a student card from a French establishment, you can benefit from the student rate.
  - In other cases: the rate is currently being negotiated.

#### **Department to be contacted:**

CROUS (regional student welfare office), Rennes

<http://www.crous-rennes.fr/> Tel.: +33 (0)2 30 30 09 30

- You have access to the social, sports and cultural activities under the same conditions as the contract agents of the host organization.

#### **Department to be contacted :**

- Social and cultural action: *Service commun d'action sociale de l'université Rennes 1* – common service for social action at Rennes 1 University (ASUR):

<https://www.univ-rennes1.fr/interlocuteurs/bureau-de-laction-sociale-de-luniversite-de-rennes-1>

Tel.: +33 (0) 2 23 23 55 55

- Sport: registration per semester, to be carried out on line on the SIUAPS website (*Service InterUniversitaire des Activités Physiques et Sportives* – inter-university department for physical and sports activities):

<https://siuaps.univ-rennes.fr/>: Tel.: +33 (0) 2 23 23 55 00

- Your internship agreement should provide for authorized absence and leave under the same terms as contract agents with a contract of less than 6 months (but you will not be paid for these days of absence or leave).

**Contact person:** The Manager or Administrative Head of your host organization

#### **General information :**

Information for students in Rennes : <https://www.le4bis-ij.com/action/centre-dinformation-du-4bis/>

Information for foreign students at Université de Rennes 1: <https://www.univ-rennes1.fr/laccueil-des-etudiants-internationaux>

<https://cmi.univ-rennes.fr/>