

# PRELIMINARY FORM

*Help with entering an internship agreement in the MONSTAGE application*

This form is used to gather all the information needed before entering it into the system.

## 1. Student information

Student ID No.: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

## 2. Host institution (Legal Entity)

Name: \_\_\_\_\_

Industry sector: \_\_\_\_\_

Legal status: \_\_\_\_\_

Address: \_\_\_\_\_

Representative (Signatory): \_\_\_\_\_

Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## 3. Internship details

Internship location: \_\_\_\_\_

Hosting department: \_\_\_\_\_

Address of workplace (if different): \_\_\_\_\_

Professional supervisor (tutor): \_\_\_\_\_

Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Internship topic: \_\_\_\_\_

Description of tasks:

\_\_\_\_\_  
\_\_\_\_\_

Skills to be acquired:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 4. Schedule and working hours

Dates: from \_\_\_ / \_\_\_ /20\_\_\_ to \_\_\_ / \_\_\_ /20\_\_\_

Planned interruption: from \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_

Weekly working time: \_\_\_\_\_ hours per week  Full time  Part time

Total number of hours of actual attendance: \_\_\_\_\_ hours

Warning: no internship may exceed a duration of 924 hours.

Night work, Sundays, or public holidays presence: \_\_\_\_\_

Authorized absences, leave, and closures: \_\_\_\_\_

#### 5. Compensation and benefits

Allowance:  Yes  No

Amount: \_\_\_\_\_ € (  Net /  Gross ) per  hour /  month

Payment method:  cheque  bank transfer

Benefits in kind (meals, etc.): \_\_\_\_\_