

Internship Academic Policy Handbook

General Information, Policies, & Procedures

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Internship Approval and Registration Processes

To register an internship with AUP, a student must be currently enrolled at AUP as a degree-seeking student. Visiting students may, under certain conditions, register an internship.

Étudiant visa: Non-EU students who hold an *étudiant* visa are eligible to intern in France and are authorized to do paid and unpaid internships.

Visiteur visa: Non-EU students who hold a *visiteur* status are not authorized to intern if compensated (paid) or work, i.e. to get a salary or receive compensation (*contrat de travail*).

EU students do not need a visa to be eligible to intern in France, however they must be enrolled at AUP as degree-seeking students. French law does not allow anyone other than currently enrolled degree-seeking students to undertake internships in France.

It is the University's understanding that a visiting student can do an unpaid internship.

Students may contact the *Préfecture de Police* should they have additional questions at the following link: [Écrire au bureau des titres de séjour | Préfecture de Police \(interieur.gouv.fr\)](https://www.interieur.gouv.fr/Préfecture-de-Police).

Internship Approval Process

To register an internship at AUP, students must submit an internship approval request form available on the AUP website. Internship approval requests must be received at least fifteen business days before the start date of the internship.

All internship approval requests are subject to approval by the AUP Internship Office and the Director of the ACE Center, Student Accounting Services, the Health Office, Student Immigration Services. In some cases, internship approval requests must also be approved by a Faculty Reader, a Department Chair (undergraduate students) or a Program Director (graduate students).

The student will be notified via their university email address and/or phone of any information needed to obtain approvals. The internship approval request will be considered inactive and dropped if the student is not responsive and the necessary approvals are not received within one month of the date of the submittal of the internship approval request.

With internships that require a contract (such as, but not limited to, internships taking place in France, which require a contract called a *convention de stage*), the contract must be signed before the internship can be registered at AUP. The contract must be signed (when applicable) and the internship must be registered at AUP before the student begins working at the internship.

Internship Registration Process

Internships will not be registered at AUP until a fully executed copy of the internship contract is received, when applicable. Internships cannot be registered retroactively.

An internship registration is independent of AUP's registration schedule and deadlines. An internship can start and end at any time of the semester.

Students cannot drop a class and add a 4-credit internship (undergraduate) or a 4-6-8 credit internship (graduate) in its place after the Drop/Add period. If a student wishes to leave space in their schedule for an internship and they have not yet registered the internship, they are assuming the risk of not taking a full courseload in a given semester.

Students cannot change a thesis registration to an internship registration, nor can they change an internship registration to a thesis registration.

Academic Semesters and Internship Registration

Internships are registered in the academic semester(s) in which the internship takes place.

If the internship is credit-bearing, the credit-bearing portion of the internship will automatically be registered in the first academic semester in which the internship takes place. Students who wish to have the credit-bearing semester registered in a different semester must request approval from the AUP Internship Office.

For the purpose of internship registration, and to ensure students are covered by health insurance for the duration of their internship, internship semesters are defined as follows:

- **Fall:** August 28-December 31
- **Spring:** January 1-May 31
- **Summer:** June 1-August 27

If an internship continues into a second (or third) semester, a 0-CR internship extension will automatically be registered in the second and/or third semester.

An internship can only be registered if there are no incomplete or blank internship grades on the student's transcript.

Internship Registration and Degree Requirements

Internships may be used to satisfy requirements towards undergraduate and graduate degrees.

The Internship Office is not responsible for verifying if internships meet degree requirements. Students are responsible for verifying if an internship can be used to fulfil a degree requirement with their advisor and/or check the AUP website for their program (graduate) or major and minor degree requirements (undergraduate). They must also check if the internship needs to be registered for credit or for 0-credit to count towards their degree requirements.

Credit-bearing internships can also count as an elective course.

Students who do not choose to earn credit for an internship will need to register their internship if:

- The internship is taking place in France (or with a French company abroad), as AUP must issue an official French *convention de stage* (internship contract)
- The student is interning abroad and requires AUP's signature on an official internship contract

Please note that in compliance with French law, voluntary or non-obligatory internships (0-credit internships) must be in line with the student's studies and academic background.

Due to French law governing internships, students are not allowed to take a leave of absence to pursue an internship.

Internship Registration Fees

To register a credit-bearing internship at AUP, students must pay for the credits. Undergraduate and graduate students registering a credit-bearing internship pay per credit at the same rate as for all other courses at AUP.

Students do not have to pay for a 0-credit internship registration or to register a 0-credit internship extension, however other fees, such as health insurance fees (to ensure full coverage for the duration of the internship) and the [Contribution vie étudiante et de campus \(CVEC\)](#), may apply.

Undergraduate students may register a credit-bearing internship at no extra cost in the Fall and Spring semesters if they have paid full-time tuition and the total credits registered that semester (including the internship registration) do not exceed 18 credits.

Credit-bearing internships for graduate programs are paid for per credit.

Under certain conditions, students who receive (or have received) US federal student loans at AUP are able to register credit-bearing internships that take place in the United States. However, the student's internship approval request first must be approved by Student Accounting Services and the Financial Aid Office to ensure they are eligible to register a credit-bearing internship with their financial aid plan.

The policies in this section also apply to students who request to register an internship in a degree deferral semester. Additional conditions apply – see the “Degree Deferral for Internship Eligibility” section for more information.

Internship pre-requisites

Undergraduate Students

Undergraduate students must have earned at least 32 university credits (advanced standing and transfer credits included) and have a minimum 2.0 GPA before registering an internship.

Graduate Students

Graduate students must have earned 12-16 AUP credits (depending on the program) and have a minimum 3.0 GPA before registering an internship.

Graduate students with a credit-bearing internship option in their degree requirements should review their program's requirements for details about when they are eligible to register a credit-bearing internship.

All graduate internships are subject to Graduate Program Director approval. All undergraduate credit-bearing internships are subject to Department Chair approval. All credit-bearing internships are assigned a Faculty Reader (“*enseignant-référent*”). All 0-credit internships are assigned a nominal Faculty Reader and are graded by the Internship Office.

Visiting Undergraduate Students

Visiting undergraduate students may register an internship with AUP under certain conditions.

Registration fees and internship assignments and grading are the same for visiting students as for AUP degree-seeking students.

Visiting students should note that they might not have much flexibility in their course schedule while at AUP. Additionally, in France, employers often expect at least 20 hours per week of availability. Internship approval requests for visiting students are subject to the same approvals as AUP degree-seeking students.

Visiting students who register an internship with AUP must:

- be (or have been) enrolled as a full-time student at AUP in the Fall or Spring semester
- prove that they have been continuously registered as a degree-seeking student at another university
- prove that they have earned a minimum of 32 credits (or equivalent) at their home institution
- be earning credits at AUP and therefore not just auditing their classes at AUP; and
- take responsibility for verifying that any internship-related credits earned at AUP will transfer back successfully to their home institution.

Fall & Spring Semester Internships

- The internship must be part-time and take place within the start and end of the semester.
- The student's French student visa (if applicable) must cover the entire duration of the internship.
- The student must be covered by approved health insurance (valid in France) for the entire duration of the internship.

In some exceptional cases, visiting students may be able to do an internship in the Summer semester:

- The student must have been enrolled at AUP full-time the previous Spring semester.
- The internship must end on or before August 27th.
- The student's French student visa must cover the entire duration of the internship (if applicable).
- The student must be covered by approved health insurance (valid in France) for the entire duration of the internship.
- The internship is no longer than two months.
- The internship is unpaid.

Internship credit options

Undergraduate Students

Credit options:

Internships may be registered for 0, 1, or 4 credits. A 2-credit internship option is also available to students in the Entrepreneurship, Management, and Sustainability (EMS) major.

A maximum of 4 internship credits can be counted towards graduation for undergraduate students.

4-credit internships:

- Must intern for a minimum of 160 working hours
- Internship registration is subject to Department Chair approval and the student is allocated a Faculty Reader ("*enseignant-référent*") who will review and grade the student's internship assignments.

2-credit internships (EMS major only):

- Must intern for a minimum of 140 working hours
- Internship registration is subject to Department Chair approval and the student is allocated a Faculty Reader ("*enseignant-référent*") who will review and grade the student's internship assignments.

0- and 1-credit internships:

- Must intern for a minimum of 120 working hours. A nominal Faculty Reader ("*enseignant-référent*") is assigned to the internship, but the internship assignments are reviewed and graded by the Internship Office.
- An exception to the 120-hour rule (for 0-credit internships) may be granted for short, intensive, professionally relevant internships, such as those during Paris Fashion Week.
- Students who have deferred their degree to be eligible to pursue an internship in France after the completion of their degree requirements may register one or more 0-credit internships during their eligibility period. Additional conditions apply – see the "Degree Deferral for Internship Eligibility" section for more information.

Graduate Students

Internships may be registered for 0 credits, for 4 credits, or for 6 credits, depending on program requirements. Note: the 8-credit internship option listed below is no longer active, and this option is only available to students who matriculated in Spring 2022 or earlier.

***8-credit internships:**

- Must intern for a minimum of 240 working hours
- Internship registration is subject to Program Director approval and the student is allocated a Faculty Reader ("*enseignant-référent*") who will review and grade the student's internship assignments.

*Note: this option is only available to students who matriculated in Spring 2022 or earlier.

6-credit internships:

- Must intern for a minimum of 200-240 working hours depending on the graduate program.
- Internship registration is subject to Program Director approval and the student is allocated a Faculty Reader (“*enseignant-référent*”) who will review and grade the student’s internship assignments.

4-credit internships:

- Must intern for a minimum of 160 working hours
- Internship registration is subject to Program Director approval and the student is allocated a Faculty Reader (“*enseignant-référent*”) who will review and grade the student’s internship assignments.

0-credit internships:

- Must intern for a minimum of 120 working hours
- Internship registration is subject to Program Director approval. A nominal Faculty Reader (“*enseignant-référent*”) is assigned to the internship, but the internship assignments are reviewed and graded by the Internship Office.
- An exception to the 120-hour rule (for 0-credit internships) may be granted for short, intensive, professionally relevant internships, such as those during Paris Fashion Week.
- Students who have deferred their degree to be eligible to pursue an internship in France after their last credit-bearing semester and after the completion of their degree requirements may register one or more 0-credit internships during their eligibility period. Additional conditions apply – see the “Degree Deferral for Internship Eligibility” section for more information.

Internship Assignments & Grades

Assignment Guidelines

All internships require the completion of graded internship assignments via a webform on the AUP website. Detailed assignment guidelines are posted on the internship pages of the AUP website and are also available from department chairs and program directors.

For all undergraduate and graduate student internships, assignments are due one month after the last day of the internship.

Assignments must be the student’s own work. However, some portions of internship assignments may draw from the host organization’s literature, content, or other publications. Students who draw heavily from other sources without citing them will be subject to university disciplinary action.

Many internship assignments include a request for an employer evaluation of the intern and the internship experience. The employer evaluation request is sent automatically by the Internship Office when the student submits their assignments via webform. However, students will not be held academically responsible if the employer does not complete the employer evaluation, or if the employer refuses to participate in the informational interview.

Grading System

An incomplete grade (IN) will show on the student’s transcript until all the assignments have been evaluated. No diplomas or proofs of graduation can be provided to students holding an incomplete grade.

For-credit internships: For undergraduate students, credit-bearing internships are graded Credit/No Credit. Graduate students receive a letter grade (A-F) for internship assignments.

Zero-credit internships: The grade of ‘not approved’ (NA) will be awarded if assignments are not submitted one month after the end of the last day of the internship.

Students may not register another internship if there is an outstanding incomplete (IN) or a blank internship grade on their transcript.

If assignments are not submitted by the stipulated deadline, the internship grade will automatically be changed to NA, NC, or F.

Conduct

While pursuing an internship, the student agrees to always adhere to the host organization's guidelines for employee behaviour and the university's standard of conduct.

Any issues with the host organization must be immediately reported to the AUP Internship Office.

Internship Duration and Timing

Internships registered with AUP may last a maximum duration of 6 calendar months for a full-time internship, or 9 calendar months for a part-time internship.

AUP uses the same hours-based definition of 6 months as the French ministries of labour and education which regulate internships:

- 7 hours equals one day of work
- 22 days equals one month of work

Per the above, the duration of 6 months is reached when the student has completed a maximum of 924 hours of work in the host organization (internship employer) during the academic year.

For example:

- A student could work 6 consecutive calendar months (i.e. January 1st – July 31st) full-time (35 hours per week) for a maximum of 924 hours.
- A student could work 9 consecutive calendar months on a part-time basis (approximately 20 hours per week) for a maximum of 924 hours.

Students must have an official registration on their transcript (internship course or internship extension) for each semester during which the internship takes place.

If the internship is longer than one semester, a zero-credit internship extension will automatically be registered in the semester following the initial semester of registration.

An extension will be implemented when the internship:

- finishes after May 31st for a Spring registration (i.e. 0-credit internship extension in the Summer semester)
- finishes after August 27th for a Summer registration (i.e. 0-credit internship extension in the Fall semester)
- finishes after December 31st for a Fall registration (i.e. 0-credit internship extension in the Spring semester)

AUP policy allows for a maximum of three semesters of registration for any single internship. This means that the absolute maximum duration of a single internship is 9 calendar months, provided it complies with the French legal maximum of 924 hours of work.

For example:

- If an internship begins on March 15th and ends on November 15th the primary registration would be in the Spring semester, a zero-credit extension would be registered in the Summer semester, and a zero-credit extension would be registered in the Fall semester.

Note: Different rules regarding internship duration apply to internships being registered by students who have deferred their degree to be eligible to register a 0-credit internship after completing their degree requirements. See the “Degree Deferral for Internship Eligibility” section for more information.

Internships Taking Place in France

A *convention de stage* must be signed between AUP, the student, and the host organization (internship employer) for all internships taking place in France or with a French company operating abroad. The *convention de stage* is issued by the AUP Internship Office before the internship begins after all required approvals have been granted. The internship may not begin before the *convention de stage* is signed by all parties.

Students who are non-EU citizens must hold a valid *titre de séjour* (residency permit) for the entire duration of the internship to be legally able to intern in France. For students renewing their *titre de séjour*, the *convention de stage*, in combination with proof of student status, will be required by the French authorities during the renewal process. AUP Student Immigration Services is available to assist students with this process.

All students must be covered by a valid health insurance plan that is approved by the AUP Health Office. If the health insurance coverage expires during the internship, students will be required to renew their health insurance in coordination with the AUP Health Office, which may incur additional fees.

International Organizations: Exceptions in France

Some international organizations in France are exempt from certain national legislation and follow different policies. For instance:

- a *convention de stage* may not be required
- interns do not receive compensation regardless of the length of the internship

In lieu of a *convention de stage*, an international organization may require the student to sign a memorandum of agreement or other contract and to provide a letter of endorsement from AUP. It is the student’s responsibility to request any required documents from AUP before the internship begins. Students undertaking internships with international organizations in France are required to register their internship at AUP.

Internships Taking Place Outside France

Students undertaking an internship outside of France are not required to sign a *convention de stage*. However, students interning with French companies registered in France but operating abroad will be required to sign a *convention de stage*.

Students are responsible for keeping themselves informed about the internship legislation and visa requirements of the country where the internship will take place. Students must verify whether proof of student status and a relevant visa will be required.

AUP does not require students registering an internship outside France to show proof of basic health insurance coverage. Students are responsible for their own health coverage in the country where they will be interning for the entire duration of their internship.

Remote Internships

Students are eligible to undertake remote internships. However, a *convention de stage* is required for a remote internship if the internship is with a French company.

Students living in France but interning remotely must be covered by a valid health insurance plan that is approved by the AUP Health Office. If the health insurance coverage expires during the internship, students will be required to renew their health insurance in coordination with the AUP Health Office, which may incur additional fees.

Civil Liability Insurance

All students are covered by civil liability insurance and work accident coverage for internships. Full details of civil liability insurance are outlined in the contract signed with the university's civil liability insurance provider.

Degree Deferral for Internship Eligibility

Students who wish to pursue an internship in France after completing their degree requirements must request a degree deferral before their degree is conferred. Students with a degree deferral (and for non-EU students, a valid *titre de séjour*), can request to register for a 0-credit internship and be issued a *convention de stage*.

- Undergraduate students request a degree deferral in a Senior Degree Check
- Graduate students request a degree deferral in a Graduate Degree Audit

If a non-EU student's residency permit expires before a student finds an internship when they are in the degree deferral period, they will no longer be eligible for a *convention de stage*, and their graduation date will revert to the last semester a student has a registration on their academic record.

Students who have completed their degree requirements are eligible for a degree deferral period that is limited to a maximum of two consecutive semesters after the student's last credit-bearing semester.

Depending on the student's degree completion plan, the degree deferral may last one or two semesters maximum, or a student may not be eligible for a degree deferral:

Example 1:

A student who has completed their degree requirements, and whose last credit-bearing semester is Spring 2024, would have Summer 2024 and Fall 2024 as degree deferral semesters. The student could register for a 0-credit internship during Summer 2024 and/or Fall 2024.

Example 2:

A student who registered for a for-credit internship in Spring 2024, their final credit bearing semester, and whose internship includes a 0-credit extension in Summer 2024, would be eligible for a one-semester degree deferral in Fall 2024.

Example 3:

A student who registered a for-credit internship in Spring 2024, their final credit bearing semester, and whose internship includes a 0-credit extension in Summer 2024 and Fall 2024 would not be eligible for a degree deferral.

Students are not required to pay a fee for degree deferral. Once an internship is found, in some cases, students will be required to renew their health insurance coverage (ensuring their full coverage for the entire duration of their internship), which may involve additional fees. Students may also be required to pay the CVEC fee if the internship takes place during a new academic year.

Note: Students cannot use US federal loans to cover their living expenses in a degree deferral.

Degree Deferral and Graduation Date

Students are officially graduated at the end of the semester in which they are registered. This includes 0-credit internship registrations and 0-credit internship extensions.

The graduation date of students who have completed all their degree requirements, and whose last registration at AUP is a zero-credit internship, or a 0-credit internship extension, is:

- The day of the Commencement Ceremony for the Spring semester
- The last day of the last Summer Session or courses held at AUP for the Summer semester
- January 1st of the following year for the Fall semester

Degree deferral requests do not impact a student's eligibility to participate in the Commencement Ceremony.

Early Internship Termination

Internship contracts may be terminated early by the student, the employer, or the Internship Office.

Students who wish to terminate their internship must inform the Internship Office as soon as possible and submit a formal internship termination request via a webform available on the AUP website.

If the internship is taking place in France, or with a French company abroad, once the termination request is approved by the Internship Office, all three parties to the *convention de stage* must sign an *avenant* (addendum) to formalize the internship's termination.

The new end date of the internship will change the student's internship assignments deadline and may change the internship registration period.

If an internship ends before the student has completed the minimum number of hours required, the registration will be adjusted on the student's record.

Internship Extension

Students can intern for up to six months full time, or nine months part time, with the same employer per academic year.

A student and employer can request an internship extension. It is subject to the approval of the Internship Office and is not automatically granted. Students who wish to extend the duration of their internship are required to contact the Internship Office and submit the request using a webform available on the AUP website.

If the internship is taking place in France, all three parties to the *convention de stage* must sign an *avenant* (addendum) to formalize the extension of the internship. Extension included, the internship cannot last more than six months for a full-time internship, or nine months for a part-time internship.

Students must have health insurance coverage for the entire duration of their internship, extension included, and this may incur additional fees.

Non-EU students who request an extension for an internship in France must ensure that they hold a valid residency permit until the end date of their internship, extension included.

The new end date of the internship will change the submission deadline for the student's internship assignments deadline and may change the registration period.

Implementation of this Handbook

Amendments to the AUP Academic Internship Policies were approved by the Associate Dean of Academic Affairs on 06/09/2024.