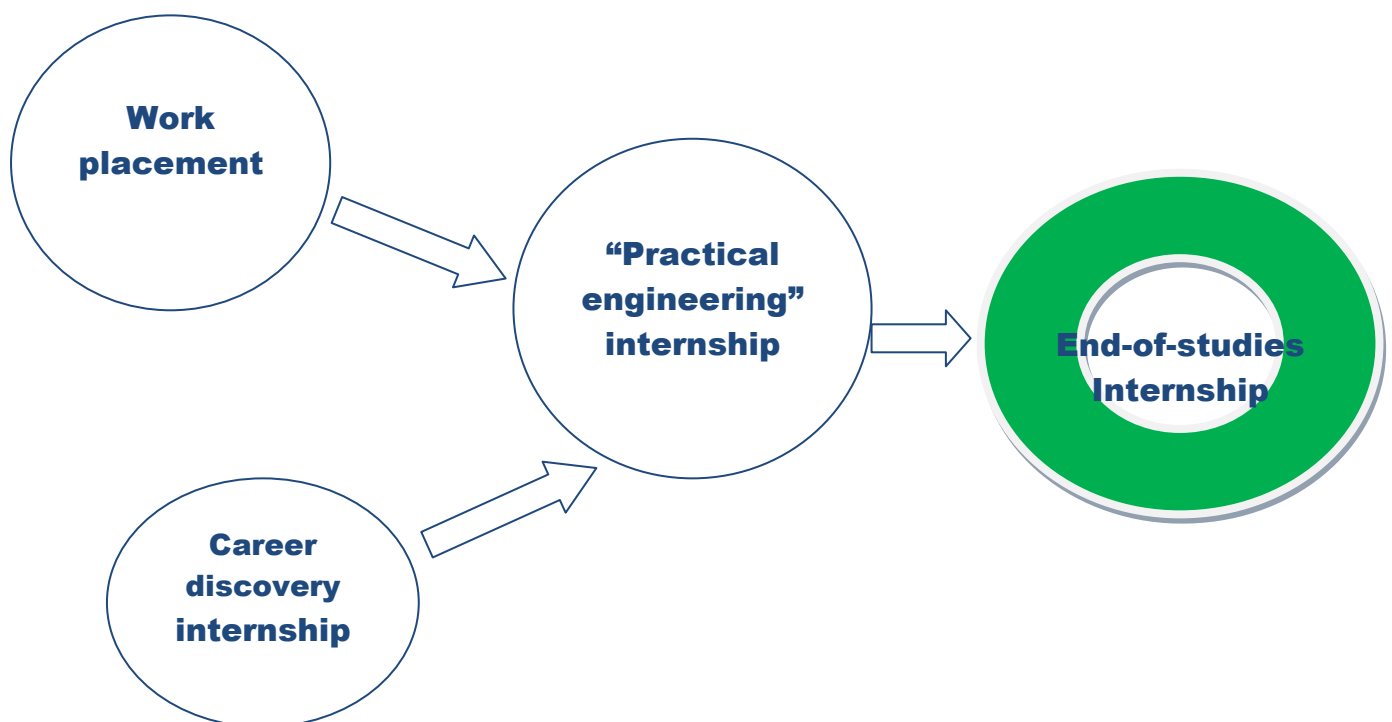


END-OF-STUDIES INTERNSHIP

Internship supervisor

Objectives and procedures



For you, for our students, and for the teaching staff of the School, an internship should be as beneficial as possible. You need to know the expectations of the School, both as regards the goals set for the trainee and how we can work together in this mission that will bring us together for 4 to 6 months, depending on the internship. This document is intended to accompany the internship agreement proposed to you.

This agreement lays down the regulatory and administrative framework of the commitment you will take vis-à-vis our students.

This document describes in greater detail:

- The ENGEES internship programme
- How the internship fits into the trainee's school curriculum
- The actors, both on your side and ours, who play a role in the smooth conduct of this internship
- ENGEES' expectations vis-à-vis the trainee and his/her End-of-studies Internship
- How internships are assessed.

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1 The ENGEES internships

1.1 Learning objectives of internships and progressions

The curriculum of ENGEES students is taught over 3 years and based on a principle of alternation between teaching periods at the School and external internships.

The first internships of the curriculum are short internships, designed for discovery:

- **The career discovery internship** allows students to discover the various professions and projects, in the area of water and environmental management, both in companies, State agencies, local authorities and in research laboratories.
- **The work placement** allows students to discover the realities of a project site;

The “practical engineering” internship, in the progression of the curriculum and in its general objectives, is situated halfway between a career discovery approach and a long-term professional immersion:

- It takes place at the end of the 2nd year, i.e. at a time when students have acquired most of their technical knowledge and can fully put it to use;
- It lasts for 3 months, which allows students to be active and to complete a significant amount of work, if the subject is well targeted and properly supervised;
- Its general objectives focused on the practice of engineering, sets it apart from the discovery internship where the student is either worker or spectator, but does not have the same goal as the End-of-studies Internship, which is oriented around a methodological and personal production approach.

The End-of-studies Internship at the end of the course is a significant immersion, of 4 to 6 months, in the professional environment. It is a personal and in-depth project, focused on the resolution of a given problem. Its learning objectives can be broken down into five major points:


- Experience of a real-life professional environment
- In-depth study of a topic
- Development of a personal approach
- Conduct of the project
- Exploitation of the work performed

Finally, students may perform a voluntary internship of 1 to 8 weeks during holiday periods to discover a professional environment that will allow them to develop their professional project.

1.2 Internship programme

The list of available and mandatory internships at ENGEES is provided in Table 1. Each internship gives rise to an agreement.


For memory, each student must spend at least 4 weeks abroad.


<div>ENGEES <small>ÉCOLE NATIONALE EN GÉNIE DE L'EAU ET DE L'ENVIRONNEMENT DE NANTES</small></div> <div>Calendrier des stages</div>																
FORMATION MASTERE				FORMATION LICENCE				FORMATION INGENIEUR								
> Bac +5																
	sept	oct	nov	déc	janv	févr	mars	avr	mai	juin	juil	août	sept			
Formation Mastère Spécialisé Stage de fin d'études													6 mois			
Bac +5																
	sept	oct	nov	déc	janv	févr	mars	avr	mai	juin	juil	août	sept			
Formation Ingénieur Stage de fin d'études													4 à 6 mois entre janvier et septembre			
Bac +4																
	sept	oct	nov	déc	janv	févr	mars	avr	mai	juin	juil	août	sept			
Formation Ingénieur Stage pratique de l'Ingénierie													3 mois			
Bac +3																
	sept	oct	nov	déc	janv	févr	mars	avr	mai	juin	juil	août	sept			
Formation Ingénieur Stage découverte des métiers *			2 semaines													
Formation Ingénieur Stage ouvrier *												4 semaines				
Formation Licence Professionnelle Stage de fin d'études													4 mois			
Objectifs des stages																
Stage de fin d'études	Etude autonome, conduite d'un projet à caractère méthodologique et professionnel															
Stage pratique de l'ingénierie	Travail sur un projet technique précis au sein d'une équipe constituée															
Stage découverte des métiers	Découverte des métiers des ingénieurs de l'eau et de l'environnement															
Stage ouvrier	Situation active de découverte des chantiers et des équipes d'ouvriers															
Stage volontaire	Découverte professionnelle en France ou à l'étranger, formation aux langues, ouverture culturelle et professionnelle															
* Nouveauté à la rentrée 2014 pour les élèves fonctionnaires																
Stage ouvrier : 2 semaines en novembre																
Stage découverte des métiers : 4 semaines en juillet																


Stage volontaire
• 1 à 8 semaines pendant les congés scolaires (stage optionnel)

Période à l'étranger
• 4 semaines minimum

Type de formation

Mastère spécialisé
"Eau Potable et Assainissement"

Mastère spécialisé
"Gestion, traitement et valorisation des déchets"

Ingénieur ENGEES


Licence professionnelle
"Protection de l'Environnement -
Gestion des eaux urbaines et rurales"

Table 1: List of engineering internships under the ENGEES student status.

1.3 Stipend

Internships of over two months are remunerated.

For non-civil servant students, if the internship takes place in France, the stipend is obligatory.

Article 30 of the Law of 24 November 2009 on lifelong orientation and vocational training requires the payment of a stipend for internships of over 2 months. The amount of the stipend paid to the trainee must be specified in the internship agreement. This amount can be fixed either by the sector-level agreement or extended professional agreement or otherwise by Decree.

Decree n° 2014-1420 of 27 November 2014 on the framework for workplace training periods and internships, sets the hourly amount of the stipend at 15% of the hourly social security ceiling from the 1st day of the internship. The stipend is paid monthly to the trainee.

However, civil servant engineering students cannot receive a stipend during their internship.

1.4 Administrative conditions

The trainee is subject to the internal rules of the host organisation, particularly with regard to the organisation of work, health and safety rules, obligations of secrecy and professional discretion. If he/she breaches this obligation, the host organisation may end the internship after consultation with ENGEES Management.

The professional expenses related to the proper conduct of the internship are borne by the host organisation.

No internship extension will be granted (apart from duly justified exceptional cases, illness, etc.).

1.5 Insurance - health

The trainee is covered by civil liability insurance taken out by ENGEES covering mandatory internships in France or abroad. A specific paragraph is included in the internship agreement.

If the non-employee trainee suffers an accident, the host organisation shall send the declaration as soon as possible (see Appendix 3).

Non-civil servant students

Declaration to be completed and sent within 48 hours to the CAAA Alsace-Moselle, with a copy to ENGEES:
(see Appendix 3a)

CAISSE D'ASSURANCE ACCIDENTS AGRICOLES - BP 20021 - 2 rue de Rome - 67309 Schiltigheim Cedex
ENGEES - BP 61039 - 1 quai Koch - 67070 Strasbourg Cedex - Service RH [HR department]

Civil servant students

Declaration to be sent to ENGEES - HR department (see Appendix 3b)

Within the framework of the missions entrusted, it is important to comply with the recommendations of the host structure concerning the necessary vaccinations, especially when working in sanitation networks, risks related to wastewater, etc.

1.6 Your contacts: memo

Business & Local Authorities Department

- Administrative follow-up during internships, agreements

Delphine L'Huillier

Email: engees-sec@unistra.fr

Tel.: +33 (0)3 88 24 82 94

Department of Studies

- Receipt of consensus documents
referent)

Dept. of Studies Secretariat (*in addition to the*

Email: engees-de-secretariat@unistra.fr

Tel.: +33 (0)3 88 24 82 61

- Academic follow-up 3A
- Organisation of dissertation panels

Dominique Montero

Email: dominique.montero@engees.unistra.fr

Tel.: +33 (0)3 88 24 82 88

- Educational follow-up
(in addition to the referent)

Marianne Bernard

Email: marianne.bernard@engees.unistra.fr

Tel.: +33 (0)3 88 24 82 59

2 Roles and responsibilities

2.1 The trainee

The student is primarily responsible for the quality of learning achieved during the internship. Therefore, once the internship is approved and registered, it will be up to the student to discuss and determine with his/her employer the best conditions for the performance of the internship. He/she must also take appropriate initiatives to quickly integrate into the company. In general, students who perform an internship in a company want to ensure the success of their integration in the workplace and achieve the goals of the internship. To do so, he/she must adopt the following attitude and behaviour:

- Find his/her place in the work team; he/she must properly understand the missions entrusted.
- Perform his/her projects with maximum efficiency, to the extent of his/her skills.
- Comply with the rules and procedures in force in the host organisation.
- Critically reflect on all of his/her actions to improve his/her interventions; his/her thoughts will be recorded in one or more reports.
- Remain in contact with ENGEES and his/her referent.
- Perform and finalise his/her work in accordance with the employer's wishes and requirements and with the ENGEES criteria to validate the internship.

2.2 The organisation and the internship supervisor

The organisation which agrees to offer an internship must understand and share the specific training objectives for internships and accept the rules of operation.

It must ensure that the trainee is adequately supervised by appointing an internship supervisor, in general the immediate superior, who will supervise the trainee's work. The internship supervisor appointed by the host organisation, to the extent possible a professional engineer, is a resource and guide for the trainee.

He receives and facilitates the integration (human, professional and physical) of the trainee into the company.

He oversees the student's work and guides him/her in his progression. The internship supervisor manages the trainee's work and monitors him/her, as he does for other company employees. He ensures, to the extent possible, that the student has time in his/her schedule to write his/her internship report. The internship supervisor is requested to:

- Propose a working organisation to the student, from the start of the internship, to confirm its specific terms.
- Update the internship arrangements if they have changed between the negotiation of the internship and the time it starts. To be informed of any such changes and to ensure that the internship is performed in a way that meets our expectations, the Management of the School asks the student to send it, within 2 months of the start of the internship, a consensus document validated by the internship supervisor.
- To inform the Department of Studies of any problem. For this, the referent study inspectors for each year are the privileged contacts.

2.3 The school referent

In accordance with the Decree of 27/11/2014, the teaching establishment must designate the referent teacher from among the members of its teaching staff. His/her role is the following:

- Validation of the consensus document after 2 months and transmission of the validated document to the Department of Studies and to the internship supervisor.
- Contact with the company at the discretion of the referent teacher.
- Contact once a month with the student, i.e. around 4 contacts during the End-of-studies Internship using a "shuttle" form completed by the student to ensure that the student's work enables him/her to meet the School's educational expectations.
- Accompany and reply to the requests of the student and/or of the company during the internship on a limited basis.
- Drafting the report of the referent teacher which will inform the panel on the progress of the internship.

The referent is the student's privileged contact during his/her internship. The student must turn to the referent to obtain details or advice both on matters concerning the approach, methodology, technical knowledge and for preparing the report.

2.4 Teaching and academic staff

The teaching and academic staff are responsible for the management, development and implementation of the internship programme policies and regulations. Specific responsibilities include:

- Maintaining means of communication between the participating companies and the School, to ensure a better performance of internships.
- Propose solutions, both for the company and the trainee, if problems arise during the internship.
- Ensure the transmission of documents necessary to perform the internship, the writing and presentation of the dissertation.
- Organise the presentation of the dissertation.

3 Experience in a real-life professional situation: the End-of-studies Internship

In the host organisation, the trainee will be entrusted with **a mission**, very close to an engineering mission (but without assuming the responsibilities - managerial, economic or financial - which are “taken over” by the internship supervisor).

This mission meets a real concern of the company, it must be of such a nature as to use **the academic knowledge** acquired during the course and the **scientific and technical skills** of an engineer and cannot be limited to a simple execution mission.

It is usually a **study mission**. In other words, a mission during which the trainee has to study a particular issue that enables him/her to address the technical, scientific, economic and social aspects that fully characterise the actions of the engineer.

They all require that the following is kept in mind:

- a concrete vision of the problem, its context, its practical implications
- an attitude of research and questioning with respect to the problem posed
- quality of reasoning in relation to the objectives, results and lessons to be learned therefrom.

3.1 Objectives of the End-of-studies Internship

In-depth study of a topic

The End-of-studies Internship allows each student to acquire, in a given field, specialised skills and real work experience.

The topic chosen must use the knowledge acquired at the School. It is preferably a technical topic, which can however be supplemented by an economic, social or regulatory approach.

Development of a personal approach

The study mission involves **personal and in-depth reflection on the subject** which should gradually lead the student to build his/her **working method**. This personal work is of course carried out in close conjunction with the internship supervisor, who validates compliance with the host structure's expectations to the extent necessary.

It is essential that methodological work is very thorough and that the adapted approach is fully justified.

Beyond the methodological aspect, **the ability to conduct the project** is also tested, through the **appropriation of the subject** and the acquisition of autonomous and responsible behaviours, characteristic of the engineer.

Conduct of the project

The trainee is given a **mission** in which he/she is the **driving force**.

Depending on the corporate culture, he/she will not necessarily be the “project manager” identified internally (which may be the internship supervisor). However, in the approach to his/her mission, he/she must identify with a project manager and behave as such (action limits to be determined with the internship supervisor).

Exploitation of the work performed

Beyond the expectations of the host organisation, the student must be able to use his/her work and present it to an audience outside the host organisation. This is not just a question of form, but also of substance, which must be accessible to others. The End-of-studies dissertation and presentation enable to assess this ability.

Through this presentation exercise, it is also the strength of conviction, the ability to persuade and the student's ability to defend his/her project that are put into perspective.

3.2 Skills assessed

- Ability to integrate into working life, integrate into an organisation, ability to coordinate and help it develop: exercise of responsibility, team spirit, commitment and leadership, project management, project ownership, communication with specialists and with non-specialists.
- Ability to analyse issues and proposal of solutions to solve a complex problem
- Ability to mobilise all resources of a scientific and technical field related to a speciality
- Writing, presentation and argumentation skills

3.3 Choice and validation of the internship

Students, within the framework of the School's educational project and their career plan, search for the internships they want according to the specifications defined above. The End-of-studies Internship should be an opportunity to turn academic knowledge into professional expertise in Water and Environment Engineering: it is a way to assess students' skills so that, when they leave the School, they can choose the job which most suits their profile and expectations.

The training theme chosen (which also appears in the agreement), must be compatible with the duration of the internship and meet the minimum requirements of the School, i.e. enable the trainee to carry out personal and in-depth work and develop their own methodological reflection, presented in an end-of-studies dissertation, to be presented before a panel.

Only End-of-studies Internship proposals that take into account the aims indicated in paragraph 3.1, the areas of study specific to ENGEES and well-constructed and reasoned professional justification will be validated.

The internship validation procedure can be summarised as follows:

- search by the student and negotiation with the host organisation
- validation by an ENGEES referent (head of the module, for example)
- validation by the Department of Studies
- preparation of the agreement by the Business and Local Authorities Department and signatures

3.4 Conduct and teaching conditions

The End-of-studies Internship lasts for 6 months, exceptionally reduced to 4 months for some training courses (some external tuition). An internship agreement is signed between the host structure and ENGEES.

“Cherpin Act n° 2011-893 of 28 July 2011 for the development of work-linked training and career security, Article L 619-2: The duration of internships performed by the same trainee in the same company cannot exceed six months per year of teaching.”

Based on the internship theme initially chosen and indicated in the agreement, a **consensus document** will be established jointly by the student and the internship supervisor. Established at the beginning of the internship (within two months), this document is intended to confirm the specific terms. This is because sometimes, the commitment by the host organisation to accept a trainee is made long before the internship begins. Therefore, the mission originally planned may have changed. In addition, the person who actually oversees the trainee's work is perhaps no longer the same as the person who signed the internship agreement. The consensus document must be validated by the School, no later than 2 months after the start of the internship.

4 End-of-studies dissertation and panel within the framework of a presentation to ENGEES

The End-of-studies Internship must allow to consolidate or acquire the skills and qualities necessary for an engineer.

4.1 The dissertation

The purpose of the dissertation is to present the problems that the student had to deal with during his/her internship. He/she must develop, **in less than 60 pages**, a complete and coherent speech, whose understanding does not assume the reading of any attached documents.

The internship supervisor is invited to help the student develop his/her dissertation, and to read it without taking an active part in its drafting.

The dissertation is sent directly by the student to each member of his/her panel, no later than 15 days before the presentation.

4.2 The panel

Thematic panels are set up by the School. Each panel has 3 members, including a chairman. In each panel, the School is generally represented by one of its teachers.

For each presentation, a writing rapporteur is appointed in advance. He proposes reading notes to the attention of other members of the panel. The panel will take an **academic view** AND a **professional view** on the student's work. It will judge on the basis of the following assessment criteria:

- Acquisition of technical knowledge and skills, but also economic, legal or social, depending on the subjects
- Ability to carry out and complete a project, to organise (working method), to clearly explain the objectives, the means and reasoning to meet them ("thread"), and to draw the conclusions (balance sheet, proposals, prospects), ability to clearly present his/her work, to develop and communicate it, persuade and argue
- Method, discipline, reflection, critical analysis (including in relation to the order), global vision, adaptability, ability to stand back, independence, life skills, personal qualities
- How has the End-of-studies Internship allowed the student to learn how to position himself/herself as an engineer?

The student is informed of the date of presentation and composition of the panel. The internship supervisor is invited by the Department of Studies. However, the School cannot cover his travel costs. The internship supervisor must send to ENGEES, at least one week before the date set for the presentation, an "opinion" responding to an assessment grid prepared by ENGEES (see Appendix 1).

4.3 Oral presentation

The internship supervisor, as well as the referents, is invited to the presentation.

For students hoping to obtain an engineering diploma after 3rd year training outside the School, a common presentation to obtain the double diploma is possible when the tuition takes place in a ENGEES partner institution and when the requirements are compatible. The Department of Studies will inform students individually when the common presentation is possible. Otherwise, a second presentation will be organised to obtain the engineering diploma.

Within the framework of tuition followed in a non-partner institution, the student will be required to perform a double presentation (host institution and ENGEES).

Each presentation takes place as follows:

- 30 minutes of oral presentation by the candidate
- 30 minutes of discussion during which the candidate answers the panel's questions
- 10 minutes of discussion between the panel members: after the candidate leaves, the panel consults, assisted by the student's internship supervisor and referent.

For an internship abroad: exceptionally, and with the prior agreement of ENGEES, before the panel is designated, the presentation may be conducted in English, German or Spanish.

After hearing all candidates, the panel deliberates alone. For this purpose, it has a common end-of-studies dissertation and presentation assessment grid (see Appendix 4).

It is also provided with the internship report established by the trainee and the opinion of the internship supervisor.

The panel's deliberation results in an overall mark awarded to each candidate which they are informed of at the end of the session, along with a brief commentary from the panel chairman.

4.4 Assessment and marking

The internship gives rise to 2 marks, which will be taken into account for the overall assessment of the internship:

- A report mark
- A presentation mark
- An assessment based on the opinion of the internship supervisor (see Appendix 1)

The End-of-studies Internship is validated when the overall mark obtained is higher than or equal to 10/20.

It enters the general average of the 3rd year with a coefficient of 50%.

Number of ECTS assigned to this internship: 30 ECTS

At the same time, the student will be requested to complete an internship assessment form (see Appendix 5), which will not be taken into account in the marking.

Appendices:

1 - Internship supervisor assessment grid

2 - Internship certificate

3 - Work accident declaration forms

3a - Non-civil servant student: Caisse d'assurance Accidents Agricoles - CAAA

3b - Civil servant student: Accident form

4 - ENGEES common dissertation and presentation assessment grid

5 - Trainee assessment sheet

Strasbourg, 01/09/2015

Director of Studies,
Marianne Bernard

Assessment of the End-of-studies Internship Opinion of the internship supervisor

[Document to return to engées-de-secretariat@unistra.fr](mailto:engees-de-secretariat@unistra.fr)

Student:

Host organisation:

Internship supervisor:

For each criterion, check the appropriate box

- A high quality
- B quality always consistent
- C poor
- D insufficient
- P could not be assessed

Behaviour and attitude	A	B	C	D	P	Free comments
Punctuality, regularity						
Politeness, respect for staff						
Adaptation to the company						
Capacity to listen						
Ability to integrate						

Intellectual skills, ability to organise and communicate	A	B	C	D	P	Free comments
Organisation of work						
Acquisition of new knowledge						
Reflection before decision						
Rigour						
Careful to consult						
Careful to report						
Ability to summarise						
Clarity of explanation						
Quality of writing						

Knowledge and know-how	A	B	C	D	P	Free comments
Level of theoretical knowledge (specify which)						
Level of practical knowledge (specify which)						
Ability to use technical documentation						
Mastery of technical tools (specify which)						
Scientific rigour						

General Comments	
Did the work carried out meet your expectations?	
Which points are you most satisfied with?	
What are the main difficulties encountered?	
What are the three main qualities of this student?	
Did the student's training correspond to your needs?	
Would you accept another ENGEES student?	

Done in _____, on ☐

signature of the internship supervisor



INTERNSHIP CERTIFICATE

to be handed to the trainee at the end of the internship

HOST ORGANISATION

Name or company name:

.....

Address:

.....

.....

Certifies that

THE TRAINEE

Surname: Forename: Sex: F ☐ M ☐ Born on: ____/____/____

Address:

.....

..... Email:

STUDENT IN (title of the higher education training or curriculum followed by the trainee):

.....

AT THE ENGEES – ÉCOLE NATIONALE DU GÉNIE DE L'EAU ET DE L'ENVIRONNEMENT DE STRASBOURG – 1 QUAI KOCH – BP 61039 – 67070 STRASBOURG CEDEX

Has completed an internship as part of his/her studies

DURATION OF THE INTERNSHIP

Start and end dates of the internship: From DD/MM/YYYY to DD/MM/YYYY

Representing a **total duration** of (Number of months / Number of weeks) (Delete as appropriate)

The total duration of the internship is assessed taking into account the actual presence of the trainee in the structure, subject to any leave entitlement and leave of absence as provided for under Article L.124-13 of the French Education Code (Art. L.124-18 of the French Education Code). Each period of at least 7 hours of presence, consecutive or not, is considered equivalent to one training day and each period at least equal to 22 days of presence, consecutive or not, is considered equivalent to a month.

AMOUNT OF THE STIPEND PAID TO THE TRAINEE

The trainee received a stipend of a **total** amount of €

The **internship certificate** is essential, subject to the payment of a contribution, for the internship to be taken into account in pension entitlements. The pension legislation (Law n° 2014-40 of 20 January 2014) gives students **whose internship was paid** the possibility to validate it within the **limit of two quarterly periods**, subject to the **payment of a contribution**. The **application is made by the student within two years** from the end of the internship and on the **mandatory presentation of the internship certificate** indicating the total duration of the internship and the

total amount of the stipend received. Detailed information on the contribution to be paid and on the procedure to follow can be requested from the social security (Social Security Code Art. L.351-17 – Education Code Art. D.124-9).

DONE IN ON

Name, position and signature of the representative of the host organisation

Annex 3a



DÉCLARATION D'ACCIDENT DU TRAVAIL DES SALARIÉS AGRICOLES

L'employeur envoie la déclaration à la Caisse, au plus tard dans un **délai de 3 jours** à compter du jour où il a eu connaissance de l'accident, dimanches et jours fériés non compris.

Attention : Si l'accident a entraîné un arrêt de travail, remplissez immédiatement l'attestation de salaire.

EMPLOYEUR

Nom, prénom ou raison sociale : _____
 Adresse : _____
 Code Postal : _____ Commune : _____
 Tél. : _____ E-mail : _____
 Nature de l'activité : _____

Si l'employeur exerce plusieurs activités, veuillez indiquer celle dans laquelle était employée la victime.

VICTIME

N° d'immatriculation : _____
 Date de naissance : ____/____/____ Sexe : ☐ M ☐ F
 Nom : _____ Nom de jeune fille : _____
 Prénoms : _____
 Adresse : _____ Code postal : _____
 Commune : _____ Nationalité : _____
 Tél. : _____ Situation familiale : _____
 Date d'embauche : ____/____/____ Profession : _____
 Qualification professionnelle (1) : ☐ Ouvrier ☐ Cadre ☐ Apprenti ☐ Permanent
☐ Ouvrier qualifié ☐ Bûcheron ☐ Autre (préciser) : _____ ☐ Occasionnel
☐ Employé administratif ☐ Elève _____

ACCIDENT

Date : ____/____/____ Heure : ____ h ____ min
 Horaire de travail de la victime le jour de l'accident : de ____ h ____ min à ____ h ____ min
 et de ____ h ____ min à ____ h ____ min
 Lieu précis de l'accident (1) : ☐ Champs ☐ Route ☐ Au cours du trajet entre le domicile et le lieu de travail.
☐ Forêt ☐ Entreprise ☐ Au cours du trajet entre le lieu de travail et le lieu de repas.
☐ Étable ☐ Autre (préciser) : _____ ☐ Au cours d'un déplacement pour le compte de l'employeur.
 Commune de survenance : _____
 Préciser les circonstances détaillées de l'accident : _____
 (Veuillez indiquer, le cas échéant, l'appareil, la machine ou le moyen de locomotion utilisé) : _____
 Siège des lésions (tête, dos, main droite, ...) : _____
 Nature des lésions (fracture, contusion, plaie, ...) : _____
 Lieu où a été transportée la victime (médecin, hôpital, clinique, ...) : _____
 Accident (1) : ☐ Constaté le ____/____/____ à ____ h ____ min ☐ Par l'employeur ☐ Décrit par la victime
☐ Connu ☐ Par ses préposés
 Conséquences (1) : ☐ Sans arrêt de travail ☐ Avec arrêt de travail (attestation de salaire à compléter)
 - Joindre une copie de la feuille de paie du mois précédent l'arrêt de travail.
 - Les indemnités journalières sont-elles à verser à l'employeur ? ☐ Oui ☐ Non ☐ Décès

TÉMOINS

Nom, prénom : _____
 Adresse : _____
 Code postal : _____ Commune : _____
 Un rapport de police a-t-il été établi ? (1) ☐ Oui ☐ Non Par quelle brigade ? _____

TIERS

L'accident a-t-il été causé par un tiers ? ☐ Oui ☐ Non
 Si un constat amiable a été établi, veuillez en adresser une copie à la Caisse.
 Si oui, nom et adresse du tiers : _____
 Société d'assurance du tiers : _____

Fait à :
 Le :

Par (nom, prénom) :
 Qualité :

Signature :

(1) Veuillez cocher la case correspondante

Annex 3b

Bordereau d'un accident

Pour préparer la saisie de l'enregistrement avec au moins
tous les champs surlignés

Recherchez l'agent dans la base de données EPICEA du personnel

Date de l'accident

L'agent victime

Civilité	Nom	Adresse
Nom de jeune fille		
er prénom		
Autres prénoms	N° de tél domicile	
Date de naissance	Commune de naissance	
Situation administrative de l'agent	Type de contrat privé	
Corps de l'agent	Agent rémunéré par le Ministère	
Activité habituelle de l'agent	Prise en charge de l'accident par le Ministère	
	Fonction	
Ancienneté au service	Ancienneté au poste	

Affectation administrative de l'agent

Secteur	Adresse de la résidence administrative
Structure	
Service	
	NumTél Travail

L'accident

Type d'accident	Heure de l'accident
Lieu de l'accident	
Horaires effectuées le jour de l'accident : Début du service h Fin du service h	
Heure à laquelle l'agent commence d'habitude son travail h	Déplacement de poste (fonction)
Où la victime s'est-elle rendu après l'accident	Protection individuelle
Nature de l'accident	Décès ?
Nature des lésions	Date de liquidation
Siège des lésions	Taux d'incapacité permanente
L'agent a-t-il déjà été victime d'un accident du travail	La police a-t-elle été appelée sur les lieux de l'accident
Matériel manipulé	
Circonstances de l'accident	

Accident dans le temps et sur le lieu de travail

S'agit-il du lieu habituel de travail

Annex 3b

Dans la négative, préciser les raisons pour lesquelles l'agent se trouvait sur les lieux où il a été accidenté

Accident dans le temps et hors du lieu de travail (mission)

L'agent avait-il été autorisé à quitter son lieu de travail ☐ Déplacement était-il effectué dans l'intérêt du service ☐

Accident de trajet (domicile / travail - travail / domicile)

Accident survenu sur le trajet Temps nécessaire pour parcourir le trajet : heures min.

Heure du départ du domicile ou du lieu de travail (h -) Locomotion utilisé au moment de l'accident

Désignation des rues empruntées habituellement

Désignation des rues empruntées le jour de l'accident

Exposez les motifs du trajet détourné ou interrompu

L'accident a-t-il été causé par un tiers ? ☐ Adresse

Nom et Prénoms

Profession

Compagnie d'assurance

Numéro de la police d'assurance

Les témoins de l'accident

Nom et Prénoms

Profession

Adresse

CP Ville

Signature du témoin

Nom et Prénoms

Profession

Adresse

CP Ville

Signature du témoin

Déclaration du ou des témoins



Grille d'évaluation TFE

☐ Apprenti formation ingénieur (Nom - Prénom) :

☐ Etudiant formation ingénieur (Nom - Prénom) :

☐ Etudiant mastère spécialisé (Nom - Prénom) :

Président du jury :

NB : Dans son appréciation, le jury s'attachera à valoriser le parcours spécifique de l'élève (apprenti comme étudiant).

I. Mémoire écrit

Fond	étudiant	apprenti	Commentaires libres
Compréhension et appropriation du sujet			
Présentation du contexte et de la problématique : compréhension des enjeux et identification des acteurs			
Qualité du travail			
Analyse critique des données			
Pertinence des analyses			
Propositions d'action			
Discussion des résultats			
Faisabilité des solutions proposées (d'un point de vue scientifique, technique, économique, social...)			
Identification des limites du travail effectué			
Devenir du projet - Perspectives			
	Note : /14	Note : /14	

Forme	étudiant	apprenti	Commentaires libres
Clarté de présentation			
Orthographe / Syntaxe NB : moins 3 points si plus de 3 fautes dans 1 page			
Bibliographie (liste biblio normée, bijectivité entre liste et références, ...)			
Qualité des illustrations			
Qualité et pertinence des annexes			
	Note : /6	Note : /6	

Note mémoire /20 /20

II. Soutenance et réalisation du TFE

Qualité de l'exposé	étudiant	apprenti	Commentaires libres
Clarté de présentation, aisance à l'oral			
Qualité du support			
Choix et pertinence des éléments présentés			
Distance par rapport au dossier (éviter les redites - apport de compléments)			
Attitude, gestuelle, communication			
Qualités dynamiques et pédagogiques de l'exposé			
Gestion du temps - Respect des contraintes			
	Note : /6	Note : /10	

Discussion	étudiant	apprenti	Commentaires libres
Maîtrise du sujet			
Qualité des réponses (argumentation)			
Capacité d'adaptation à l'auditoire			
Aptitude à la discussion, faculté de rebondir			
	Note : /6	Note : /10	

Réalisation du TFE - Avis du maître de stage	étudiant	apprenti	Commentaires libres
Capacité de l'étudiant à tirer parti des conditions de stage		Grille spécifique	
Aptitude à développer une démarche d'ingénieur			
	Note : /8		

Note soutenance et qualité de la période TFE /20 /20

REMARQUES :

Fait à

le,

Signature des membres du jury



COMPTE RENDU DU T.F.E DE 3^{ème} ANNEE

NOM : étudiant

Prénom :

1. Préparation du stage

Préparation du stage					
êtes-vous satisfait de la préparation du stage?					
très satisfait <input type="checkbox"/>	satisfait <input type="checkbox"/>	plutôt satisfait <input type="checkbox"/>	plutôt insatisfait <input type="checkbox"/>	insatisfait <input type="checkbox"/>	très insatisfait <input type="checkbox"/>

- ✓ préparation à la connaissance du domaine professionnel :
- ✓ présentation d'entreprises, mises en contact, conférences :
- ✓ connaissance, présentation des objectifs et du cahier des charges du stage :
- ✓ disponibilité de l'administration pour répondre aux questions concernant le stage :

2. Déroulement du stage

Accueil et encadrement du stage					
êtes-vous satisfait de l'accueil et de l'encadrement du stage?					
très satisfait <input type="checkbox"/>	satisfait <input type="checkbox"/>	plutôt satisfait <input type="checkbox"/>	plutôt insatisfait <input type="checkbox"/>	insatisfait <input type="checkbox"/>	très insatisfait <input type="checkbox"/>

- ✓ accueil sur place par le maître de stage et/ou l'équipe
- ✓ insertion dans l'entreprise

Promotion 201*/201*

F222B

- ✓ suivi périodique par le maître de stage
- ✓ clarté des objectifs fixés par l'entreprise
- ✓ niveau d'autonomie et de responsabilité

3. Moyens (à renseigner uniquement par les étudiants)

Moyens					
êtes-vous satisfait des conditions matérielles et financières ?					
très satisfait <input type="checkbox"/>	satisfait <input type="checkbox"/>	plutôt satisfait <input type="checkbox"/>	plutôt insatisfait <input type="checkbox"/>	insatisfait <input type="checkbox"/>	très insatisfait <input type="checkbox"/>

- ✓ couverture des frais occasionnés par le stage, gratification éventuelle
- ✓ conditions de transport, de logement, de repas, ...
- ✓ moyens de travail: ordinateur, bureau, déplacements professionnels
- ✓ moyens en personnel: aide technique, dessinateurs, secrétariat, ...

4. Relation avec la formation

Relation avec la formation					
êtes-vous satisfait de la cohérence du stage du stage avec votre formation?					
très satisfait <input type="checkbox"/>	satisfait <input type="checkbox"/>	plutôt satisfait <input type="checkbox"/>	plutôt insatisfait <input type="checkbox"/>	insatisfait <input type="checkbox"/>	très insatisfait <input type="checkbox"/>

- Quelles connaissances vous ont manqué ?
- Quels enseignements auraient pu être plus développés ? Sur quels points ?

5. Valorisation

Valorisation					
êtes-vous satisfait de la valorisation possible du stage?					
très satisfait	satisfait	plutôt satisfait	plutôt insatisfait	insatisfait	très insatisfait
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- ✓ impact du stage sur votre CV
- ✓ facilitation de la recherche d'emploi
- ✓ connaissance du domaine professionnel

6. Acquis professionnels

Acquis professionnels					
êtes-vous satisfait des acquis professionnels de votre stage?					
très satisfait	satisfait	plutôt satisfait	plutôt insatisfait	insatisfait	très insatisfait
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- ✓ acquisition d'une spécialisation technique forte
- ✓ développement de compétences sociales
- ✓ développement d'un réseau professionnel

7. Autres remarques et propositions :

Etabli le

signature