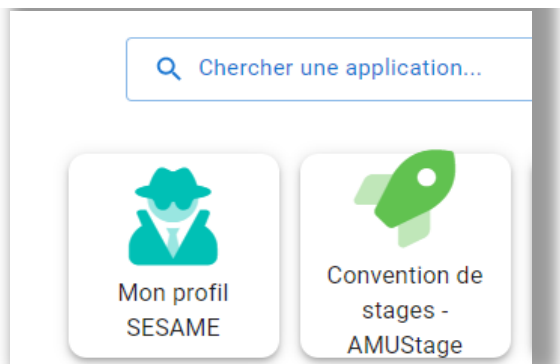


AMUSTAGE

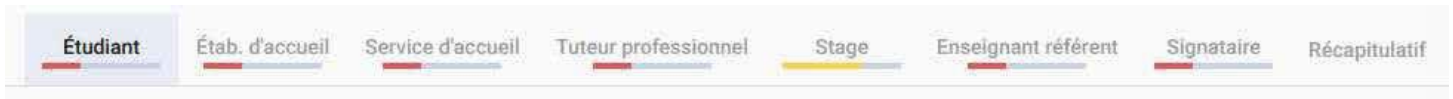
1/ Open your ENT : <https://ent.univ-amu.fr/>

Search "AMUStage"



2/ Créer une convention

Click on  **Créer une convention**. The grey fields will be unlocked after filling some fields.



2.1 Student datas

When you are connected to your ENT, some administrative datas are automatically filled.

You can modify your address or your contact informations. This will impact your internship agreement only.

In the field « **Caisse Primaire d'Assurance Maladie** » see below.

Please choose this :

Caisse Primaire d'Assurance Maladie

Région CPAM *

Provence-Alpes-Côte-d'Azur

Libellé CPAM *

Caisse primaire d'assurance maladie (CPAM) des Bouches-du-Rhône

Adresse CPAM *

13421 Marseille Cedex 20

"Choisissez le cadre du stage" is the Master you are in and the "Element pédagogique" is the course related to the internship

Choisissez le cadre du stage

Formation *
3M127C - Master Psychologie - 1ère année 2023/2024

Année inscription
2023/2024

Formation
3M127C - UFR Psychologie, Sc. Sociales, Sc. Educ.

Élément pédagogique *
3427BS07 - Stage Psychologue : 6 crédits ECTS

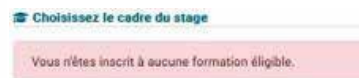
Nombre d'heures de formation * :
☒ Plus de 200 heures ☐ Saisie manuelle :

Type de convention
FORMATION INITIALE

Langue de la convention *
1. Stage en France (ou pays francophone)

Formation : choose the year of your internship

if you have this kind of message :



Contact your administrative coordinator

- The Master thesis is 30 credits, You can see other mandatory internships. Ask your administrative coordinator if you are not sure
- The ECTS is indicative (it won't appear in the internship agreement)

Let « Plus de 200 heures ».

"Type de convention" is automatic.

Langue de la convention (language of the agreement) :

The template « Stage en France » is dedicated to students doing their internship in France.

For the internships abroad, there are 2 options :

- Internship in a **French-spoken country**

choose Francophone

- Internship in a **non French-spoken country**

choose Anglais, the internship agreement will be in French and English

Anglais (stage étranger)

Français (stage en France)

Francophone (stage étranger dans un pays francophone)

Once this page is complete, click on

Valider

and the completion bar under "Student" turns green

Étudiant

2.2 Choose the host institution

In the horizontal menu, click on the second tab



Étab. d'accueil

Search in « Établissement d'accueil » if your company already exists in the database. If not, create it.

/!\ ATTENTION :

- If you don't find the company, try with the number SIRET (legal number for any company in France).
- **Do not modify the informations of an existing company if you are not sure!** Any modification will impact all the internship agreements of students doing their internship in this company.
- Contact your administrative coordinator for any question.

There is no "valider" button at this step. Once the host organisation is selected, it turns green.

2.3 Select the "service d'accueil" (host department)

Click on the 3rd button



Service d'accueil

Click on « Sélectionnez un service » to see the existing départements in the company.

If the département doesn't exist, you create one by clicking on « **créer un nouveau service d'accueil** ».

/!\ Note that mentioning a host department is **mandatory**.

When it's done, it turns green, you can continue.

2.4 Select the tutor

Click on the 4th tab



Tuteur professionnel

. Choose an existing tutor or create one.

Definition : The "tuteur professionnel" is the person in charge of your internship in the host organization. This person will be the contact between you and the company, and AMU and the company.

When it's done, it turns green, you can continue.

2.5 Informations about your internship

Click on the 5th tab

Stage

All the fields with « * » have to be completed.

The screenshot shows a web form with two main sections. The first section, 'Modèle de la convention', contains a dropdown menu labeled 'Pays de la convention *' with 'FRANCE' selected. The second section, 'Description du stage', contains a dropdown menu labeled 'Thématique du stage *'. Below this are four text input fields arranged in a 2x2 grid: 'Sujet *', 'Compétences *', 'Fonctions et tâches *', and 'Détails'. Each of these four fields has a small icon in the bottom right corner, consisting of three diagonal lines.

- « MODÈLE DE CONVENTION »

Not available

- « DESCRIPTION DU STAGE »

Thématique du stage : choose "recherche".

Sujet : topic of the internship. Appears on the first page of the agreement.

Fonctions et tâches : list the missions you will be in charge during your internship.

Compétences : list the skills you will develop.

Détails : if needed, add some details, it won't be written in the agreement.

/!\ « Fonctions et tâches » and « Compétences » : these informations have to be clear but summarized.

Dates / horaires

Date de début du stage *

Date de fin du stage *

Interruption au cours du stage ?
☐ Oui ☒ Non

Avez-vous des horaires de travail réguliers
☒ Oui ☐ Non

Nombre d'heures hebdomadaires du stage *

Nombre de jours de congés autorisés
ou modalités des congés et autorisations d'absence durant le stage

Durée effective du stage en nombre d'heures *

Commentaire sur le temps de travail

Temps de travail *

- « DATES / HORAIRES »

Date de début du stage / Date de fin du stage : indicate the start and the end of the internship.

Interruption au cours du stage ? if you need to interrupt your internship for a moment, write it here by choosing "oui".

Interruption au cours du stage ?
☒ Oui ☐ Non

Ajouter des nouvelles périodes d'interruptions

Périodes d'interruptions actuelles :

date de Debut	date de Fin	actions
01/11/2023	15/11/2023	 
01/12/2023	15/12/2023	 

Avez-vous des horaires de travail réguliers ? choose "oui"

Nombre d'heures hebdomadaires du stage : write the number of hours per week.

Durée effective du stage en nombre d'heures : calculation is automatic.

Temps de travail : choose « temps plein ».

Nombre de jours de congés autorisés : ... do not write anything.

Commentaire sur le temps de travail : will appear on the agreement. Use it to add some details.

Gratification

Gratification au cours du stage ?

☒ Oui ☐ Non

La limite basse de rémunération à ne pas dépasser est \$limite

Montant de la gratification

Montant de la gratificati...	Type de gr... ▼	par	Durée * ▼
Monnaie utilisée pour le paiement *		Modalité de versement de la gratification *	

• « GRATIFICATION »

Any stipend during the internship ? click « OUI », it will open the box « MONTANT DE LA GRATIFICATION ».

Write :

- **Montant de la gratification** : the amount
- **Type de gratification** : choose « net »
- **Durée (duration)** : per hour, per day, per week, per month or for the whole duration of the internship
- **Monnaie utilisée pour le paiement** : currency of the stipend
- **Modalité de versement de la gratification** : choose "virement bancaire"

Divers

Comment le stage a-t-il été trouvé ? *	Modalité de suivi du stagiaire
Confidentialité du stage / Thème du stage ☐ Oui ☒ Non	Liste des avantages en nature
Nature du travail à fournir suite au stage *	Travail exceptionnel
Modalité de validation du stage *	Si le stagiaire doit télétravailler, être présent la nuit, le dimanche ou un jour férié, préciser

• « DIVERS »

Comment le stage a-t-il été trouvé ? How did you find this internship? Mandatory information but it won't appear on the internship agreement.

Confidentialité du stage / confidentiality : if you click « OUI », the informations « Sujet du stage », « Fonctions et tâches », et « Compétences » will be hidden in the agreement.

Nature du travail à fournir suite au stage : choose "Rapport de stage"

Modalité de validation du stage : choose "Rapport et soutenance"

Modalité de suivi du stagiaire : you can mention how your tutor will interact with you during the internship

Liste des avantages en nature : not necessary.

Travail exceptionnel : do not write anything in this box

When it's done, it turns green, you can continue.

VALIDATION : from now, it is saved automatically.

If you leave your ENT while completing your agreement, it will be saved and you will find the datas next time you connect to AMUSTAGE.

But be careful : this is a temporary backup, you can work on only one agreement at a time. The "true" backup will be at the first validation step 8 « **Récapitulatif** ».

As long as you don't see an internship agreement number at the top of your screen, the convention is only in temporary storage.

2.6 The academic tutor ("enseignant référent")

Select the 6th tab

Enseignant référent

Recherchez un enseignant via son nom et/ou son prénom

Nom	Prénom
-----	--------

Nom / Prénom	Mail	Département
--------------	------	-------------

Aucun enseignant trouvé

Enseignant

If the teacher is from AMU, search with the name. If not, write the name of your Master coordinator

2.7 "signataire" (Person representing the host organisation)

Click on the 7th tab

Signataire

As for the tutor : search for an existing contact or create a new one.

Definition "signataire" : Person who has authority to represent the host organisation

/!\ ATTENTION ! If a unauthorized person signs the agreement. You will have to create a new agreement because we can't modify the "signataire" part when it is validated.

The menu should be all green :

Étudiant	Étab. d'accueil	Service d'accueil	Tuteur professionnel	Stage	Enseignant référent	Signataire	Récapitulatif
----------	-----------------	-------------------	----------------------	-------	---------------------	------------	---------------

Continue

Check all the fields, you will find at the end the button

Valider

. Click on it. The agreement is saved.

The title of the page now indique the agreement number :

Gestion de la convention n°51928

Your internship agreement is now saved. An email has been sent to your academic tutor or Master coordinator for validation.

2.8 Pedagogical and administrative validation

A 9th tab appeared (you should see at least the validation of the administrative step) :

Validation

validation administrative

× En attente de la validation administrative.

"En attente de la validation administrative" : means "pending administrative approval"

You can see any modification concerning the validation here.

Once the agreement is validated, you can't modify it. You can download the internship agreement and ask for signature.

The only possibility to add modifications is by the new tab « Avenants » :

Récapitulatif Validation Avenants Evaluation du stage

This new document has to be signed by everyone signed the agreement. It must be used for any modification related to the number of hours, the duration, any change of tutor etc.

Ask your administrative coordinator before any modifications you would like to make.

3/ Delete an agreement :

3.1 Before the final validation

Go back to the tab

Étudiant

and click on the button

Supprimer

(at bottom right of screen)

3.2 After the validation

Once the agreement saved, the tab « Étudiant » is no longer accessible, the agreement can no longer be deleted, unless the validation is withdrawn. This can only be done by your agreement manager (your administrative coordinator).

If your administrative coordinator agrees to invalidate your request, you will be able to modify the previous tabs. Then return to the "Étudiant" tab and click on the "Supprimer" button.

/!\ ATTENTION : all deletions are final!