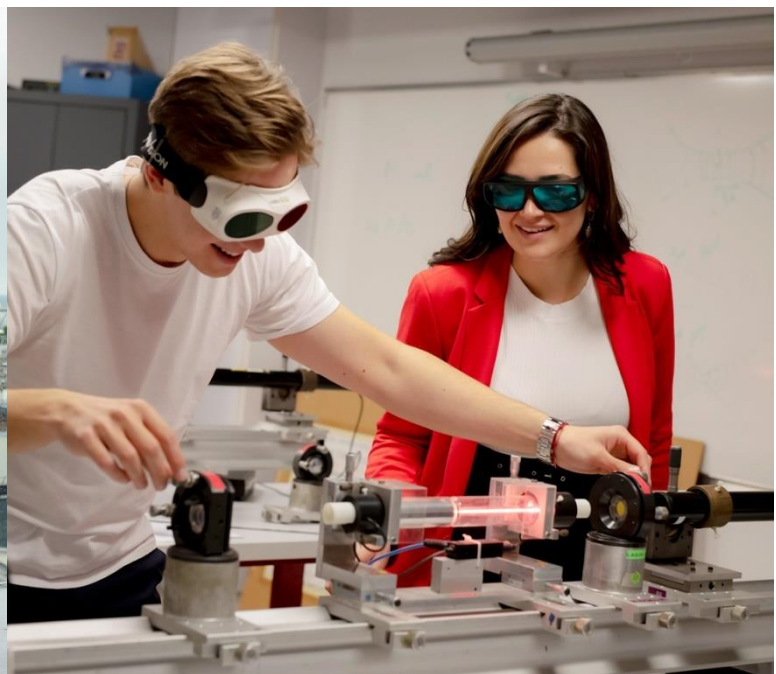




# NICOLAS BAUDIN INTERNSHIPS IN FRANCE INFORMATION

GUIDE FOR AUSTRALIAN UNIVERSITIES 2024



# Program Overview

## The Nicolas Baudin Internships Initiative

The Embassy of France in Australia supports student mobility from Australia to France through the Nicolas Baudin Travel Grant, named for the French explorer and botanist who in 1802, at the same time as Matthew Flinders, charted the coast of New Holland (Australia).

This grant program was designed in 2017 to encourage Australian students to discover the French university system, and offers a once in a lifetime opportunity for students to pursue their dreams and study abroad. Laureates find opportunities to strengthen their language abilities, educational knowledge, and gain professional experience in France through the program, regardless of their stream.

The Internships in France Initiative was launched to promote collaboration between French and Australian universities and industrial partners. The internship program is supported by Australian universities in collaboration with the French Embassy, as agreed upon in letters of intention between the partners. The program allows students in Australian universities to work in a university or laboratory in France for 3-6 months, gaining valuable work experience. The students are paid a monthly internship stipend by the French host, as well as a 2500\$ grant by the Embassy and a matching 2500\$ grant from the Australian university.

The initiative involves a higher level of activity and collaboration by all partners. Behind the scenes, a lot of administrative footwork goes into preparing the student for their experience, and this requires involvement from the Embassy, the student, the hosting university, the partner company, and the Australian university to make these preparations run smoothly.

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Having a main contact person within the university to oversee their students' applications and necessary paperwork will help us streamline the entire process.

This *Guide for Australian Partner Universities* is a detailed description of the preparation required leading up to the student's internship in France under the Nicolas Baudin Program.

There are a few separate stages over the year in the process leading up to the internship:

Month	Action	Partner involved
Jan- March	Internships proposed	French Universities
March-June	Applications open, offers shared	Embassy, Australian University
June	Selected interns announced	Embassy
June-September	Administration to prepare student's acceptance and departure	French Universities, Australian Universities, Student and Embassy coordinate
Sep-Dec (3 weeks before program starts)	Visa request	Student (Support from all partners)

The following information will guide you through each of these steps and, specifically, what we need from you at each stage of preparation in order to proceed to the next.

Thank you again for your commitment to bringing this fantastic opportunity to fruition and we look forward to working with you closely from now on!

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# INTERNSHIP PROPOSAL

(Jan-March 2024)

Baudin internships are proposed by French universities, in collaboration with industry partners, specifically for Australian students. They are proposed uniquely through the framework of the Baudin program. Internships can also be proposed and run by an industrial enterprise in France.

The French university outlines in their proposition the internship topic, scientific and academic objectives, proposed dates, and role of their industrial partner in the internship, as well as the expected profile of the applicant.

Any interesting fields of research specific to the university can be studied through the Baudin grant, so we encourage you to discuss with your French partner universities and industries what internship topics they could propose for your students throughout the year. You can also use the existing relationships your research staff have with their French counterparts – they may already have projects (or even students) in mind.

## What we need from you:

Before and during the application period, we need your help promoting this opportunity to faculty staff and interested students to maximise the number of internship proposals from your partners in France and the number of applications we get from your students!

# CALL FOR APPLICATIONS

(March-May 2024)

On March 1 2024, the online application platform will open to students. Candidates must fill in their information, select which internship they are applying for send all the required documents for their application, including a CV, academic transcript, a letter of recommendation from a personal referee, and a letter of support from their university. The letter of support lets us know that if they are selected the university is willing to contribute AUD\$2500 to support this student (as per the agreements signed by Group of 8, ATN, IRU and individual universities).

For your convenience, a template letter of support can be found in [Annex 1](#).

After filling out the application, students will be given the email address of our main contact at that university (that's you) and told to approach that contact to obtain a letter of support. This prevents students from approaching their research supervisor or another contact that does not have authorization to approve the activity.

This requirement also allows you to keep track of how many students are applying, and thus potentially how many grants may be offered if they are selected. It also allows the Embassy to validate the application, knowing that the student has discussed their plans with the university and that the internship doesn't conflict with their program of study.

## What we need from you :

The candidate will approach you to obtain a letter of support.

You may wish to consult with the student and discuss their plans before signing the letter. Once signed and provided to the student, they must then attach it to their online application.

Certain universities also choose to support their students through the application process. While this isn't mandatory, it does contribute to the

success rates of those universities, and is especially helpful for universities with a reasonable sized group of candidates.

It is also at your discretion to allow students to obtain study credits or units for their internship, depending on how the student's degree is structured. It is however more motivating for the student to receive credit, so they do not have to take a semester off.



French law requires students to still be active in their program of study until the end of the internship to be able to participate. Therefore, candidates who have already graduated are not eligible for any internship in France. They will either need to get credit for the internship, or defer their classes or their graduation, or perhaps enroll in a non-credit subject.

# LAUREATE ANNOUNCEMENT

(June 2024)

At the close of applications, the Embassy will verify eligibility and then send all applications for each subject to the French university which proposed it. It is then up to the French host to make a pre-selection, naming their one preferred candidate for their internship.

The Embassy may have a final decision of which of the pre-selected candidates will be financed with the Baudin travel grant (AUD\$2500).

During this time, we may approach you to confirm financing arrangements.

We will then inform all the candidates, as well as their universities, of the outcomes and these will be published on our website.

# SUBVENTION

In cases where there are multiple students at one university with the Baudin grant, the Embassy may pay the university the grant money so the university can transfer the funds to their students. It is up to you how this is done. Most universities opt to transfer the Baudin grant to the student at the same time as their matching \$2500 mobility grant, to make one lump transaction of \$5000 per student.

Other universities choose to book the student's flights for them to benefit from the university's insurance scheme. In this case you may also consider booking their flights to Sydney for their visa appointment, and helping out with other travel expenses. Any money which is not spent or transferred to the student should be returned to the Embassy.

You will find a template subvention request letter in [Annex 2](#), which must be signed and returned to us so that we can send the grant money to you. This subvention letter must include the candidates' names, internship information, and your bank account details.

## What we need from you:

Oversee the signature of a subvention request and return it to the Embassy.  
Please follow up on the subvention to make sure the money is received on your end and that it gets to the student along with their mobility grant.

Please note that in rare cases, unforeseen circumstances can lead to the laureate having to withdraw their participation. In this case, candidates and universities agree to return the money to the Embassy.



# INTERNSHIP AGREEMENT

The most crucial document in the entire process is the internship agreement, called a '*convention de stage*'. It's also the document which causes the longest delays.

Under French law, every internship in France longer than 2 months must be accompanied by a tripartite agreement, signed by the student, their home university and the host institution. The Embassy provides the template for this contract.

French hosts must also apply for an authorization to host an international intern, so when coordinating the document signature, it is good to ensure this has been done as well.

## What we need from you:

Sign the contract, ensure the student signs, and return it to the French university as soon as possible.

In addition to the contract, the student will need to be covered by insurance. As student interns, they receive the standard French health social security coverage, but they require additional workplace accident insurance. Most universities have an insurance scheme for exchange students going abroad, so please liaise with the student directly to ensure they can send you any necessary documents to obtain this. Don't hesitate to reach out if you need further information about French insurance policies for students.

Depending on your university's policies, you may be required to check the contract with the university's legal team before signing. In case anything does need to be changed, please let us and the French university know, but otherwise there is no need for the Embassy to sign or validate the contract. Each university will be able to review the contract and can change clauses with the explicit agreement of all parties, if it does not impede the functioning of the internship.

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Please ensure that any scans of the contract are of a high quality after each signature, because with so many different people printing, signing and re-scanning, the document can quickly become illegible. These should still be sent by email, though – waiting for original hard copies to arrive by post will only delay everything further.

Please note that if this process takes too long, it may cause the internship itself to be delayed. If this is the case, the dates on the internship contract must be edited so the visa can be issued for the correct dates.

# VISA

Applying for a visa is the responsibility of the student. Their visa application is not complete without the internship contract, signed by everyone.



A visa is not necessary for EU citizens or Australians staying in Europe less than 90 days. Everyone else will have to attend an appointment at the French Consulate in Sydney to submit a visa application.

All information about visa requirements and how to apply, including about the different visas, as well as other pre-departure information, will be sent to each successful applicant in a *Guide for Interns*.

If your university chooses to book the student's plane tickets, you may wish to wait to do this until after they receive their visa. Otherwise, we recommend booking a flexible ticket in case there are any delays. It is also recommended to plan for an arrival within two weeks before the beginning of the internship.

As soon as the student obtains their visa, they're good to go and it's *bon voyage!*

Please feel free to share success stories and images of the laureates, with their permission, to help inform potential candidates for next year!

## Contacts

Tallis Everard,

*Higher Education Officer*

Embassy of France in Australia

[education.canberra-amba@diplomatie.gouv.fr](mailto:education.canberra-amba@diplomatie.gouv.fr)

T +61 2 6216 0137

# 2023 Internships for Reference

Institution	Internship Topic	Discipline and Level Implicated
Bordeaux Institute of Oncology	<a href="#">Understanding the nutritional needs and addiction of liver cancer</a>	Bachelors, Masters or Honours. Biology, biochemistry, immunology, or health sciences.
CentraleSupélec	<a href="#">International Project Management</a>	Final year of bachelor's degree, or Masters. IR, social sciences, humanities, business, or languages.
CNRS - Lyon	<a href="#">Pure-Quartic Solitons in Integrated active photonic crystal structures</a> (with university partner USyd)	Masters. Photonics.
CNRS - Lyon	<a href="#">Mid-IR integrated Nonlinear Optics</a> (with university partner UofA)	Masters. Photonics.
CNRS - Lyon	<a href="#">Mid-IR frequency combs</a> (with industry partner Thales and university partner RMIT)	Masters. Photonics.
CNRS - Lyon	<a href="#">Integrated nonlinear optics with 2D materials</a> (with university partner Swinburne University)	Masters. Photonics.
Dassault Systèmes	<a href="#">Marine and Offshore Cyber System</a> (hosted by industry partner Dassault Systèmes)	BEng (Hons). Naval architecture, system engineering, or mechanical design.
ENSTA - Bretagne	<a href="#">AUV pattern optimization for sonar data augmentation in deep learning environment</a> (with industry partner Exail)	Bachelor (preferably with honours) or Masters. Robotics or signal processing.
ENSTA - Paris	<a href="#">Integrating Human Demonstrations in Hierarchical Reinforcement Learning</a>	Masters. Computer science or robotics.
IMT Atlantique	<a href="#">Development of a platform for measuring trust in AI</a> (with industry partner Thales and in collaboration with UniSA)	Bachelor or Masters. Computer science and psychology. Must be a UniSA student.

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IMT Atlantique	<a href="#"><u>Managing Attention with Augmented Reality</u></a> <i>(with industry partner Thales and in collaboration with UofA)</i>	Bachelor or Masters. Computer science and psychology. Must be a UofA student.
Paris Sorbonne Nord	<a href="#"><u>The legacy of the Olympics 2000/2023</u></a>	Masters. Olympic Studies.
Université de Bordeaux	<a href="#"><u>Predicting the shelf life of red wines :an analytical approach</u></a> <i>(with industry partner Seguin Moreau)</i>	Masters. Food chemistry, Enology, Food science, or Analytical chemistry.
Université de Pau & Pays Adour	<a href="#"><u>Design of photoactive polymer colloids as tool of a sustainable chemical process</u></a>	Masters. Polymer chemistry and/or organic chemistry.

# Annex 1: Template Support Letter for Students



Monday, 11 December 2023

Attn: Higher Education Office  
Embassy Of France in Australia  
6 Perth Avenue  
Yarralumla ACT 2600

**Re: Nicolas Baudin Internships In France Initiative – Letter of Support**

On behalf of (**University**), I write to support our student (**name**) in their application for an internship under the framework of the Nicolas Baudin Internships in France Initiative.

(**Name**) is currently enrolled in (**Program**) and is applying for the following internship(s):

**Name of internship(s)**

According to the current accord with the Embassy of France, should their application be selected for the program, (**University**) also agrees to offer financial support to eligible students in the form of a mobility grant of AU\$2500.

(**Optional**: We have discussed this project with this student and the practical experience gained during this initiative is in line with their program of study and career path. Should they be selected, their involvement in the internship may be recognised and credited towards their degree.)

The student will remain enrolled as a student at (**University**) for the duration of the internship. We therefore endorse their application and thank you for your consideration.

Regards

**Name**  
**Address**  
**Email**

**Signature**  
**Print Name**  
**Date signed**

## Annex 2 : Template Subvention Letter

M. Boris TOUCAS  
Head of Culture, Education, Science and Technology  
Embassy of France  
6 Perth Avenue  
YARRALUMLA ACT 2600

Monday, December 11, 2023  
City

Subject : Request for Subvention - Nicolas Baudin  
ATTN Tallis Everard

Dear Mr Toucas,

On behalf of Home University, I have the pleasure to address to the Embassy of France in Australia my formal grant request of \$2500 AUD to support the internship (title of internship) within the framework of the Nicolas Baudin program.

This grant will contribute to the living costs of our student (student's name) to allow the student to undertake an internship with Name of French University and Name of Home University from September 2023. For your convenience, please find attached an invoice for the amount of AUD 2500 for this purpose which serves to demonstrate the correct bank details of the institution, to facilitate the transfer of the grant.

I understand that receipt of the grant necessarily depends on the student following the internship to its end. If at any point the student decides to quit the internship before the project reaches an acceptable conclusion, the student and the University may be expected to refund the amount received to the Embassy in a timely manner.

Thank you for your consideration of this request.  
Yours faithfully,

Name  
Address  
Email

Signature  
Print Name  
Date signed