

**Grenoble INP give you information in case of placement abroad.
Please read carefully, sign this note (p 2) before your departure and give back to
Phelma "relations entreprises" office (4th floor).**

For Phelma : You must fill your personal placement file on Gistages software (on intranet) as early as possible and at least 1 month before your departure.

You mustn't leave France before giving this document back to Phelma « relations entreprises » office.

1. Insurance

In the case of an agreement, as is the case with an employment contract, you must contact your local Social Security office (LMDE or SMERRA) as early as possible and at least one month before your departure.

The welfare cover you have when you go abroad (depending further on the host country) is not identical in all aspects to the cover that you would have if you completed your placement on the French national territory.

We therefore strongly urge you to take all the necessary steps to find out what benefits are available in the host country and to make up for any shortfalls, particularly by verifying your insurance policy which must cover you for the following risks: medical expenses, hospitalisation, surgery, repatriation on health grounds, civil liability, legal assistance.

Caution : you should also check whether you would need to make up-front payments in case of treatment.

As regards occupational accidents :

- **if your placement is paid up to € 436.05 maximum in 2012 , you will remain covered by the French insurance scheme.**
- **if you receive a higher amount, you will benefit from the host country's insurance scheme.**

For Phelma's students : If your agreement is not returned to Phelma before you leave France, you must present a document proving that you have an insurance to cover occupational accidents

As the French occupational accident insurance scheme is specific to French legislation, it is impossible to find a perfect equivalent abroad in terms of indemnities and benefits, for example. However, some insurance companies are likely to pay you a benefit in the event of an accident provided you have taken out this plan. The school cannot under any circumstance take your place to cover you against these risks.

2. Official papers/ what you must do :

- Inform the french consulate you stay in the country for your internship,
- Go on the website and fill in the " fil d'Ariane"
<https://pastel.diplomatie.gouv.fr/fildariane/flux/protected/frameset/index.html>
- Give your address and telephone in the country of your internship to Phelma "relations entreprises" office and send a certificate from your host establishment to attest you are doing your internship in the country.

2.1 For Europe, you will need:

- A valid identity card
- A European health insurance card if you are from an European country (if you do not have one, you must ask for it at your centre before your departure).
- A student card

2.2 For other countries:

A passport and a visa depending on the country and depending on your status there. Some countries do not conclude placement agreements, using employment contracts or contracts specific to placements instead. In all cases, before your departure, check with the embassy about what you must do.

- Caution: In some countries (Australia, etc.), it is necessary to have a financial reserve on your account.
- For vaccination: Enquire with the embassies (see the Foreign affairs website) and also consult the French National Institute for Health Surveillance (Institut national de veille sanitaire).
- If you want to drive in the host country, check the validity of your licence. Do not use a vehicle without insurance.

3. Links with the school

Read the agreement carefully before signing it.

- You must maintain a link with your school by email or by telephone to inform them:
 - at the earliest of any change in one or more details of the agreement
 - of any trip or absence during the placement
 - of any problem whatsoever relating to the successful completion of your placement and your stay abroad.
- Send an email regularly to your Phelma's educational supervisor about what you are doing and the state of your relationships with the host establishment.

4. Right to withdraw

Any placement that does not take place in normal conditions of safety, morality, hygiene and human dignity may be interrupted. The student must contact the school supervisor.

For Phelma : contact persons in charge of pedagogical and administrative aspects of your placement in the school.

5. Documentation and useful sites

- LMDE: <http://www.lmde.com/>
- SMERRA: <http://www.smerra.fr/>
- Online health insurance: <http://www.ameli.fr>
- Centre de liaisons européennes et internationales de la sécurité sociale (Centre for European and international liaisons for social security): www.cleiss.fr (the various aspects of the local social welfare systems in different countries, local social security schemes: <http://www.cleiss.fr/docs/regimes/index.html>)
- Caisse des Français à l'étranger (Social Security Fund for French Expatriates Abroad) which offers insurance for students carrying out placements abroad and remunerated above the 12.5% threshold: <http://www.cfe.fr/pages/assurances/particuliers/intro.php>
- Foreign Affairs: <http://www.diplomatie.gouv.fr>
- The addresses of diplomatic and consular missions are available on the French Foreign and European Affairs Ministry website, under "Our addresses".
Advice for travellers
Studying abroad
- Maison des Français à l'étranger (Assistance to French expatriates): <http://www.expatries.org>
- Institut national de veille sanitaire (National Institute for Health Surveillance): <http://www.invs.sante.fr>

Please sign below to confirm that you have read and understood this note.

A placement abroad requires careful preparation. The above information will help you in your efforts.

Signed in

in duplicate, one copy of which is handed over to the

Student.

Date:

Student's surname, first name:

Signature:

(handwritten indication "read and understood")