

Internships

All students must note that **LLM studies take priority** over internships and that, whilst carrying out this work, they must continue to comply with all teaching and examination regulations of Queen Mary University of London. QMUL **does not accept** internship commitments as a reason for lack of attendance of the taught element of any module, or of any classes that are required as a condition of a student's offer (notably Critical Thinking and Writing in Law), nor would it accept internship commitments as reason for missing an examination or failing to submit any assessed element of a module, or the dissertation on time. **Students may not interrupt their studies due to an internship.**

The Convention de Stage

If you wish to undertake an internship in France, it is required by French law that you complete a *Convention de Stage*. This is a form required in French (but for the University purposes, it is required to be in both French and English) and outlines the tripartite agreement between the University (QMUL), the student and the firm or company where the internship will take place.

The form must be completed well in advance of commencing any internship, and students are expected to have met all requirements, in addition to following the procedures as outlined below.

It must be highlighted that **(Paris LLM Only)** Paris Bar School students must arrange their *Convention de Stage* directly with the Paris Bar School.

Requirements

- Should a student wish to undertake an internship it is his/her responsibility to seek out, make contact with, and fulfil the application requirements of law firms and companies regarding internship opportunities. They are further responsible for coordinating all necessary arrangements incumbent to the opportunity which, in France, includes arrangements for a *Convention de Stage*.
- Students commit to no more than one internship in any one academic year. Where QM academic staff considers that taking up a second internship would be detrimental to a student's LLM studies QM will recommend that the second internship is deferred until a later date and if necessary apply discretionary rights with regard to entering a *Convention de Stage* agreement.

- Should a student ask Queen Mary to sign a *Convention de Stage* (an agreement between the student, the university, and the company), students must:
 - Ensure that the entire internship period falls within their registration period with Queen Mary. QM will not be able to sign a *Convention de Stage* for a student whose registration period has expired. For further information, please contact the Postgraduate Law Professional Development Team at pglawpdteam@qmul.ac.uk.
 - Further, Queen Mary will not sign a *Convention de Stage* until a student is fully enrolled with up-to-date fee payments/arrangements. Whether or not Queen Mary will accept to be signatory of a *Convention de Stage* is entirely at the discretion of the University.
- Before any *Convention de Stage* can be completed, the student needs to ensure they have the following:
 - Medical Insurance
 - Civil Liability and Accident Insurance
 - Valid Visa (required to have **at least six months** validity **upon the start** of the proposed internship)
 - Evidence that the proposed internship period and working hours are compliant with the terms of the student's visa

The University will require **proof** of these (through copies sent in email or in person to CCLS) before any *Convention* is signed.

If the student is lacking any of the above, then they will need to arrange this before completing the *Convention* and/or **get in touch with the Careers Team** (pglawpdteam@qmul.ac.uk) to discuss further, and she may be able to direct you regarding further assistance with specific administrative issues.

However it must be stressed that it is **the responsibility of students to ensure** that they arrange adequate insurance for the entire duration of the internship.

Procedure

Email

• Once the student has a confirmed internship they will be required to contact Careers, by sending an email to Internship Coordinator **well in advance of the start date**, outlining clearly the following details:

- Name and Student ID Number
- Dates for Internship
- Any Visa Requirements that should be brought to our attention

Forms

• Upon approval by the Internship Coordinator, the student will then be sent through the Pro-Forma for *Convention de Stage*, which outlines all the requisite details for the Stage. There is both French and an English version of each of these documents.

• The *Convention de Stage* is completed by the student, in conjunction with the firm or company in question, in both languages. However, the both versions should remain unsigned.

• A copy of each version (unsigned and unstamped) should then be emailed to the Internship Coordinator (pglawpdteam@qmul.ac.uk) who can then arrange for the stamp/signature from CCLS.

• In addition, the student will be required to send all the above documentation (**in electronic form**) regarding insurance, visa etc.

Signature

• **Three copies of each version** (English and French) will then be sent to the student in hard-copy (all signed and stamped from CCLS)

• The student will then be required to sign **all six** Convention de Stage.

• The student will then be required to **send these through to the firm**, to check, stamp and sign **all six** too.

Records

• The firm or organisation will then need to distribute **one copy of each version** to both the student **and** CCLS in London for our records.

Notes for Paris LLM

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- Students carefully consider their module choices in relation to likely internship commitments
- Students intending to take an internship register for the 6 module + 15,000 word dissertation programme model
- Students start thinking about and applying for internships early on in their academic year.

QM Recommends for all Students to Note:

All these requirements should be completed well in advance of the due commencement date for the internship. QMUL, as much as the firm or company in question, operate on very busy schedules, and so may not have the capacity to process *Conventions* as quickly as sometimes anticipated by students. Please bear this in mind when arranging and completing your *Convention*.