

(Updated on March 13th 2023)

You have the opportunity to realize a gap year for the next academic year 2023-2024 to enrich your experience and your CV by doing an **internship** or to carry out a **personal project**.

The deadline to apply is **May 9th 2023**.

During this academic year, you will also have to apply for the selection in a M1 or M2 program (**from 19 April to 3 May 2023**), for the year 2024/25, after having realized your gap year in 2022/23.

You will be informed of the procedure, and you will have to follow these selection processes.

On Moodle, a course or webpage is dedicated to the gap year: “Césure stage et project personnel” (in French). To find it:

- Please connect you on Moodle and go to “Mes cours en ligne”
- Then at the top, in the menu bar: click on “Service aux étudiants”
- Select “TSE Mobilité”
- Then you will have to register on the appropriate course “Césure stage et project personnel”.

How to apply?

1) Pedagogical interview (compulsory)

❖ L3 Students and M1 Students

You have to meet Mrs Lucie Bottega or Mrs Elodie Alet for a compulsory pedagogical interview. Please make an appointment directly with them, via a link which will be communicated to you in March on your L3 / M1 general information pages on Moodle and following the guidelines indicated below:

- Interviews with Ms Bottega will take place **from April 3rd to April 21st 2023** lucie.bottega@ut-capitole.fr, office T 230, or via zoom should the need arise
 - Interviews with Ms Alet will take place **from April 3rd to April 21st 2023** elodie.alet@ut-capitole.fr, office T 230, or via zoom should the need arise
- ❖ Guidelines:
- a) By e-mail: Few lines describing your project, join **your cover letter**, your CV
 - b) To the students who will study one semester in a partner university plus one internship/personal semester: you only have to send a short description of your project.

To the gap year for internship and/or personal project applicants and to the students who will study one semester in our partner universities.

2) After the interview: the cover letter

- Please upload your cover letter on Moodle, on the webpage “Césure stage et project personnel”. This **cover letter is compulsory**, and has to be addressed to the Dean of the Toulouse School of Economics, in French or in English.

To the students who will study one semester in a partner university plus one internship/personal semester: you do not need to upload a cover letter. Indeed, we already have the one provided for the academic mobility application. Please note that you do not have to pass a second pedagogical interview.

3) A commission will consider your project (see the calendar below)

4) If your project is approved

- You will receive a notification on your e-mail address: @ut-capitole.fr
- A **gap year agreement (Contrat de césure), between yourself and UT1**, has to be filled in and signed **before June 16th (deadline)** and uploaded via Moodle “Césure stage et project personnel”. You will receive it after the decision of the commission (see the calendar below). In September 2023, you will receive an e-mail providing you your contract signed by the President of the University UT1.
- This document is also compulsory and is a commitment between you, UT1 and TSE.
- During your gap year, if your projects change, please notify these changes by e-mail to Geneviève Doumeng: genevieve.doumeng@ut-capitole.fr

5) Gap year registration, via UT1 website

To go on a gap year you **need to validate** your Licence 3 or Master 1.

After graduating at the end of the academic year 2022-2023, you can apply on line (on UT1 website) for the next academic year in July 2023. You will have the possibility to register for the following academic year:

- L3 Students:
 - o « M1 éco césure », ou « M1 éco international césure »,
 - o « M1 éco appliquée césure », ou « M1 éco appliquée international césure »,
 - o « M1 éco stat césure », ou « M1 éco stat international césure »,
 - o « M1 éco droit césure »

To the gap year for internship and/or personal project applicants and to the students who will study one semester in our partner universities.

- M1 Students:
 - o At the end of your Master 1, if you are accepted in a Master 2 at TSE, then, you will be registered in an “M2 Césure” (name of this Master 2+césure).
 - o For example: « M2 PPD césure » or « M2 ECL césure »...
- In 2022, students paid for reduced registration fees (159€) and Student Life Contribution (CVEC: 92 €) when applying on line via UT1 website in July or August.

6) Your written testimony (mandatory)

- At the end of your gap year, a **written testimony is required**, in French or in English (please refers to the gap year agreement). During your gap year, we will send you TSE testimony forms in order to share your experiences.

For any other information, please do not hesitate to contact:
Geneviève Doumeng, Office T 31, genevieve.doumeng@ut-capitole.fr

Internship agreement: Please contact the « TSE Careers Department », office T 36-38 (careers@tse-fr.eu) and check the information on the appropriate webpage on Moodle. If you plan to begin an internship in August, you need to create an internship agreement before September and a second one if you want to continue in the same company after September. That is to say you will need to have 2 internship agreements because 2 academic years are concerned. This allows you to benefit from an 8 month internship period instead of 6 months (maximum) in the same company.

CALENDAR: INTERNSHIP / PERSONAL PROJECT GAP YEAR

L3 and M1 Students:

- A compulsory pedagogical interview, appointments to schedule via a link which will be provided in March:
 - With Mrs Bottega will take place **from 3 to 21 April 2023**, lucie.bottega@ut-capitole.fr
 - Or
 - With Mrs Alet will take place **from 3 to 21 April 2023**, elodie.alet@ut-capitole.fr
- Application deadline (cover letter on Moodle): **May 9th 2023**
- Validation Commission of the projects: **from May 23rd 2023**
- Information of the Commission’s decision: **between June 1st and June 5th**
- Return date of the gap year agreement (compulsory): **June 16th 2023**