



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

(Updated on February 25th, 2025)

You have the opportunity to realize a gap year for the next academic year 2025-2026 to enrich your experience and your CV by doing an **internship** or to carry out a **personal project**.

The deadline to apply is **March 27th, 2025**.

During this academic year, you will also have to apply for the selection in a M2 programs (**from 21 to 27 March 2025**). You will be assigned to an M2 in 2024/25 and will return in this M2 program the year after your gap year (2026/27).

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

The Academic coordinators for the gap year are:

- Mrs Lucie Bottega (lucie.bottega@ut-capitole.fr)
- M. David Alary (david.alary@ut-capitole.fr)

They are responsible for assessing and approving your gap year projects.

Moodle

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

- Please connect d 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?

To apply, you must:

- Complete the M1 survey via Moodle
- Submit your updated CV via Moodle
- Submit your cover letter via Moodle explaining your project in detail. For example, if you have already found an internship, a job, an assignment, etc., specify in the letter the name of the company, the duration, the country and the assignment. This letter is compulsory and should be sent to the Dean of TSE's Education department, in French or English.



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- The deadline for applications is **27 March 2025**.
 - Note: **Students whose letters are sloppy and/or lacking in detail and/or whose projects do not convince the Academic coordinators will be called to an interview with Mrs Bottega or Mr Alary between April 1 and April 11, 2025.** At the end of this interview, the student will be authorised to continue with his/her application.

Note: Students selected to study one semester in a partner university plus one internship/personal semester just send a brief description of their projects by e-mail to Mrs Bottega or M. Alary (no interview, no cover letter).

Mrs Bottega and Mr Alary will then meet to study the projects.

If your project is approved (answer and gap year agreement)

You will receive a notification on your e-mail address @ut-capitole.fr

You must return a completed, dated and signed "Gap Year agreement".

This document is compulsory and is a commitment between you and TSE.

During your gap year, if your projects change, please notify these changes by e-mail to Geneviève Doumeng: genevieve.doumeng@tse-fr.eu

The gap year agreement (contrat de césure) must be filled in and signed **before end of June 2025** (the exact date will be communicated later) and uploaded via the “Césure stage et project personnel” course on Moodle. You will receive it after the decision of the commission (see the calendar below). In September, you will receive an e-mail providing you with your contract signed by the Director of TSE.

Gap year registration

To go on a gap year, you **need to validate** your Master 1.

After graduating at the end of the academic year 2024-2025, you can apply online for the next academic year in July 2025. Depending on the response you receive via e-candidatures, you will have the opportunity to enrol in a “M2 Césure” (EMCSU2).

In 2024, students paid for reduced registration fees (164€) and Student Life Contribution (CVEC: 102 €) when applying online via TSE or UT Capitole website in July or August.



Gap year testimony (mandatory)

At the end of your gap year, a written testimony is required, in French or in English (please refer to the gap year agreement). You will submit your testimonial in the form of an article to be written via the TSE Alumni & Community platform.

You will find the steps to follow in a tutorial that will be sent to you during your gap year. The article must be submitted by June 30.

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

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.

CALENDAR: INTERNSHIP / PERSONAL PROJECT GAP YEAR

- ✓ M1 survey registration deadline: **March 27, 2025**
- ✓ Submission of cover letter and CV: **March 27, 2025**
- ✓ Interviews for the students not directly accepted after review of their letter and CV:
 - **between April 1st and April 11th, 2025**
- ✓ Validation Commission of the projects: **from May 26th, 2025**
- ✓ Information of the Commission's decision: **between June 2nd and June 7th, 2025**
- ✓ Return date of the gap year agreement (compulsory): **End of June 2025**