

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 13<sup>th</sup> 2024)

You have the opportunity to realize a gap year for the next academic year 2024-2025 to enrich your experience and your CV by doing an **internship** or to carry out a **personal project**.

The deadline to apply is **May 13<sup>rd</sup> 2024**.

During this academic year, you will also have to apply for the selection in a M1 programs (**from 4 to 17 April 2024**) or M2 programs (**from 19 to 26 March 2024**), for the year 2025/26, after having realized your gap year in 2024/25.

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 M. David Alary 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. Please follow the guidelines indicated below:

- Interviews with Mrs Bottega will take place:
  - **from March 25<sup>th</sup> to April 6<sup>th</sup> 2024,**
  - **and from April 22<sup>nd</sup> to April 2<sup>nd</sup> 2024,**
  - at her office T 230 or via zoom, should the need arise.
  - e-mail contact: [lucie.bottega@ut-capitole.fr](mailto:lucie.bottega@ut-capitole.fr)
- Interviews with M. Alary will take place:
  - **from April 22<sup>nd</sup> to May 5<sup>th</sup> 2024,**
  - at his office T327 or via zoom, should the need arise.
  - e-mail contact: [david.alary@ut-capitole.fr](mailto:david.alary@ut-capitole.fr)

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❖ Guidelines:

- a) On Moodle, webpage « Césure stage et projet personnel » : please upload your cover letter, CV and any other documents, section « **Téléchargement des documents pour l'entretien de motivation, de la lettre de motivation et du contrat d'engagement (à venir)** »
- 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 by e-mail to Mrs Bottega or M. Alary.

### 2) After the interview: the cover letter

- Please upload your cover letter on Moodle, webpage « Césure stage et projet personnel ». This **cover letter is compulsory** and must 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 TSE**, must be filled in and signed **before June 17<sup>th</sup>** and uploaded via Moodle “Césure stage et projet personnel”. You will receive it after the decision of the commission (see the calendar below). In September 2024, you will receive an e-mail providing you with your contract signed by the Director of TSE.
- This document is also 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](mailto:genevieve.doumeng@tse-fr.eu)

### 5) Gap year registration, via TSE - UT Capitole websites (to be confirmed)

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 2023-2024, you can apply online for the next academic year in July 2024. You will have the possibility to register for the following academic year:

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- L3 Students: M1 Césure (EMCSU1)
- M1 Students: M2 Césure (EMCSU2)

In 2023, students paid for reduced registration fees (159€) and Student Life Contribution (CVEC: 100 €) when applying online via TSE or UT Capitole 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@tse-fr.eu](mailto:genevieve.doumeng@tse-fr.eu)

**Internship agreement:** Please contact the « TSE Careers Department », office T 36-38 ([careers@tse-fr.eu](mailto:careers@tse-fr.eu)) and check the information on the appropriate webpage on Moodle.

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### CALENDAR: INTERNSHIP / PERSONAL PROJECT GAP YEAR

- A compulsory pedagogical interview, appointments to schedule via a link which will be provided in March:
  - With Mrs Bottega will take place:
    - **from March 25<sup>th</sup> to April 6<sup>th</sup> 2024 and from April 22<sup>nd</sup> to April 2<sup>nd</sup> 2024**
    - [lucie.bottega@ut-capitole.fr](mailto:lucie.bottega@ut-capitole.fr)
  - Or
  - With M. Alary will take place:
    - **from April 22<sup>nd</sup> to May 5<sup>th</sup> 2024**
    - [david.alary@ut-capitole.fr](mailto:david.alary@ut-capitole.fr)
- Application deadline (cover letter on Moodle): **May 13<sup>rd</sup> 2024**
- Validation Commission of the projects: **from May 23<sup>rd</sup> 2024**
- Information of the Commission's decision: **between June 3<sup>rd</sup> and June 7<sup>th</sup>**
- Return date of the gap year agreement (compulsory): **June 17<sup>th</sup> 2024**