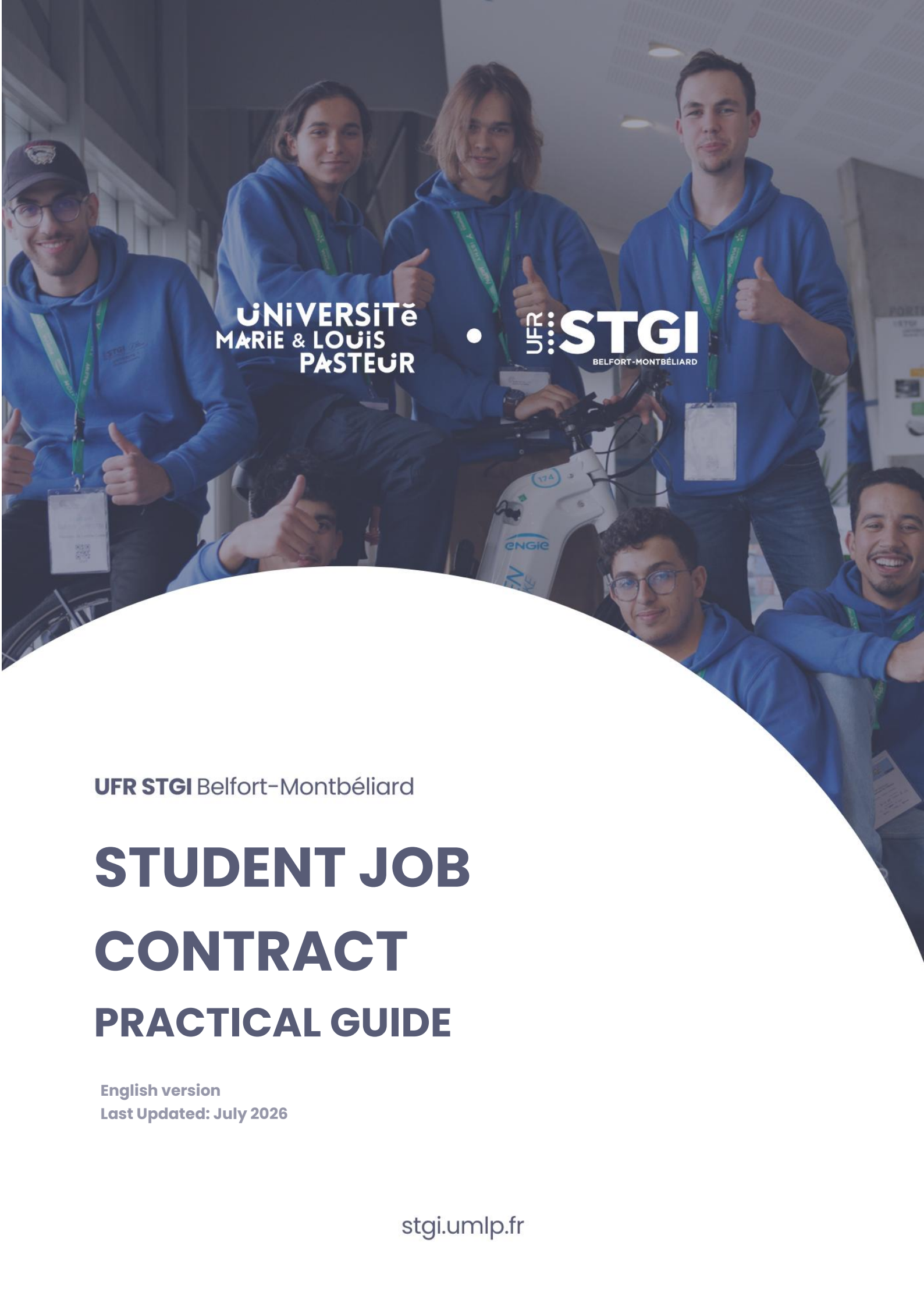




UNIVERSITÉ
MARIE & LOUIS
PASTEUR

• UFR **STGI**
BELFORT-MONTBÉLIARD

UFR STGI Belfort-Montbéliard

STUDENT JOB CONTRACT PRACTICAL GUIDE

English version

Last Updated: July 2026

stgi.umlp.fr



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REGULATORY FRAMEWORK

Determined by the Education Code: Section 1: Recruitment and Employment of Students (Articles D811-1 to D811-9)

In accordance with the provisions of Article [L. 811-2](#), students are involved in welcoming new students, organizing campus life in higher education institutions, encouraging student life and assisting with professional integration activities. For this purpose, they can be recruited under a contract by the presidents, directors of public higher education institutions and the general directors of Regional Centre for University and School Work (CROUS) to carry out the following activities:

- 1° Welcoming students;
- 2° Assistance and support for students with disabilities;
- 3° Tutoring;
- 4° IT support and help with using new technologies;
- 5° Support for libraries staff and other services;
- 6° Cultural, artistic, scientific, sporting and social activities; actions related to health promotion and sustainable development;
- 7° Assistance with employment integration;
- 8° Promotion of training program opportunities.

ORGANISATION

The contract lasts a maximum of one academic year, from September 1st to August 31st of the following year.

The contract cannot exceed 670 hours per year and cannot exceed 300 hours between July 1st and August 31st. This maximum duration is reduced on pro-rata basis depending on the length of the contract during each of the considered periods.

Students benefiting from the contract must continue their studies and carry out the activities specified in the contract on a part-time basis, following an appropriate schedule. The way activities are conducted and the fulfilling of effective work hours, as provided for in the contract, are organized and adjusted in accordance with the specific requirements of the academic program in order to allow the simultaneous continuation of studies and professional integration of the student. The professional integration of the student cannot be subject to a work obligation during their compulsory classes and their exams.

However, during university vacation periods, the working time cannot exceed the legal 35-hour working week.

MULTIPLE JOB-HOLDING

You cannot engage in any other employment contract concluded with a higher education institution or a research organisation. Furthermore, this contract is incompatible with an apprenticeship contract.

HOW TO APPLY FOR?

All the job advertisement from UFR STGI are available in PDF right here : [CEE - UFR STGI 2026-2027](#)

And to apply for:

Visit the Marie and Louis Pasteur University website: <https://www.umlp.fr/les-emplois-etudiants#.YPAwn-gzZPZ> or in your digital work place (ENT).

(STGI job offers start with the number 906)

PROCEDURE: CONTRACT

Once you have submitted your application via the platform, it will be reviewed. If it is selected, you will be notified by email.

Your contract is drafted by the Marie and Louis Pasteur University in Besançon, it will be sent to you by email for revision, signature and return to the mail address rsa-stgi@umlp.fr.

Then, this will be sent back to Besançon for countersignature by the head of Human Resources. Until your contract signed is returned to you, you cannot start its execution.

WORK HOURS DECLARATION FORM

Each month, you must report the hours you worked.

You will find attached the hourly declaration form to be filled out every month, you must send it to the contract supervisor for validation, and then return it to: rsa-stgi@umlp.fr.

AMBASSADOR AND DIPLOMA SUPPLEMENT

BECOME AMBASSADOR OF YOUR UNIVERSITY!

Ambassadors open course unit

Tasks:

- Inform and interact with future students at fairs: Studyrama, l'Étudiant
- Welcome high school students to the campus during Open Days and immersion days
- Share about your higher education experience
- Promote the Marie and Louis Pasteur University during interventions in high schools

Advantages:

- An experience to highlight on your CV, developing skills in communication and interpersonal skills
- 0,2 bonus points on your average of the semester 2
- An opportunity to expand your network
- An access to training, tools and resources

For more information and for the mandatory registration:

engagementetudiant@umlp.fr and <https://ose.umlp.fr/devenir-ambassadeur>

Important point: a pre-registration is required during the semester 1 because the course unit formation starts from the semester 1 (October). Administrative registration and validation of the open course unit will be effective during the semester 2. Trainings within the framework of the free course unit can also be attended by student job contracts without any registration to the open course unit.

SALARY

Depending on the effective working volume, you will receive a salary based on the minimum wage hourly rate in force. This amount will be raised by the paid leave compensation. The salary will be subject to social security contribution, being chargeable to both employer and employee.

Some contracts are paid by month but you must send the hourly declaration form every month. In case of monthly scheduling, the University has the right to request reimbursement for the overpayment if the student did not work the number of hours as planned in the contract. For the other type of contracts, the hourly declaration form is useful to fill the payroll management software. If the form is not returned before day 30, you will not be paid during this month and you will have to wait next month.

Please note you will be paid two months after the work hours declaration.

PAY SLIP

Your pay slips are available for consultation on the ENSAP website if you have a permanent French social security number: <https://ensap.gouv.fr/web/accueilnonconnecte>

If you cannot have access to ENSAP website, you have to contact: drh-service-biatss@umlp.fr

UFR STGI COURSES

If your task is promoting training opportunities, you must promote all the training opportunities, not only the courses you are following. For that, it is important to understand UFR STGI functioning and its trainings.

All the information is available on the website: <https://stgi.umlp.fr/>

UFR STGI is composed of 5 departments, on two different places (Belfort and Montbéliard):

- Economic and Social Administration – Business Law – Human Resource Management (AESDM) in Belfort
- Foreign Applied Languages (LEA) in Montbéliard
- Multimedia and Computer Science (M&I) in Montbéliard
- Life and Environmental Sciences (SVE) in Montbéliard
- Sciences and Energy (SE) in Belfort

MAP OF BELFORT AND MONTBÉLIARD SITES

UFR STGI is located in two cities: Belfort and Montbéliard.

All the plans are available online on the UFR STGI website:

<https://stgi.umlp.fr/plan-des-campus/>

Belfort

- **Economic and Social Administration – Business Law – Human Resource Management (AESDM)**
10 rue Roussel, 90000 Belfort
- **Sciences and Energy (SE)**
2 rue Chanteraine, 90000 Belfort

These two departments (AESDM and SE) are very close and at a few steps from the city centre.

Montbéliard

4 place Tharradin, 25200 Montbéliard

- **Multimedia and Computer Science (M&I)**
- **Life and Environmental Sciences (SVE)**
- **Applied Foreign Languages (LEA)**

These three departments are located in the campus "Portes du Jura".

APPENDICES

Shift schedule – working time declaration:

<https://stgi.umlp.fr/documents-officiels/intranet-ufr-stgi/> (tab : Contrat Emploi Étudiant)

