

ADMINISTRATIVE PROCEDURE -INTERNSHIP-

Students enrolled at the University Paris Cité in IPGP Degree program and undertaking their internship in IPGP laboratory

➔ Procedure N°1

All information about internships:

<https://www.ipgp.fr/stages-et-cas-detudes-les-procedures-a-suivre/>

Contact & Information

IPGP Internship Office

IPGP Department of Training and Doctoral Studies (DFED)

IPGP - Teaching Building Cuvier Pavillon - 3rd floor - Office P35

1 rue Jussieu - 75005 PARIS

Email : stages@ipgp.fr

LICENCE	Type de stage	Responsable de Parcours	Responsable de l'UE Stage
L1 TE-ENV	Stage Non attributif d'ECTS	Aude Isambert	Aude Isambert
L1 ASTER	Stage Non attributif d'ECTS	Taichi Kawamura	Taichi Kawamura
L2 TE-ENV	Stage Non attributif d'ECTS	Boris Robert / Charlotte Catrouillet	Boris Robert / Charlotte Catrouillet
L3 ASTER	Stage Non attributif d'ECTS	Taichi Kawamura	Taichi Kawamura
L2 ASTER	Stage attributif d'ECTS	Taichi Kawamura	Taichi Kawamura
L3 TERRE	Stage attributif d'ECTS	Boris Robert	Julien Siebert
L3 ENV	Stage attributif d'ECTS	Charlotte Catrouillet	Charlotte Catrouillet
L3 CPES	Stage attributif d'ECTS	Isabelle Martinez	Isabelle Martinez

Internship dates in laboratory or company (excluding field trips and session 2)

Internship integrated into the curriculum and ECTS attribute

L2 ASTER : du lu 3 juin au ve 23 août 2024 (3 mois maximum)

L3 TERRE et ENV : à partir du lu 27 mai 2024 (2 mois minimum)

L3 CPES : du lu 27 mai au ve 5 juillet 2024 (5 semaines)

Dates of defense of internship

L2 ASTER : me 28 août 2024

L3 TERRE et ENV : ve 30 août 2024

L3 CPES : ve 5 juillet 2024

Internship integrated into the curriculum and NON attributive of ECTS

L1 TE-ENV: L1 ASTER: L2 TE-ENV: L3 ASTER: Variable dates according to situation and internship proposal (In agreement with your Head of program and Faculty member in charge of Internship Course)

M1 et M2	Head of Program	Faculty member in charge of Internship Course
RN	Antoine Lucas / Etienne Bertrand	Frédéric Fluteau (M1) / Vincent Busigny (M2)
GP	Cinzia Farnetani	Frédéric Fluteau (M1) / Vincent Busigny (M2)
3GE	Daniel Neuville	Frédéric Fluteau (M1) / Vincent Busigny (M2)
GL	Guillaume Carazzo	Frédéric Fluteau (M1) / Vincent Busigny (M2)
IMSES	Hélène Carton	Vincent Busigny (M2)
GPA	Aude Isambert	Aude Isambert (M2)
GEI	Eric Van Hullebusch	Eric Van Hullebusch (M1 et M2)
FRS	Sébastien Rodriguez	Frédéric Fluteau (M1) / Sébastien Rodriguez (M2)
CGAE	Yann Sivry	Vincent Busigny (M2)

Internship dates in laboratory or company (excluding field trips and session 2)

M1 : du lu 25 mars au ve 17 mai 2024 (36 jours ouvrés) **ou** du lu 25 mars au ve 16 août 2024 (99 jours ouvrés)

M2 : du lu 5 févr. au ve 28 juin 2024 (100 jours ouvrés)

Dates of defense of internship in laboratory or company

M1 : lu 27 et me 29 mai 2024 **ou** lu 26 et ma 27 août 2024

M2 : du lu 24 au je 27 juin 2024 **ou** ma 27 et je 29 août 2024

M2 GPA : ve 27 sept. 2024

Some rules essential to remember and respect

POSITION SHEET

- The position sheet is to be completed after having found an internship project and 2 supervisors: an Internship Supervisor & an Academic Tutor.**
 - > **The Internship Supervisor:** the person who will mentor you in the host organization.
 - > **The Academic Tutor:** UPC or IPGP teacher who supervises you at the university. A Non-permanent worker, for example a PhD student, cannot be an Academic Tutor.
 - > *Your Faculty member in charge of Internship Course can be your Academic Tutor or advise you on the choice of an Academic Tutor.*
 - > *An Academic Tutor **cannot** supervise more than 16 trainees simultaneously.*
 - > *The same person **cannot be** both an Academic Tutor and an Internship Supervisor.*
- The position sheet is a document internal to the department** that allows a more fluid communication between **the student**, his/her **Head of Program** and his/her **Faculty member in charge of Internship Course** who **validate the position sheet** by email.
- The Internship Supervisor & The Academic Tutor do not sign the position sheet but sign the internship agreement.**
- The position sheet** must be filled in and validated **before preparing the internship agreement.**

INTERNSHIP AGREEMENT

- An internship cannot begin** if the agreement is not signed **by all parties** (no social protection for the student and the host organization).
- The effective date of the internship** is the same as the date of the last signature, usually that of the university.
- Agreement + civil liability certificate** must be submitted for signature **no later than 8 days before the start of the internship**
- An amendment to the agreement** must be completed (same link and number as the work placement agreement) if the **internship** is modified (dates, hours, interruption period).

SUPPORTING DOCUMENTS

- All accompanying documents (forms and supporting documents) should be posted on a shared space.

MONTHLY ATTENDANCE CERTIFICATE

In case of an internship in IPGP laboratory, a certificate of attendance should be sent every month by your supervisor. This is mandatory for payment of your stipend (i.e. gratification).

Step	Sub-step	Person in charge	Description of the step	Remarks
POSITION SHEET	Online Filling	Trainee	Fills in the online position sheet via the Survey form	https://survey.ipgp.fr/39264?lang=fr
	Validation by email	Trainee	Gets the position sheet approved by email by the Head of Program and the Faculty member in charge of Internship Course	See tables p.2 summarizing the Names of Head of Program & Faculty member in charge of Internship Course
	Sending documents by email	Trainee	Sends to the Internship Office (stages@ipgp.fr) with the following subject line: [Internships]_First name_levelProgram_agreement_n° : the position form + the validation e-mail from the Head of Program + the validation e-mail from the Faculty member in charge of Internship Course	Messages without the correct subject line will not be processed. Always start from the last exchange for all exchanges relating to the internship.
	Verification & validation	Internship Office of IPGP	Responds to the trainee, acknowledging receipt of the documents and authorizing the trainee to create and complete the agreement.	
INTERNSHIP AGREEMENT	Online Filling	Trainee	Fills in the online internship agreement via the Pstage application	https://u-paris.fr/faire-un-stage/
	Sending a confirmation email	Trainee	Starting from the last message in the email exchange, sends an e-mail to the Internship Office confirming that the internship agreement has been filled online.	You cannot print yourself the internship agreement via the Pstage app
	Verification, validation & Sending the agreement by email	Internship Office of IPGP	Checks the internship agreement and sends the validated agreement (in PDF format) to the trainee.	
	Signatures	Trainee	Gathers signatures (electronic signature authorized) from: himself/herself + his/her Internship Supervisor + his/her Academic Tutor + the director of the host lab or department (Team Leader at IPGP).	An internship can only begin once all the signatures and stamps have been affixed to the internship agreement
			Sends the signed agreement to the Internship Office, together with a civil liability certificate covering himself/herself (as trainee) for any damage or injury he/she may cause to third parties or their property. This certificate must include the trainee's first and last names and the word "internship".	Civil liability certificate to be requested from your insurance company. Allow 8 days between sending the agreement and the start of the internship. Notify the Internship Office if the deadline cannot be met.
		Internship Office of IPGP	Gathers signatures AND stamps from the IPGP Laboratory (Host Organization) + the IPGP DFED (Educational Institution). Sends the agreement signed by all parties to the trainee.	If the Internship Office does not reply to your message within 4 days, do not hesitate to resend the message. The internship can begin.
	Trainee	E-mails the internship agreement, signed by all parties, to his/her Internship Supervisor and Academic Tutor.		
MONTHLY ATTENDANCE CERTIFICATE	Uploading the monthly attendance certificate onto a dedicated space	Internship Supervisor	Uploads the monthly attendance certificate on the last day of each month during the entire internship according to the following format : MonthInEnFigure_24 _ NOMstagiaire (ex. mars 24 : 03_24_DUPONT). <input type="checkbox"/> Pays special attention to the start and end dates of the internship (same dates as on the agreement) <input type="checkbox"/> Pays special attention to the precise number of working days and number of hours <input type="checkbox"/> The date of signature must be the last day of the current month The trainee must ensure that his/her Internship Supervisor fills this form accurately	Link to upload the monthly attendance certificate: https://www.dropbox.com/request/LFCeZCt5w0oJRO5MnEk
	Verification and sending	Internship Office of IPGP	Verification and transmission of the monthly attendance certificate to the department of Human Resources and Financial Services for payment of the stipend and/or reimbursement of transportation costs	No stipend will be paid if the monthly attendance certificate is not uploaded. If the certificate is sent late or in case of inaccurate filling of the form, payment of the stipend will be delayed by at least one month.

MANDATORY DOCUMENTS	Person in charge	Documents to complete or provide	Remarks
<p>Provide all documents in one file, named : <i>NOM_Prenom_NiveauParcours_</i> And upload it here: https://www.dropbox.com/request/fZcm70YV9IWI1elo7aty</p>			
<p>Accounting validation documents Needed if : <input type="checkbox"/> Your internship amounts to more than 308 hours <input type="checkbox"/> And/or if there is a request for partial payment of transport costs</p> <p>Name file : <i>2_Demande-gratif_NOM_Prenom_NiveauParcours</i></p>	<p>Trainee</p>	<p>Documents requested on the form and to be attached and named : + Copy of student card : <u>Name the file:</u> <i>CE_NOM_Prenom_NiveauParcours</i> + Copy of both sides of identity card or residence permit. <u>Name of file:</u> <i>CI_NOM_Prenom_NiveauParcours</i> + Copy of your carte vitale or equivalent <u>Name the file:</u> <i>CVitale_NOM_Prenom_NiveauParcours</i> + Copy of your carte vitale certificate () <u>Name the file:</u> <i>Attestation_CVitale_NOM_Prenom_NiveauParcours</i> + bank details (see below) + if training abroad: health insurance certificate or equivalent <u>Name the file:</u> <i>ASSU_NOM_Prenom_NiveauParcours</i></p>	
<p>Partial Transportation application form</p> <p>Name file : <i>3_Demande-transp_NOM_Prenom_NiveauParcours</i></p>	<p>Trainee</p>	<p>Documents to name and send : + Two-side of your Imagin'R card : <u>Name of file:</u> <i>NOM_Prenom_Niveau_Parcours_RATP_PASS</i> + Imagin'R subscription certificate : <u>Name of file:</u> <i>NOM_Prenom_Niveau_Parcours_RATP_ABO</i></p>	<p>If subscription is paid monthly, send each month a copy of the proof of payment</p>
<p>SIFAC Document (Mission sheet)</p> <p>Name file : <i>4_Fiche-sifac_NOM_Prenom_NiveauParcours</i></p>	<p>Trainee</p>	<p>* <i>N°INSEE = social security number</i> * <i>Type de personnel -> Colonne Personnel IPGP : Tag Stagiaire then Master or Licence depending of your level</i></p>	
<p>RIB</p> <p>Nommer le fichier : <i>5_RIB_NOM_Prenom_NiveauParcours</i></p>	<p>Trainee</p>	<p>Bank details from a French bank in the first and last name of the student. Make sure that there is no change of bank or change of RIB for the whole academic year.</p>	<p>Ensure that there is no change of bank or RIB for the entire academic year.</p>

Documents	Procédure 1 IPGP / Labo IPGP		Procédure 2 IPGP/Labo Ext.	Procédure 3 UPC/Labo IPGP		Procédure 4 Ext./labo IPGP		Remarques
	Sans gratif IPGP	Avec gratif IPGP	Sans gratif IPGP	Sans gratif IPGP	Avec gratif IPGP	Sans gratif IPGP	Avec gratif IPGP	
Fiche de position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	-	
Mails d'accord des responsables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	-	
0_Convention de stage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Nb de signatures attendues avant envoi au Bureau des stages	4/6	4/6	5/6	4/6	4/6	4/6	4/6	
1_Attestation de Responsabilité Civile (ARC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2_Demande de gratification et/ou transport	-	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	signature du resp. des crédits (proc.3 et 4)
Copie carte d'étudiant	-	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	
Copie pièce d'identité recto/verso (CI ou passeport)	-	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	
OU Titre de séjour pour les étudiants étrangers	-	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	
Copie carte vitale lisible	-	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	
Copie attestation de carte vitale	-	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	
OU Etrangers UE : copie carte europ. assurance maladie	-	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	
ET formulaire E 101	-	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	
3_Demande prise en charge transport	-	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	signature du resp. des crédits (proc.3 et 4)
Copie titre de transport recto/verso	-	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	
Facture ou justificatif de paiement	-	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	
4_Fiche missionnaire SIFAC	-	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	
5_RIB	-	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	
6_Bon de commande (réservé administration)	-	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	

Useful documents and resources

- Career area resources: https://u-paris.jobteaser.com/fr/handbook?school_id=6762
- Doing an internship: <https://u-paris.fr/faire-un-stage/>
- Student guide to using the PStage application: https://pstage.app.u-paris.fr/esup-pstage/media/docs/Guide_etudiant_PStage.pdf
- Internships abroad: <https://u-paris.fr/stage-a-letranger/>
- Internships, rights and obligations (regulatory texts): <https://u-paris.fr/stage-droits-et-obligations/>
- Checking the legal status of a host organization: <https://www.infogreffe.fr/> or <https://www.verif.com/>
- Bonus calculation simulator: <https://www.service-public.fr/simulateur/calcul/gratification-stagiaire>
- Calculating the number of working days between 2 dates: <https://www.joursouvres.fr/>
- Special Internship FAQ: <https://u-paris.fr/faq-speciale-stages/>
- Moodle Cross-Curricular Courses: <https://moodle.u-paris.fr/enroll/index.php?id=17462>