ADMINISTRATIVE PROCEDURE
-INTERNSHIP-

Students non-enrolled at the University Paris Cité and undertaking their internship in IPGP laboratory

➔ **Procedure N°4**

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 Pavilion - 3rd floor - Office P35
1 rue Jussieu - 75005 PARIS
Email : **stages@ipgp.fr**

Some rules essential to remember and respect

- **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.

- **The agreement must be submitted for signature by the Educational Institution <u>no later than 8 days before the start of the internship</u>.**

- **If the internship has to be extended or stopped, if you want to add or modify a period of interruption of the internship, or if the terms of the internship (remote/face-to- face/hybrid) have to be modified:**
    - **Fill in an amendment to the internship agreement** *(same link to the website as for the agreement)*

- **The supporting documents** *(forms and supporting documents)* must be submitted **at the same time** *(no document will be accepted separately)* **at the latest 8 working days before the start of the internship**

Step	Sub-step	Person in charge	Description of the step	Remarks
INTERNSHIP AGREEMENT	Online Filling	Trainee	Fills a **agreement** from his or her registration establishment and completes it.	
	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
		Trainee	Send a message to the Internship Office of IPGP (stages@ipgp.fr) with the following subject line: **[Internships]_First name_levelProgram_agreement_n° :** 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)	If the Internship Office does not reply to your message within 4 days, **do not hesitate to resend the message**.
			Sends the agreement signed by the IPGP Laboratory (Host Organization)	
		Trainee	E-mails the internship agreement signed by the Academic Tutor of registration establishment	**The internship can begin.**
MONTHLY ATTENDANCE CERTIFICATE (in the case of a paid internship)	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). • **Pays special attention to the start and end dates of the internship** (same dates as on the agreement) • **Pays special attention to the precise number of working days and number of hours** • 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/LFCeEzCt5w0oJRO5MnEk**
	Verification and sending	Internship Office of IPGP	Verification and transmission of the monthly attendance certificate to the department of Human Ressources 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
**Provide all documents in one file, named** : *NOM_Prenom_NiveauParcours_* **And upload it here:** https://www.dropbox.com/request/fZcm70YV9lWl1elo7aty
Accounting validation documents Needed if : • Your internship amounts to more than 308 hours • And/or if there is a request for partial payment of transport costs **Name file** : *2_Demande-gratif_NOM_Prenom_NiveauParcours*	Trainee	**Documents requested on the form and to be attached and named** : + Copy of student card : Name the file: CE_NOM_Prenom_NiveauParcours + Copy of both sides of identity card or residence permit. Name of file: CI_NOM_Prenom_NiveauParcours + Copy of your carte vitale or equivalent Name the file: CVitale_NOM_Prenom_NiveauParcours + Copy of your carte vitale certificate (Name the file: Attestation_CVitale_NOM_Prenom_NiveauParcours + bank details (see below) + if training abroad: health insurance certificate or equivalent Name the file: ASSU_NOM_Prenom_NiveauParcours	
Partial Transportation application form **Name file** : *3_Demande-transp_NOM_Prenom_NiveauParcours*	Trainee	**Documents to name and send** : **+** Two-side of your Imagin'R card : Name of file: *NOM_Prenom_Niveau_Parcours_ RATP_PASS* **+** Imagin'R subscription certificate : Name of file: *NOM_Prenom_Niveau_Parcours_RATP_ABO*	If subscription is paid monthly, send each month a copy of the proof of payment
SIFAC Document (Mission sheet) **Name file** : *4_ Fiche-sifac _NOM_Prenom_NiveauParcours*	Trainee	** N°INSEE = social security number* ** Type de personnel -> Colonne Personnel IPGP : Tag Stagiaire then Master or Licence depending of your level*	
RIB **Nommer le fichier** : *5_ RIB_NOM_Prenom_NiveauParcours*	Trainee	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.	Ensure that there is no change of bank or RIB for the entire academic year.

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	☐	☐	☐	_	_	_	_	
Mails d'accord des responsables	☐	☐	☐	_	_	_	_	
0_Convention de stage	☐	☐	☐	☐	☐	☐	☐	
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)	☐	☐	☐	☐	☐	☐	☐	
2_Demande de gratification et/ou tranport	_	☐	_	_	☐	_	☐	signature du resp. des crédits (proc.3 et 4)
Copie carte d'étudiant	_	☐	_	_	☐	_	☐	
Copie pièce d'identité recto/verso (CI ou passeport)	_	☐	_	_	☐	_	☐	
OU Titre de séjour pour les étudiants étrangers	_	☐	_	_	☐	_	☐	
Copie carte vitale lisible	_	☐	_	_	☐	_	☐	
Copie attestation de carte vitale	_	☐	_	_	☐	_	☐	
OU Etrangers UE : copie carte europ. assurance maladie	_	☐	_	_	☐	_	☐	
ET formulaire E 101	_	☐	_	_	☐	_	☐	
3_Demande prise en charge transport	_	☐	_	_	☐	_	☐	signature du resp. des crédits (proc.3 et 4)
Copie titre de transport recto/verso	_	☐	_	_	☐	_	☐	
Facture ou justifcatif de paiement	_	☐	_	_	☐	_	☐	
4_Fiche missionnaire SIFAC	_	☐	_	_	☐	_	☐	
5_RIB	_	☐	_	_	☐	_	☐	
6_Bon de commande (réservé administration)	_	☐	_	_	☐	_	☐	

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/enrol/index.php?id=17462