ADMINISTRATIVE PROCEDURE
-INTERNSHIP-

Students enrolled at the University Paris Cité in IPGP Degree
program and **NOT** undertaking their internship in IPGP laboratory

➔ **Procedure N°2**

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**

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

LICENCE	Type de stage	Responsable de Parcours	Responsable de l'UE Stage
L1 TE-ENV	*Stage Non attributif d'ECTS*	*Boris Robert*	*Boris Robert*
L1 ASTER	*Stage Non attributif d'ECTS*	*Taichi Kawamura*	*Taichi Kawamura*
L2 TE-ENV	*Stage Non attributif d'ECTS*	*Charlotte Catrouillet*	*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**	**Charlotte Catrouillet**	**Simon Cabanes**
L3 ENV	**Stage attributif d'ECTS**	**Charlotte Catrouillet**	**Frédéric Fluteau**
L3 PoTerre	**Stage attributif d'ECTS**	**Eric Gayer**	**Eric Gayer**
L3 CPES	**Stage attributif d'ECTS**	**Isabelle Martinez**	**Isabelle Martinez**

Internship dates in laboratory or company (excluding field trips and session 2)   **Dates of defense of internship**

> **Internship integrated into the curriculum and ECTS attribute**

L2 ASTER : à partir du 26 mai 2025 *(3 mois maximum)*
L3 TERRE : à partir du lu 26 mai 2025 (6 semaines minimum)
L3 ENV : à partir du lu 12 mai 2025 (8 semaines minimum)
L3 PoTerre *:* à partir du lu 12 mai 2025 (6 semaines minimum)
L3 CPES : à partir du lu 19 mai 2025 (6 semaines minimum)

L2 ASTER : me 27 août 2025
L3 TERRE et ENV : je 3 et ve 4 juillet 2025
L3 PoTerre et CPES : je 3 et ve 4 juillet 2025

> **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)
AECG	Yann Sivry	Vincent Busigny (M2)

Internship dates in laboratory or company (excluding field trips and session 2*)*   **Dates of defense of internship in laboratory or company**

M1 : du lu 24 mars au ve 16 mai 2025 (37 jours ouvrés)

M2 : du lu 10 févr. au ve 27 juin 2025 (95 jours ouvrés)
M2 FRS : à partir du lundi 3 mars 2025 (4 mois minimum)

M1 : du lu 26 au me 28 mai 2025 ou lu 25 et ma 26 août 2025 (stages longs ou décalés)

M2 : du lu 23 au ve 27 juin 2025 ou du me 27 au je 28 août 2025 (stages longs ou décalés)

Procedure 2 Eng V - Students enrolled at the University Paris Cité in IPGP degree program and **not** undertaking their internship in IPGP laboratory (Bachelor ST & Master STPE)

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).

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: Host Organization +himself/herself + his/her Internship Supervisor + his/her Academic Tutor	**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 the IPGP DFED (Educational Institution).Last signature.	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 all parties to the trainee.	**The internship can begin.**
		Trainee	E-mails the internship agreement, signed by all parties to Host Organization, his/her Internship Supervisor and Academic Tutor.	

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

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