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 no later than 8 days before the start of the internship.**

- **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**

PAID OR UNPAID INTERNSHIP				
Step	**Sub-step**	**Person in charge**	**Description of the step**	**Remarks**
INTERNSHIP AGREEMENT	Online Filling	Trainee	Fills an **internship agreement** from his or her registration establishment and completes it	https://survey.ipgp.fr/591372?lang=fr
	Sending documents by email	Trainee	Sends to the Internship Office of IPGP (stages@ipgp.fr) with the following subject line: **[Internships]_First name_levelProgram_agreement_n°_ Stard date_End date:** **+ 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" **+ attestation d'affiliation de Sécurité sociale**, downloadable from your Ameli.fr account, under the "My procedures" section. This is not a copy of your health insurance card **+ copy of carte vitale**	Messages without the correct subject line will not be processed. **Always start from the last exchange** for all exchanges relating to the 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.
	Verification & validation	Internship Office of IPGP	Responds to the trainee, acknowledging receipt of the documents and authorizing the trainee to gather signatures by pdf from: himself/herself + his/her Internship Supervisor + his/her Academic Tutor	
	Signatures	Trainee	Gathers signatures from: himself/herself + his/her Internship Supervisor + his/her Academic Tutor Sends the signed agreement to the Internship Office	**An internship can only begin once all the signatures** and stamps have been affixed to the internship agreement
		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) and ask the trainee for registration establishment signature	
		Trainee	E-mails the internship agreement signed by all the parties	**The internship can begin.**

PAID INTERNSHIP (Internship > 308 hours or 44 days or 2 months)			
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.
MONTHLY ATTENDANCE CERTIFICATE (in the case of a paid internship) **Uploading the monthly attendance certificate onto a dedicated space** **Verification and sending**	Internship Supervisor	Uploads the monthly attendance certificate on the last day of each month during the entire internship **according to the following format : MonthInEnFigure_25 _ 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 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	**Link to upload the monthly attendance certificate:https://www.dropbox.com/request/LFCeEzCt5w0oJRO5MnEk** **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.

Information

- Since 1 January 2026, the minimum allowance in a French host organisation is 4.50 €/hour.
- 75% of Imagine R and Navigo travel passes are covered, with no administration fees. Calculated based on the number of days worked during a month.
- Remuneration and/or transport costs are paid no later than the 15th of the following month. For example, for an internship starting at the beginning of February, remuneration and/or transport costs will be paid on 15 March, provided that all the necessary documents have been correctly completed and submitted on time.

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 Esup-stage application: https://Esup-stage.app.u-paris.fr/esup-Esup-stage/media/docs/Guide_etudiant_Esup-stage.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