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 Pavilion - 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 PCP	*Stage Non attributif d'ECTS*	*Charlotte Catrouillet*	*Charlotte Catrouillet*
L1 ASTER	*Stage Non attributif d'ECTS*	*Taichi Kawamura*	*Taichi Kawamura*
L2 PCP	*Stage Non attributif d'ECTS*	*Boris Robert*	*Boris Robert*
L3 ASTER	*Stage Non attributif d'ECTS*	*Taichi Kawamura*	*Taichi Kawamura*
L2 ASTER	**Stage attributif d'ECTS**	**Taichi Kawamura**	**Taichi Kawamura**
L3 PCP	**Stage attributif d'ECTS**	**Boris Robert**	**Simon Cabanes**
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 lu 24 mai 2027 (3 mois maximum)
L3 PCP : itinéraire Chimie : à partir du lu 17 mai 2027 (6 semaines minimum) avec interruption (5 jours) pour le stage de terrain en hydrogéochimie ET itinéraire Physique : à partir du 24 mai 2027 (6 semaines minimum)
L3 PoTerre *:* à partir du lu 17 mai 2027 (6 semaines minimum)
L3 CPES : à partir du lu 17 mai 2027 (6 semaines minimum)

L2 ASTER : me 25 août 2027 - date remise rapport : me 18 août 2027
L3 PCP : je 1 et ve 2 juillet 2027 - date remise rapport : di 27 juin 2027

L3 PoTerre et CPES : je 1 et ve 2 juillet 2027 - date remise rapport : di 27 juin 2027

> Internship integrated into the curriculum and NON attributive of ECTS

L1 PCP; L1 ASTER; L2 PCP; 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
GRNT	Cinzia Farnetani/Sébastien Rodriguez	Marianne Greff (M1)
GL	Charles Le Losq/Cécile Prigent	Marianne Greff (M1) / Guillaume Le Hir (M2)
OPV	Frédéric Moynier	Marianne Greff (M1) / Guillaume Le Hir (M2)
GSA	Aude Isambert/Yann Sivry	Marianne Greff (M1) / Guillaume Le Hir (M2)
RN	Etienne Bertrand/Arnaud Burtin	Guillaume Le Hir (M2)
GP	Cinzia Farnetani	Guillaume Le Hir (M2)
IMSES	Hélène Carton	Guillaume Le Hir (M2)
SECO	Sébastien Rodriguez	Sébastien Rodriguez (M2)

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

Dates of defense of internship in laboratory or company

M1 : à partir du lu 22 mars au ve 14 mai 2027 (38 jours ouvrés) ou au plus tard ve 20 août 2027

M2 : à partir du lu 1er fev au ve 25 juin 2027 (102 jours ouvrés_5 mois minimum)

M2 SECO : à partir du lu 1er mars 2027 (4 mois minimum)

M1 : du lu 24 au me 26 mai 2027 **ou** du lu 30 au ma 31 août 2027 (stages longs ou décalés)
Date remise rapport : di 22 août 2027
M2 : du lu 21 au ve 25 juin 2027 **ou** du me 25 au ve 27 août 2027_dates à confirmer (stages longs ou décalés)
Date remise rapport : ve 11 juin 2027 ou di 22 août 2027 (stages longs)
M2 SECO : ve 25 juin 2027 – date remise rapport : ve 18 juin 2027

Some rules essential to remember and respect

PAID OR UNPAID INTERNSHIP

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 AND 3 DOCUMENTS: 1 week before start of the internship

- **An internship cannot begin** if:
  a) the agreement is not signed **by all parties** (no social protection for the student and the host organization)
  b) **those 3 documents have not been submitted:** civil liability certificate + attestation d'affiliation de Sécurité sociale + Carte vitale
- **The effective date of the internship** is the same as the date of the last signature, usually that of the university.
- **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).

PAID INTERNSHIP AGREEMENT

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).

PAID OR UNPAID INTERNSHIP				
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/591372?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°_Start date_End date:** 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 at least 1 week and a half before the internship begins	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 Esup-stage 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 Esup-stage 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 from: himself/herself + his/her Internship Supervisor + his/her Academic Tutor + Team Leader at IPG.	**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" + **attestation d'affiliation de Sécurité sociale,** téléchargeable depuis votre compte Ameli.fr, rubrique "Mes démarches"+ copie **carte vitale**	**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).	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.	Once the agreement has been signed, **the internship office is no longer responsible for the student's file**. The DFED HR department processes the remuneration file and contacts the intern after verification.
		Trainee	E-mails the internship agreement, signed by all parties, to his/her Internship Supervisor and Academic Tutor.	**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 + 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)	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_25_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**

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