

ADMINISTRATIVE PROCESS FOR THE M1 MOSIG RESEARCH PROJECT (for students registered at Grenoble-INP)

The following steps are temporarily replacing the e-stage online form.

	INSTRUCTIONS FOR STUDENTS	FURTHER INFORMATION & DETAILS
1	<p>Please send the description of your master project by email to the academic supervisors of your master program. You must indicate the hosting laboratory, the name of the internship advisor (the research supervising the project), the start and end dates, as well as the subject of your project. You must also provide a scientific description of the expected work.</p> <p>Also check with the hosting laboratory if a “convention d’accueil” is sufficient or if a “convention de stage” is required.</p>	<p>To put into place an individual internship agreement, you must have confirmation that your project has been validated by the supervisors of your M1 program.</p> <p>Please notify the lab administration that the signature of the “convention” (internship agreement) document will be done via the YouSign online platform.</p>
2	<p>Once the subject has been validated by email by the academic supervisor of your master program, please forward this email to the person in charge of internship agreements at the Ensimag “Scolarité” office (Walid BOUHRIZI) and indicate the type of document needed (“convention d’accueil” or “convention de stage”). He will then send you the template of your internship agreement.</p>	<p>While writing to Walid, please make sure that your email includes your surname, first name, mobile phone number, the name of your master program.</p>
3	<p>Fill in the internship agreement document.</p> <p>Do not hesitate to double check with the hosting laboratory on how to correctly fill in this template.</p> <p>If the laboratory uses its own internship agreement, it will replace ours. The process to follow is the same for the other steps.</p>	<p>Fields to be filled in the internship agreement:</p> <ul style="list-style-type: none"> - everywhere that has quotation marks must be filled in - (article 2.3) indicate your work hours - (article 5) indicate detailed contact info - (article 7.1) indicate your days off - (articles 8, 8.1 and 8.2) indicate your wages and other benefits (if applicable) <p><i>If some fields are not applicable to your situation, please write “Néant”.</i></p>
4	<p>Please send back to Scolarité (Walid):</p> <ul style="list-style-type: none"> - the fully filled in internship agreement (Microsoft word format) <u>without</u> signature - the name and email address of your supervisor, the name and email address of the head of the laboratory 	<p>All templates that are not correctly filled in cannot be processed.</p>

SIGNING THE AGREEMENTS (BY SCOLARITE):

Upon arrival of your email, the Scolarité office will check if needed. Once Scolarité has validated the contents of your internship agreement (including any modification they needed), the School will send the agreement to all the signing parties (the Student, the Hosting laboratory, Ensimag’s director of studies) via the **you sign** online tool. When all the parties have signed the agreement, it will be sent automatically in PDF format, by the yousign platform, to all.

BACK TO E-STAGE

When the e-stage platform will be available again, you will be tasked with filling in all the information concerning your placement in our database. Further information will be given to you as soon as it is available.