

Internship agreements must be signed and sent to IPR at least 2 weeks before the beginning of the internship

! If not, the Director of the IPR might postpone the beginning date of the internship

0€ If your internship is not rewarded complete your agreement with the information in column 1

3,90€

If you'll get a financial reward (obligatory from 309h)

First of all: ask your tutor what funds will be used.

Funds from UR1, fill your convention with the information in column 1

Funds from CNRS, fill your convention with the information in column 2

Information to enter in pstage app:

	COLUMN 1	COLUMN 2
Host institution	IPR UMR CNRS 6251	CNRS DR17
Address	263 av. Général Leclerc Bât 11(A-B-C-E)10B - 35042 Rennes cedex	Parc Alcyone - 1 rue A. et Y. Meynier - 35069 Rennes cedex
Phone	02 23 23 52 92	02 99 28 68 68
Email	direction-ipr@univ-rennes1.fr	deleguee@dr17.cnrs.fr
Represented by	Jean-Christophe SANGLEBOEUF	Gabrielle INGUSCIO
Capacity	Directeur	Déléguée régionale
N° SIRET/APE (ou NAF)	19350936100161 / 8542Z	180 089 013 06657 / 7220Z
Name of the scientific department in the IPR	IPR + name of the hosted scientific department	IPR + name of the hosted scientific department
Place	building of the scientific departement Bât 11(A-B-C-E)10B	building of the scientific departement Bât 11(A-B-C-E)10B

Documents required:

Internship → Your situation	No reward	Reward from UR1	reward from CNRS
→ UR1 student European nationality	- public liability insurance valid for an internship	- public liability insurance valid for an internship - bank account details (RIB or document for payment to a foreign account*) - fiche agent missionnaire*	- fiche accueil stagiaire* - avenant à la PI*
→ UR1 student Nationality out of Europe	- public liability insurance valid for an internship - residence permit	- public liability insurance valid for an internship - residence permit - bank account details (RIB or or document for payment to a foreign account*) - fiche agent missionnaire*	
→ Student out of UR1 European nationality	- public liability insurance valid for an internship - student card	- public liability insurance valid for an internship - student card - bank account details (RIB or or document for payment to a foreign account*) - fiche agent missionnaire*	
→ Student out of UR1 Nationality out of Europe	- public liability insurance valid for an internship - student card - residence permit	- public liability insurance valid for an internship - student card - residence permit - bank account details (RIB or or document for payment to a foreign account*) - fiche agent missionnaire*	

*You'll find these documents on the website: <https://ipr.univ-rennes1.fr/informations-pratiques>

Next ↓

SIGNATURES CYCLE

1st



Complete, print and sign 3 copies of your agreement (or numerical copy)
Attach copies of the requested documents (cf page above)

2nd



Ask your internship supervisor at the IPR and your intern's academic advisor
to read and sign your agreement

3rd



You are: **Student from UR1 UFR SPM:**

- **Send** your agreement to:
l'UFR SPM – Ms Robert¹
- **Get** your copy back by email or hard copy at
the beginning of the internship at the IPR

Student from another UFR/university/school:

- **Send** your agreement to your own
UFR/university/school
- **Get** your signed copies back and send them to
V. Ferri² at the IPR for signature of the Director

When you arrive at the IPR:

If you need a sésame account (check with your intern supervisor) :

- **Fill in** the form « hébergés et création sésame »
- **Ask** your supervisor to sign it
- **Send or hand in** it to à Amandine Poirier bât. 11B bureau 108/1
amandine.poirier@univ-rennes1.fr

¹Ms Robert will send your convention to IPR you don't have to care about it
UFR SPM Annick Robert - bâtiment 1A - pièce 113 – Campus de Beaulieu
263 av. du Général Leclerc – 35042 Rennes cedex
annick.robert@univ-rennes1.fr

²Valérie Ferri – IPR bâtiment 11E - bureau 101 – Campus de Beaulieu
263 av. du Général Leclerc – 35042 Rennes cedex
valerie.ferri@univ-rennes1.fr