

INTERNAL NOTE FOR THE RECEPTION OF INTERNS

For any internship at the IPHC, the intern must mention the following information in the internship agreement.

Organisme d'accueil : CNRS Délégation Alsace – 23 rue du Loess –
67037 STRASBOURG

Lieu d'exécution : IPHC – Département et équipe à préciser

Représenté par : M. Géraud DELORME en qualité de Délégué Régional du CNRS

Numéro de SIRET : 180 089 013 000 023 **APE :** 7219Z

e-mail : dr10-signataires.conv.stage@cnrs.fr

Any agreement that does not include the above information and signatures will not be signed electronically by the Alsace Delegation of the CNRS and consequently **the internship will not be allowed at the laboratory because the administrative formalities would not have been respected.**

The approval form (attached to the email) must be completed before the steps in ESUP for the internship agreement.

⚠ Before accepting an intern, team leaders or professional tutors at IPHC must inform by email the contact persons below who will be responsible for sending the application for the reception of an intern to the DR10, **obligatorily 1 month before the start of the internship.** In the case of gratuities, the tutors must specify in their email the entity of expenditure.

For the DEPE: Claudine GALLONE (claudine.gallone@iphc.cnrs.fr)

For the DRS: Régine SOMMER : (regine.sommer@iphc.cnrs.fr)

For the DSA: Martine RIVET (martine.rivet@unistra.fr: team LSMBO) and
Claudine GALLONE: teams CAMBAP, SynPA, REPSEM

For any internship, the professional tutor or the intern must send the following documents by email:

- Internship agreement signed by all parties (pdf file)
- Copy of identity card or passport (with residence permit)
- Copy of the Carte Vitale or certificate of social security coverage
- An attendance schedule (for non-rewarded trainees) in Word or Excel format
- RIB (for the paid intern: *which is 682,51 € / months for a full-time internship (151.67 hours with 4.50 euros per hour).*)

⚠ It should be noted that Master 2 trainees receiving gratuities must be declared to the FSD in order to enter ZRR zones (including DSA – 2 months of delay)

⚠ News :

For students enrolled at the University of Strasbourg, internship management is carried out via a new esup-stage application. The student will need to log in to the following address: <https://stages.unistra.fr> preferably using the Mozilla Firefox web browser. The internship application must be made **at least 1 month** before the start of the internship.

Régine SOMMER

Chargée du conseil et de la gestion
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