PSTAGE

"PStage" is a platform in which you have to enter the details of your internship to create your internship agreement. It is mandatory to create it ONE MONTH BEFORE the beginning of the internship.

You must get all the information concerning the organization BEFORE creating your agreement and visit the platform:

- SIRET number (14 digit number) only for French organizations
- Name of the organization
- APE code of the organization (4 digit number+1 letter) only for French organizations
- Postal address of the head office
- Postal address of the place of internship
- Name of the legal representative of the organization (e.g. director)
- Name, email address and phone number of your internship supervisor in the organization

Following links will help you to find information concerning the organization (only for ones in France: available in French)

www.score3.fr www.societe.com

You also must know:

- Beginning and end date of your internship
- Your missions during the internship
- Precise gross income per hour if you are paid
- Name of your professor (e.g. your supervisor) as contact person during the internship
- Other benefits if you have (commuting allowance, meal vouchers...)
- Travel plan during your internship If you have

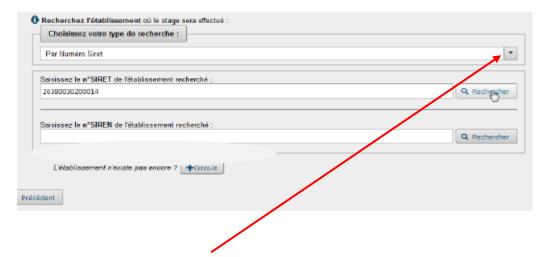
1- Create your agreement

Please follow the link and click on "créer votre convention de stage"

https://pstage-uga.grenet.fr/esup-pstage/stylesheets/stage/welcome.xhtml



a) Select "Etablissements d'accueil", click "Rechercher un établissement", choose "Par Numéro Siret" on "Choisissiez votre type de recherche": Search the organization with the SIRET number (only for French organizations):



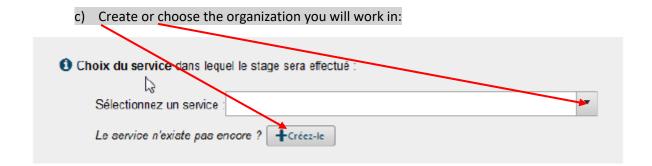
In case of foreigner organizations, click here and search by "Par Raison Sociale":



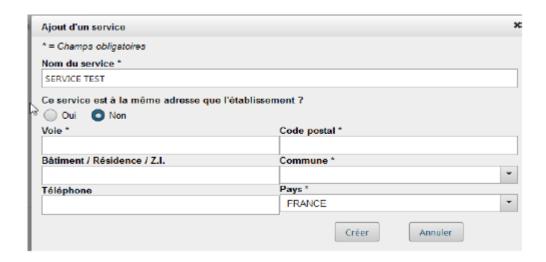
b) Select your organization; narrow down search results by postal code if necessary:



If your organization is not on the database, go back to "Consignes" (=first screen / first point) and click on "formulaire en ligne"



d) To create the organization on the database, input the name and the postal address, then click "créer"



e) Once created, choose it from here, and click "confirmer et continuer"



2. In case of a research laboratory

a) Identify the adjunct faculty research laboratory: please see a list below to find SIRENT number

UGA: 13002139700018 CNRS ALPES: 18008901300387 GRENOBLE INP: 19381912500017 CEA ALPES: 77568501900298 INSERM ALPES: 18003604802268 INRIA ALPES: 18008904700070 COMUE UGA: 13002134800029

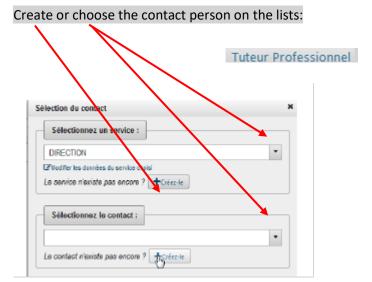
BEWARE!

CNRS / CEA / INSERM ask for a specific agreement: please choose in "Stage" section.

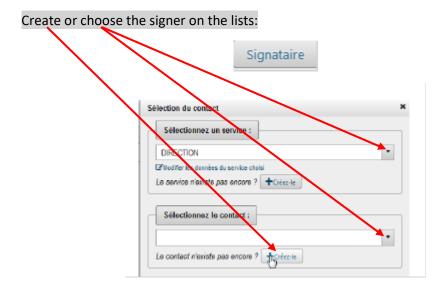
- 3. Identify the signers for your internship agreement
 - a) Talk to your professors to find a contact person: he/she will supervise you during your internship and be your contact person if necessary



b) Your professional supervisor: he/she works in organization and will be your contact person in the organization during your internship.



c) The legal representative of the organization (usually the director): he/she is the one who is authorized to sign your agreement

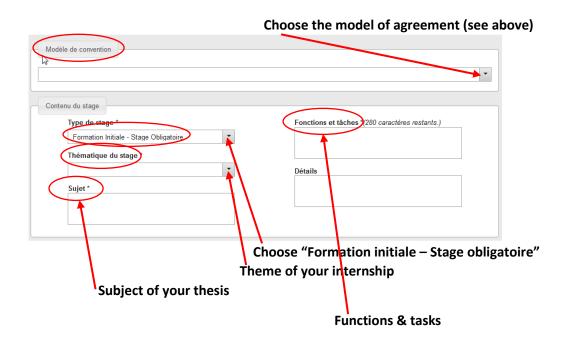


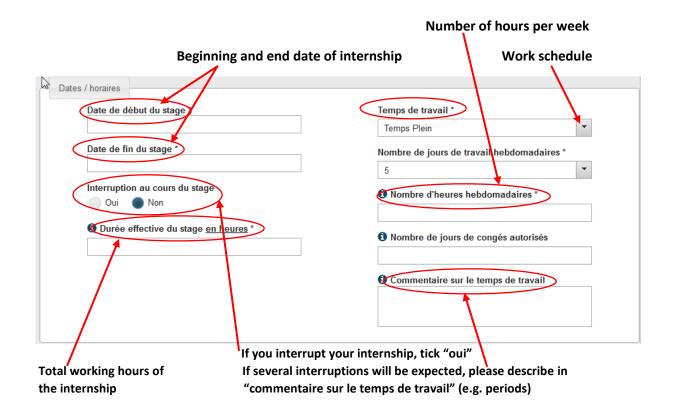
The signer must be the director or the president of the organization. Or the mayor if the internship is at a city hall/town hall.

4. Input the details about your internship

- a) Choose the model of agreement based on your situation:
- Internship in France (agreement in French language)
- Internship CNRS (agreement in French language)
- Internship CEA (agreement in French language)
- Internship INSERM (agreement in French language)
- Internship in France in a case where an English translation of the agreement is required(agreement in French & English language)
- Internship in a foreign country (agreement in French & English or Spanish or German or Italian language)
- b) Input the details about your internship:

Complete the fields marked with an asterisk* (mandatory)





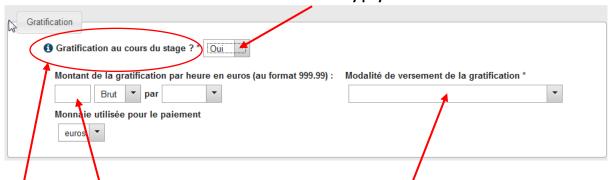
BEWARE!

The internship cannot be finished after the date of the 30th of September 2022.

For internship in France only:

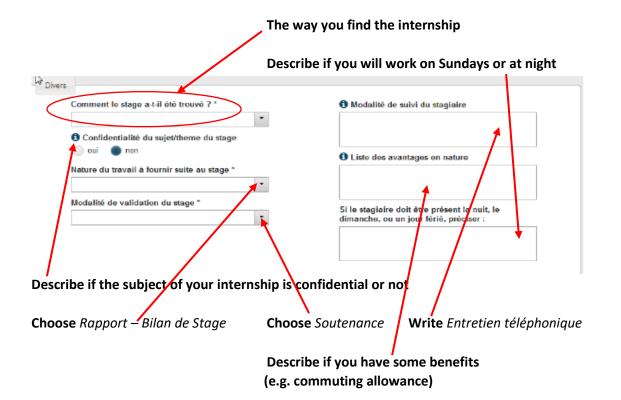
- working hours in your internship cannot be more than 924 hours.
- if the total working hours is equal to or above 308 hours: the organization has to pay you.
- Vacation period ("nombre de jours de congés autorisés") is only possible for more than 2 months working in the organization.

Is there any payments? tick "oui" or "non"



Income / Gross income per hour

Means of payment (e.g. bank transfer)



IMPORTANT INFORMATION

Once your agreement is done on the platform P-Stage, please send an email to your student affairs office:

Licences professionnelles GC, CPTP, GENL	iuga-scolarite-lpro@univ-grenoble-alpes.fr
Licence Géographie et aménagement	iuga-scolarite-licence-geo@univ-grenoble-alpes.fr
Master GEOÏDES, GEOPOESICE, GEOMAS, GEOSPHERES, TIT, IDT ²	iuga-scolarite-master-gaed@univ-grenoble-alpes.fr
Master 1 AUEP, DU, IDATT, UPU, TRUST	iuga-scolarite-master1-ua@univ-grenoble-alpes.fr
Master 2 DU, UPU, TRUST	iuga-scolarite-master2-ua@univ-grenoble-alpes.fr

The administration will check if everything is OK.

If so you will be allowed to **print your agreement in 3 copies that you will have to sign and get it signed by everyone** but the director of IUGA.

Once it is signed come to give them to the student affairs office, your student affairs officer will get them signed by Ms DAVOINE.

If your internship is **out of France**, at first we accept a scanned signed version of your agreement but then **we need an original version**. Please give it to your student affairs officer when you come back from your internship.

BEWARE: if your internship in out of France, please attach the form "Sécurité des stages à l'international" to your agreement and register on ARIANE website:

https://www.diplomatie.gouv.fr/fr/le-ministere-et-son-reseau/actualites-du-ministere/article/vous-partez-en-voyage-inscrivez-vous-sur-ariane

The screenshot of your ARIANE registration must be attached to your agreement.

The "Liste des compétences" of the master you are registered in must be attached too to your agreement.

You can find it here:

https://iuga.univ-grenoble-alpes.fr/insertion-pro/stages/

If you have more question, please ask to your student affairs officer.