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Université  
de Toulouse

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# Everything you need to know about your internship

Serveur sf2a: <http://stages-masters.sf2a.eu/>

## Who is concerned?

Besançon, Bordeaux, Grenoble, Lyon, Marseille, Montpellier, Nice-Sophia Antipolis, Orléans, Paris - île de France, Strasbourg, Toulouse

Internship on fundamental research or more applied (observations, analysis, instrumentation).

# Dates for the internship

For students who remain in Toulouse for their internship, you should go to the Pic du Midi during the second week (22<sup>nd</sup>-26<sup>th</sup> January). Please start your internship on 15<sup>th</sup> January. The internship cannot finish before June 14<sup>th</sup>.

For students who will do their internship outside of Toulouse, you should go to the Pic du Midi during the first week (15<sup>th</sup>-19<sup>th</sup> January). Your internship should start on the 22<sup>nd</sup> January and may not finish before the 21<sup>st</sup> June.

The internship must be less than 6 months.

Choices to be made by 15<sup>th</sup> December 2017 and all agreements must be signed by 12<sup>th</sup> January, 2018.

# Internship in France

You must contact the tutor of the chosen internship and discuss with her/him. My advice is to knock at many doors. Be open to the subjects and do not stick to one only.

After the deal with the tutor, you must inform me and check for my approval, no matter what. Then contact Mme H el ene Perea ([helene.perea@obs-mip.fr](mailto:helene.perea@obs-mip.fr)) to establish an internship agreement (“convention de stage”). **You are not allowed to start before the agreement has been signed.**

Please check with the tutor if he can give you a grant (it is an obligation >44 days).

A grant is mandatory in France, but the problem for the tutor is “where do I find the money???”:

-554.40 € / month for UPS contracts: 3.6€/h, 35h/week, 22 days/month

-546.01 € / month for CNRS contracts

# Internship outside France

Much more complicated. No help from our side will be provided.

1st step: Choose a subject that you are interested in,

2nd step: Contact a researcher at IRAP working on this subject and ask him if he can browse his contacts (depends on your grades...) to find a laboratory that will be willing to host you.

3rd step: contact the researcher abroad and ask if a grant is foreseen. It might not be the case. You will then have to deal with the flight/train tickets, lodging and so on...

4th step: contact me to check for my approval.

5th step: contact Mme Perrea to establish an internship agreement. **You are not allowed to leave the country before the agreement has been signed.**

Find a grant:

<http://www.univ-tlse3.fr/etudier-et-faire-un-stage-a-l-etranger-368794.kjsp?RH=rub06>



beware of visas and delays requested. Every year we have to deal with rejection of the visas or too long delays.

# Scientific reports

## Valid for either UPS or ISAE

The reports should be written in (good) French or (good) English. The maximum length is 30 pages with a minimum font size of 11 points :

- 🕒 A cover page including the name of the student, the name of the supervisor(s), the name of the laboratory in which the internship was carried out, the period over which the internship was carried out and the title of the internship.
- 🕒 An abstract (maximum 20 lines).
- 🕒 An introduction of at least 4 pages describing the general context of the subject studied, followed by chapters describing the methodology used and any results.
- 🕒 A chapter containing the conclusions and future work (at least 1 page).
- 🕒 A bibliographic section using the publishing rules such as those in astrophysics journals such as A&A, ApJ, MNRAS.... Please use utilities like ADS for your bibliography (ADS: [http://adsabs.harvard.edu/abstract\\_service.html](http://adsabs.harvard.edu/abstract_service.html)). No Wikipedia reference please... You are allowed to add appendices, within reason (max. 10 pages), but the assessor is not obliged to read these appendices.

# Scientific reports

It is very important to demonstrate your personal contribution to the work presented in the report. The reports will be read by an assessor that is removed from your area of research. You should therefore write the report in a way that is understandable to someone (although still a scientist) outside your domain. Do not write your report in the same way as you would do for an article in a scientific journal.

**ATTENTION: plagiarism is not acceptable**

Deadline to submit the report: 10 days before the defence. To be sent to cvastel at irap.omp.eu (request confirmation of reception). Please respect this deadline. Any reports arriving after the deadline will be penalised 1 or several points on the final grade, depending on the delay. Only pdf format will be accepted. The name of the file should be composed of the first letter of your first name and your surname (example: cvastel.pdf).

# Criteria for the evaluation

## For the independent assessor:

- ① Abstract, introduction and general context
- ① Presentation of the subject area, ideas and argument
- ① Scientific knowledge, methodology
- ① Quality of the manuscript : form and clarity of the text
- ① Use of the report as a reference document

## For the supervisor:

- ① Academical background, capabilities and skills
- ① Judgement, initiative, personal contribution
- ① Quality and rapidity of the work carried out
- ① General behaviour, motivation, integration into the team
- ① Understanding of the subject and its context
- ① Assiduity

# The defence

The thesis defences will take place mi-June or mid-septembre for ISAE who do not wish to obtain a PhD grant from a doctoral school (e.g. SDU2E). The defence will consist of :

- An oral presentation of 15 mn.
- Questions from the jury (the supervisors and the assessors are invited to the oral defence) before the jury deliberates the result.

A good presentation includes:

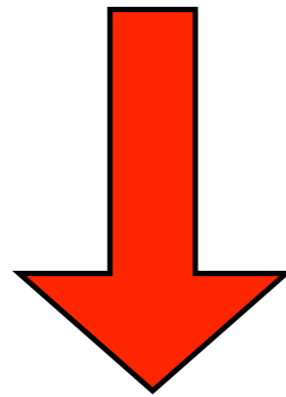
- A cover page with your name, internship title, name of the supervisor(s), the place where the internship was carried out and the dates of the internship
- A constructive plan of the talk
- An introduction that allows a non-specialist to understand the problem in hand
- Several slides highlighting your contribution to the work presented
- Concluding slides (at least 2) giving a summary of the work carried out



The thesis defences for ISAE students will take place:

- 1) at the same time as the UPS students (mid-June June) for those who apply for a PhD grant at SDU2E,
- 2) mid-September for those who do not wish to pursue an academic carrier or those who already obtained a grant in another way.

Everything can be found here!  
english and french



<http://ezomp2.omp.obs-mip.fr/asep/index.php/stages>

# WARNINGS

Warning 1: The internships run over a **5 month period** from mid-January to mid-June in a research laboratory. 5 months at least are requested to be able to defend their thesis in June. Those who did not spend 5 months on their thesis will have to defend in September, with ISAE, with the consequences on the ranking to obtain a PhD studentship.

Warning 2: the ISAE students will have some information from the ISAE side and other on the UPS side.

I cannot deal with the informations from ISAE. I am dealing with the Master / ASEP side. ISAE request some evaluation files to validate ISAE, and ASEP request some evaluation files to validate the Master.

Please check with all the informations on the  
webpage as well as in this document before  
asking us anything...