M1 Research Internships

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Rules

- **What?** Research internship of *12 weeks* granting 12 ECTS
- **Where?** Academic lab abroad, or private company anywhere
- **When?** Starting from *April 6* or a bit later
- **How?** You find your own internship
Internship set up algorithm:

1. **Find an internship**, i.e. a supervisor and a topic
2. **Carry out administrative steps:**
   - **For them**, follow their instructions, e.g. official application procedures
   - **For us**, edit your internship agreement (convention de stage) and get it signed
   - **For you**, check immigration rules, e.g. visa procedures
3. **Prepare your journey**, e.g. accommodation or fundings
Searching hints

**Supervisor search algorithm:** while not found

1. **Pick topics and places** of interest for you
2. **Identify supervisor(s)** fitting your wishes:
   - ask for advice from teachers/researchers (DI/LIP or elsewhere)
   - surf on the web
3. **Contact the potential supervisors** (in parallel or not)
   - use an acquaintance (e.g. DI/LIP member) to probe the supervisor and introduce you
   - or email directly your target researcher

When should you start your search? Now!
I am a Master student at École Normale Supérieure de Lyon, it is a french selective academic institution focusing on research.

I am interested in bli, I have looked at/read bli (papers, research projects), which I find particularly interesting, I followed/plan to follow the course blo, where we studied this and that.

I have to do a 12 weeks research internship, starting in then.

Your name was suggested to me by blu.

You can get in contact with foo (daniel.hirschkoff@ens-lyon.fr, eric.thierry@ens-lyon.fr, someone else) for more information.

Would it be possible for you to welcome me in your research group?

Later on: financial support? access to facilities (student housing)?

You may add a small Curriculum Vitae: focus on academical aspects (courses with brief descriptions, former internships, language proficiency). Hobbies are not the central thing.
Research topic of the internship

**Topic agreement algorithm:**

1. Discuss and agree with your supervisor on a research topic
2. Get a description of the internship, e.g. 1-2 paragraphs with bibliographic references
3. Forward the description to me: *my pedagogic agreement is mandatory*
4. Check that there will always be someone to supervise you during the internship (main supervisor or teammates)

**Note:** M1 internships may be a way to try new research fields (M2 internships often involve a different strategy linked to future PhD applications)
Special case: internship in a private company

Warnings about internships in private companies:

- Internship must include research work
  - Discuss and get an internship description acknowledging it
  - We may ask for an academic co-supervisor (e.g., a researcher interacting with the company)
- Non Disclosure Agreement (NDA) may be signed by ENS
  - The report will only be read by designated persons
  - Only these persons can attend the student’s presentation
  - Signature may require ENS legal affairs department approval
  - NDA terms are important, if too restrictive, it will not be signed by ENS
Theorem: no signed internship agreement \( \Rightarrow \) no internship

- Internship agreement specifies the working conditions, but more important it protects you in case of accident.
- Internship agreement from Lyon 1 (by default) edited via their Elipse web application
- **Warning:** get precise and complete information from your supervisor to fill the Elipse form
- **Warning:** internship agreements are a frequent source of administrative failure due to legal issues
Internship agreement algorithm:

1. Send an email to your supervisor with a precise list of questions to collect information for Elipse

2. Attach to this email a blank version of Lyon 1 internship agreement

3. Ask your supervisor to check whether his institution will accept to sign it

4. If any issue or unexpected demand, contact me to find solutions and start looking for a backup plan

5. If no issue, we will print the agreement and start signing (supervisor, host institution, you the intern, myself, Lyon 1)

\(\uparrow\uparrow\) = model/list to come (our next meeting)

\(\uparrow\downarrow\) = DI administrator + myself in copy of emails
Classical issues/solutions about internship agreement:

- host institution asks for modifications → may be ok
- host institution imposes its own agreement → may be ok
- supervisor gets lost with administrative issues → ask for relevant contacts (e.g. administrative staff)
- time to get signatures overextends → postpone start of internship

= DI administrator + myself in copy of emails
Different cases:
- Some students get paid for their internship
- Some students are not allowed to be paid (e.g. civil servants/fonctionnaires)
- Some students are asked to pay student fees!

Ask your internship supervisor for help:
- Avoid the last case (e.g. declaring you as “visiting researcher”, rather than “student”, may work)
- Alternatives to money (e.g. benefits in kind, like free/cheap housing or meals)

DI and ENS Lyon may provide fundings:
- Portail des études: Mon Accueil/Mes Cours/Etudes et Scolarité/Partir à l’étranger
- ENS application deadlines: November 5-15, March 1-15
- Algorithm: check with DI first, then apply to ENS Lyon fundings if necessary
Research work / Evaluation

- **Work as a researcher and a scientist**
  - Be creative, take initiatives, be curious
  - Be rigorous, question methodology

- **Use your supervisor**
  - Interact with your supervisor and teammates
  - Don’t be shy

- **Learn to communicate your work**
  - Report (end of August): approx. 20 pages
  - Presentation (beginning of September): approx. 20 minutes
  - Evaluation criteria will be presented on the DI web site

- **Enjoy the science and your stay**
Activities during the internship

- **Trips during internship** (conferences, short interruptions)
  - Possible, but requires administrative checking
  - Contact me as soon as possible
  - Best case: planned soon enough to add it to the first version of the agreement

- **Issues ⇒ contact me as soon as possible**
  - Practical issues: health, housing, lab access ...
  - Educational issues: ghost supervisor, chaotic meetings, dead-end research, demotivation ...
Summary

The sooner, the better!

- Start searching for your internship now!
- Overcome administrative phobia: meet the deadlines
- Ask for help if necessary

Important dates

- November 5-15 / March 1-15: apply for ENS travel fundings
- January 12: internship agreement data entered in Elipse
- From April 6: start of the internship (12 weeks)

Contact

- M1 Internship Coordinator: eric.thierry@ens-lyon.fr
- DI Administrator: suzanne.zeitounian@ens-lyon.fr
- ENS Internships office: bureaudesstages.monod@ens-lyon.fr
- M1 Academic Head: aniel.hirschkoff@ens-lyon.fr

Next meeting in December, but stay in touch with me