Internships in robotics at ENSTA Bretagne

Choosing the dates of the internship:
_ There is a legal limitation on the number of people in internship in the same time at the school (see https://www.service-public.fr/professionnels-entreprises/vosdroits/F20559). Therefore, avoid the period between May and July if possible since this limitation is often reached in that period.
_ The number of rooms at the students residence is limited and usually it is full between September and November. As time goes, some students decide to settle elsewhere in the city, leaving some rooms available at the residence. Usually, lots of rooms become available in March since a lot of students start their internship outside the school at that time.
_ From the end of July to mid-August, the school is closed and the students rooms also (maintenance is done so electricity and water might be shut down).
_ Internship of less than 2 months (approx. 44 working days, be careful to exceptional days off) are usually not paid. Otherwise, it is around 400€/month (see https://www.service-public.fr/professionnels-entreprises/vosdroits/F20559). However, due to limits on the budget, applying for a paid internship reduces the chances to be accepted. Note also that this might not apply to military students or students already paid somehow, or to students in exchange, etc.
_ Internships of more than 3 months if you are non-European: administrative information need to be sent at least 3 months before the beginning of the internship, see https://www.service-public.fr/particuliers/vosdroits/F17312.

First contact:
_ Send Curriculum Vitae, marks and ranks from the 2 or 3 last years, shortly explain what you know, what you would like to do, why, requirements especially if it is a mandatory internship in your studies (e.g. min/max/preferred duration, min/max/preferred dates of start and end of the internship, if you need to give a presentation, write reports during the internship, etc.)…

Practical information to send:
_Student room in the school: cost is around 300€ per month, see also https://www.ensta-bretagne.fr/en/housing-student-residence. Contact the International Officer of your university to check if there are specific agreements between your university and ENSTA Bretagne, e.g. free room, free meals, etc. (send us the agreement if possible). 1 week before your arrival, double-check with your ENSTA Bretagne contact that we did not forget that you are coming and that the key of your room will be available at the entrance!
_ Date and place of birth.
_ Nationality.
_ Copy of passport.
_ Internship agreement (or if ENSTA Bretagne is supposed to provide it, specify who should sign it at your university).
_ Copy of student card or any official document indicating the level of studies.
_ Certificate of medical insurance.
_ Certificate of repatriation insurance (for non-EU students).
_ Certificate of civil liability.
_ Certificate of rental home risk insurance (if asking for a student room in the school).
_ Evidence of resources >615€/month (for non-EU students), e.g. scholarship, document from your university/company if they pay you somehow during your stay, or possibly a "sworn statement" from your family saying they give you at least 615€/month.
_ Photo.
_ Bank account information for wire transfers (IBAN, BIC). Note that for international transfers, additional fees might be applied on both sides.
_ Advisor at your university (name, address, e-mail, phone).

_ Contact in your family (for emergencies, etc.).

_ Specify in advance if your university allows you to go outside of ENSTA Bretagne (e.g. to participate in robotics competitions with ENSTA Bretagne teams) and what would be the conditions e.g. w.r.t. travel costs, insurance, etc.

_ Fill as much as you can this document: https://www.ensta-bretagne.fr/lebars/FIP_STAGIAIRES ETRANGERS(à compléter).docx

_ Fill the "Authorization of fixing and exploitation of image and voice" form: https://www.ensta-bretagne.fr/lebars/Stagiaire -Autorisation fixation et exploitation image et voix.pdf

_ Note that like in any university administration, e-mails and documents are sometimes lost, so double-check in case of any doubt!

Arrival at ENSTA Bretagne (explore the website https://www.ensta-bretagne.fr/ , there are many interesting information on it, see e.g. https://www.ensta-bretagne.fr/en/publications) :

_ Public transportation should be a good choice to come to ENSTA Bretagne in most of the cases, don't hesitate to use them (see https://www.ensta-bretagne.fr/en/getting-ensta-bretagne-its-easy). Note that in Brest (and in France in general), you enter in the bus from the right front door, you can ask the driver for a ticket if needed (pay in cash only), you validate your ticket at the machine near the driver (alternatively, you can just pay by bank card using contactless payment inside the purple machines near the driver, in that case no ticket is provided and your bank card contains your proof of payment), you need to press a Stop button to ask the bus to stop at the next bus stop and you leave the bus from the middle or rear doors. In the tramway, you never talk to the driver, no tickets are sent inside the tramway (you have machines at the tramway stop, or inside the tramway you can use the purple machines with bank card for contactless payment), you enter and leave from whatever door on the correct side, you do not have to ask to stop at the next stop but you might have to push the button on the door to open it…

_ There is always a guard at ENSTA Bretagne entrance (locate "ACCUEIL" in the map on https://www.ensta-bretagne.fr/fr/plan-du-campus). You will have to show your passport and if you have booked for a student room, he should give you the key. If you arrive during working hours, he can call your advisor or the secretaries (Michèle, in L 103). If needed, show the "Note de service" that states the conditions of your arrival, or prepare a written text in French to be sure that he understands what you want!

_ In the M building, you might need to set proxy settings to get the Internet with the cable network and ROBOTICS Wi-Fi network. Try to set "automatic detection" in your browser and/or set 192.168.1.17:8080 or 192.168.1.10:3128 for some applications, see also https://www.ensta-bretagne.fr/lebars/Share/Ubuntu.txt (this file can be accessed if you disable proxy settings, since it is in the local network). Note that pinging outside might be disabled as well as other specific protocols, websites, etc. Ask your neighbors to get help if needed!

_ Locate the office of the secretaries (Michèle, in L 103). They will be your main contacts for all administrative matters. If needed, check with them if you did not receive Wi-Fi access codes and ask how to get an ENSTA Bretagne card. At some point, you will have also to sign a convention, double-check for any errors inside.

_ Your advisor is your main contact for scientific matters. However, since he has probably other students to advise at the same time, keep in mind that he might not always remember all the details of what you are doing, and that his time for you is limited. In average, you should talk with him once a day (e.g. use apps like OneNote on your smartphone and laptop to manage your list of questions and answers…).

_ If your advisor is not available during your first days or you don't know how to start, check https://www.ensta-bretagne.fr/lebars/organisation_espace_robotique.pdf, https://www.ensta-bretagne.fr/jaulin/mooc.html , https://www.ensta-bretagne.fr/lebars/robotique_pratique.pdf , https://www.ensta-bretagne.fr/lebars/simu_robots_matlab.pdf , https://www.ensta-bretagne.fr/lebars/buggy_control_simple.pdf .