11h15-11h35

DS4H Projects’ presentations

Anne-Laure Simonelli
DS4H Projects in a nutshell

- 3 to 6 ECTS
- One day / week for a minimum of 8 weeks
- + one full week immersion

http://erebe-vm6.i3s.unice.fr:8080/eur-options/#P310000
Choose your Project…

…in accordance with the domain
STEP 1
from Feb 8th

- Enter your projects’ wishes on http://erebe-vm6.i3s.unice.fr:8080/ds4h-projects/ProjectsSelection.html
  + in the mean time get in touch and meet the tutor of the wished projects
  AL SIMONELLI must be in copy

- The tutor accepts your application and you accept the project?
  Inform AL SIMONELLI asap

- Wait for the Master’s responsible agreement. He/She agrees?
  Go to Step 2

STEP 2
before mid February

- Proceed to your tutorship agreement

- Send to AL Simonelli the agreed schedule (to be defined between student and tutor) for the Spring semester:
  - + one day / week during a minimum of 8 weeks (Fridays from mid Feb until mid April)
  - one week immersion (mid April)
STEP 3

Once candidature is accepted and tutorship agreement edited

Important dates for conducting a research project during Spring 22:

- Start at the latest **Feb 25th**
- Mid term meeting **1st week in April**
- One week full immersion **mid April**
- Lecture « become an effective communicator » **April 08th**
- Deadline written report: **April 25th**
- Rehearsal oral presentation: **April 25th and 26th**
- Reflexive session: **April 27th**
- Final oral presentation: **April 29th + May 6th**

Any question? Contact anne-laure.simonelli@univ-cotedazur.fr
11h50-12h30
DS4H Options: How to register?
Questions
**Step 1:** Administrative Registration

No «AR» = No Diploma

**Step 2:** Pedagogical Registration

No «PR» = No Diploma

**Step 3:**

- Mandatory Courses
- Optional Courses
  - Disciplinary Options
  - DS4H Options
  - Minors
  - Projects
Administrative registration is mandatory for all students and must be completed by now.

The details of the procedure of your administrative registration were the following:

- paid the « Student and Campus Life Contribution » (CVEC).
- register for administrative procedures and pay your registration fees
- activate your Sesame account and access your ENT
- submit your documents on PJWeb
- edit your school certificate and get your student card

No AR, no student status, so no diploma!

- In order to access all university’s digital tools: Moodle, university mailbox (prenom.nom@etu.univ-cotedazur.fr), schedule, WiFi, computer rooms...

Be very careful. The university mailbox is your official email. We exclusively use it to communicate with you. **Check your @etu address often !**
STEP 1

Administrative Registration
No « AR » = No Diploma

STEP 2

Pedagogical Registration
No « PR » = No Diploma

STEP 3

Mandatory Courses
Optional Courses

Disciplinary Options
DS4H Options

Minors
Projects
1/ Why do you need to do your Pedagogical Registration (PR)?
   o To register and formalize your choices of optional courses
   o To set up your pedagogical contract

   No PR, No Diploma!

2/ How to do a PR?
   o It must be done every semester
   o For disciplinary options, you will have to realize your PR according to the terms that will be communicated by your Master's student affairs department (usually: online with IPWEB via your ENT).
   o For DS4H options (minors & projects), let see next slide.
STEP 1

**ADMINISTRATIVE REGISTRATION**

NO « AR » = NO DIPLOMA

STEP 2

**PEDAGOGICAL REGISTRATION**

NO « PR » = NO DIPLOMA

MANDATORY COURSES

OPTIONAL COURSES

STEP 3

**DISCIPLINARY OPTIONS**

**DS4H OPTIONS**

**MINORS**

**PROJECTS**
**STEP 3 : Pedagogical Registration**

**DS4H optional offer specific PR process:**

<table>
<thead>
<tr>
<th>1</th>
<th>Pre-registration through EREBE*: you express 3 wishes for projects/minors, between February 3(^{rd}) and 8(^{th})!</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="http://ds4h.univ-cotedazur.eu/erebe">http://ds4h.univ-cotedazur.eu/erebe</a></td>
</tr>
<tr>
<td>2</td>
<td>The pedagogical team selects and assigns the students to the projects.</td>
</tr>
<tr>
<td>3</td>
<td>For tutorships, it is mandatory to make a tutorship agreement (« Convention de tutorat »).</td>
</tr>
<tr>
<td>4</td>
<td>Registration through IPWEB : you will confirm the project/minors you’ve been assigned to (no later than weeks 12/13)</td>
</tr>
</tbody>
</table>

No PR = no agreement = no grades = adjourned!

However, I remain at your disposal for any questions.

You also have at your disposal via your ENT account a GLPI Student Affairs department assistance platform: [http://glpi-form-sco.univ-cotedazur.fr/](http://glpi-form-sco.univ-cotedazur.fr/)
Tutorship specificities

- DS4H OPTIONS
  - MINORS
  - PROJECTS
    - INDIVIDUAL TUTORSHIPS
    - MULTIDISCIPLINARY RESEARCH PROJECTS
    - INNOVATION AND CREATIVITY PROJECTS
Tutorship Agreement

To carry out a tutorship (= tutored internship in a laboratory),

→ The pedagogical team must have validated your subject
→ Anne-Laure Simonelli must have formally agreed for you to carry out your tutorship
→ You must be in possession of a Tutorship Agreement.

Why do you need a Tutorship Agreement?

The internship agreement defines the mutual commitments of the trainee and the host organization. This contract allows you to set out in writing all the essential points of the internship, but also in terms of: safety, industrial protection, your access to the laboratory, schedule...

Legally, as for an internship, you must be in possession of a tutorship agreement (articles L. 124-1 to L. 124-20 of the Education Code).

No tutorship agreement, no diploma!
1. Send an email to me (virginie.valot@univ-cotedazur.fr) and:

<table>
<thead>
<tr>
<th>ATTACH</th>
<th>SPECIFY</th>
</tr>
</thead>
<tbody>
<tr>
<td>e-mail validation of your application of your training manager (copy Anne-Laure Simonelli)</td>
<td>Dates of your tutorship days: including your immersion period</td>
</tr>
<tr>
<td>3 mandatory documents:</td>
<td>Place of tutorship: precise address</td>
</tr>
<tr>
<td>• Civil liability insurance, covering company internships</td>
<td></td>
</tr>
<tr>
<td>• CPAM certificate</td>
<td></td>
</tr>
<tr>
<td>• Copy of your student card</td>
<td></td>
</tr>
</tbody>
</table>

These elements are mandatory to establish your tutorship agreement!
Tutorship Agreement: how to proceed?

2. Then I transmit your Tutorship Agreement to you for checking and complements:

   → Section "entrusted activities" to be completed by your supervisor
   → 3 signatures are required before starting your tutorship:
     • Tutor
     • Educational establishment
     • Host organization

3. Once you have obtained all the signatures, all parties get a copy and you can start your tutorship!

   **No tutorship can be conducted without an agreement**
   or with an incomplete agreement (missing pieces and/or signatures),
   otherwise you will be ADJOURNED!
Tutorship and Tutorship Agreements

You have at your disposal a guide on DS4H website: “DS4H tutorships and projects 2021-2022”. Please consult it!
Thanks and talk soon!
Deadline for application
February 8th
1st arrived, 1st served!!!

Now it’s up to you!
https://ds4h.univ-cotedazur.eu/erebe

Any question? We can help! ds4h-contact@univ-cotedazur.fr