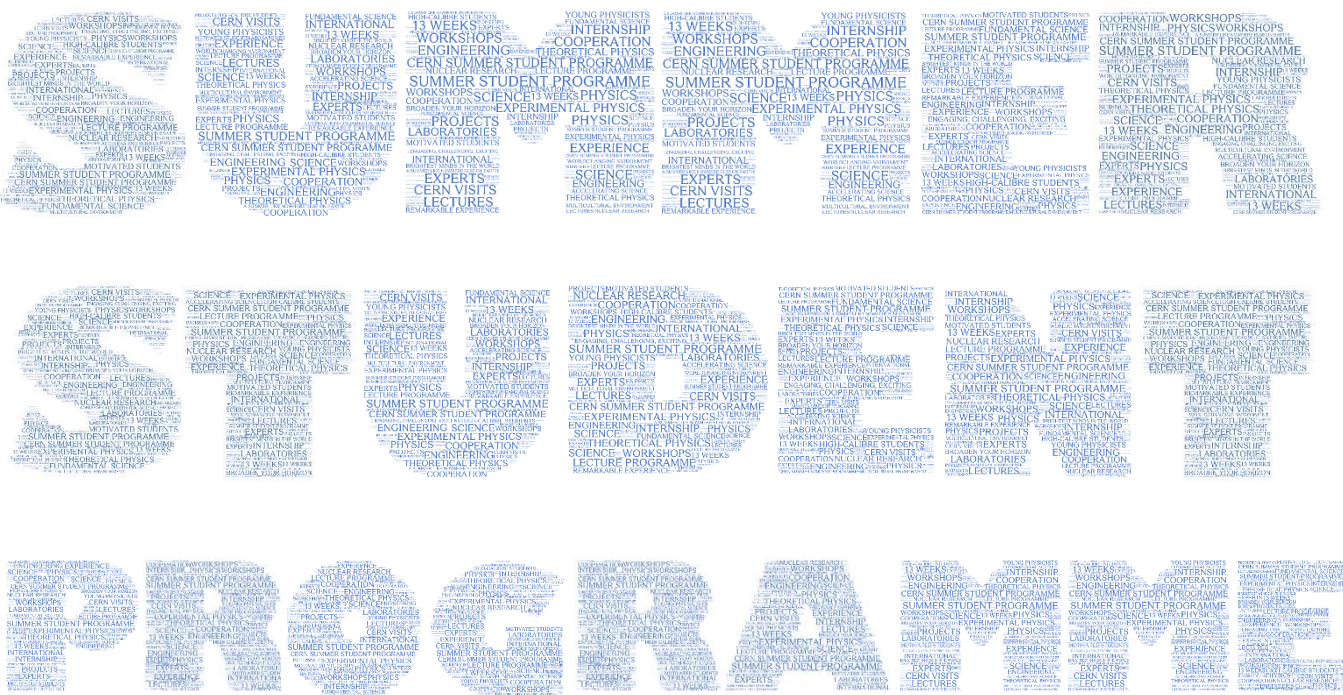


CERN



Dear future Summer Students,

First of all congratulations on having been selected.

We are looking forward to welcoming you at CERN on your first day to start your new journey with us, please take note that there are 2 different meeting points depending on your contract start date:

- If your contract starts on 4th June, 11th June or 25th of June: We will meet you at 9:00 in the Globe of Science and Innovation
- If your contract starts on 18th June or 2nd of July: We will meet you at 9:00 in front of CERN's Hostel Reception (building 39)

If you reside in the hostel in St. Genis (France) or somewhere else, please ensure to arrive on time. If you arrive on 18th or 2nd July you can enter via Entrance B, the security guards will have a list with your names which will allow you to enter the site for the welcome event.

The following pages of this handbook are intended to clarify certain administrative procedures and provide guidance on practical aspects before arrival and during your internship at CERN.

For now, to prepare your contract and arrival there are a couple of things you need to do (please see next page).

We are looking forward to welcoming you at CERN and hope that you enjoy your summer and will find your experience at CERN interesting and rewarding!

Jennifer, Adriana and Despoina

The Summer Student Team (Member State Programme)

CHECKLIST – WHAT I NEED TO DO BEFORE ARRIVAL

1. If not yet done, please upload your passport/ID to your [CERN candidate profile](#).
2. If not yet done, submit the [after-selection survey](#).
3. Check whether you need a visa to enter Switzerland and France. If you do need a visa please fill in the [following form](#).
4. Book your accommodation via the [CERN Hostel](#) (providing the summer student booking form + credit card details by phone).
5. Sign your contract and return it according to the instructions (you will receive your contract at the beginning of May).
6. Arrange your own travel/transport to CERN taking into account your contract dates (on your first day we will meet you at 09:00 and your last working day is Friday).
7. Fill in and return the medical questionnaire that we sent you to CERN's Medical Service.
8. Once you are registered in our database (~beginning of May) you will receive an automatic notification that you can create your [CERN computing account](#) prior to your arrival. You will receive the instructions in the email. Once your account is activated you can already provide us your emergency contacts on this
9. Ensure you are well acquainted with the [CERN Staff Rules and Regulations](#) and the [CERN Code of Conduct](#).
10. Download the app "[MapCERN](#)", and check the [CERN Shuttle Service \(Circuit 1-Meyrin / Circuit 2-Preveessin\)](#) prior to your arrival which will help you to find your way.

YOUR ASSOCIATION AS A SUMMER STUDENT

Please note, that by accepting our offer of a contract of a Summer Student, you will become an associate member of the personnel of CERN for the duration of your contract. As such, you are subject to all relevant legislation of CERN, in particular:

- [Staff Rules and Regulations](#)
- [Code of Conduct](#)
- [Operational Circulars No 5 & No 8](#)
- [Release Statement for CERN Summer Student Participants](#)

While these regulations confer certain rights to you, you are also expected to comply with relevant obligations and restrictions. In particular, you are expected to respect the Organization's working hours and to behave in an appropriate manner when being on CERN site, handling property of CERN or exposing in public your link to CERN.

We would like to remind you that summer students are not entitled to take holidays during their stay at CERN. In case you will have to take an exam while being at CERN, we kindly ask you to let us know as as soon as possible.

Please note that by accepting this statement you declare that you are aware of CERN's rules and regulations and agree to comply with them.

HEALTH AND SAFETY

All summer students must fill out a medical questionnaire and send it to the [medical service](#) before arrival (ideally before 30th April). You will find the form enclosed to this email.

All students who will have a summer student contract are automatically members of CERN's Health Insurance Scheme and are ensured by UNIQA during their association with CERN. For further details please consult the [following document](#) and/or the [CERN Health Insurance website](#).

If you need medical treatment, you should contact the [Medical Service](#) (tel. +41 22 76 73802 / +41 22 76 73476 / +41 22 76 163438) or the [Social Affairs Service](#) (+41 22 76 74201). A list of doctors in the region [can be found here](#). You may also consult the list of medical centres ("Permanence" open 24 hours, 7 days per week), which is published on the notice board outside the Social Affairs Service (Building 33, first floor).

Safety is a priority of CERN's general policy. CERN defines and implements a [Safety Policy](#) that sets out the general principles governing Safety at CERN.

You are requested to take an online safety course and for those of you renting bikes must take also a bike safety course.

NOTE: The access card that you will have during your summer student contract, must be worn at all times on the CERN site.

In case of any emergency at CERN – the emergency nr. is +41 22 76 **74444**

SUBSISTENCE

As a Summer Student you will receive a subsistence allowance which covers the costs of your stay in the local area. This allowance amounts to 90 CHF net of tax per day.

You will be informed during the next months about the mode of payment.

Travel expenses:

You are entitled to reimbursement of your travel expenses from your place of residence at the time of the selection committee to CERN and return, provided that the place is situated outside a 70 km radius of CERN. You must arrange your own travel. Your expenses will be reimbursed on a lump-sum basis, depending on the distance between your place of residence (at the time of the selection committee) and CERN, at the end of your contract. You will receive this lump sum with your last payment at the end of your contract.

ACCOMMODATION

As a summer student you may reserve a room at the CERN Hostel in Meyrin or Foyer Schuman Hostel in St. Genis. Please note that booking requests will be treated according to the hostel availability.

In order to request a reservation you have to do the following actions as soon as possible: **Complete a form (enclosed to this email), send it to the [Housing Service](#) + call them (+41 22 767 44 81) to communicate your credit card details.** Once you have done both actions the reception will proceed with your reservation and send you a confirmation by email.

Please read the form carefully and pay especially attention to 'General Sales Conditions' on page 2.

For any questions regarding accommodation please contact the [Housing Service](#).

RESERVATION DETAILS (mandatory)

Arrival date (dd/mm/yy): [Click here to enter text.](#)

Departure date (dd/mm/yy): [Click here to enter text.](#)

Room type description	Rate per person and per night	Location* (Please see link to map below)	Your choice
Single room with washbasin	CHF 27.00	CERN Hotel – Meyrin (CH)	<input type="checkbox"/>
Single room with washbasin and toilet	CHF 40.00	CERN Hotel - Meyrin (CH)	<input type="checkbox"/>
Single room with bathroom	CHF 48.00	CERN Hotel - Meyrin (CH)	<input type="checkbox"/>
Shared twin room with washbasin	CHF 14.00	CERN Hotel - Meyrin (CH)	<input type="checkbox"/>
Shared twin room with bathroom	CHF 38.50	CERN Hotel - Meyrin (CH)	<input type="checkbox"/>
Twin room with bathroom for single use	CHF 64.00	CERN Hotel - Meyrin (CH)	<input type="checkbox"/>
Single room with washbasin	- 23.30€ 10 nights or less - 18.50€ 11 consecutive nights or more	Foyer Schuman Saint-Genis-Pouilly (FR)	<input type="checkbox"/>
Single room with bathroom	- 32.60€ 10 nights or less - 29.10€ 11 consecutive nights or more	Foyer Schuman Saint-Genis-Pouilly (FR)	<input type="checkbox"/>

* <http://cern.ch/go/6m9D>

Above prices are per room and per night, for the selected number of people and dates.

Special requests (please note that we will do our best to fulfil your request but we cannot guarantee it since it is subject to availability): [Click here to enter text.](#)

GUARANTEE (mandatory) – Credit card details must be provided by phone: + 41 22 767 44 81

GENERAL SALES CONDITIONS

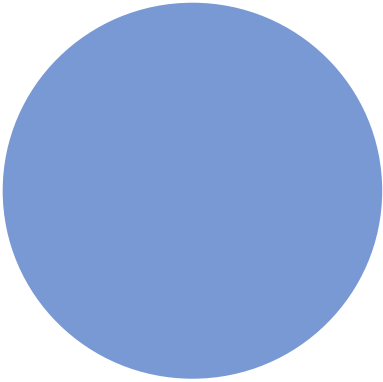
Booking Rules	<ul style="list-style-type: none">• Reservation can be done for a period starting at the earliest 3 days before contract start, and ending at the latest 3 days after contract end date.• If we cannot offer you the same type of room for the whole period, you may be required to change room during your stay.
Cancellation / modification delay	<ul style="list-style-type: none">• No cancellation/modification charge applies if it occurs 6 days before the foreseen day of arrival (CET). Beyond that time, the first night will be charged.• In case of no show, the first night will be charged. The rest of the stay will be cancelled if no (re)confirmation is given before noon (CET) the day following the no-show.• In case of early departure, no charge applies if announced to the hotel reception 7 days before the new departure date. Beyond that time, one night will be charged.• During the stay, room moves will be charged CHF 20.00.
Booking, modification and cancellation procedure	<ul style="list-style-type: none">• Reservation requests will only be accepted with this form duly filled-in and sent to the hotel reception (housing.service@cern.ch). Please include the reference "Summer Students Member States" as well as your name in the subject line.• You can cancel or modify your reservation by sending an email to the hotel reception (housing.service@cern.ch). Please include the reference "Summer Students Member States" as well as your name in the subject line.
Payment procedure	<ul style="list-style-type: none">• Debit / credit cards are accepted. Cash payments can only be done in Swiss Francs at the CERN Hotel and in Euros in Foyer Schuman.• For stays in CERN Hotel in Meyrin, a prepayment of CHF 500.00 will be requested within the first two weeks of the stay, once the students have received their salary. During the stay, payment must be done regularly so that the open balance does not exceed CHF 500.00.
Conditions of access to CERN	<p>All persons entering the CERN site must be in possession of a CERN access card issued by CERN certifying that they are authorized to do so. Access cards are issued by the Reception Registration Service and the Access Control Service in Building 33 or Building 55 respectively. If the arrival is scheduled on a weekend, the access to CERN site will be granted thanks to the lists (which mention students' names) sent to the security guards on duty (CERN's Meyrin site - Gate B - Swiss side).</p>
Check-in / check-out time	<ul style="list-style-type: none">• From 2.00 pm / Until 12.00 am in CERN Hotel, Meyrin (Switzerland).• From 3.15 pm / Until 11.00 am in Foyer Schuman, Saint-Genis-Pouilly (France).
CERN Hotel in Meyrin Reception opening hours (Building 39)	<p>Mondays to Fridays from 07:30 to 01:00 am. Saturdays and Sundays from 09:00 to 01:00 am. Outside these times, room keys can be obtained from the security guard on duty at the entrance to CERN's Meyrin site (Gate B - Swiss side). An identity card or passport is required.</p>
Foyer Schuman in Saint-Genis-Pouilly (France) Reception opening hours	<p>Mondays to Fridays from 8:00 am to 12:00 am and from 3:15 pm to 7:00 pm Saturdays and Sundays: closed. From 07:30 pm during the week, room keys can be obtained from the security guard on duty at the entrance to CERN's Meyrin site (Gate B - Swiss side). Until 01:30 pm during the week-end, room keys can be obtained at the Front Desk in Building 39. From 02:00 pm during the week-end, room keys can be obtained from the security guard on duty at the entrance to CERN's Meyrin site (Gate B - Swiss side). An identity card or passport is required.</p>

INTERNET ACCESS DURING YOUR FIRST DAYS AT CERN



You can connect your personal devices to the CERN network (laptop, smartphone and tablet).

Once you have activated your CERN computing account (~at the beginning of May you will receive a notification by email with instructions on how to activate it), you will be able to [register your devices](#) on the Network Portal. For this, you will need to provide some basic information such as the make, model, OS and more importantly the MAC address of your devices.



Note that the CERN wifi also works in the hostel in Meyrin. The students who reside in the Hostel in St. Genis can ask the Reception in St. Genis for the wifi details in order to have internet access.

YOUR ARRIVAL

STUDENTS ACCOMMODATED IN MEYRIN HOSTEL



CERN Hostel Reception building 39

Opening hours:

Monday – Friday: 7:30 AM – 1 AM

Saturday – Sunday: 9 AM – 1 AM

CHECK-IN Hours: 2 PM – 12 AM

IN CASE YOU ARRIVE AFTER 12 AM

Please inform the CERN Hostel if you arrive outside the opening hours and specify your expected arrival time. You will then have to collect your key from the security guard at the Main Entrance B.

ID or passport is required, we recommend that you also bring your booking confirmation and contract.

PUBLIC TRANSPORT TO CERN MEYRIN HOSTEL



FROM GENEVA AIRPORT TO CERN

If you come by plane you can take a **free public transport ticket** from the machine at the airport (just before the exit to the baggage collection hall).

Then take:

- **Bus Y** (direct): Direction "*Val-Thoiry*", stop "*CERN*"
- Or **bus 23, 28 or 57**, get off at "*Blandonnet*" and then **tram 18**, direction & stop "*CERN*"



FROM CORNAVIN TRAIN STATION TO CERN

The tram stop at the Cornavin Train Station is just in front of the main entrance. You have to buy a ticket.

Then take:

- **Tram 18** – Direction & stop "*CERN*"

CHECK [TIMETABLE](#)



10 min.
850 m

**Bus/Tram stop
«CERN»**

Main Entrance B

How to get to Meyrin Hostel

**Hostel
Reception (B. 39)**

Hostel 38

Hostel 41

CERN Hotel

CERN Building 41

Synchrocyclotron

CERN Recruitment
Service

CERN Restaurant 1

Route de Meyrin

Route de Me

de Meyrin 385

YOUR ARRIVAL

STUDENTS ACCOMMODATED IN **ST.GENIS HOSTEL** (FOYER RESIDENCE SCHUMANN)



ARRIVAL ON FRIDAY OUTSIDE THE CHECK-IN HOURS

IF YOU ARRIVE 7:30AM - 2PM:

You have to collect your key from the **Hostel in Meyrin building 39** (see previous slide how to get there).

IF YOU ARRIVE 7:30PM – 7:30AM

You have to collect your key from the security guard at the **Entrance B in Meyrin** (see previous slide how to get there).

Please inform the CERN Hostel if you arrive outside the opening hour and specify your expected arrival time.

Opening hours

Monday-Friday: 8AM – 12AM and
3:15PM – 7PM

CHECK-IN FROM MON-FRI: 3:15PM – 7PM

Weekend: RECEPTION CLOSED

**CHECK-IN WEEKEND: PLEASE COLLECT YOUR
KEYS IN MEYRIN HOSTEL OR THE MAIN
CERN ENTRANCE B (SEE BELOW)**

ARRIVAL ON SATURDAY AND SUNDAY

IF YOU ARRIVE BEFORE 1:30PM

You have to collect your key from the **Hostel in Meyrin building 39** (see previous slide how to get there).

IF YOU ARRIVE AFTER 2PM

Collect your key from the security guard at the **Entrance B in Meyrin** (see previous slide how to get there).

Please inform the CERN Hostel if you arrive outside the opening hour and specify your expected arrival time.

ID or passport is required, we recommend that you also bring your booking confirmation and contract.

PUBLIC TRANSPORT TO HOSTEL IN ST. GENIS (FOYER RESIDENCE SCHUMANN)



FROM GENEVA AIRPORT TO SCHUMANN

If you come by plane you can take a **free public transport ticket** from the machine at the airport (just before the exit to the baggage collection hall).

- **Bus Y** – Direction *“Val-Thoiry”*, stop *“Schuman”*



FROM CORNAVIN TRAIN STATION TO SCHUMANN

The tram stop at the Cornavin Train Station is just in front of the main entrance. You have to buy a ticket.

- **Tram 18** – Direction & stop *“CERN”* and then **Bus Y** – direction *“Val-Thoiry”*, stop *“Schuman”*



FROM CERN TO SCHUMANN

- **Bus Y** – direction *“Val-Thoiry”*, stop *“Schuman”*

CHECK [TIMETABLE](#)



How to get to the Hostel in St. Genis (FOYER RESIDENCE SCHUMANN)

YOUR FIRST DAY

**MEETING THE SUMMER STUDENT TEAM ON MONDAY AT 09:00.
MEETING POINT DEPENDS ON ARRIVAL DATE
(PLEASE CHECK PAGE 2)**

WELCOME INDUCTION MEETING/PRESENTATION

ARRIVAL FORMALITIES (ACCESS CARD ETC)

MEETING YOUR SECRETARY

MEETING YOUR SUPERVISOR AND GROUP

START OF YOUR INTERNSHIP

WHAT YOU WILL BE DOING

YOUR INTERNSHIP PROJECT

You will get the chance to join in the day-to-day work of CERN research teams and to work in a multidisciplinary and multicultural environment. It will give you the occasion to broaden your knowledge/skills and to discover other areas.

We will send you a short description of your work project together with your contract at the beginning of May. You will be contacted by your supervisor before arrival, he/she will explain you the project in detail and will supervise you during your internship.

To finalize your Summer Student Internship you will write a short report about your project which will have to be submitted at the end of your stay. You can find reports from the students of the past years [at the following link](#).

Reference working hours at CERN are
from 08h30 to 17h30 from Monday to Friday (one hour lunch break).
Please note that these working hours may vary slightly, depending on the group you are working with.



YOU WILL ALSO HAVE THE CHANCE TO ATTEND THE

LECTURE PROGRAMME

WHAT?

This series of lectures has been especially prepared for you. Several scientists from around the world share their knowledge about a wide range of topics, most of them are about physics. The timetable for 2018 [will be visible here](#).

WHERE?

Main Auditorium

WHEN?

5 weeks: 26th June – 27th July, 09:15 -12:30

45 min lecture + 10 min questions (15 min break between the lectures)

Your Feedback matters – questionnaire after each series of lecture

IT OPENLAB LECTURES

WHAT?

Computer engineering students can attend the 6-week lecture programme on advanced IT CERN-related topics

WHERE?

Usually IT Amphitheatre

WHEN?

July/August afternoons

please check the [Openlab website](#) for the exact dates and location



YOU WILL ALSO HAVE THE CHANCE TO ATTEND THE

STUDENT SESSION

WHAT?

Your chance to practice your communication and presentation skills by giving a 10 min talk about your internship project which will get recorded

WHERE?

Council Chamber

WHEN?

7th, 8th and 9th August, 09:15 – 12:00

HOW?

We have 27 places for which you can sign up (more info on arrival)



POSTER SESSION

WHAT?

Your chance to expose your work and practice preparing a poster for a poster session/conference

WHERE?

Mezzanine (in front of the Main Auditorium)

WHEN?

1st August, 17:00

HOW?

We have 20 places for which you can sign up, (more info on arrival)



YOU WILL ALSO HAVE THE CHANCE TO ATTEND

WORKSHOPS

WHAT?

Getting hands-on experience in CERN labs. We will inform you about the available workshops in our induction meeting

WHERE?

Please check our website

WHEN?

Please check our website

HOW?

Registration link will be sent via email (first-come first-served basis)



CERN VISITS

WHAT?

For each student we have organized 4 visit points on 2 afternoons. Those will be ATLAS, Synchrocyclotron, Antiproton Decelerator, Data Centre

WHEN and HOW?

You will receive your visit slots on your first day. Please note that a lot of efforts have been put into the organization and that we count on your participation and punctual arrival.



YOU WILL ALSO HAVE THE CHANCE TO ATTEND

CERN SUMMER STUDENT WEBFEST

WHAT?

Work in small teams over the weekend and design neat Web applications that encourage the public to learn more about science and in particular about CERN, the LHC and physics

WHERE?

Please note that Openlab is planning to organize the event again this year but it is not yet confirmed.

WHEN?

Please note that Openlab is planning to organize the event again this year but it is not yet confirmed.



SUMMER STUDENT WELCOME DRINK

WHAT?

To welcome you all we will organize a welcome drink where your supervisors will be invited too

WHERE?

TBC

WHEN?

TBC

WHAT YOU WILL HAVE TO DO IN YOUR LAST WEEK

**TERMINATION FORMALITIES
(YOU WILL RECEIVE THE INFO ON YOUR LAST MONDAY)**

UPLOAD YOUR PROJECT REPORT TO [CDS](#)

FILL OUT OUR FEEDBACK SURVEY – [CLICK HERE](#)

PAY YOUR REMAINING HOSTEL BILL

DOWNLOAD AN INTERNSHIP ATTESTATION VIA [HRT](#)

**COME AND SEE US IN OUR OFFICE (5-2-026)
FOR APPROVING YOUR TERMINATION**

WHERE TO GO FOR ...

GROCERYS

Carrefour in St.Genis

bus Y, direction Val Thoiry stop *"Maliver"*

Migros in Thoiry

bus Y, direction Val Thoiry, stop *"Val Thoiry"*

L'Eclerc in Ferney-Voltaire

tram 18, direction Jardin-Alpin-Vivarium / tram 14

direction Meyrin-Gravière, stop *"Bois Candide"*

Balexert in Geneva

tram 18, stop *"Balexert"*

Blandonnet in Vernier

tram 18, stop *"Blandonnet"*

WHERE TO GO FOR ...



SHOPPING

Shopping Center Val Thoiry

bus Y, direction Val Thoiry, stop *“Val Thoiry”*

Shopping Center Balexert

tram 18, stop *“Balexert”*

Shopping center Blandonnet

tram 18, stop *“Blandonnet”*

Geneva city center

Tram 18, stop *“Bel-Air”*



SPORT

Sport Center Maisonnex in Meyrin

outdoor swimming pool, tennis, squash

Swimming pool Piscine Livron in Meyrin

indoor swimming pool

Bains des Pâquis in Geneva

lake bathing, sauna, outdoor pool

CERN offers participation in numerous Sport Clubs

Useful information/links

[CERN Homepage](#)

[CERN Summer Student Programme website](#)

[CERN Service Desk](#)

[Code of Conduct](#)

[Staff Rules and Regulations](#)

[Diversity at CERN](#)

[CERN Ombuds](#)

[CERN Medical Service](#)

[CERN Bulletin \(internal newsletter\)](#)

[CERN Shuttle](#)

[CERN Bike Rental](#)

[CERN Phonebook](#)

[CERN MAP](#)

[CERN Map Mobile Application](#)

[TPG -Transport in Geneva](#)

[CERN Library](#)

[CERN Document Server \(e.g. summer student reports\)](#)

[CERN Clubs](#)

[Sport in Geneva](#)

[CERN Post Office](#)

[CERN Service Portal](#)

[How to send money abroad](#)

**If you would like to receive post during your stay at CERN,
please always use delivery address as follows:**

(DO NOT INDICATE THE HOSTEL ADDRESS)

Your Name

c/o Name of your Supervisor

CERN

xxx Department – Building xx/yy-zz

CH-1211 Geneva 23

Switzerland

If you need help

The easiest way is to ask the people in your group or fellow students. Administrative problems can in most cases be solved by your **departmental secretariat**.

And of course you can always contact us

Jennifer DEMBSKI +41 22 76 72735

Adriana BEJAOU +41 22 76 64572

Despoina Driva +41 22 76 64324

Email: Summer.student.info@cern.ch