




ACADEMIC CORPORATE RELATIONS DER/PPP

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THE END OF STUDIES PROJECT (ESP) DEVELOPMENT

This document is intended for students of the 3rd year of the IENAC programme as well as for Master and Advanced Masters (MS) students. It is designed to assist them during the End of Studies Project internship. Most provisions are common to all programmes; differences are outlined in the text.

This document as well as its annexes can be downloaded from the e-campus page dedicated to internships: e-campus.enac.fr/stages

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1. DURING YOUR PLACEMENT

This document details the procedure you ought to follow in order to make your “end of studies project” smooth and successful. The assumption made is that you have searched and successfully found your internship. A specific guide, available on e-campus, describes the searching process up to the signature of your internship agreement “The end of studies project (ESP) - Searching for an internship”.

1.1. Upon arrival

As soon as you reach the place of your internship it is important to make sure you can communicate with ENAC. You are requested to forward the “First week progress report leaflet” (annex 1 and available on e-campus) to your ENAC tutor and a copy to your Course Director. This information allows us to make sure all points of contact are accurate in case we need to contact you or your tutor in the company.

1.2. Before the end of the first month

Before the end of the first month you have to forward a preliminary report (see annex 2) to your ENAC tutor and a copy to your Course Director. This report shall contain:

- ✓ The title that you have chosen for your Memoir
- ✓ Updated contact details (phone numbers, emails, ...)
- ✓ The detailed objectives of your End of Study Project (the objectives are often refined in the first month) including expected deliverables.
- ✓ A description of the internship environment (company department description, experts who can help, preliminary studies to be reused, etc.);
- ✓ Your initial approach to handle the subject (working methodology, choice of technology, language, etc.);
- ✓ The project plan

This report will be used by ENAC to make sure the subject is clearly defined and your integration into the company is fine, and your tutor adequate. It is a mandatory document and in your best interest that potential problems be identified as early as possible.

1.3. Mid-term visit

During your placement, you will be visited by a representative of ENAC (for those in continental France or close European country). This representative is usually your ENAC tutor, but can be your course Director, a representative of ENAC’s Directorate for Studies and Research, or a professor.

This visit is normally scheduled half way through your placement period and should on your part be supported by an oral presentation of the work already performed. This presentation should take place in the presence of your tutor from the company or, in his/her absence, of someone to represent him/her.

This visit is designed to check the consistency between your subject and the requirements of an end of studies project internship and memoir. It is also a way to make sure your work environment and planning are adequate.

It is suggested to use a visual aid (power point style) to support it. You should also present what you have already written as a part of your memoir (even as a manuscript).

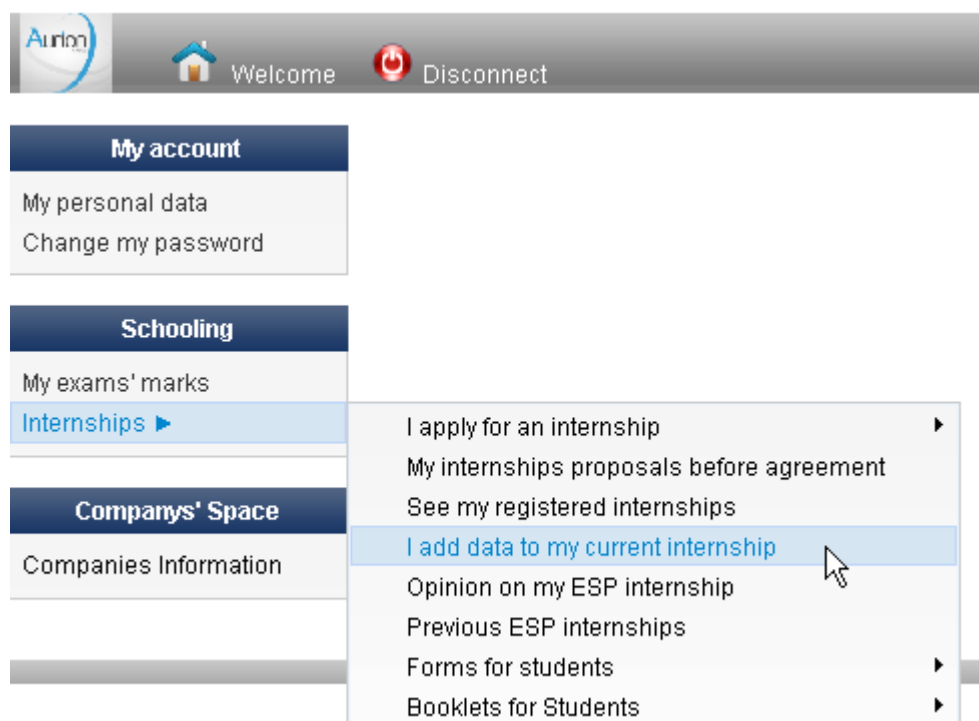
For internships abroad, a teleconference can be organized between ENAC, your tutor and yourself.

1.4. One month before the end


At that moment you have a better knowledge on the way you have handled your project and what will be your final Memoir made of. The time has come for you to formalise a few information that will feed the ENAC End of Study Projects data base and will prepare your oral presentation organisation.

What do you have to do?

- Connect to <https://aurion-prod.enac.fr/> with your ENAC login and password.
- Go to the interface dedicated to the data update of your current internship



I add data to my current internship

	Du ↕	Au ↕	Entreprise ↕	Type de Stage ↕
	11/02/2013	31/07/2013	CNES	STAGE PROJET DE FIN D'ETUDES

- Check your subject content: the “subject” is the title of your work that will be published on the ENAC website and stored in the ENAC database and It shall reflect what you are really working on, and be short enough (much shorter than the “abstract”). If any change is needed to your subject, contact your course director. He is the only one who can modify your subject.
- Update the data related to :
 - **The Abstract**
 - Content: your abstract (“résumé”) shall recall the problem you have to solve in your project, which method you will use to solve it, and the probable results you expect to obtain. It is an update of the abstract you drafted in your first month report. It can be the same as the one in your Memoir.
 - Size: the size of your abstract text shall be comprised between 320 and 840 characters including spaces. You can check the total length by using the tool “statistics” of your text editor (select the text and then click on “tools”>>”statistics”, f you use OpenOffice, LibreOffice, or MSWord)
 - Language: the abstract AND the title shall be written in the same language (French or English).
 - The Keywords: Select well chosen keywords that are the most representative terms of your subject.
 - **The Language :** Depending on your nationality and also on the company policy, select the language of your report (typically: French or English). For Advanced Masters (Mastères Spécialisés) : the English language is mandatory.
 - **The Confidentiality of your Memoir:** Your memoir might be confidential or not. Please contact your internship supervisor within the company (not the ENAC tutor!) to check the policy to be applied and select the right option in the proposed list. In addition to that, it is your responsibility to download the “confidentiality questionnaire” (see annex 3) and return it to your course director once signed by yourself and the company.
 - **Don't forget to validate.**

2. THE MEMOIR

During your ESP internship, you have to produce a memoir. It will be the written material produced to support your internship within the hosting organization.

2.1. Objective

Your internship's subject is often a part of a broader project that started before you got there. The Memoir must present this context and show you are fully aware of your role within. It should describe your work environment and cover all its aspects as relevant (economical, technical, industrial, etc.)

The first difficulty to overcome when writing your memoir is that this document's purpose is twofold: it is both a description of your internship and a working document. These two objectives are different but they must be achieved:

- ✓ Description: your memoir must enable a jury to evaluate your work, understand the issues and follow your intellectual approach;
- ✓ Working document: it is aimed at the project managers; anyone taking over your work should find there the elements he/she needs to continue. The reasoning, the technical choices made should be justified in detail. In short it should gather all the information from your work.

2.2. Guidelines

Guidelines dedicated to the writing of your Memoir are provided by ENAC and available on e-campus.

2.3. Calendar

Your memoir should be made available to your ENAC course director at least **two weeks** before your oral presentation.

If necessary, the tests results and the latest updates could be included in a supplementary edition. However, if your memoir is not handed before the deadline, the defence will be postponed and your mark might be lowered.

A thorough evaluation of the work done cannot be accomplished if the memoir does not reach the members of the jury in due time.

3. THE ORAL DEFENCE

3.1. Calendar

It will be organised at ENAC (except some particular cases) generally in September for Mastères Spécialisés students and between July and September for Ingénieur and Master students, in any case at the end of your internship. In particular cases (late start of the internship, etc.) a late presentation can be organized (from September to December). This has to be discussed with your Course Director in advance.

Under specific circumstances it may be possible to organize the oral defence prior to the actual end of the internship. However, you must make sure that sufficient material is available as you will be evaluated on the work presented during the presentation.

The oral defence appointment will be set up as soon as possible in agreement with the persons in charge of the internship. Your internship tutor is de facto examiner and his assessment will be essential. In agreement with your Course Director, the “Bureau des Programmes” will send him a transport voucher to sit on the board of examiners (round trip Toulouse/company location if in France, round trip Toulouse point of arrival in France if company location abroad). If he is not available, he will be asked to fill in a confidential intern assessment form (Annex 5).

3.2. Oral defence lay-out

The oral defence follows these steps:

- ✓ Presentation by the candidate (IENAC and Master: 40 minutes; Mastère Spécialisé: 30 or 40 minutes - see your course director)
- ✓ Questions from members of the jury (about 20 minutes)
- ✓ Deliberation of the jury (without the candidate)
- ✓ Debriefing of the candidate

The structure of your presentation is the following:

- ✓ The candidate introduces himself
- ✓ Brief presentation of the company, the work environment
- ✓ Overview of the subject
- ✓ Development
- ✓ Research completion
- ✓ Conclusion, perspectives

The questions asked depend on the jury members: technical questions from experts, more general questions from other members, economical implication questions, etc.

3.3. Some advice

It is important to do a rehearsal of your presentation. A mock presentation to your tutor and colleagues has merit. You would benefit from a knowledgeable yet friendly audience. Check your timing: going

beyond the allocated time (see 3.2) is a negative thing (some jury chairmen might even interrupt your presentation). Being too short is not better. The jury might feel you were unprepared, or regret you didn't give more details about your work, in short that you didn't manage time well.

The presentation should not consist in reading your memoir. It is a different exercise, you should enhance your work, find a different angle to present your results. You also shouldn't read your slides. Your visual presentation should be nice and original (avoiding using too many gadgets). Do not put too much material in one slide. Avoid too detailed tables or too elaborated sentences you would have a tendency to read out loud. Remember the power point presentation is a tool not an end. Limit the number of slides.

The jury is not composed of experts only. This presentation is different from the ones organised within the company in that regard. For your oral presentation you will have to explain the subject and its merits, and present your intellectual approach. Point out where the real problem was and how you solved it. Do not narrate your internship. Be cautious of the expert. His/her expectations are higher, in particular when it comes to the rigour of your approach (justification, validation, etc.).

4. CONFIDENTIALITY

Your presentation and/or memoir can be of confidential nature. This issue is handled at two levels.

- ✓ At the company level: the company will determine the level of confidentiality by filling up a "confidentiality questionnaire" signed by the company and yourself (see annex 3). **This questionnaire should be ready for the mid-term visit mentioned above.** This mid-term visit is a proper time to discuss about the confidentiality issue, should a discussion be needed. Let's recall that a representative of ENAC will visit you and your tutor in the company at this moment.
- ✓ At your own level: The ENAC library needs to know if you authorize the dissemination of your Memoir. This information is contracted out in a "Permission to Disseminate" form (see annex 4) that you shall fill out and send to the ENAC Library memoires@enac.fr or bring it to the Library desk.

5. EVALUATION OF YOUR ESP

Both your Memoir and your oral presentation will be assessed against the objectives of the End of Studies Project. The result of your evaluation will be provided just after your oral defence.

The objectives and the evaluation form that will be used for your evaluation are downloadable from [e-campus/stages en entreprises](#). Please pay attention to the evaluation criteria as soon as your internship starts in order to be fully prepared.

6. WRAP-UP : CALENDAR UNTIL YOUR DEPARTURE FROM ENAC

We ask you to follow ENAC formal procedures concerning your internship. In chronological order, you will have to provide your ENAC tutor and course director with:

- ✓ The 1st week progress report
- ✓ The 1st month progress report
- ✓ One month before the end of your internship: a summary of your internship will be requested (you will receive an email for that) in order for ENAC to prepare a document presenting all students' memoir for the information of companies. This abstract is based on the draft that you have provided in your first month report. The date of your oral presentation will then be established and a presentations timetable will be produced.
- ✓ 15 days before your presentation (between the provision of your memoir and the presentation) you shall provide your course director with:
 - The Confidentiality questionnaire signed by the company and by you,
 - Your memoir in pdf format if it is not confidential,
- ✓ Finally, before leaving ENAC, and **in order to receive your diploma** during the graduation ceremony, you have to fill out the “check-out formalities”, “the permission to disseminate” form, the “job situation” sheet (see annexes 4-6-7) , and the “internship feedback” (on-line questionnaire directly through your [AURION](#) interface), designed to verify that:
 - you did not keep documents from the library,
 - the library can disseminate your Memoir,
 - you have no pending invoice with the accounting office,
 - you have provided the necessary information to keep in touch with you and prepare employment statistics.
 - you have provided your feedback on your internship. This information is made mandatory by the French Law on internships and also serves the purpose of providing future students with information that will help them choose their internship. So do it carefully for their benefit.

Once everything is filled out and signed by all offices involved, these forms must be brought to the “Pôle des Programmes Pédagogiques” (room E.108) where will be checked that you have submitted everything correctly.

In order for you to be introduced into the ENAC Alumni directory and be sent possible job offers, you have to subscribe on-line to the ENAC Alumni website **www.alumni.enac.fr**

7. DETAILS ON THE MEMOIR STORAGE BY THE LIBRARY

Since ENAC was created, all students Memoirs have been collected by the library. The collection is made in two steps:

- ✓ Metadata collection (title; author, summary, ...) : all metadata are visible
- ✓ Full text : visible only for non confidential Memoirs

This information constitutes a resource widely used by students and teachers. They represent a valuable source of knowledge on skills and techniques taught at ENAC, on the evolutions of air transport, companies and offices welcoming our students.

The library strictly abides by the confidentiality clauses indicated by the host companies (information from the confidentiality questionnaire) and the author's dissemination clauses (information from the permission to disseminate a student memoir form).

8. GRADUATION CEREMONY

The graduation ceremony for specialised masters' students is common to Toulouse's aeronautical colleges (ENAC and ISAE) and Management school (TBS). It is organized alternatively in these venues or at Toulouse's town hall. A meeting with former graduates is organised by ENAC Alumni when the schedule permits.

The Graduation ceremony for ENAC Ingénieur is held late October or early November. Students who did not finish their internship yet will however be invited and receive a certificate of academic completion as per their achievement.

Families are of course welcome to participate and for organisation purposes an adequate response shall be given to the ceremony organisers.

9. ANNEXES

8.1 Annex 1 - first week progress sheet

The original is downloadable from [e-campus](#). The version below is for example only.



ECOLE NATIONALE DE L'AVIATION CIVILE

« 1st WEEK » PROGRESS REPORT FLYLEAF

This form shall be sent to your ENAC tutor (and a copy sent to your course director) during the 1st internship week.

Name	
Company	
Internship subject	
Dates of internship	

Contact details for internship tutor

Internship tutor or direct supervisor	
Phone	
E-mail	
Fax	
Department	
Full address	

Intern contact details

Full address within the company	
Phone Your phone number in the company or secretary's office number	
E-mail	
Fax	
Personal Address Address to which ENAC can send you personal mail (preferably outside the company)	

8.2 Annex 2 “1st month” progress report LEAFLET

The expectations leaflet is downloadable from [e-campus/stages en entreprises](#)

8.3 Annex 3 - Confidentiality questionnaire

The original is downloadable from e-campus/stages



Name or the Intern:

Company:

Course:

Internship subject:

CONFIDENTIALITY QUESTIONNAIRE

The internship will include the writing of a memoir and its defence before a board of examiners. Some confidential information about your Company might be included in it.

- Please let us know your requirements regarding the dissemination of the memoir and the organisation of the oral presentation. In the absence of a reply from your company, the memoir will be considered non confidential and the oral presentation will be public.
- We would like to draw your attention to the fact that a memoir is a precious source of information on companies and employment opportunities for our students. It is also a mean to enhance communication on your company towards future students.
- A confidential memoir is referenced but not accessible despite its technical and scientific value. We encourage our students to include confidential information in an annex to enable access to the memoir without disseminating confidential data.

1- Memoir Confidentiality

- ☐ This memoir is not confidential
- ☐ This memoir is confidential for a period of 5 years after the oral presentation
- ☐ This memoir is confidential indefinitely

2- Oral Presentation

- ☐ All professionals interested by the subject matter can attend
- ☐ Only members of the jury and participants vetted by the company can attend

For the company,
Date :

The student,
Date :

8.4 Annex 4 - Permission to disseminate

The original is downloadable from e-campus/stages



Permission to disseminate a student thesis

Last name:

First name:

Class:

Hereafter "The Student"

Title of the thesis:

The aim of this permission statement is to lay down the conditions under which a thesis submitted by the Student and completed by him/her as part of his training or studies at ENAC including, if applicable, the use of ENAC's facilities and collaboration with one or more of ENAC's teachers, may be freely disseminated.

The objective is to make knowledge easily accessible and enhance both the Student's reputation and that of the work done whilst at, or in collaboration with, ENAC.

As the thesis is an academic work the Student must agree to register an electronic copy of it, in its entirety, (in PDF format only) with the ENAC library. The existence of this thesis may be freely indexed by ENAC, even in an abstracted form, on any type of communication medium and by any means of circulation. The Student consents to:



<input type="checkbox"/> No circulation at all	
Circulation	<i>from</i> (state starting date of circulation)
<input type="checkbox"/> Intranet ENAC	
<input type="checkbox"/> Intranet DGAC	
<input type="checkbox"/> Internet	

ENAC undertakes to include the name of the author whenever and however the thesis is disseminated. ENAC also undertakes to state on the screen pages accompanying the work that the work is subject to copyright and that no part of it may be reproduced without the author's express consent.

The Student, however, must be aware that in spite of the aforementioned restrictions, ENAC does not have the means – in light of current technology – of preventing the entire or partial reproduction of the work via an Internet site.

This permission statement does not mean that ENAC is obliged to circulate the thesis according to the aforementioned terms and conditions. The actual dissemination or possible deletion of the work does not imply that ENAC can be held in any way responsible for its content and cannot be held responsible for it by any third party. Similarly, The Student declares that he/she is the author of the thesis submitted to ENAC and remains responsible in common law, for its content.

The Student may at any time withdraw his/her consent for the circulation of the work by informing ENAC by means of registered letter with acknowledgement of receipt. In such cases, with regard to electronic circulation, ENAC undertakes to take the thesis off line as soon as is technically possible.

Permission given to ENAC for the dissemination of the thesis is in no way exclusive and the Student retains all rights to the work.

However, the Student is reminded that:

- He/she remains beholden to any confidentiality agreements he/she may have entered into with any third party during the course of training (particularly with certain companies).
- He/she agrees to inform ENAC of any publishing project to avoid any clash of interests between this permission statement and the contract entered into with the publishers.
- If the work is circulated on the Student's own initiative and without the express agreement of ENAC, he/she may use neither the ENAC logo, nor any ENAC references. He/she must remain entirely responsible for any such circulations and may not invoke the responsibility of the Establishment.

Permission given to ENAC is also valid for the academic institutions which are members of PRES in Toulouse with whom it entertains close and regular relations.

If legislation concerning the circulation of work of an academic nature should change, the clauses of this permission statement will be made compatible with the new legislation.

The Student,
(Preface the signature
with the words "Read and approved")

Toulouse, on

8.5 Annex 5 - Intern assessment form

The original is downloadable from e-campus/stages



INTERN ASSESSMENT FORM

Student's Name:

Course :

Internship Company:

Tutor:

I- Work done (method, creativity, results)

<i>Excellent</i>	<i>Very good</i>	<i>Good</i>	<i>Fair</i>	<i>Insufficient</i>	<i>Poor</i>	<i>Very Poor</i>

Open comments :

II- Student's behaviour within the company (autonomy, integration within the team)

<i>Excellent</i>	<i>Very good</i>	<i>Good</i>	<i>Fair</i>	<i>Insufficient</i>	<i>Poor</i>	<i>Very Poor</i>

Open comments :

III- Written productions (if relevant)

<i>Excellent</i>	<i>Very good</i>	<i>Good</i>	<i>Fair</i>	<i>Insufficient</i>	<i>Poor</i>	<i>Very Poor</i>

Open comments :

IV- General mastery of subject (depth and scope of thinking, innovation capacity)

<i>Excellent</i>	<i>Very good</i>	<i>Good</i>	<i>Fair</i>	<i>Insufficient</i>	<i>Poor</i>	<i>Very Poor</i>

Open comments :

8.6 Annex 6 - Statistics and follow-up form

You shall fill this form directly from e-campus/stages



JOB SITUATION SHEET

Last Name : _____ **First Name :** _____ **Course :** _____
Adress : N° _____ **Street** _____
Postal Code _____ **Town** _____
Téléphone _____ **E-mail** _____

Your data will be forwarded to INGENAC

Tick the boxes relevant to your situation

✓ You have found a job

- Fixed term contract ☐ Duration
- Interim contract ☐ Duration
- Permanent contract ☐
- ✍ Name of the company
- ✍ Address of the company
- ✍ Town
- ✍ Contract signature date
- ✍ Gross annual salary (in euros)
- ✍ Job title
- ✍ Same company as the internship ☐

Country

Functions	Sectors
<input type="checkbox"/> Higher management, Administration, Finance, Accounting <input type="checkbox"/> Production, Operations, Logistics <input type="checkbox"/> Project ownership, Methods, Production supervision, Maintenance <input type="checkbox"/> Technique assistance, R & D, Technical & scientific studies (other than information systems), Consulting, Expertise <input type="checkbox"/> Marketing, Business engineer, Communication, Sales <input type="checkbox"/> Information systems R & D, Industrial Computing, Computer operations and maintenance <input type="checkbox"/> Networks, Internet, Telecommunications <input type="checkbox"/> Quality, Safety, Dependability <input type="checkbox"/> Standardisation, Certification <input type="checkbox"/> Project management <input type="checkbox"/> Other	<input type="checkbox"/> Aerospace industry (aircraft manufacturers, equipment vendors, space, etc.) <input type="checkbox"/> Air transport (airline, airports, etc.) <input type="checkbox"/> Engineering and consulting <ul style="list-style-type: none"> <input type="checkbox"/> in Aerospace industry <input type="checkbox"/> in Air transport <input type="checkbox"/> to Civil Aviation authorities <input type="checkbox"/> another consulting sector <input type="checkbox"/> Civil aviation authorities <input type="checkbox"/> Other

Note : *This information will be used for statistics only and handled anonymously*

✓ You are looking for a job

If yes, precise:

- You have sent several CVs to companies
- You have had several interviews

If yes: ✍ How many?
 ✍ With which companies?

✓ You are continuing to study

If yes, what kind of studies?

✓ You have a VIE (Volontariat International en entreprise) contract?

If yes, with which company?

In which Country?

✓ You are in a particular situation :

- You were already employed before starting studying at ENAC
- You are not currently looking for a job
- Other (please specify your situation)

8.7 Annex 7 - Check-out formalities

The original is downloadable from e-campus/stages



CHECK-OUT FORMALITIES

MASTERS and ADVANCED MASTERS

(End of scholarship)

Name and First Name :
Master's Name :

Forwarding Address (Caution! This address will be used to send diplomas):

N° Street :
Building : Apartment :
Zip Code : City : Country :
Telephone : E-mail :

We would like to remind you that students must, before leaving ENAC, return all materials and documents which have been lent to them. They must also pay-off outstanding debts to ENAC.

1

LIBRARY

• Return all books

ACCOUNTING OFFICE

• Join the "cuvini d'hébergement" form for those staying at ENAC's campus.

2

ENAC ALUMNI

Please go to ENAC Alumni desk (Building G, ground floor) and check your data on www.alumni.enac.fr

3

COURSE DIRECTOR

4

Once this document is fully completed and signed by each relevant department you shall return it to the Pôle des Programmes Pédagogiques Office, Building E - room 108 along with:

- ✓ Your "**Internship Feedback Form**" (preferably filled on-line via AURION)
- ✓ Your "**Job Situation Sheet**" (downloadable on e-campus/stages)

No diploma will be issued if these formalities are not carried out by the student.