

Information sheet for new PhD students at ICJ

Welcome to all of you, new PhD students! We wish you a nice stay in Lyon. In addition, we hope that this 3-year journey will be full of mathematical and personal discoveries, and that you will find a good environment where you will feel comfy. This sheet will give you some information that can be useful at any time during your PhD.

This document is also available on line on the dedicated ICJ PhD students' web page: <http://math.univ-lyon1.fr/page-doctorant-e-s>.

Who are the editors of this sheet?

- **The PhD Bureau:** it is your means of communication with the laboratory's management. It is here to answer some of your questions or send you to the person who will be able to do so. Currently it is composed of Guillaume GEOFFROY and Jules GRASS.
- **The PhD Representatives at the Doctoral School:** they represent PhD students and are your main means of communication with the head of the Doctoral School. Currently Mathieu PAGEARD is your representative.

We are working together and any one of us can inform you about existing procedures within the Laboratory or the Doctoral School if you encounter any problems.

Everyday life at ICJ

In order to ease the isolation that PhD students may sometimes encounter, there are quite a few options to share social moments with your peers.

First of all, if your French is not that good, do not worry! Most of ICJ PhD students speak English and will try to include you into their conversations. So feel free to change language without warning!

- **The PhD seminar takes place on Monday every other week at 10.30 am** alternatively at University Claude Bernard in the Braconnier building (Room Fokko du Cloux) or at Ecole Normale Supérieure de Lyon –ENS– (Room 435). Currently it is organised by David ALEXANDRE (ENS), Nora BOULERIE and Hugo DA CUNHA.

In order to receive information about this seminar, you need to request from ICJ administration that your email address is added to the corresponding mailing list (see paragraph Procedures/Secretariat ICJ). Announcements are also made on the Indico website

<https://indico.math.cnrs.fr/category/12/>

Please note that a convivial moment with tea, coffee and pastries usually precede the seminar.

- **Another great social moment to exchange is lunchtime.** There are a few options:
 - **CROUS Restaurant.** Due to your student status, you should have received an email inviting you to activate your IZLY account. On this account, you can credit some money and thus eat at the CROUS restaurant, which is the students' restaurant. It is less expensive but very few people are using it.
 - **DOMUS is the staff restaurant.** In order to have access to it, your registration at university must be complete and you must be in possession of your student card. Indeed you will be able to credit this student card at the checkout of the restaurant either with cash or with a credit card, or using the SOHAPPY app.

The DOMUS restaurant is the place where most PhD students go for lunch. There are several time groups, in particular at 11.30. In any case, they will all go around every PhD office to invite you to have lunch with them.

- **Meeting Room (1st floor – « Salle Rencontre »).** Another possibility is to prepare your own meals and eat them in the meeting room. If you do so, please be aware that you will not be alone. It is also possible to arrange for a PhD group to eat together in the meeting room. Furthermore, a fridge and a microwave are available in this room for this purpose.

It is also the right place to grab a coffee (for all coffee drinkers, a contribution to coffee purchase is mandatory, accordingly with their consumption. Please get in touch with Roland DENIS – denis@math.univ-lyon1.fr).

- **Seminars and sociability.** Finally, there are other opportunities to share good times with other members of ICJ: in particular the team seminars or the « Café brioche » event (coffee and pastries) which takes place every Friday at 10.00 am.
- **ICJ intranet.** A number of useful information is available on the intranet. To login, please ask other PhD students for the password.
- **Math Library.** At the library of mathematics, you will find a large collection of texts, articles, a space to study and a lounge... perfect for a nap. You will find more information through those links: [Vous êtes doctorante ou doctorant - BU Lyon 1 \(univ-lyon1.fr\)](#) or [Mathématiques - chercheurs - BU Lyon 1 \(univ-lyon1.fr\)](#)

Health

- Within the University of Lyon 1, there is an **Occupational Health and Medical Service for Personnel (Service de Médecine et Santé au Travail du Personnel)**. It aims to promote and maintain the physical, mental and social well-being of all staff including PhD students paid by the university. Each doctoral student will have to undergo a compulsory medical examination set up by this service during his/her doctorate. The appointment details will be sent to you by e-mail. However, you can contact this service beforehand if you wish to do so. Please note that with certain types of funding, some PhD students will not fall under the jurisdiction of this occupational medical service. If this is the case, please refer to next paragraph about the University Student Health Service (Service de Santé Universitaire).
- **The University Students' Health Service (Service de Santé Universitaire)** is there to ensure safety, health promotion and care of students (through medical consultations). It is a multidisciplinary team composed of doctors, nurses and psychologists. This service offers health check-ups, specialized consultations (psychology, psychiatry, gynecology, dietetics-nutrition, addictology), as well as relaxation or stress management sessions.

See their website (<https://etu.univ-lyon1.fr/guide-pratique/sante/ssu-service-de-sante-universitaire-793033.kjsp>)

Sport

- As faculty staff, you may enroll in early September at **CLASUP** in sports and leisure activities for a budget between 60 and 100 euros per year -depending on the activity. The CLASUP premises are located in the basement of the DOMUS building.
- As a student of University Lyon 1, you can attend **SUAPS** sports classes for free. SUAPS offers a wide range of sports, as well as autonomous activities like gym or climbing.

Various fundings

Transport refund. PhD students enrolled as faculty staff and using public transportation may request a financial participation to this expense up to **75 %** and for a maximum of **96.36€** per month.

Those using a bike as a means of transportation may as well request a financial help:

The annual amount refunded depends on the number days using the bike as a mean of transportation:

- 100 € when the number of shifts is between 30 and 59 days;
- 200 € when the number of shifts is between 60 and 99 days;
- 300 € when the number of shifts is at least 100 days.

Both transport of refunds cannot be cumulated. The conditions for this partial refund as well as all information on the procedure are available university intranet: rémunération > transports.

- **Housing allowances.** Several financial grants can help you pay your rent. Under certain conditions, it is possible to apply for one of them. Here are their names and links to find out if you fulfill the requirements to apply :
 - Aide Personnalisée au logement (APL) – Personalised Housing Allowance
<https://www.service-public.fr/particuliers/vosdroits/F12006>
 - Allocation de logement familiale (ALF) – Family Housing allowance
<https://www.service-public.fr/particuliers/vosdroits/F13132>
 - Allocation de logement sociale (ALS) – Social Housing Allowance
<https://www.service-public.fr/particuliers/vosdroits/F1280>
- **Activity bonus.** Under certain conditions, you may be eligible for an activity bonus (which should not be combined with any housing allowance). A simple application is enough however it will have to be renewed every three months.

Eligibility conditions are available on this website:

<https://www.service-public.fr/particuliers/vosdroits/F2882>

Simulation site: (please note that this can cost around 65 € per month).

<https://www.dcaf.fr/wps/portal/caffr/simulateurpa>.

- **Health insurance.** As faculty staff, you may obtain a financial support of 15€ a month on your health insurance. (<https://intranet.univ-lyon1.fr/ressources-humaines/service-central-paie/remboursement-forfaitaire-complementaire-sante>)

Administration

- **Mandatory :**
 - **Secrétariat ICJ.** As a new doctoral student, it is necessary that you be registered as ICJ hosted staff. To do so, you must go and see ICJ's secretary (room 203) and fill in the adhoc form. With this document, you will also get your ICJ e-mail address and an office space.
 - **Registration to ADUM.** Firstly, you will have to start your registration according to this procedure :
<https://www.univ-lyon1.fr/recherche/formation-doctorale/le-doctorat/procedure-dinscription-en-doctorat-1>

starting with ADUM. If you do not have credentials, you should ask the secretary of your doctoral school, Renée EL MELHEM who can be reached by email at infomaths@univ-lyon1.fr.

The link to connect to the platform ADUM: <https://adum.fr/index.pl?site=UDL>

The link below gives access to guides and answers frequently asked questions about registration and re-registration:

https://www.universite-lyon.fr/medias/fichier/user-guide-adum-platform-vf_1687161120004-pdf?ID_FICHE=129809

- **Doctoral School launch meeting.** This meeting is organised for first year PhD students. It usually takes place in November. Additional questions can also be address to Dragos IFTIMIE, co-director of the ED and member of the ICJ.
- **Doctoral courses.** You have to complete 100 hours of training/doctoral courses during your PhD.

These hours are divided into scientific trainings (mini-courses during conferences, Master courses, summer schools ...) and « insertion professionnelle » trainings (MathαLyon, "catalog of trainings" on SIGED, organisation of a scientific meeting...).

It is mandatory to take at least 30 hours of each type of training (scientific and professional) and to complete either the MOOC A10 (éthique de la recherche) or A13 (scientific integrity). The remaining 25 hours can be taken in any category.

- **Doctoral Thesis Committee.** Before May 30th each year, you will have to attend a meeting with your thesis committee (« comité de suivi » in French), the members of which should evaluate the quality of your work and acknowledge that you are working in a good environment. Organizing the interview is on the responsibility of your supervisor.
- **GASEL Declaration.** It is important for PhD students with a teaching activity to declare in the online GASEL portal, the projected hours of teaching for the current academic year, even if these are still uncertain. It will be possible to modify them later on if necessary.
- **Thesis defense.** Information about defending your thesis is available on the Doctoral School's website, and a meeting on this subject will be specially organised for PhD students in their third year of thesis.
- **Renewal of the residency permit (For PhD students not from the European Union).**

All information about « Passeport Talent-Researcher » or « Student » can be found on: <https://www.service-public.fr/particuliers/vosdroits/F16922>

For holders of a visa equivalent to a residency permit, previously validated during the first 3 months of validity (VLS-TS), you should request and deposit your folder for residency permit renewal 3 months before the end of the visa validity. For the holder of a visa for 3 months (VLS), you should request and deposit your folder for residency permit renewal once your arrival to France.

The procedure for renewal of a residency permit can be found on the site: <https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#>

For holders of the visa « Passeport Talent- Researcher », you should contact the DRH to obtain your convention d'accueil (hosting agreement): DRH-ENS-SCIENCES@univ-lyon1.fr

- **On a daily basis:**

- **Travels and authorisations (*Ordre de Mission*).** Please note that any trips away from the main workplace requires an authorisation and an « *Ordre de Mission* ». This document is the official proof that you are authorised to travel. Information on the subject can be found on the ICJ intranet ("Mission" tab).
- **Funding.** Several sources of funding exist for your travels and stays outside of Lyon, in particular by the laboratory or by the doctoral school. You will find information on the procedures on the laboratory's intranet (Missions > Forms and procedures > Application for grants) and on the Doctoral School's website (Tab "Fincancier Support"). Other sources of funding exist which may come from a team or from your supervisor; you should then ask them directly.

WARNING! In general, these procedures can take time! If possible, try to do it at least two months in advance!

If you have any additional questions or if you are not sure how to fill out the documents, do not hesitate to contact Christine LE SUEUR (office 236 - lesueur@math.univ-lyon1.fr) who will help you either by answering the question or by putting you in touch with the appropriate person.

- **Pay slips.** On a regular basis pay slips will arrive late, especially at the beginning of the year (and even more so in the first year). They are sometimes sent directly to the ICJ administration. In this case, check in regularly with Christine LE SUEUR (room 236). However, if you need your pay slips urgently, you can go and ask for them at the payroll department in the Julie Victoire Daubié building, diagonally opposite from the Braconnier building.

Doctoral students' society

- **Le Doctorat à la Loupe.** Litterally « the PhD under a microscope » is a project conducted entirely by two associations as part of their mission to promote the Doctorate: the National Association of Doctors (ANDès) and the Confederation of Young Researchers (CJC). The Doctorat à la Loupe is part of a project to write a Doctoral Guide supported financially and morally by the Ministry of Higher Education, Research and Innovation. The editorial committee is independent from the financial and moral support of the project. This guide, which concerns all the actors of the PhD, constitutes a national and transdisciplinary reference of good practices. It is presented in the form of 23 fact sheets, and the 2018 updated version can be consulted on their website: <https://guide-doctorat.fr/>.

Other contacts

Institut Camille Jordan has set up a group of « resource » persons. They are there to advise doctoral students informally, especially when they are going through hard times in their thesis (i.e. difficult relationship with their supervisor). These persons can also answer any other questions that PhD students may have.

They are members of the laboratory and are listed below:

- Guillaume AUBRUN : aubrun@math.univ-lyon1.fr
- Morgane BERGOT : bergot@math.univ-lyon1.fr
- Christophette BLANCHET : christophette.blanchet@ec-lyon.fr
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