

Guide PhD

Laboratoire J.A. Dieudonné (LJAD)

September 2019

This little presentation of the lab was written in order to help new PhD students or young researchers to fit in during their first weeks and to understand how the lab works. We hope that it could also be helpful for more experienced students. This is not an official document, just a guideline written by PhD students. It could contain errors, and please send us an email to report mistakes or to add missing information: Kevin.ATSOU@univ-cotedazur.fr and Gaetan.CANE@univ-cotedazur.fr .

Contents

1	Registration	1
2	Training	2
3	Teaching	3
4	Description of the lab LJAD	3
5	Organisation of the lab LJAD	4
6	Seminars	5
7	Practical informations	5
8	Foreign students	5

1 Registration

First, you will have to complete your inscription as a student. We present here the 3 bodies that you will learn to know during the next few weeks.

If not specified differently, the email address of the people cited below is `firstname.lastname@univ-cotedazur.fr`

EDSFA. You were accepted to begin a PhD a few weeks ago by the EDSFA ("Ecole doctorale Sciences fondamentales et appliquées"). You need to fulfill your registration, and to re-register every year. The registration must be made on the website <http://www.ed-sfa-unice.fr/> (see section Phd, Doctoral program; (french) Doctorat, Inscription en doctorat).

If you have questions about this procedure (of course, start by asking second- or third-year PhD students) you can contact the secretary of the EDSFA, Catherine Briet. Her office is located at the building called "Petit Valrose" (outside the Valrose University, avenue Joseph Vallot), first floor.

The PhD students also have three representatives at the "Conseil de l'EDSFA". The actual representatives at EDSFA are Léo Vivion (LJAD), Mircea Moscu (J. L. Lagrange Laboratory, JLLL) and Aurélien Dupeux (Institut de Chimie de Nice, ICN)

UCA. This acronym means "Université Côte d'Azur". Since 2016, this body is in charge of paying PhD students (some exception as those who have a CIFRE ¹ PhD). After having completed your inscription at the EDSFA, Catherine Briet will ask you to contact UCA in order to be paid. Most of the time, since the procedure can be long, you will have an advance of 1250 euros for your first month and receive the remainder of the first month salary later with your normal pay. The building of UCA is close to bâtiment M which is the building besides Fizeau.

Scolarité. Since you are still a student, you will have to register at the "Scolarité": you will obtain an(other) email account (since May 2018 of type firstname.lastname@etu.univ-cotedazur.fr) and your student card (which is also linked to an IZLY account, allowing you e.g. to pay your "lunch" at the Restaurant Universitaire). To open an IZLY account: connect on the IZLY website with your email address of type etu.univ-cotedazur.fr. When your account is created, you will be able to fill your IZLY card, either online or at the terminal of the RU.

You must wait until Catherine Briet validate your inscription at EDSFA. She will send you the link to complete your registration. The "Scolarité" is located at the first floor of the building "Petit Valrose".

Registration fees. At the beginning of the academical year (October), you will have to pay for your registration as a PhD student. In 2018, the amount of the fees will be 470 euros (380 euros for the registration, 90 euros for sport, culture, medical prevention).

Re-Registrations. Every year, you will have to re-register, to inform the EDSFA about the training courses (see section 2) that you followed during the previous year(s) and to write a small report about the previous year.

Comité de suivi de thèse. A "comité de suivi de thèse" (two professors, without your PhD supervisor(s)) will meet every year during your PhD in order to check if you are progressing well on your work. If you have troubles or misunderstandings with your PhD supervisor(s), the "comité" can also help you to fix the problems. Don't wait the third year of your PhD to tell other people if something is wrong. In addition to the "comité", you can of course also speak to the representative of PhD students in the Lab, with the Lab's director, with other PhD students or with your PhD supervisor himself/herself.

2 Training

Every PhD student has to follow 90 hours of training during his PhD. You can validate hours by attending teaching lessons, by giving short talks at conferences, by attending the colloquium of the lab, by broadcasting scientific culture (e.g Fête de la Science), and many other possibilities... Read the relevant section on the website of EDSFA (section Doctoral studies, French: Formations doctorales) to have the complete list. When you have completed all your formations, you will have to validate your hours with Catherine Briet, and you will also have to list at the end of every year the hours that you have already done. Two formations are mandatory for every third year PhD students ("Scientific Publishing and its ethical aspects" and "Depot électronique des theses") you will receive emails to register.

The training hours are divided in three parts (see the webpage for complete list):

Specialized training / Formations spécialisées. Validate at least 20h. Examples: national or international conferences or workshops (if you have presented your work with a poster or an oral presentation), specialized seminars...

Cross training / Formations transversales. Validate at least 10h. Examples: interdisciplinary seminars (e.g. LJAD's colloquium, séminaire Pensée des sciences), seminars of other labs, ... To validate your participation at the colloquium, you have to download the paper on the webpage of EDSFA.

¹This is a thesis contract between a company, a laboratory and a doctoral student. The company recruits in C.D.I. or C.D.D. for 3 years, a young graduate of master degree, and entrusts to him a research project, object of his thesis.

Vocational training / Formations professionnalisantes. Validate at least 30h. Vocational training are proposed by the "Pôle Formation des Personnels de la Direction des Ressources humaines" (free for PhD students). Training offers are available on the following webpage: <http://unice.fr/personnels/service-formation-des-personnels-de-luns/doctorants>

Important: in order to validate your participation to a conference, you have to bring to Catherine Briet a paper signed by the organizer attesting that you participated and that you gave a talk, and the schedule of the week so that she can count the number of half-days.

Special case of students giving lessons. If you have a teaching load (64h/year), you will necessarily have to attend educational courses during your first year. It represents approximately 40 hours. It is compulsory, but it counts among the vocational training hours (and of course among the total 90h). If you are concerned, you will receive an email to register (probably in October, the courses begin in November).

3 Teaching

During your PhD, you can choose to teach (64 hours per year) and be a "DCCE".

The inscriptions to teaching are normally done at the end of June, so if you start your PhD you have probably already signed for that. If you haven't, you can try to do it next year when the positions will open (you'll be informed by mail).

The director of the teaching department is Philippe Maisonobe.

Normally the entire amount of hours is done in one semester, but you can ask to split it into two. At the beginning of the semester, you will be assigned to a class and you'll be in charge of the exercises (TD=travaux dirigés). The professor who is responsible for the class will give you the material.

The wage of a standard Phd student without teaching load was in 2017 around 1400 euros. If you have a teaching load of 64 hours, you will be paid around 1600 euros every month (maybe you will have to wait a few months before you receive the extra pay).

4 Description of the lab LJAD

The lab is composed of 3 buildings: bâtiment Dieudonné (the principal one), bâtiment Dieudonné II and bâtiment Fizeau (only the 5th floor, the other floors are part of the Lagrange laboratory of physics). At the end of this section you will find a map of the campus.

In the buildings you can find:

- **Dieudonné (ground floor)**

- Department office: at the entrance, on the left.
- Salle de conférences, Salle 1, Salle 2, Salle 3.
- Informations boards, you can find informations about Summer School, conference on these informations boards.

- **Dieudonné (first floor)**

- The reception secretariat: at the entrance, on the left (Office 509). Here you can ask about the logistic in the lab (keys, badges..), lunch (if you want to eat at "hôtel des impôts", where most of the professors eat) and any practical question.
- Salle café: every morning at 10:15 there is the coffee break. You will find free coffee (sometimes cakes) and lots of people to discuss with. The first coffee is free, if you want a second one, you will have to pay 40cts in the coffee box. If you want to drink coffee in any other moment of the day, you can buy it in the library (20euros for a box of 50 capsules).
- Library and the librarian Jean Louis Thomin.
- Mailboxes: you will have one with your name.

- The other secretaries: Isabelle De Angélys, the administrative responsible of the lab; she speaks english and she can help you with administrative procedures (like residence permits for foreigners). She also has some contacts if you are looking for an apartment. Then there are the secretaries of each team.
- Yves D'Angelo's office who is the current director of the lab.
- "La réserve" : if you need pencils, notebooks, postit... You will find it for free, you just have to ask for the key to one of the secretaries.

- **Dieudonné (second floor)**

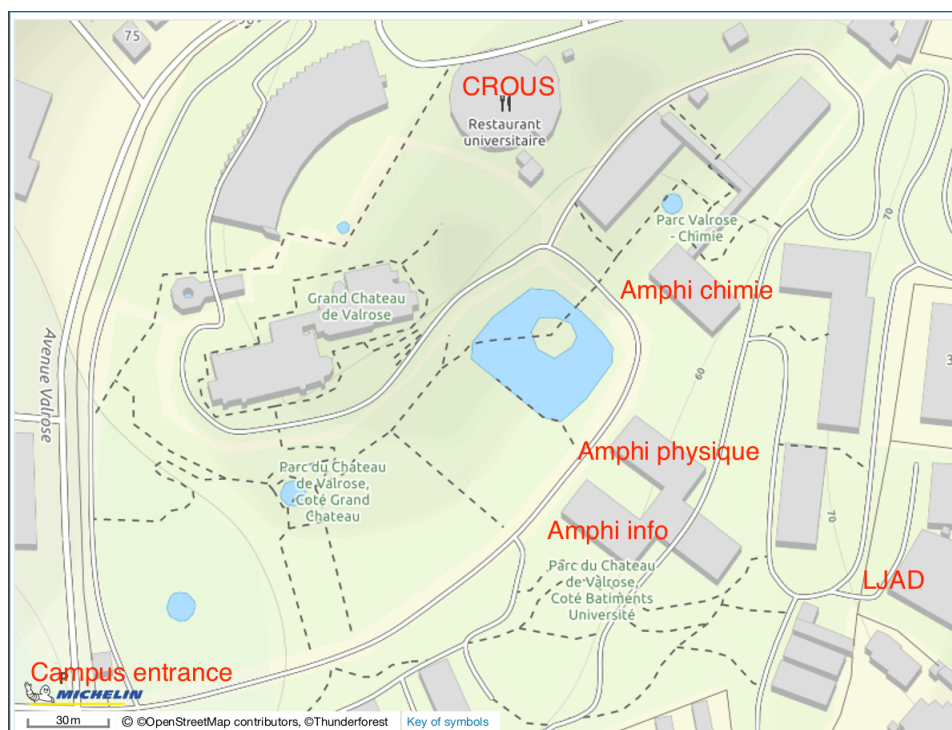
- Jean Marc Lacroix and Roland Ruelle: the informaticians of the lab. You can ask them anything related to mail/computers/network (but first check if the answer is already on the Wiki webpage of the LJAD). And as you join the lab, you should go see them to create an email account and to be added to the right mailing lists. Your email address is important to communicate in the lab, and to receive the announcement for seminars, social events like "goûters", etc...

- **Fizeau**

- Salle de réunion

Ask at the secretariat to obtain the access to Fizeau or Dieudonné II with your badge, that normally opens only Dieudonné. Ask her also if you want to have the access to the entrance of the university and to the buildings during weekends, evenings or holidays.

New: as soon as you get an IZLY badge, you can go to the "Service Logistique" of the University (next to the infirmary, at the end of the park) in order to get as far as possible the accesses you will need on this card.



5 Organisation of the lab LJAD

The current director is Yves D'Angelo. The "Conseil du laboratoire" meets regularly to take decisions about the organisation of the lab.

As you enter, you will be assigned to an “équipe”, related to your director and your subject. There are the followings:

- Algèbre, Topologie et Géométrie
- Géométrie, Analyse et Dynamique
- EDP et Analyse Numérique
- Modélisation Numérique et Dynamique des Fluides
- Probabilités et Statistiques
- Interfaces des Mathématiques et Systèmes Complexes

For each one, there is a “chef”, a secretary, a weekly seminar and (for most) an annual meeting (“journée de thèses” for the PhD students).

If you have to leave for a conference you need to go to your reference secretary (the one of your equipe) who will give you all the details about the documents to fill.

6 Seminars

There are different types of seminars at the lab. Researchers often advise to PhD students to assist regularly to the seminars, even if it can be difficult to understand. They are announced by email and there are of different types:

- **Colloquium**: once per month, it’s open to everybody and the subjects are treated generally so that they can be understood by everybody. (NB: after each colloquium there is a buffet, “pot” in French, a very important word)
- **Team’s seminar**: once per week, the subject is more specific. The program of the seminars is in the specific section on the website of the lab.
- **PhD seminar**: twice per month, one PhD student or postdoc of the lab talks in front of its pairs. It’s an occasion to exchange ideas and most important it’s a training for oral presentations and PhD defenses. It is currently organized by Kevin Atsou and Gaëtan Cane. The complete program is on the website: <http://math.unice.fr/laboratoire/seminaires/seminaire-des-doctorants>

Every year around May, PhD students and the lab also organizes a “Colloque des Doctorants” usually during one week-end (from Friday to Sunday). The PhD students are invited in some nice place of our region. Two professors of the lab give one or two short lectures and PhD students give short talks. An excursion is also organized.

7 Practical informations

Since January 1st, 2019, the taxes are taken directly on your wage (“prélèvement à la source”).

On the website of the lab, there is a “wiki” of the LJAD, where you can find help for any computer related problem (installation of VPN, installation of printers, problems with Firefox..).

To have lunch, a group of PhD students often bring some food at the lab and eat it together in the coffee room or in the patio. A fridge, a microwave and other facilities are available in the coffee room. Another group often goes at the “RU” (restaurant universitaire): it costs 3.25 euros for PhD students. At the beginning of the year, you are allowed to pay by credit card, but after you will need to open an IZLY account (see subsection Scolarité). A third possibility is to eat at the “Impôts”. You will need to ask for a card to eat at the “Impôts”: ask the secretary to register to obtain this card. The meal is better but it costs around 7 euros for PhD students (it depends on what you take and on the subsidies you have).

There is a weekly meeting : the ”**GDR goûter**”.

The idea is simple: once a week around 4 p.m., we meet in the coffee room and we share a cake, that has been prepared by one of us.

If you are still looking for an apartment, you can refer to Isabelle de Angélis (see section 4).

During the second week of October there will be a day of presentation (”Journée de rentrée des doctorants”). During this day we will introduce ourselves to each other and give you some informations. Moreover, on this day there will be the first session of the PhD seminar.

8 Foreign students

If it’s your first time in France, here some things that you may need:

- Healthcare (”Sécurité sociale”): If you are European, with the EHIC (European Health Insurance card) you can go to the doctor or to the pharmacy, but you will have to anticipate money for all treatments and then ask for a refund to your country. For a long period, you have to enter the French system and ask for a ”Numéro Insee” (social security number) and a ”Carte Vitale”. The ”Carte Vitale” is the physical support in which your personal data (and your INSEE number) are inserted; it is useful for all medical refunds: pharmacy, doctors, specialists. Since the French healthcare coverage is non total, there is a private form of medical insurance, ”Mutuelle”.
- CAF (Caisse d’Allocations Familiales): it’s the French social security system and its aim is to provide help for basic needs. For example, you can ask help for the rent, even if it’s not sure that you can get it (since your salary is quite high). As an employee, you possibly can ask ”Prime d’activité”; to get it, every 3 months you have to declare your incomes. For more information you can go to the website www.caf.fr, where you can also do simulations of what you could get.