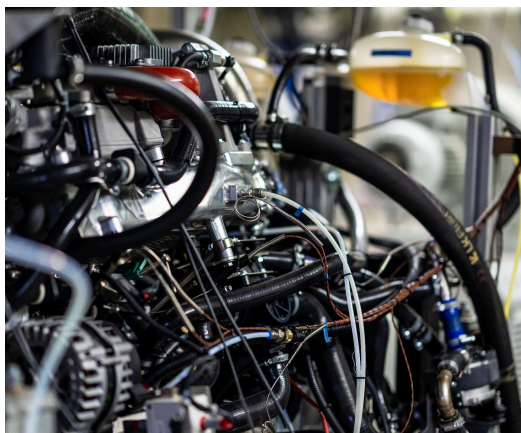
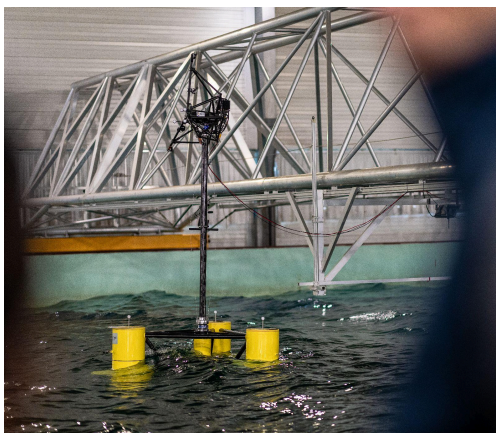




LHEEA Newcomer Welcome Guide

2025 Edition



Greetings and welcome, new Ph.D. student! We are delighted to see you as a part of Centrale Nantes. Be careful, you will encounter a lot of information in the next few weeks. This guide is here to help you navigate through your Ph.D. The first part will help you with the doctoral school, a crucial administrative part of your thesis. Your first mission, if you accept it, is to register yourself in the doctoral school. The registration and the administration may appear quite complex at first, and the second part of this guide is therefore dedicated to the registration process.

After a long and difficult week, you may want to meet new people, and that's what the fourth section is about! It will teach you all you need to know about your student life!

And don't forget! Go with the flow!

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I - General information

1. Being a PhD student at the École Centrale de Nantes

As a PhD student, you depend on 3 entities:

- The Doctoral School (where you are registered as a student)
- The École Centrale de Nantes (where you are employed)
- The Laboratory (where you are working)

During your PhD, you will interact with the École Centrale de Nantes (ECN) for:

- Your contract
- Your salary
- The complementary activities (teaching, scientific diffusion, ...)
- Teleworking procedure
- Harassment, gender-based and sexual violence

During the PhD, you will interact with the Doctoral School for:

- Most of the administrative paperwork relative to the PhD (CSI, yearly registration, PhD defense, ...)
- Ask for help (there is a PhD student representative who can help you with your PhD troubles: elus.doctorants.ed-sis@doctorat-paysdelaloire.fr)
- Ask for a training course equivalence

2. Doctoral School

The Doctoral School of Engineering and Systems Sciences (ED SIS), supports interdisciplinary PhD research. It collaborates with multiple universities and research units. Detailed information can be found on the website:

<https://ed-sis.doctorat-paysdelaloire.fr/>

3. ECN Overview

Ecole Centrale Nantes presentation

<https://www.ec-nantes.fr/>

Campus map

<https://www.ec-nantes.fr/plan-du-campus-de-centrale-nantes>



4. Contacts and offices

Laboratories

<https://www.ec-nantes.fr/version-francaise/formation/lecole-doctorale-sis>

LHEEA Organisation

<https://lheea.ec-nantes.fr/navigation/lheea/organisation>

For any other information :

- ECN website : <https://www.ec-nantes.fr>
- Doctoral School website : <https://ed-sis.doctorat-paysdelaloire.fr>
- LHEEA Intranet links:
 - Intranet ECN : <https://intranet.ec-nantes.fr>
 - Intranet LHEEA : <https://intranet-lheea.ec-nantes.fr>
 - Student Intranet ECN : <https://etudiant.ec-nantes.fr>

II - Ph.D. checklists

1. Arrival checklist

To do BEFORE your PhD starts:
• Confirm to your PhD supervisor that you want the PhD ! • Register on Amethis: https://amethis.doctorat.org/amethis-client/ [click on <i>other identification</i> because you don't have a PhD account yet] • Follow the steps on Amethis, fill in the registration forms. Don't hesitate to ask your supervisor for some advice ! • If you need help in finding housing you can read the section on student life.

2. Ph.D. completion checklist

Here is a summary of all the mandatory steps to end your Ph.D. ... with your diploma

- Register
 - Once you have completed your registration on Amethis and arrived at ECN, regularly check the [onboard](#) platform to finalize your enrollment at Ecole Centrale.
 - Link your Centrale account with your Amethis account.
 - Create with your PhD advisor your CSI (Individual Monitoring Committee)
- Do your PhD mandatory training course - applications are done via the Amethis platform (see below):
 - 100h required
 - If you have a CIFRE PhD, you can ask to do only 80h if you fill out and send this form [\[Form Link\]](#) to the Doctorate School
 - 1 training course on ethics (in person, otherwise it does not count)
 - 1 training course on open science (in person, otherwise it does not count)
 - 1 training course on environmental impact awareness
 - MOOCS are allowed, and an equivalence claim should be filled on Amethis (see <https://ed-sis.doctorat-paysdelaloire.fr/formation>)
 - Conference participation and presentation can also be counted as training courses

- You should be the first author of:
 - One accepted journal article in a rank A journal (international peer-reviewed)
 OR
 - One presentation in an international conference referenced in Scopus or WebOfScience
 - One submitted journal article in a rank A journal (international peer-reviewed)
- At least 2 CSI (Individual Monitoring Committee): before 1st July of each year
 - A 3rd CSI is required to ask for a 4th PhD year
 - For a 5th or 6th year of PhD, you will be asked to defend your need for an additional year in front of the board of the Doctoral School (beginning of December)
 - All the documents and information on the CSI (Individual Monitoring Committee) are available at: <https://ed-sis.doctorat-paysdelaloire.fr/pendant>
 - During this meeting, you should be able to express your complaints about the PhD environment to the "jury", they are here to help, and it is confidential
- Participate and present your work to the 2nd-year PhD seminar
- Produce your ePortfolio
 - It is like an extended CV
 - The idea is to briefly present all your experiences in one document to prepare yourself for job applications
 - There is no requirement on this document, it is just required by the law from the minister's cabinet
- Produce a manuscript of roughly 150-200 pages
- Defend your PhD in front of a jury
 - Ask for the PhD defence document to pole-doctoral@ec-nantes.fr (it contains all the information to organise your defence)
 - The process takes at least 12 weeks before being able to defend, so ask it in advance!
 - It includes inviting the different members of the jury, asking the agreement from the lab director, school director, and doctoral school director,
 - Sending your manuscript to the reviewers
 - Sending your manuscript to the jury
- Taking the doctoral oath, after the defence

II - Registration process

Registration as a LHEEA Ph.D. student, obtaining a contract, and getting paid requires several steps with different organisations. Detailed information can be found on the Centrale Nantes website: <https://www.ec-nantes.fr/version-francaise/formation/candidater-a-une-these>

The following is a summary with some LHEEA-specific information.

1. Doctoral school, Amethis

The registration of a new Ph.D. student starts with the doctoral school (Ecole Doctorale), which is the instance which delivers the Ph.D. diploma and is in charge of the scientific aspects of the Ph.D.

This registration is done via the Amethis website:

<https://amethis.doctorat.org>

The registration can be started before arriving at LHEEA and requires several documents, like a copy of the M.Sc. diploma. Other aspects, like the members of the CSI, have to be chosen together with your thesis director. Please consult her or him regarding anything about which you are unsure.

Finally, it may not be possible to complete the registration at once, since certain aspects require validation by several persons associated with the doctoral school. We recommend spending a few minutes every week, the first few weeks, to check the progress of the registration and to complete what is possible.

Every year, the registration has to be updated, notably with the reports from the CSI. This is also done via Amethis.

2. Registration office (Scolarité), school contact

Once the doctoral school registration is completed, you have to register as a Ph.D. student at Centrale Nantes and pay a registration fee (which is of the order of 500 euros annually). This is done on the OnBoard [website](#). To access this platform, you will need to log in using your ECN credentials.

If you need help, you can find the "Scolarité" office located in the A building of Centrale Nantes. The Scolarité will check your registration on Amethis so please make sure this has been completed.

Payment of the registration fees, as well as anything related to teaching at Centrale Nantes, is handled via the OnBoard [website](#).

3. LHEEA administration and HR

Any administrative aspects of your stay at LHEEA are treated by the administrative staff. On your first day of work, you'll sign your work contract with them. Later on, you can contact them with questions regarding travel and conference inscriptions, holidays, etc.

Depending on your team, the persons to contact are:

Annie Flécher (office D220, tel. 02 40 37 15 11): Méhlusine, METHRIC
Sonia Lambert (office D214, tel. 02 40 37 68 11): IIHNE, Bassin
Denisse Lerma (office D214 / N109, tel. 02 55 58 90 50): D2SE, DAUC

The overall responsible for the administration is
Soulia Bentouhami (office D219, tel. 02 40 37 16 25)

If you need to contact Human Resources directly (building E), the person responsible for LHEEA are:

Caroline Derrien (tel 02 40 37 15 66)

Carine Lebeau (02 40 37 25 44)

Email address : rh.ec.ens.doct@ec-nantes.fr

Normally, the LHEEA administrative staff should be able to help you with most questions regarding HR.

III - ECN SERVICES

1. IT (DSI)

a. Contact (DSI)

The day you arrive in the lab, you can take your laptop to the DSI office D113. If you have any questions related to your computer, you can ask

- mathieu.courcelle@ec-nantes.fr
- xavier.monnin@ec-nantes.fr

We highly recommend you to keep their name in mind, it might be useful! You can also make a "[SVP ticket](#)", but you need an Ecole Centrale de Nantes account.

b. Download a new software

To download new software, you have 2 options:

- If it is open software, then you can download it from GIT
- Or it requires a license, then you should send an SVP ticket to the DSI service (or visit them to their office D113).

c. Eduroam Wi-Fi

Gives internet access in many universities in Europe.

The link to the guidelines:

<https://etudiant.ec-nantes.fr/it-services/network-incl-wi-fi/eduroom-wi-fi?l=1>

d. Virtual Private Network (VPN) Connection

Gives remote access to the school intranet network, using your ECN credentials.

The link to the portal: <https://vpn.ec-nantes.fr>

For information about the VPN :

<https://etudiant.ec-nantes.fr/it-services/network-incl-wi-fi/vpn-service>

2. Human Resources

For people whose contract is managed by ECN, you can find below some information

a. Ohris

All your absences, for holidays, conferences, or anything else, have to be declared in advance. This can be done via the website Ohris, which you access with your Centrale Nantes login (see below):

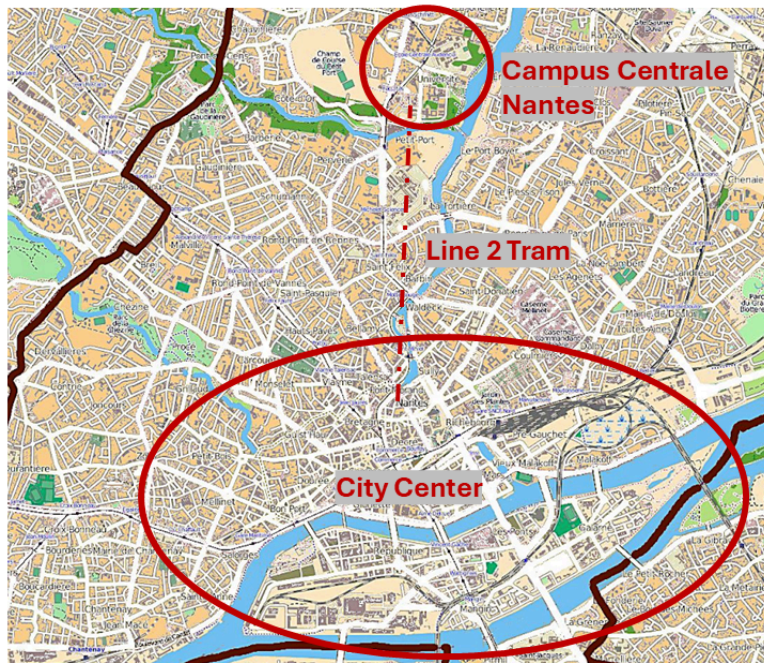
<https://ohris.ec-nantes.fr>

This website is also made to handle remote working. The day you arrive, you should be able to connect to the website. Ohris also provides you with up-to-date information on how many days of holiday you have remaining for the current year.

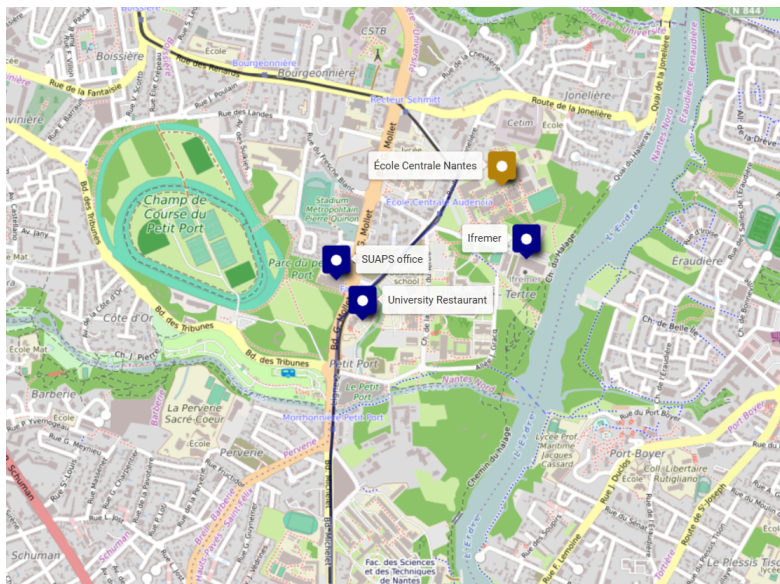
3. Material conditions

In your office you will usually have a chair and a desk. You may need additional furniture to have a comfortable work life (whiteboard, coat hanger, fan, etc.). You can request it via the DET SVP service. <https://svp.ec-nantes.fr/> (ECN ID needed). You can also use it for other services (dispose of material, signal a leak in the bathroom, door malfunctioning, etc.)

IV - Student Life



Campus Centrale Nantes (Tertre) :



City Center:



1. Tonic & Eat
 - a. Sport

In addition of all the sport clubs present in the city, it's possible to register at [SUAPS](#) (shared association of sports for all university students). You first need to come at their office (see map of Campus) to get your card, and then you can register at various sport classes !

On Wednesday, lab members gather to play soccer on the synthetic field. Meeting it on wednesday at 12:15, contact (clement.bouhourd@ec-nantes.fr) for informations.

There are often people going running alongside the Erdre River or the hippodrome (horse race track) on Tuesdays. Contact Maximilien André (maximilien.andre@ec-nantes.fr) for informations.

Student's activities at Centrale Nantes :
<https://alpha-centralenantes.ec-nantes.fr/>

b. Lunch

PASS SUP Card:

In your first week you will take photos to make your PASS SUP' card. This card can be used to pay at CROUS if you first load your IZLY account.

<https://www.izly.fr/>

You can use it to pay at IFREMER as well but it is a different account that you can load with the cashier at the IFREMER restaurant.



There are several ways to eat close to Centrale Nantes.

Crous Food-Truck :

Next to building F, from 11h30 to 13h30 every day. Fast food with vegetarian options. You can pay by card or with PASS SUP card.

La Cantoche a Roulette :

In front of building A, from 12h to 13h30 every day. You can pay by card or cash.

DiscoBowl

Inside cafeteria (building E). Pay by card or by cash.

Ifremer restaurant

Rue de l'Île d'Yeu, 44980 Nantes

12:30 - 13:30 every weekday

Access by a portal door : code 4317

If you have a centrale card, it is 7 euros. On your first day introduce yourself to the cashier with your pass sup card and they will set your account.

If not, it is 15 euros (!!)



Crous Le Tertre

4 Rte de la Jonelière, 44000 Nantes

11:00-13:30 every weekday

Each meal 3.3 euros pay by PASS SUP card only.

Menu link: <https://www.crous-nantes.fr/se-restaurer/ou-manger/>

Crous La Lombarderie
095 Bd Michelet, 44300 Nantes
11:00-13:30 every weekday

Each meal 3.3 euros pay by PASS SUP card only.

Menu link: <https://www.crous-nantes.fr/se-restaurer/ou-manger/>

Cafeteria Centrale Nantes
1 rue de la Noë, 44300 Nantes

Building E

Microwaves and fridges available, when using it please use a lid and do not warm fish because it stinks. There is a fridge in the staff break room. Label the stuff you leave inside.

In last resort there are sandwiches and pasta boxes in the E building.

Discount with the BDE for some restaurants ?; ask BDE

AMAP

The student association has partnerships with local farmers (called an AMAP). They sell vegetable baskets every week. You will surely receive mail from them.

2. How can I make friends?

a. ACDC



The association for Centrale Nantes young researchers and PhD students often organise nice activities to meet each other, don't hesitate to participate ! All information is on the website, and you'll surely receive emails about upcoming events.
[Click here to know more.](#)

<https://www.univ-nantes.fr/vie-de-campus/bienvenue-boite-a-outils>

<https://www.univ-nantes.fr/vie-de-campus/bienvenue-boite-a-outils>

b. Student events

Some events take place during the year, a non-exhaustive list :

- At the end of September - Nantes University Welcome festival

- Mid-December - December breakfast

c. City life

To find all the events, and not just for students, the Nantes townhall website updates a list.

<https://metropole.nantes.fr/agenda-metropolitain?category=all,expositions,festivals&date=14/11/2024>

The website Big City Nantes is quite resourceful as well.

<https://www.bigcitynantes.fr/>

d. Bring viennoiseries

Bringing food will definitely help you make great friends, especially in a laboratory as LHEEA where everyone is obsessed with their lunch. It is appreciated to bring *viennoiseries* for any event worth celebrating: first day, first article, first year, birthday, etc. Decent *croissants* and *pains aux chocolats* can be bought at *La boulangerie du petit port*.

3. Where can I live

The [Central Nantes website](#) lists the main accommodation platforms for students as well as a few other websites to find flats (ex: <https://www.leboncoin.fr/>).

If you're looking for a shared house, we also recommend '[La Carte des Colocs](#)', where you can create your profile.

Fac-habitat (<https://www.fac-habitat.com/>) lists the accommodation (Studio/T1/T2) for students.

Nantes Métropole offers a list of advices as well (in French) : <https://metropole.nantes.fr/mes-services-mon-quotidien/trouver-votre-logement-etudiant-ou-jeune-actif-nantes-et-dans-la-metropole>

Another alternative are KAPS (Kolocation A Projet Solidaire/ Flat Sharing with Solidarity Purpose). It is an organisation where you can find really affordable rent in exchange for a few hours of your time to volunteering work. A big plus is you can meet a lot of friendly, like-minded people.

<https://afev.org/en/solidarity-house-shares>

4. Bike

Rent a buy:

Various possibilities for renting a bike exist in Nantes :

<https://metropole.nantes.fr/mes-services-mon-quotidien/louer-un-velo-naolib-et-autres-services>

Velocampus

Low budget like rent

Short or long term budget bike rental for students

6.5 euros/month pour 6 months' rent

<https://www.velocampus.net/prest-de-velo/>

Naolib

Self-service bike hire, long term, long term solidarity bike hire

Calculated according to family coefficient

Electric bike MonBicloo

<https://velo.naolib.fr/fr/home>

Buy a bike :

Velocampus : <https://www.velocampus.net/vente-de-velos-a-velocampus/>

LeBonCoin :

<https://www.leboncoin.fr/>

Public Transportation :

https://docs.google.com/document/d/1G7qLC43_3BbxJqJ1ZJufQ062ZbM-ePQT8YCME-WNu8U/edit?tab=t.0

V - French language learning and French administration

1. Visa Validation for VLS (Long stay Talent Visa)

If you have a long stay (D) visa TALENT “CHERCHEUR” or “FAMILLE” valid for more than 3 months and up to one year : As soon as you arrive in Nantes, you have to validate your visa on the [Ministry of the Interior's official website](#).

To proceed to this formality together and to benefit from all the other services our organization provides, feel free to [contact us](#).

2- Failure to complete this formality within 3 months after arrival would expose you to legal proceedings for irregular immigration, and would not allow you to re-enter France in case of travel abroad.

3- On the [Ministry of the Interior's official website](#), you have a language menu available at the top right (French, English, Chinese). Before starting or during the process, you'll find the answers to most of your questions by clicking on “Help” (at the top right too), and choose “la validation de votre VLSTS”.

4- You'll be asked for information regarding your visa (number, dates of validity) as well as your address in France and your email address. To declare the purpose of your stay, you should choose “Talent Researcher” item or the code L 313-3 9°, or L431-16 10°.

5- To validate your visa until its expiring date, the tax to be paid is 200€. You'll have to buy electronic stamps [online](#) with a credit card and a French cell phone number (click on “Débuter l'achat” then on “Titre pour étrangers”, write “200” and validate, and click on “valider mon panier”). You can register your data and complete the process later, once you've bought your electronic stamps. To complete the process you'll have to write the number that appears on your electronic stamps.

6- Once the payment is done, a document called “Confirmation de la validation de l’enregistrement de votre visa long séjour valant titre de séjour” will be issued. It’s important to save this document, to print it and keep it in your passport with your visa. It makes your visa valid as a residence permit. It will be required for any travel when reentering France, and for renewing your residence permit, 4 to 2 months prior to its expiration date (see chapter “renewing your residence permit”).

2. If you want to renew the Residence Permit:

You have a residence permit *OR* a “long-stay-visa-valid-as-a-residence-permit” (VLSTS) that will soon expire: you wish to renew it with the status “TALENT CHERCHEUR” or “FAMILLE”.

Please check the list of documents needed. You can contact us by phone if you wish to make sure of your situation before coming to see us.

PLEASE NOTE: the renewal of residence permits must be prepared four to two months before the expiration of the valid permit.

Algerian researchers should NOT submit their documents on the online platform but send them to us [by email](#) (see the list below, step 5). After checking your documents, you can come to our office with a copy of each scanned document and two identity photos. We will then give your file to the Prefecture and schedule an appointment for you with their services if necessary.

You must apply for a residence permit on the [official website](#) of the Ministry of the Interior.

You must first take e-photos in a suitable [photo booth](#) (example: the one at Fnac – place du Commerce – Nantes center)

On the [official website](#) of the Ministry of the Interior, you can choose the language at the top right (French, English, Chinese). Throughout the

online process, you can save the information at each step: if you stop the process, you will then be able to go back to the saved page, and continue your application from there.

If at some point in the application process, you are asked the CESEDA code matching the residence permit you request, the code to mention is L 421-14.

1) Signature of the republican engagement contract: on [this page](#), you will find this contract which exists in several languages (see at the bottom of the page). After reading it, at the end of the document fill in the place and date of signature, your first and last names and then sign it. Save the signed version in your computer. You will have to upload it later in the "Proof of address" section.

2) Account creation: If you never did it in the past, you must create your account. You will be asked for your foreigner's number (10 digits on your validation certificate of your VLS-TS) or your personal number on your residence permit, the validity dates of your VLS-TS or residence permit, as well as your email address. An email will be sent to you and you will have to create a password (more than 8 characters, with lowercase, uppercase and at least one sign). Back on the platform's home page, you will then be connected to your personal account. You can now click on "Apply for a residence permit".

3) Personal information: Complete your identity and contact information.

4) Main purpose of stay: Complete the information related to your professional situation.

5) Download your documents: It is possible to download 3 files per requested item.

- the current residence permit will be requested, or the VLS-TS ("long-stay-visa-valid-as-a-residence-permit") and its validation
- Passport: first page with identity details and validity dates

- E-photos with electronic signature (you must first take e-photos in a suitable [photo booth](#), such as the one at Fnac – Place du Commerce- Nantes). Please note, you sometimes have to wait 2 hours before you can use the e-photos number on the residence permit application platform. Any new application will require new e-photos.
- Proof of residence dated less than 6 months: rental contract OR rent receipt OR electricity, gas, water, internet, landline or mobile phone bill. If hotel accomodation: hotel certificate AND invoice for the last month. If you are hosted: certificate form the host dated and signed, AND their valid national identity card or residence permit AND their proof of address dated less than 6 months
- The signed [republican engagement contract](#), to upload in the “Proof of address” section.
- At least the Master’s degree, or temporary certificate.
- The Hosting Agreement (“Convention d’Accueil”) dated and signed by the laboratory and by you.
- For doctoral students (except Algerian nationals) who have a 3-year-doctoral contract, [contact us](#) before you apply online, to check together your residence permit’s length possibilities

6) Summary: If necessary, you can write down any additional information here in the “Comments to the administration” field. Check the information entered and downloaded documents. Once this step has been validated, you will no longer be able to modify your request application.

7) Validation: You will receive by email and via your personal account on the platform

- a confirmation of the submission of your 1st application for a residence permit
- then a certificate of extension of your visa, if necessary
- then a certificate of positive decision that confirms the dates of validity of your future residence permit

- Finally a notification to pick up your residence permit at the Prefecture in Nantes. It should be ready in about a month.

Residence permit Costs:

Your residence permit must be paid in fiscal stamps to the French administration.

Fiscal stamps can be found in some tobacco shop, as *La Pipe d'Ecume* located rue de Strasbourg n°33 (tramway line 2, 50 otages station), or *Le Rossignol*, located Allée Brancas n°8 (Commerce station).

You can also buy them online on [Timbres.gouv.impots.fr](https://timbres.gouv.impots.fr)

- Cost to validate your long stay (D) visa "TALENT CHERCHEUR" or "FAMILLE" : 200€
- Cost for a 1st "TALENT CHERCHEUR" or "FAMILLE" residence permit: 225€, (free for Algerian researchers)
- Cost to renew a "TALENT CHERCHEUR" or "FAMILLE" residence permit: 225€
- cost for a change of address: 25€ if a new residence permit is issued (see above the chapter "Change of address on the residence permit"). Otherwise, free certificate.

PLEASE NOTE: if you apply for the renewal of your residence permit less than two months before its expiration date, you could have to pay an extra fee of 180€ (for late submission).

3. Health insurance

In France, any employee who has signed a work contract with a French employer and receives a salary, contributes to the national social system (health Insurance, pension and unemployment schemes). You can benefit from the social security system from the first day of your work contract, but you have to register as soon as you start working.

The Health Insurance will refund part of your medical expenses (medical visits, medicines, hospital bills...).

It is advised to subscribe to an additional health insurance, also called “mutuelle” which is, a private insurance that you pay monthly, in order to get a better reimbursement of your medical expenses, according to the rates you subscribe and options you take, for example on dental or optical care.

Researchers who switch from a “Student” residence permit to a “Talent : Chercheur” ‘s have to change their Health Insurance scheme: [contact us](#) to get to know how to proceed.

You are employed and receive a salary from France with a visa or a residence permit “Talent: Chercheur” = you must register to the CPAM of Paris, online with our organization or with your employer.

You are salaried researcher:

Please send us [by email](#) your complete postal address, your phone number and the following documents, 5 separated PDF files, each file must not exceed 2MO

- File 1: for non-european, your visa D (= long stay) “Talent: Chercheur”, and the date of entry into France, and your “Talent : Chercheur” residence permit OR your certificate of positive decision called “attestation de décision favorable”. If you have a long-stay-visa-valid-as-a-residence-permit (VLSTS), your visa “Talent: Chercheur” is required and the date of entry into France and the validation of your visa
- File 2 : first page of your passport with your identity and validity dates
- File 3: your birth certificate with filiation (no need for legal validation nor apostil) AND its translation in French. Are accepted birth certificates in Albanese, German, English, Danish, Croat, Spanish, Finnish, French, Hungarian, Italian, Latvian, Lithuanian, Dutch, Norwegian, Polish, Portuguese, Romanian, Slovak, Swedish, Czech and Turkish. Otherwise, it needs to be translated

- by a sworn translator: see the list by language [here](#) (see pages 21 to 28)
- by the French Consulate or Embassy in the country where the certificate was established
- by the Consulate or Embassy in France of the country where the certificate was established
- File 4 : your Host Agreement "Convention d'Accueil" (except for european researchers) AND your recent salary slip for this position (ask your HR) OR your working contract
- File 5 : your bank details (RIB) in France

For family members (spouse and children): your spouse' phone number and email, his/her date of entry into France, and the following PDF documents, each file must not exceed 2MO:

- File 1: for non-european, your "Talent : Famille" visa D (= long stay) and the date of entry into France, AND your "Talent: Famille" residence permit OR your certificate of positive decision called "attestation de décision favorable". If you have a long-stay-visa-valid-as-a-residence-permit (VLSTS), your visa "Talent: Famille" is required, the date of entry into France, and the validation of your visa.
- File 2 : first page of the passport with identity and validity dates
- File 3 : birth certificate with filiation (no need for legal validation nor apostil) AND its translation (see explanations above)
- File 4: For spouse only, bank details (RIB) in his/her own name, or a letter giving authorization for the refund on your spouse (the researcher)'s account ([see template here](#)).

Health Insurance will let us know if other documents are required. If you haven't heard from them two months after your application, you can get an update on your file by calling Monday to Friday from 8:30AM til 5:30PM. There are English speakers: 09 74 75 36 46. Before talking to one of them, you may be asked to mention which Health Insurance office you depend on. To answer, please dial 75, as you depend on CPAM Paris

(department n°75). You might be asked for personal information such as the 4 last digits of your IBAN, so take your bank account details with you before calling. You will first receive a temporary Health Insurance number. Thanks to it, if you have medical expenses, send all related proof of payment and medical forms and send them by post (ideally with acknowledgment of receipt) to :

ASSURANCE MALADIE DE PARIS

SRI / Talents

75948 PARIS CEDEX 19

As soon as you will have your definitive Health Insurance number, you'll receive postal mails: if you change your address, make sure you'll still receive your postal mail, e.g. thanks to the [forwarding service from French Post Office](#). You will receive by post a form to fill out and send back for Health Insurance to issue your *Vitale* card. It will be sent to you by post. Remember to open your personal account online on www.ameli.fr. To do this, call the Health Insurance and they will give you a code or send it by text message. Use it for the 1st connexion only and immediately personalized it. In your personal account online, check that your personal data is up to date. Finally, to benefit from the maximum reimbursement rate, you must declare who is your referent doctor using [this form](#), to fill out and send by post to Health Insurance.

4. Bank account in France

You have to meet an advisor at the bank agency once in France. The main documents to provide are

- ID proof: your passport
- Proof of address in France: your recent rent contract, or recent energy bill
- Proof of incomes: your work contract

The main obstacle is the accommodation proof as most of the banks require a proof of address not from an hotel or a temporary accommodation.

You can choose any bank you want, there are also online banks with lesser fees. Some banks, such as the BNP Paribas, allow you to start the creation of your account from your country of origin so that you can finish your opening account process easier and quicker when you arrive. In that way, you should inform your bank of the details of your arrival and go there when you arrive in Nantes to finish it. Centrale Nantes has a partnership with BNP Paribas, your advantages: €80 at the opening of your bank account credited Free account - with "Esprit Libre" including a visa card for withdrawals and payments, insurance for theft or loss of your card, 2 standing transfers and 2 certified checks per year with no extra charge BNP email:

nantes-50-otages-hotel-de-ville@bnpparibas.com

5. CAF:

French and international students and researchers are eligible to receive financial support (known as APL in French) from the CAF (Caisses d'Allocations Familiales). The CAF is a French government institution that covers part of the monthly cost of rent paid for student accommodation - the allocated amount depends on the type of accommodation and your income. ALLOCATIONS FAMILIALES Caf de Loire-Atlantique Applications are made online and can only be submitted once you have your keys and a rent contract. You will receive a certain amount of money every month. The amount depends on several criteria: your salary, your rent, where you live, whether or not you receive a grant. This amount of money is called "Aide Personnalisée au Logement", more commonly A.P.L. The APL is directly transferred to the owner so that you only have to pay the initial rent minus the APL. For the previous year, foreign students received an average of 100€ from the CAF and those who also had grants around about 150€. Remember that

we are there to help you to fill out your request form for APL and that you can only make this request after you arrive in France and once you have opened a bank account. APPLY online as soon as you enter your accommodation as it is not retroactive! First month you won't benefit from the CAF it will start 2d month.

You can apply online, or have a look at <http://www.caf.fr/> One of the questions that will be asked is if you live in a CROUS residence or not. Required documents if you live in a CROUS residence: - Copy of passport - Copy of your valid "Titre de séjour" - Certificate from the CROUS - check with your residence

Bank details (RIB) - French or European bank account is compulsory - Other documents may be requested when you fill in the online application Required documents if you live in a private accommodation: - Copy of passport - Copy of your valid "Titre de séjour" - The proof of address form filled out by your landlord, if this is requested at the end of your application - Bank details (RIB) - French or European bank account is compulsory

French Language:

If you want to Learn French, you have 4 options:

- 1- During the Courses in Amethis Websites
- 2- Courses that provide by [MCE](#) (maison des chercheurs)
- 3- [i-FLE](#): Institut de Français Langue Étrangère
- 4- Self-Study methods : such as Edito books, Duolingo, Linguda and etc...

6. Driving license:

In France, you can drive with your driving license wherever you have passed it during the whole duration of your residence permit, as long as it bears “student” status.

If your visa or residence permit has the mention “Passeport Talent: Chercheur”, “scientifique”, “salarié” or “vie privée et familiale”, you can drive with an [official translation](#) of your foreign driving license for one year (from the start date of your first residence permit, or the online validation of your VLSTS visa). Beyond that, it is necessary to check if you can apply for the exchange of your foreign driving license for a French one: see on [this official website](#) (in the chapter “Conditions à remplir”) the list of the countries which have an agreement of reciprocal exchange of driving licenses with France.

1. If you can exchange your foreign driving license : click on this link [“Comment faire la demande?”](#) to find the list of required documents, and the link to [the official page](#) to submit your online request, by creating your personal account (on the top right hand side corner). For any question, refer to [FAQ page](#), chapter “Permis de conduire étranger”. The permit exchange request is possible during the year following your arrival in France, from the start date of your first residence permit, or online validation of your VLSTS visa. After this period, it will be too late to request the exchange, you will have to pass the driving license in France: code and conduct. More information [here](#). If you have applied for a driving license exchange for more than 6 months and you have no news, call 34.00 (price of a local call) or 09.70.83.07.07 from Overseas and abroad (non-surcharged number), in order to get an update of your application talking directly with an advisor -in French, ask the help of an French-speaking contact).

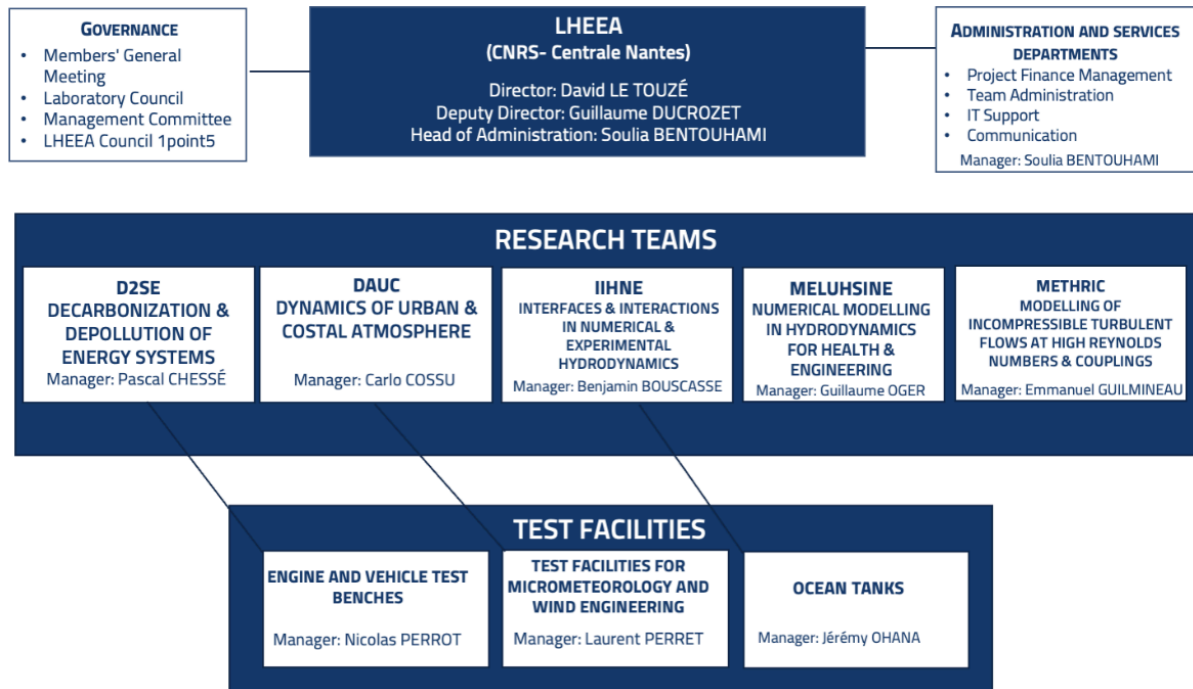
2. If the country in which you obtained your license does not have a reciprocal agreement with France : you are allowed to drive for only one year, with an [official translation](#) (see pages 19 to 22) of your foreign

driving license. Beyond that, you will have to take your driving license in France.

Please note that the international license is valid in France for one year only from your date of entry into French territory. It is not exchangeable for a French license.

VI - Laboratory life

1. Laboratory Overview



Further information about research groups and facilities can be found on the intranet :

<https://intranet-lheea.ec-nantes.fr/english-version/research-groups-test-facilities?l=1>

2. On your first day

- Presentation to team and PhD students

Ask your director to introduce you to your team, especially to the other PhD students.

Don't hesitate to go around and introduce yourself to your co-workers

- Whatsapp Groups

There is a Whatsapp Group for LHEEA PhD students scan the QR code to join :



Ask your co-workers to get in your team groups !

3. Calendar

Laboratory events happen frequently, they are good places to connect with other teams.

The yearly seminar of LHEEA happens every November, this is a chance to meet the whole lab in person.

Updates are on the Intranet :

<https://intranet-lheea.ec-nantes.fr/english-version/lheea-annual-calendar>

More information is available on the LHEEA Intranet, don't hesitate to navigate through it !

VII - Numerical Identity

There are a number of platforms, websites and digital identifiers used in research. It can be interesting to create them together and link them.

HAL : <https://hal.science>

French open archive platform. It is compulsory to publish your thesis on HAL. You can also publish preprints for the open science approach and potentially articles (conditions depend on the journal where the article is officially published).

ECN webpage :

The ECN website can host a personal page for you.

[(Exemple)](<https://www.ec-nantes.fr/version-francaise/annuaire/david-le-touze>)

Instructions for creating your own page can be found on the ECN intranet, in the communications tab / Ksup tutorial:

<https://intranet.ec-nantes.fr/version-francaise/outils-de-communication/tutoriels-ksup-1>

ORCID : <https://orcid.org/>

The ORCID identifier is used by most journals to identify a researcher. It is necessary to create one before publishing. This identifier will be unique to you and will be useful throughout your research career.

ResearchID : <https://researchid.co/about>

Like ORCID but less widely used

ResearchGate : <https://www.researchgate.net/>

ResearchGate is a social network dedicated to research

Other:

[LinkedIn](#)

[Google Scholar](#)

[Scopus](#)

VIII - Teaching and complementary activities

1. Complementary activities

During the PhD, you can do complementary activities during 64hTDeq each year (in addition to your Ph.D work ;). If you want to do less than 64hTDeq, please refer to the "Vacation" section.

These activities include teaching, scientific communication, and scientific expertise.

To pretend to do such activities, one can fill this form [\[FORM LINK\]](#) and send it to the school HR department.

The campaign for complementary activities starts in September, and ends in December.

Here are the detail of each activities:

- Teaching

Up to 64hTDeq hours per year. You can find all the courses dispensed in Centrale Nantes on the [hippocampus website](#).

From there, feel free to contact the course director of your choice to see if there is one teaching post left in their team for the current year.

- Scientific communication

It involves several types of missions, going from presenting your research to high-schooler to being a reporter for the lab gazette.

Please contact the school communication department, to find a suitable mission in agreement with your liking.

- Scientific expertise

Rarely used, but several types of missions are available, please contact the school research department, to find a suitable mission in agreement with your liking.

2. Vacations

If you want to do complementary activities for several years, several additional rules apply: you have to do at least 64hTDeq, and 12 days (24hTDeq) of scientific communication or expertise.

If you do not want to do 64hTDeq of activities, you can realize "vacations". The same activities are available, but the forms are different, here are the link for vacations [\[FORM LINK\]](#).

Please mind that when doing vacations (like teaching for exemple) you have to take a day off from your research job, while you are teaching, or doing the communication/expertise mission.

IX - Training courses

Regulations from the Doctoral School ask to follow 100 hours of training during the PhD.

1. Master's level

Courses at the Master's level can account for the necessary training PhD needs to follow. You can find a description of the different courses offered at ECN on the [dedicated website](#):

- Courses offered in English (Master's programs (MSc) on LHEEA thematics)
 - Marine Technology
 - [Ocean Engineering](#)
 - [AMASONE](#)
 - Mechanical Engineering
 - [Energetics and Propulsion](#)
 - [Atmospheric Dynamics for Environment and Energy](#)
- Courses offered in French (Engineering cursus on LHEEA thematics)
 - [Propulsion and Transport](#)
 - [Ocean: Hydrodynamics and Marine Engineering](#)
 - [Aeronautics](#)
- You can look at the timetable of the corresponding course (use ECN credential)
 - <https://onboard.ec-nantes.fr/>
 - Planning tab
 - Schedule (by course) and search for the course
- Courses content can be accessible through the Hippocampus platform (use ECN credential)
 - <https://hippocampus.ec-nantes.fr/>
 - Search for the course name
 - Register to the course to have access to the content

The procedure to follow to attend such a course

2. On Amethis

Once you are registered on Amethis, you can attend formations proposed on the website.

To do this, you have to go on the "Catalogue de formation" available on the site, where you can look for a formation according to different criterias (localisation, topic, etc.).

If you find a formation you are interested in and you want to candidate, click on "Consulter" on the formation offer, then on "Sessions et séances" and finally, click on "Candidater à cette formation" on the time slot of your choice.

The duration of the formation attended is then automatically added to the number of training courses you've attended on Amethis. As a reminder, 100 hours of formations recorded in Amethis are required to defend your thesis.

For any training course you've attended without registering through Amethis, you can ask the doctoral school to record the formation duration in your total of hours. In order to do this, you have to go on "Formations/Catalogue des équivalences", choose the equivalence type your formation fits in and click on "Faire une demande basée sur cette équivalence". Finally, fill the informations required and submit the demand to the doctoral school.

X - Acronyms

ECN : École Centrale Nantes

DSI : Direction des Systèmes d'Information / IT Direction

ED SIS : École Doctorale Sciences de l'Ingénierie et des Systèmes / Engineering Doctoral School

CSI : Comité de Suivi Individuel / Follow-up committee (committee that reunites once a year to follow the advancement on your thesis)

CROUS : Centre régional des oeuvres universitaires et scolaires / Regional student assistance office

CAF : Caisses d'Allocations Familiales / Social Welfare office

RH : Ressources humaines / Human resources

CNRS : Centre National de la Recherche Scientifique / French national center for Scientific Research

UMR : Unité mixte de Recherche / Mixte Research Unity

HDR : Habilité à diriger des recherches / (University degree allowing you to be thesis director)

MCF : Maître de conférence / Lecturer (University degree)

AMETHIS : Doctoral school online site

RI : Règlement intérieur / Internal rules

IFREMER: laboratory specialized in studies of the seas. Our neighbour on the campus.

See you around !