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Institut Jean le Rond D'Alembert

# Welcome booklet



## Welcome to $\partial$ 'Alembert !

**In the lab, there are people who are here to make your life easier :**

- the director Pierre-Yves Lagrée ;
- the administrative staff : Simona Otarasanu ([otarasanu@dalembert.upmc.fr](mailto:otarasanu@dalembert.upmc.fr)), accompanied by Olivier Labbey (FCIH), Catherine Dejancourt (MISES), Sandrine Bandeira (LAM) et Evelyne Mignon (CEPT et MPIA). They can be found at the 5th floor, corridor 44-54.
- the technical team and the IT department ([info@dalembert.upmc.fr](mailto:info@dalembert.upmc.fr)).
- The PhD delegates Serena Costanzo (office 311), Cécile Lalanne (office 317B), Antoine Monier (office 405) and Adrien Rohfritsch (office 512)

The organisation chart is available at [dalembert.upmc.fr](http://dalembert.upmc.fr), along with the photo gallery of the lab members at [dalembert.upmc.fr/intranet](http://dalembert.upmc.fr/intranet).

**About IT :** you can do a lot online thanks to the following website [inscription.dalembert.upmc.fr](http://inscription.dalembert.upmc.fr)

- Email :
  - to get a @dalembert.upmc.fr address, ask the IT department of the institute (corridor 55-65, 5th floor, room 508). You can either redirect it towards your personal email adress, or use the online [webmail](#) ;
  - you can also have a @sorbonne-universite.fr (and @upmc.fr) alias, for which you need to ask Simona Otarasanu (corridor 44-54, room 510) ;
- join the relevant mailing lists [rec-ida](#) (permanent researchers), [these-ida](#) (PhD students), [ater-postdoc-ida](#) (ATER and Post-Doctoral positions) and [tout-ida](#) (all the members of the institute). You need to ask the IT department.
- ask the IT staff for an account to be able to login on the machines of the computer room (corridor 55-65, room 501). Have a look at the website [netdata.dalembert.upmc.fr/501.html](http://netdata.dalembert.upmc.fr/501.html) ;
- if you want to have access to the wired internet network of  $\partial$ 'Alembert, you will need to declare the MAC address of your computer to the IT service. Warning, on the Jussieu site, only Linux or Mac OS systems are allowed to connect.

The lab wiki [wiki.dalembert.upmc.fr](http://wiki.dalembert.upmc.fr) is full of useful information (for example the printers IP addresses, or the different steps needed to access the local network from outside the lab).

### **For the different sites of the lab :**

- offices : ask Régis Wunenburger (corridor 55-65, room 504) for the Jussieu site ;
- badges : ask Olivier Labbey for Jussieu (to be retrieved at the bottom of tower 65) and Anne Marchal for Saint-Cyr ;
- canteen :
  - for Jussieu : you need first an signed employment contract, then to be registered in the directory (see Simona Otarasanu), and finally to go to the reception of the administrative restaurant to create an account and get an IZLY card ;
  - for Saint-Cyr : ask Anne Marchal for a badge for the INRA canteen.

### **The scientific life of the lab :**

- register on Sifac with the administrative staff. For any mission outside the lab , the mission order has to be established before leaving ;
- seminars are held every week in room Paul Germain (corridor 55-65, room 401) : musical acoustics on mondays, fluid mechanics on tuesdays, general seminars on thursday. More information on the website [dalembert.upmc.fr/seminaires](http://dalembert.upmc.fr/seminaires) (livestream on Youtube [youtube.com/c/DAlembert-SU-CNRS/](https://youtube.com/c/DAlembert-SU-CNRS/)) ;
- scientific documentation can be found in several places in the lab : corridor 55-65 room 501 for the PhD theses, room 55-65 401 for books and journals, room 55-65 315 for other journals.

### **You can get some financial support :**

- the "Prime d'activité" : most PhD students can benefit it. More info on the [CAF website](#) ;
- Sorbonne Université offers support for rental housing. More info on the [Sorbonne Université intranet](#).

### **Social life in the lab :**

- Whatsapp discussion groups for instance ;
- collective departure for lunch.

**If you're a PhD student, you need as soon as you arrive :**

- to sign your contract with your employer ;
- to register at the doctoral school : most of the PhD students are part of the doctoral school SMAER [ed391.upmc.fr](http://ed391.upmc.fr), whose directors are Djimédo Kondo and Faiz Ben Amar, helped by the secretary Charlotte Vallin (corridor 45-46, room 205) ;
- to register at the university : once the registration at the doctoral school is complete, you can register at Sorbonne Université (Cordeliers campus, 15 rue de l'école de médecine), and pay the registration fees (380€ + 90€ of CVEC), and finally get a student card.

**The doctoral missions :**

- to discover the doctoral missions and apply : go on [ccmd-efd.upmc.fr](http://ccmd-efd.upmc.fr) (teaching, mediation, patents, consulting) ;
- to teach with a "vacations" contract : ask Hélène Dumontet (tour 55-65 bureau 216)
- the majority of  $\partial$ 'Alembert members is part of the engineering UFR (919).

**As a PhD student, you need to attend some courses :**

- for the PhD student of ED SMAER : two academic modules (courses or summer schools) and two "professional" modules ;
- If you have a doctoral mission, these obligations are reduced to a single module of each type ;
- you can find the list and the calendar of the professionalizing modules online on [college.doctoral.sorbonne-universites.fr](http://college.doctoral.sorbonne-universites.fr).
- Once you have chosen your courses :
  - download and fill your "Plan Individuel de Formation" (PIF) ;
  - send it to to the secretariat of your doctoral school ;
  - register to the course.

Front cover illustrations from the PhD of :

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|--------------------|----------------------|
| ① Augustin Guibaud | ⑦ Yonghui Xu         |
| ② Manuel Gaulhiac  | ⑧ Toufix Saouchi     |
| ③ Alice Jaccod     | ⑨ Virgile Thiévenaz  |
| ④ Antoine Lagarde  | ⑩ Adrien Rohfritsch  |
| ⑤ Nelson Joubert   | ⑪ Valentin Gallican  |
| ⑥ Cécile Lalanne   | ⑫ Quentin Magdelaine |