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You will do a thesis in the CIMAP laboratory and use the facilities of GANIL, ENSICAEN or Alençon IUT. In order for your thesis to take place in the best possible conditions, you are requested to read this charter, which will help you in your integration.

This document is not intended to replace the Normandy University thesis charter that you signed and which remains the only legal document that formalizes the reciprocal commitments of the doctoral student, the supervisor, the director of the research unit, the director of the doctoral school and the institution with which the doctoral student is registered. It is accessible on this link: <http://recherche.unicaen.fr/etudes-doctorales/s-inscrire-en-doctorat/#2>, don't hesitate to read it again during your thesis.

In case of difficulties in your thesis, feel free to contact:

- Your thesis director
- To the director of CIMAP
- The administrative service of CIMAP (for subjects related to administration)
- Other people from the lab that you work with
- The QSE unit (Quality, Safety, Environment) of CIMAP (for subjects related to it)
- The representative of PhD students at the laboratory council
- The representative of PhD students at the doctoral school
- The doctoral school
- The director or the deputy director of the lab


## **I- Integration in the unit**

The CIMAP administration offers a welcome booklet which contains the main formalities to be carried out upon arrival (presentation of the laboratory, creation of your badge, security training, provision of a computer station, internal regulations, informatic charter).

The doctoral students of the laboratory designate among themselves the one who will represent them during the laboratory meetings. Do not hesitate to exchange with him / her.

The laboratory is offering a welcome day for new doctoral students in October. This day is organized by second and third year doctoral students and aims to introduce you to the laboratory.

The laboratory encourages doctoral students to meet regularly (once a month) to discuss (new results, sharing of experience, life in the laboratory, difficulties related or not to the thesis.). For example, during these meetings a doctoral student can present a striking result in popularized form. They can be followed by a convivial moment. These regular

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meetings will make it possible to forge a link between doctoral students, spread over all the laboratory sites. A videoconference is possible for students of the Alençon site. A CIMAP doctoral student day is organized each year in June during which all doctoral students present their subject or their results. There is also a doctoral school day.

## II. Useful information for the progress of your thesis

This paragraph brings together various tips from former PhD students of the laboratory in order to guide you through the administrative formalities. In case of difficulty, do not hesitate to contact your thesis supervisor, your colleagues or the administrative department of the laboratory. In the appendix you will find detailed advice showing step by step the procedures carried out in previous experiments (note, this advice may need to be adapted according to each case and to the evolution of procedures, refer to the internet links provided in the document, or to institutional links)

A great deal of advice is also available on the CampusFrance website or on the UNICAEN international portal.

<https://www.campusfrance.org/fr>

<http://international.unicaen.fr/etudier-a-caen/>

### 1- Creation of your email address :

The particularities of your status and of CIMAP (multi-supervision and multi-site) mean that several email addresses are created for you. It is up to you to verify their existence:

- Etupass address as a student at the University of Caen Normandie,
- UNICAEN (Persopass), CNRS, CEA or ENSICAEN address as a new employee (reception of mutual and transversal training, invitations to prevention visits, etc.)
- ENSICAEN and / or GANIL address linked to CIMAP hosts.

It is advisable to consult these various addresses regularly or to redirect them to just one so you don't miss important information.


### 2- Financial support from the Doctoral School

You are strongly encouraged to attend training courses and conferences. Financial support from the ED is possible for external training and for participation in a conference.

ED PSIME : <http://ed-psime.normandie-univ.fr/>

ED NBISE : <http://ed497-nbise.normandie-univ.fr/aides-apportees-au-doctorants-61525.kjsp?RH=1556190889672&RF=1555510331707>

A number of training courses are offered by the college of doctoral schools and by ED Psime or ED NBISE; information on these training courses is sent to your etupass email address at @unicaen.fr

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The requirements of the doctoral schools about training and publication can be found on the following links :

ED Psime : <http://ed-psime.normandie-univ.fr/exigences-en-matiere-de-suivi-de-formation-42133.kjsp?RH=1483714183377&RF=1495632268500>).

Pour l'ED NBISE : <http://ed497-nbise.normandie-univ.fr/la-formation-doctorale-a-l-ed-nbise-61129.kjsp?RH=1555510331707&RF=1554277675434>

### 3- Teaching :

If you wish to teach, you must :

- on the one hand get closer to the teachers responsible for the different subjects at the University or at the IUT,
- on the other hand, fill out a form entitled "request for authorization to accumulate" or "request for a mission. complementary "in order to notify your employer (the form depends on the nature of your employer, contact the doctoral school for more information).

It is not possible to teach in English, so you will need to be fluent in French.

It is also recommended to have a prior discussion with your thesis supervisor, who can also guide you for this request.

### 4- Health

-Registration at UNICAEN includes the health services offered by the SUMPPS (University service for preventive medicine and health promotion)  
<http://www.unicaen.fr/organisation/services/service-universitaire-de-medecine-preventive-et-de-promotion-de-la-sante-sumpps--33570.kjsp>.

Contact if needed on Tel.: 02 31 56 52 30 ou au [sumpps@unicaen.fr](mailto:sumpps@unicaen.fr)


-Registration to the Sécurité Sociale for foreigners (CPAM) :

The university's website provides useful information to guide you through the process:

<http://international.unicaen.fr/etudier-a-caen/sante/la-securite-sociale-cpam-/la-securite-sociale-cpam--960360.kjsp?RH=1553611881553>

(see annex 1)

-Mutuelle : The CPAM covers the essential part of the health costs but it is advisable (not compulsory) to subscribe to an additional « mutuelle » to be reimbursed, in particular for dental and optical care. There exist several, check with your employer, your colleagues or the website of the university :

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<http://international.unicaen.fr/etudier-a-caen/sante/les-complementaires-sante/complementary-health-insurances-960942.kjsp?RH=1553611952002>

## 5- Bank account

You will need a french bank account to receive your salary, pay your rent and your bills. So do it as a first thing when you arrive.

Remember to ask for a checkbook because in France this is sometimes the only means of payment (deposit for accommodation ("caution"), registration for sports activities, etc.).

## 6- Visa/Titre de séjour :

Prefecture: check the website

<http://www.calvados.gouv.fr/accueil-des-etrangers-a-la-prefecture-du-calvados-r1959.html>

Chose the section:

- *Titre de séjour : Etranger en situation régulière en*

And then:

- *Vous sollicitez une carte de séjour en tant que passeport*

Create an account on the platform and follow the instructions for submitting your file.


N.B Add to your application for the residence permit (CDS) the reception agreement at the lab, an acceptance in the thesis and the contract.

Complementary information are available on Campus France : <https://www.campusfrance.org/fr/le-visa-long-sejour-passeport-talent-chercheur>

## 7- Transports :

The city of Caen is handled by Twisto agency <https://www.twisto.fr/>. Most of employers can pay back half of your annual transport card, directly on your "bulletin de salaire" month by month. You must send this "request for partial reimbursement of public transport tickets" to your employer, first providing an invoice for the subscription to the transport agency.

## 8- Accomodation

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[www.crous-normandie.fr/](http://www.crous-normandie.fr/) The crous offers accommodation for students. The private park is accessible via real estate agencies or on person-to-person announcements websites.

For signing a contract, you will be asked of some documents. If you are going with a private, the documents may vary. It is possible that you will be asked for the last three "bulletin de salaire". Since it is likely that you will not work in France for three months, usually a copy of the signed working contract is enough, proving your economic situation and the duration of the contract. Do not give any money before signing the contract.

In France, insurance for apartments is mandatory, for both single occupants and roommates. You will not receive the keys of your apartment without that. Ask to the owner of the apartment if this is already inside your rent, in some cases it can happen.

Usually contracts for gas, internet and electricity in France are related directly to the occupant of the apartment. If you move your flat, you will have to change the address in your contract. So you will have to start your own the first time. Anyway ask to your owner exactly which expenses are included in the rent (electricity, heating, water, rubbish, building expenses, internet). If you have a private apartment, you will have to start a new contract for electricity with an electricity provider (ex :EDF). In case of EDF, the English speaking phone number is +33 0 9 69 36 63 83.

It is very likely that the owner will ask you to have a guarantee for your apartment, someone that can pay your rent if you do not ("garant"). The person must live in France. You can ask to your supervisor to be yours if you do not have any person that can do that. To overcome the problem for foreigners, French government introduced recently the "Garant Visale" system, in which you will be not required to have a physical person in France. If you choose this way, inform the owner of your apartment, because he/she must also create an account, accept you and be linked. More info at <https://www.visale.fr/>

## 9- Taxes :


The tax system in France will take taxes directly from your salary. The declaration is used to verify that there was no problem or whether you have to pay taxes again or be reimbursed if you have overpaid.

All information is available on the tax website <https://www.impots.gouv.fr>

In general, the declaration is to be made around April / May, the tax notice is sent in August.

In annex 2, you can find more details about the procedure for foreigners.

## 10- Sociales subsidies :

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[www.caf.fr](http://www.caf.fr)


Typically, a doctoral student paid ~ 1,400 euros net and living alone can apply for the « prime d'activité » and the « allocation logement ». Contact the caf for more information.

#### **11- Sports :**

It is possible to register for sports courses offered by Unicaen: <http://vie-etudiante.unicaen.fr/sport/>.

#### **12- French courses :**

If you are a foreign student and want to get some French training, you can find the SLF courses, an evening French language program at <http://international.unicaen.fr/formations-en-langues-et-certifications/etudier-le-francais/>

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### III- Annexes

#### Annex 1 : Sécurité Sociale for foreigners:


In order to obtain the social security number, that is mandatory for everyone, you have to contact CPAM for creating your dossier (<https://www.ameli.fr/calvados/assure/droits-demarches/principes/numero-securite-sociale>). At first you will receive a letter with a temporary number, that will prove your correct inscription to the French health system. Be careful that the number will have 15 digits: only the first 13 digits are your temporary social security number. This will take from some days up to some months. With that you will receive the instructions (in french) for having your Card Vitale (that will have printed your definitive social security number. The instructions are summarized as follows:

- you will have to create an account on “Amelie-Calvados”, <https://www.ameli.fr/calvados/assure>: ask the creation of your personal space online. You will receive the security code by post within some days.
- Once received the code, you can activate your online account and ask for the Card Vitale online (“Mes démarches en 2 clics”).
- The Carte Vitale is valid only in France. In order to travel, you can ask online and for free for the CEAM (Carte européenne d’assurance maladie). Since it is going to take some days, it is advised to do it at the same time of Card Vitale.
- In the online space you can declare a specific generalist doctor (Médecin traitant). It is a doctor close to your place, that you go to consult in priority. You will pay less the consultation with this doctor than with others. In order to find one, you can search on the website of <https://www.doctolib.fr/>, where you can find the doctors’ location and languages they speak, which fee agreement they belong to (Conventionné secteur 1 or Conventionné secteur 2), and other information you need.

**IMPORTANT:** at the beginning of the procedure, put an address that will be the same or where you can receive letters easily from the beginning till the activation of the online account, were you can change address without problems like lost letters.

**REMARK:** even if you will receive you Carte Vitale after a while, you are protected by the health system at the starting of your contract. In the case something happen and you still do not have your temporary number, don’t worry: you will be refund.



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## Annex 2 : Taxes for foreigners:

The fiscal system in France will take all the taxes from your salary directly. At the declaration they will calculate if everything went fine or you have to pay more or be refund.

Around April of a certain year, let's say 2021, you will have to declare your salary in the period January 2020-December 2020.

Normally the procedure is online and automatic with you fiscal identifier number (Numéro Fiscal), but if you are for the first time hired in France and so you don't have one, you will have to do everything manually, and only after your "Dossier Fiscal" will be created.

First thing is clarify your situation: if you were resident in another country in the same year your contract started, it is possible that you will have to pay taxes also there. In this case, to avoid double taxation, there are international agreements between countries. Those vary between countries. Contact your embassy or your local fiscal offices to know how does it works in this case.

Useful contact:

- fiscal office of Caen, "Finances Publiques" sip.caen-nord@dgfip.finances.gouv.fr


Every person, French or foreigners have to compile the document number 2042 <https://www.impots.gouv.fr/portail/formulaire/2042/declaration-des-revenus>.

Notes of the 2042 document:

- If you do not have a TV, cross the box saying that you don't have it
- If it is your first time, cross the box saying "nouvellement domicilié en France" (on the last version available, the 2020, is box number 6QW)
- If you have a foreign bank account, even with low money, you must declare it (on the last version available, the 2020, is box number 8UU). Moreover you have to join the "formulaire 3916", with the details <https://www.impots.gouv.fr/portail/formulaire/3916/declaration-par-un-resident-dun-compte-ouvert-hors-de-france>

If you are working in France but your fiscal residence is somewhere else at the starting of your contract), you will have to declare that part of the salary in the "Formulaire n°2042-NR" <https://www.impots.gouv.fr/portail/formulaire/2042-nr/declaration-des-revenus-complementaire>. Basically, the 2042 is "salary received with fiscal residence in France",



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the 2042NR is “salary received with fiscal residence somewhere else”. If you change your fiscal residence during the year, this date will have to be written in the 2042NR under “date de retour en france” (in the 2020 version). If this is the case, you will have to present them both.

In the compiling, the amount of money to write is the “net à déclarer” on your bulletin du salaries of December, that is basically the sum of the net a declarer of the whole year. In case you have to split between formulaire 2042 and formulaire 2042NR, you will have to calculate it month by month manually putting the sum. On your bulletin du salaire, the line called with something similar “Impot source tx non pers.” will have to be summed for all the months and declared on “prélèvement à la source”, line 8HV in the 2020 version of the 2042. Again, in case of combined 2042 and 2042NR you will have to calculate manually the sum month by month among the interested months.

In case you are presenting the 2042NR, you will have to join also the 2041-E <https://www.impots.gouv.fr/portail/formulaire/2041-e/declaration-de-retenue-la-source>

**IMPORTANT:** Be sure to not be (or be and declare) in particular cases concerning other modules complementary to 2042, available here


<https://www.impots.gouv.fr/portail/formulaire/2042/declaration-des-revenus>

Around August, you will receive you “Avis d’Impôt” by post, that is the paper that confirms that you have paid taxes. Be sure there are no mistakes. There you will find your “Numéro Fiscal”, that will allow you to do everything online from the second year. In order to see all your documentation, you have to connect to <https://www.impots.gouv.fr/portail/>, choosing “Connect with France-connect” and making the access with your Card Vital data. This will save you the time to go to the Finances Publique for the activation of your online space, since you are already identified by another French government institution (in this case l’Assurance Maladie). You have to keep the Avis d’Impôt, since it is the paper you will be asked for in case of fiscal controls.

**REMARK:** CAF sources do not have to be declared, as well as your eventual transport reimbursement and the reimbursement from the lab for your “missions” (ex conferences etc)

**IMPORTANT:** deadlines for the declaration online and manual are usually not the same, so be sure to know exactly what is the deadline of your case.

**TAX D’HABITATION:** This tax is related to your accommodation. It is on the way to be suppressed and is already suppressed for the lower salary -including most of phd students. You may be concerned if you gave a phd grant higher than the average (ex:

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fundings from the CEA/DGA/certain CIFRE). To know if you are concerned, you can do a simulation on:

<https://www.impots.gouv.fr/portail/simulateur-de-la-reforme-de-la-taxe-dhabitation-pour-2020>

If you are concerned: every person living in an apartment alone or with roommates have to pay the “taxe d’habitation” separately. This tax have to be payed during the second year you will live in France, considering the first of January as a date. That means, for example, if you move in France before the 1 January 2020, in 2021 you will have to pay the “tax d’habitation” for the year 2020. If you move in France from the 2 of January 2020, in 2021 you will not pay it, but you will pay it from 2022 for the year 2021. You will receive the paper by post.

More info available at

<https://www.economie.gouv.fr/particuliers/taxe-habitation>

<https://www.impots.gouv.fr/portail/questions/theme/taxe-habitation/87>