



The administrative side of a beginning PhD ...

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A PhD depends on three essential organisms, in addition of the welcoming lab : the funding organism, the Doctoral School (ED), the matriculation University. In order to be quickly paid and go on with other administrative steps, you have to fulfill their administrative procedures as soon as possible.

1 The funding organism

Besides the cabinet scholarships obtained by the ED, several organisms may (co)fund your PhD : for example, CNRS, CEA, DGA, ONERA, CNES, ESO, or the Région Île-de-France. Give them as fast as possible the requested papers in order to sign your employment contract.

2 The Doctoral School (ED)

The Doctoral School (École Doctorale d'Astronomie et d'Astrophysique d'Île-de-France) is the organism that makes sure everything is going fine during your PhD, and that brings you further trainings.

About the matriculation, the secretary of the ED Jacqueline Plancy (jacqueline.plancy@obspm.fr) will give you the list of required documents. Do not hesitate to contact her or Daniel Rouan, director of the ED (daniel.rouan@obspm.fr), if you have any problem. You can also contact the students representatives of the ED (represdocted@sympa.obspm.fr).

About the trainings proposed by the ED (« post-master » trainings), Brigitte Rocca (rocca@iap.fr) or Ghislaine Renoux (ghislaine.renoux@ias.u-psud.fr) will mail you in order to register (see the list of courses on this [link](#)¹).

3 The matriculation University

The third essential organism is the matriculation University. Thanks to this one you still have a student status and it will deliver your PhD.

The ED will affect you to one of these four matriculation Universities : Paris 6, Paris 7, Paris 11, and the Paris Observatory (which also has a University status). Jacqueline Plancy will tell you your affectation around mid-September. Then you have to contact your University to get your matriculation.

At the end of your matriculation, you shall have signed the University thesis charter, received your student card, and a proof of attendance. BE CAREFUL ! You do not have to subscribe to a student social insurance (see §4).

The essential ED signature for this matriculation can be given either by Daniel Rouan or by his/her representative in the concerned University. This signature must be the last one applied on your matriculation form.

At the Paris Observatory : ED Representative Ana Gomez (ana.gomez@obspm.fr)

1. Go to Nadine Denis (nadine.denis@obspm.fr) (Scolarité, annex of the Perrault building, 1st floor) to get the forms you have to fill in.
2. Go to Géraldine Gaillant (geraldine.gaillant@obspm.fr) (DRH, Perrault building, 1st floor, corridor on the right after coming into the Cassini room) in order to get your contract(s) (PhD and/or tutoring).
3. Go back to Nadine Denis with all the papers filled out (Student card, cheque, ...).

At Paris 6 (UPMC : Université Pierre et Marie Curie) : ED Representative Patrick Boissé (boisse@iap.fr)

1. Follow this [link](#)², download the 1st year registration form (if you have never been student at Paris 6, download the one specifying *Pour les doctorants venant d'un autre établissement*) and the thesis charter, and get the signatures from the specified persons.
2. To end the registration, there are two ways :
 - Send the filled forms and wait for a message specifying that you are allowed to connect to the website in order to end your registration, print the new papers, and bring the requested documents to the Reception Desk for PHD Students.
 - Go directly to the Reception Desk for PhD students with the filled documents and the requested documents and end your registration with the computer there.

The requested documentary evidences are : a cheque, a copy of your degree certificate, a passport photo, your employment contract (not necessary if not signed yet).

1. <http://ufe.obspm.fr/rubrique107.html>
2. http://www.upmc.fr/fr/recherche/doctorat/doctorat_pratique/modalites_d_inscription_au_doctorat/l_inscription_universitaire_administrative_en_doctorat.html

	1st letter of your last name	Person in charge	Phone number	Fax number
Reception Desk for PHD students (9h30 - 16h)	A - EL	Mrs Hannot	01.42.34.69.54	01.42.34.68.40
	EN - ME	Mrs Duplus	01.42.34.68.41	
	MF - Z	Mrs Antibe	01.42.34.68.51	

To sign your employment contract (*contrat d'allocataire de recherche*) :

1. Follow this [link](#)³.
2. Phone Monique Le Mée between 13h30 and 18h30 at 01.44.27.62.76 (try several times because she is very busy). She will give you the following steps.

At Paris 7 (Université Paris Diderot) : *ED Representative Marciello Fulchinioni* (marcello.fulchinioni@obspm.fr)
et *Jacques LeBourlot* (jacques.lebourlot@obspm.fr)

1. Fill in the application form [SESAME](#)⁴.
2. Wait for the papers they will send you, and fill them in.
3. Make an appointment to end your registration there and they will give you your student card and a proof of attendance.

At Paris 11 (Université Paris Sud) : *Représentant EDED Representative Guillaume Pineau-des-Forêts* (guillaume.pineaud@psud.fr)

1. Follow this [link](#)⁵ where everything is explained. You have to print the registration authorisation, the registration form, the computational charter and the thesis charter. BE CAREFUL : the papers have to be printed front and back, and in color.
2. Make an appointment with Mr Bréchnac (philippe.brechignac@ppm.fr), thesis advisor, to get his signature for the registration authorisation.
3. Go to the building 301, next to the castel, to give all these papers, two passport photos and a cheque. You will get there your student card.

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4 Social Insurance

Although you remain a student, you will earn a salary from your funding organism. With this salary you pay contributions to the social insurance. You do not need neither to subscribe to a student social insurance (LMDE or SMEREP) nor to pay their 290€. However you can subscribe to a mutual insurance company taking care of students.

But even if you automatically contribute, you are not automatically registered at the Social Insurance. In order to be payed back for your medical spending you have to go to the closest *Caisse Primaire d'Assurance Maladie* to your home (see [here](#)⁶), where they will give you some forms in order to declare your new status. They will ask for the following papers :

your bank account details, identity card (passport, ...), statement of the doctor in charge of you ([here](#)⁷), your first pay slip and the last three (if you have them), your employment contract, your old certificate of Social Insurance (if you have it).

To the PhD students coming from the ENS : simply update your MGEN form [here](#)⁸.

5 Teaching during the PhD

Besides your PhD you are allowed to fulfill some *doctoral missions* (formerly tutoring missions). It brings you an extra salary and some teaching background (which is essential if you want to be associate professor).

A mission corresponds to a one-year contract between you and an organism (mainly Universities, but also museums, reviewers for the general public, ...). There are four different types of mission : Teaching, Reviewing for the general public, Research Promotion, Consulting and Know-how in companies.

If you do not want to make a one year commitment, you can still have some occasional vacations.

6 Some steps beside your new laboratory

For any internal request to your laboratory (to order a computer, to get an access to the restaurant, ...), you will find a list (to be completed) on this [link](#)⁹.

3. www.upmc.fr/fr/universite/politique_d_etablissement/recrutement/recrutement_des_enseignants_chercheurs/allocataires_de_recherche.html

4. http://www.univ-paris-diderot.fr/sc/site.php?bc=inscriptions&np=Candidat_inscriptions&g=m

5. http://www.sciences.u-psud.fr/fr/vie_etudiante/inscriptions/etudes_doctorales/premiere_inscription_en_doctorat.html

6. <http://www.ameli.fr/assures/votre-caisse/index.php>

7. http://www.ameli.fr/fileadmin/user_upload/formulaires/S3704.pdf

8. http://www.mgen.fr/fileadmin/user_upload/documents/adherer/MGEN/2009/ActualisationMP_2009.pdf

9.

7 Foreigner students

Scientific residence permit (Carte de séjour scientifique)

1. Go to the prefecture (see below) to ask for a rendez-vous for submitting the application materials for a scientific residence permit. The officer will give you a paper listing all the materials you have to prepare.
2. Submit the material on the day of rendez-vous. If all materials are OK, the officer will give you a « récépissé de demande de carte de séjour », saying your card is being prepared. The récépissé is similar as a temporary ID card. Then the prefecture will send you the medical visit appointment by mail.
3. Have the medical visit and give the medical visit report to the prefecture yourself.
4. Wait for the mail from the prefecture asking you to get the « carte de séjour » when it is well prepared in less than 3 months.
5. The « carte de séjour » is valid only one year and sometimes less, the date is on the paper. When it is given to you, ask at the same time when is the best time for you to come back to renew it.

BE CAREFUL! You have to have the « carte de séjour » with you at all times. It can be asked by the authorities whenever they want. If you don't have it yet, keep with you the « récépissé de demande de carte de séjour ».

Accommodation

1. Try to find an accommodation by yourself and good luck!
2. Ask to your welcoming lab, they could have contacts for accommodation propositions (for example the Marcelin Berthelot residence in Meudon)

Prefectures in the région île-de-France :

Nr	Département	Préfecture	Sous-préfectures
75	Paris	Préfecture de police de Paris	
77	Seine-et-Marne	Melun	Fontainebleau, Meaux, Provins, Torcy
78	Yvelines	Versailles	Mantes-la-Jolie, Rambouillet, Saint-Germain-en-Laye
91	Essonne	Evry	Palaiseau, Étampes
92	Hauts-de-Seine	Nanterre	Boulogne-Billancourt, Antony
93	Seine-Saint-Denis	Bobigny	Le Raincy, Saint Denis
94	Val-de-Marne	Créteil	L'Haÿ-les-Roses, Nogent-sur-Marne
95	Val-d'Oise	Pontoise	Argenteuil, Sarcelles