



Welcome booklet for PhD students

Laboratoire Génie de Production



Summary

1. Welcome address.....	4
2. Presentation of the laboratory.....	6
3. Enrolment in the 1 st year of the thesis.....	15
4. First days in the laboratory	19
5. Life in the laboratory	23
6. Life in Tarbes.....	26
7. Foreign PhD students	31
8. Contributors.....	35
9. Appendix.....	36

1. Welcome address

Dear PhD student,

I am delighted that you have chosen to continue your training by preparing a PhD at the ENIT *Laboratoire Génie de Production*. On behalf of all the laboratory members, I would like to thank you, and it's with great pleasure that we welcome you. We will do our utmost to enable you to live these three wonderful years in a friendly, dynamic and cooperative environment.

This booklet synthesizes the important information at the various highlights of your PhD. The laboratory's PhD students have designed and produced it to help you find your place in this new environment, make the most of it, and become an actor in it. It will accompany you in your first steps and bring you a certain number of answers to your daily questions.

A real personal test, the thesis brings a lot of satisfaction and covers several challenges such as managing pressure, overcoming isolation and sometimes facing economic difficulties. In such situations, don't hesitate to contact your PhD supervisor or your PhD follow-up committee, who are your privileged interlocutors. Of course, the doctoral school, laboratory management, secretariat, technicians, and fellow PhD students also remain at your disposal to assist and help you.

Thank you to all those who participated in the conception and writing of this very useful booklet, and particularly to Marie and Camille for their initiative. I would also like to thank in advance the PhD students who will take up the torch and who will make it evolve in the years to come.

Once again, welcome and above all, thank you for trusting us.

With all my wishes for success and enrichment.

Prof. Bernard Archimède
Director of the *Laboratoire Génie de Production*

To you who join us, for a long time, in this cosmopolitan and affable conglomerate that is the *Laboratoire Génie de Production*, we welcome you among us. This booklet is addressed to you to make your arrival easier and to guide you during these first few weeks.

You will notice that the Laboratory is more than just a place to work for us, during your stay. It is above all a place to live and meet people, even if you have still the opportunity to spend a few long evenings at your desk.

By consulting this booklet, you will see life at the Laboratory is full of events that you will try to remember as intrigues accompanying your thesis project.

During your training, there may be successes and disappointments, but we will help you take the necessary perspective to move forward on your project.

Have a good reading, and welcome to Tarbes!

PhD students of *Laboratoire Génie de Production*



Figure 1: Thesis after-party.

2. Presentation of the laboratory

2.1. General presentation

The *Laboratoire Génie de Production* – Production Engineering Laboratory – (LGP) created in 1989, is the only research laboratory of the *École Nationale d'Ingénieurs de Tarbes* – National School of Engineers of Tarbes – (INP-ENIT), which is an engineering school training broadly skilled and multifaceted engineers, in mechanical and industrial engineering. As such, it is part of the Federal University Toulouse-Midi-Pyrénées and shares many projects as an associative member of *Institut National Polytechnique de Toulouse* – National Polytechnic Institute of Toulouse – (Toulouse INP).

The research activities of the LGP fall within the scope of the MESRI research field ‘Mathematics, Physics, Nanoscience and ICST’. Thus, the LGP is a multidisciplinary laboratory. It develops research in Science and Systems Engineering. The LGP relies on equipment that is consistent with the needs of companies and the profile of ENIT’s engineers. More specifically, the LGP conducts research in mechanical and industrial engineering around the disciplines of automation, robotics, computer science, material science, mechanics and the science and techniques of production.

Since 2021, the laboratory has been structured into two *départements scientifiques* – scientific departments, divided into nine *groupes de recherche* – research groups:

- Scientific department “Mechanics and Materials”:
 - Research group “Materials, Polymers, Assemblies, Composites and Textiles Interfaces” (IMPACT);
 - Research group “Metallurgy, Mechanics, Structures, Damage” (M²SD);
 - Research group “Tribology, Materials & Process Mechanics” (TM²P);
 - Research group “Design, Durability, Process in FA SLM” (D²PAM);
- Scientific Department “Systems”:
 - Research group “Methodologies for the Design and Control of Mechatronic and Robotic Systems for Interaction” (MAVRICS);
 - Research group “Prediction & Risk Management for System Resilience” (PRiSM);
 - Research group “Planning, Interoperability and Coordination for System Dynamics” (PICS);
 - Research group “Efficiency of Electrical Energy Conversion Systems” (e-ACE²);
 - Research group “Knowledge and Experience Engineering for Process, System and Organisation Improvement” (ICE);

The functioning of the LGP and the bodies that make it up are detailed in its internal charter.



Figure 2: Laboratory entrance.

For more information:

- ENIT website: <http://www.enit.fr/en/index.html>;
- LGP website: <http://www.lgp.enit.fr/en/index.html>;
- ENIT extranet: <http://extranet.enit.fr/fr>;

2.2. Organization of the laboratory

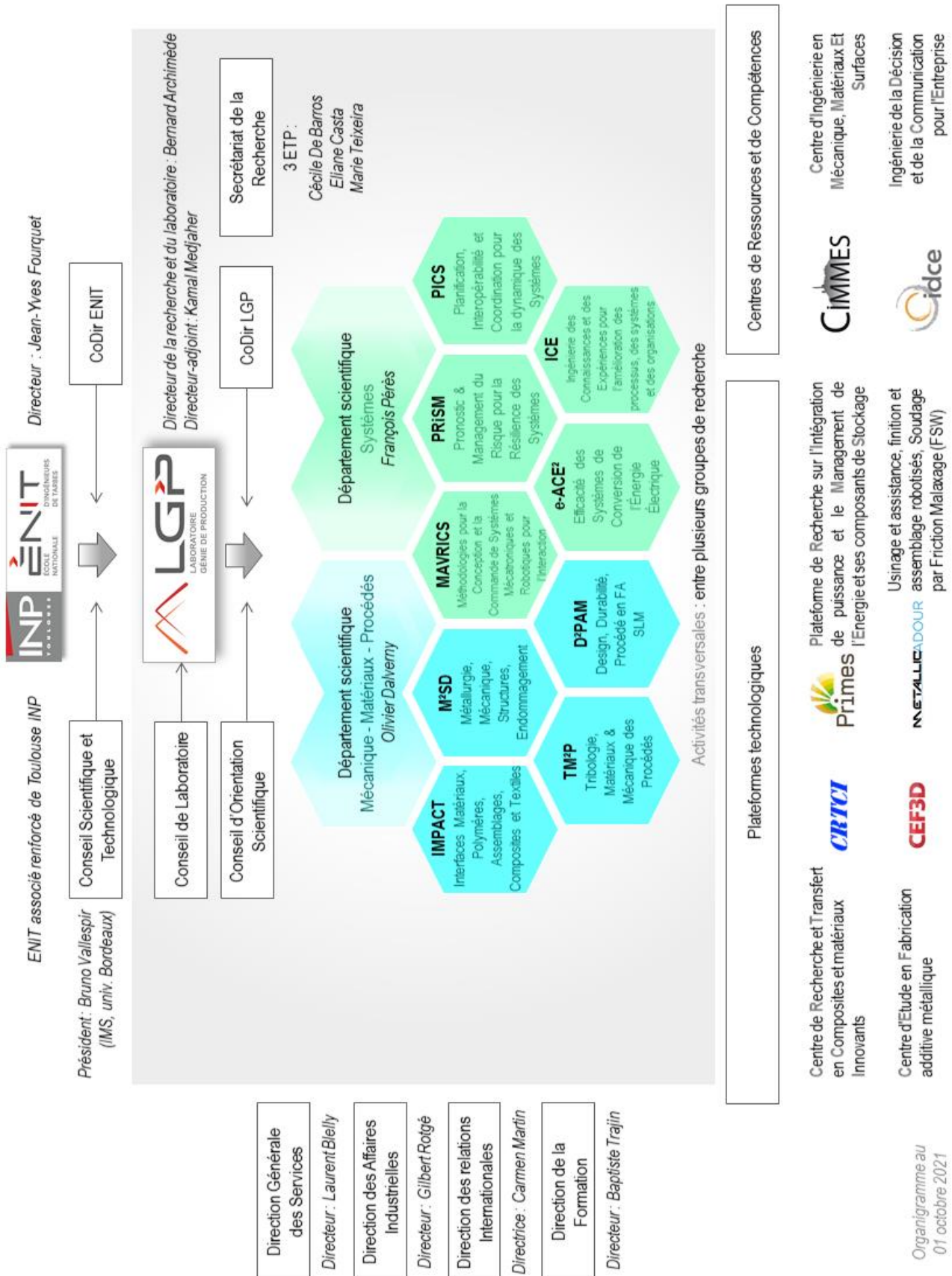


Figure 3: Organization chart of LGP (in French).

Representatives of PhD students 2020/2021:

- Camille GILLET (IMF team), titulaire, et Martín MUJICA (DIDS team), suppléant ;
- Yves BRESSON (M2SP team), titulaire ;

The representatives of PhD students are elected every two years in september. Their role is to welcome new recruits, to raise questions, problems and proposals from PhD students and to keep them informed of the laboratory life. They act as a link between the teacher-researchers and the PhD students.

They attend the laboratory council, which meets regularly throughout the year, and whose themes are: the laboratory's scientific policy, its resources, its organization and its operation. They are also invited as invited members to the administration council, the scientific & technical council and the educational council.

You can talk to them if you have questions, or if you want to put information or problem back. More about their roles in the ENIT Extranet → Instance Control and Search.

Even if you are not a PhD student representative at LGP, you can still get involved in your laboratory life. Working groups are often set up and the opinion of PhD students is solicited. You can also get involved as a PhD student representative in your doctoral school or enrolment institution, or in their PhD student associations if they exist.

If you find yourself confronted with discriminatory and/or sexist comments from your thesis supervisor, a profesor, a PhD student or any other ENIT staff member, it's not normal and you can talk about it! A critical incident stress management composed of Bouchra HASSOUNE-RHABBOUR (associate professor at ENIT), Valérie POIRIER (ENIT nurse) and Sandra SAINT-GENEZ (administrative staff). You can send them an e-mail to: arretonslesviolences@enit.fr or contact the ENIT HR (rh@enit.fr).

For problems of professional risks, work accidents, safety and quality of the workplace, contact Danielle BARTHARES (danielle.barthares@enit.fr), prevention and disability advisor.

2.3. How to get here?

Address of the laboratory: 47 avenue d'Azereix, 65000 Tarbes.

- Coming from the Tarbes City-center:

ENIT and LGP are 2.3 km from Place Verdun (City center). **Walking**, it takes about 25 minutes. **By car**, from 6 min to 9 min depending on traffic conditions. **By bus** from Place Verdun, take [TLP Mobilités](#) bus lines **T2**, **T3**, **TS2** and get down at stops ENI or UNIVERSITÉ. For other locations, refer to the website of TLP Mobilités bus service. Price of a trip is €1, payable on the bus with cash or coins. You can also take a subscription. Its price varies based on the duration and your age:

- less than 25 years old: monthly pass at €15/month or yearly pass at €100/year (with the option to pay monthly or fully)
- 25–65 years old: monthly pass at €20/month or yearly pass at €200/year (with the option to pay monthly or fully).

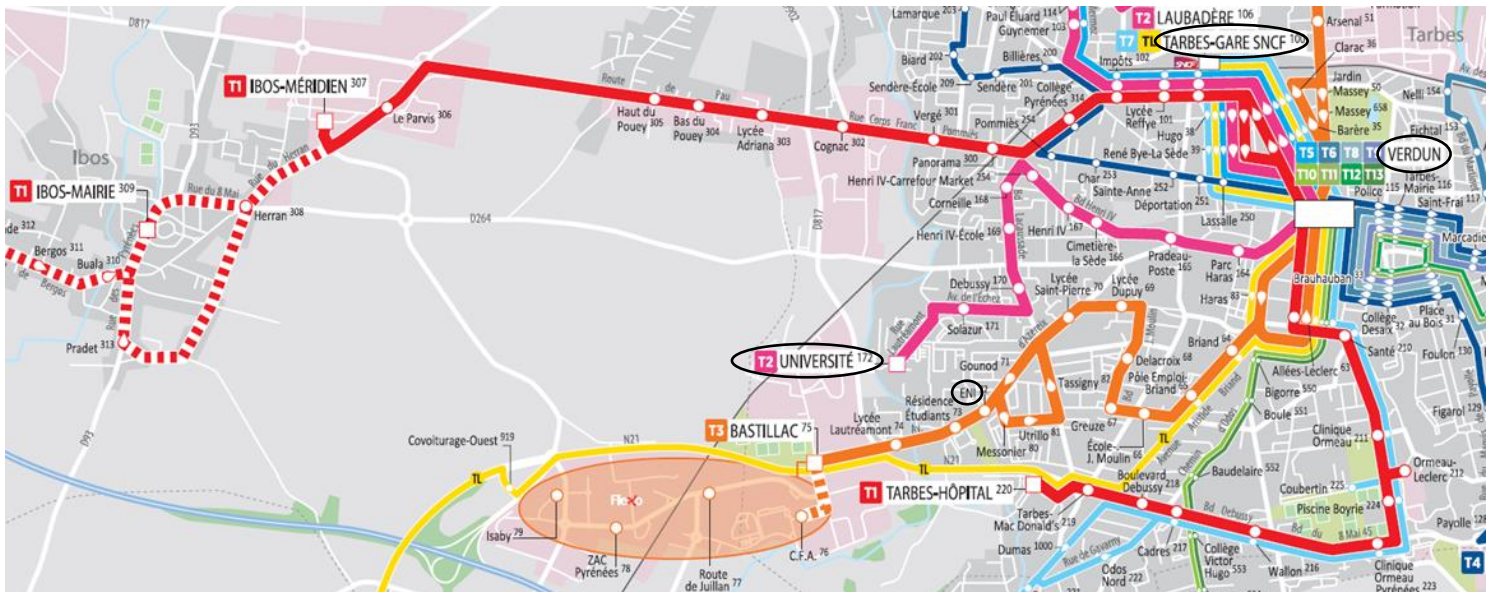


Figure 4: Plan of the Alezan bus network.

- Coming from another city:

Tarbes is conveniently by the A64 motorway which connects Toulouse and Pau. The nearest exit to the LGP is exit 12 'Tarbes Ouest'. There are several parking spaces in front of the ENIT and LGP (students parking, researchers parking, lecture theaters parking).

You can also come to Tarbes by coach bus, from various cities in the region, via [Keolis Pyrénées](#) et les [lignes intermodales d'Occitanie](#) (liO). Across Europe, several coaches companies offer access to Tarbes: [FlixBus](#), [BlablaBus](#), etc.



Figure 5: Location of Tarbes in France and in the region Hautes-Pyrénées.

If you come by train, Tarbes train station is 30–35 minutes' walk away from LGP and about 10 minutes' walk away from the city center. It is also possible to take a bus from the station to LGP or the city center.

You can also come by plane. An airport is between Tarbes and Lourdes 8 km from campus: [Tarbes-Lourdes-Pyrénées airport](#). Many connections are possible, particularly from Paris-Orly with Air France. liO 965 coach, TLP Mobilités T7 and TL bus connect the airport to the Tarbes train station.

Depending on where you come from, you can also land at [Pau-Pyrénées airport](#) 45 km from Tarbes or at [Toulouse-Blagnac airport](#) 136 km from Tarbes. Pau airport is linked by line 10 of the Idelis bus network to the city center, while Toulouse airport is linked by tram line T2 to the city center and by shuttles to the station.

- LGP on the university campus:

On campus, the school and laboratory are south of the CROUS which is composed of university residences and the university restaurant (RU). They are surrounded to the southeast by the Toulouse university department – *Institut Universitaire Technologique* (IUT), to the east by the teachers' school *Institut National Supérieur du Professorat et de l'Éducation* (INSPÉ), and to the north by the observatory *Observatoire Midi-Pyrénées*. At the IUT, there are several laboratory antennas such as the *Institut Clément Ader* (ICA) whose research fields are materials, structures, mechanical processes, and the *Laboratoire Matériaux et Durabilité des Constructions de Toulouse* (LMDC), whose activities are materials, civil engineering, etc.

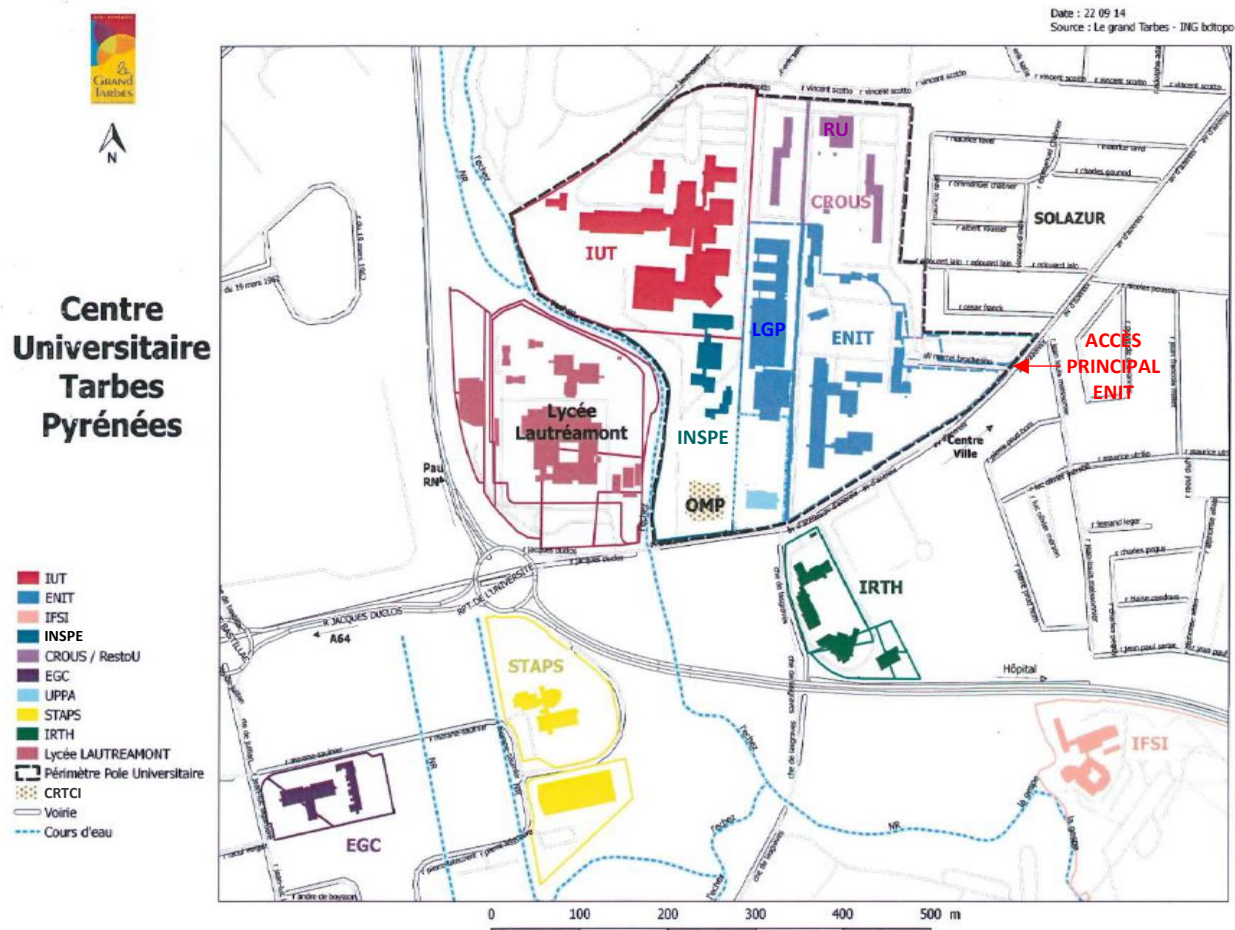


Figure 6: Plan of the University Centre Tarbes (in French).

The LGP extends over the eastern part of the ENIT. The students' courses and lectures take place mainly in buildings C, D and E. The practical works take place in the laboratory (CIRTT 1 to 4) or in building C. Building E also houses the university library (note: there is also one of the IUT, and you can access it). Building A is the school's administration building.

The school also houses the Agromat hall of the *Laboratoire de Chimie Agro-Industrielle* (LCA) based in Toulouse (activities: agromaterials, biobased materials, chemistry), under CIRTT4, and the Technacol structure specialized in bonding at CRTCI.

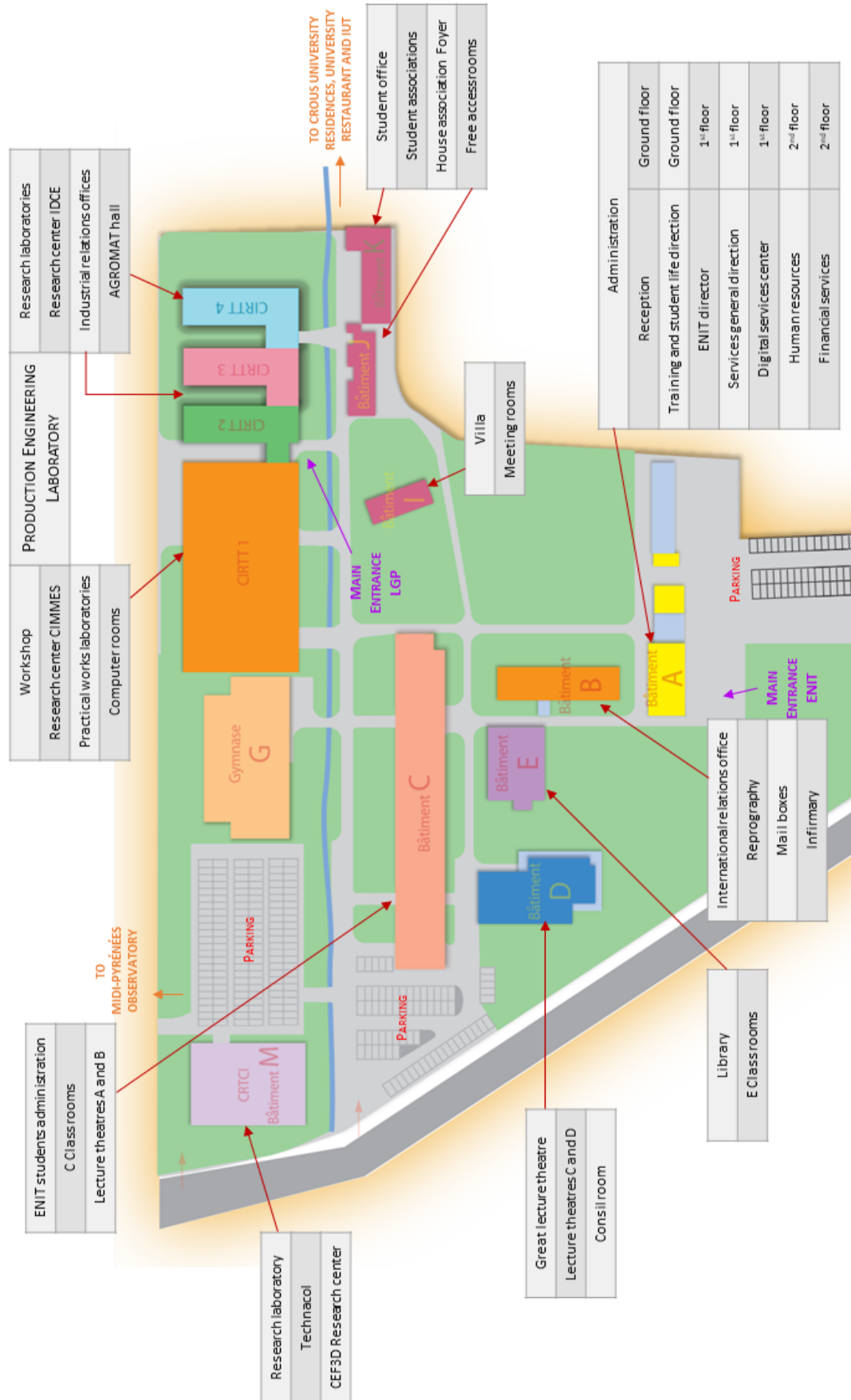
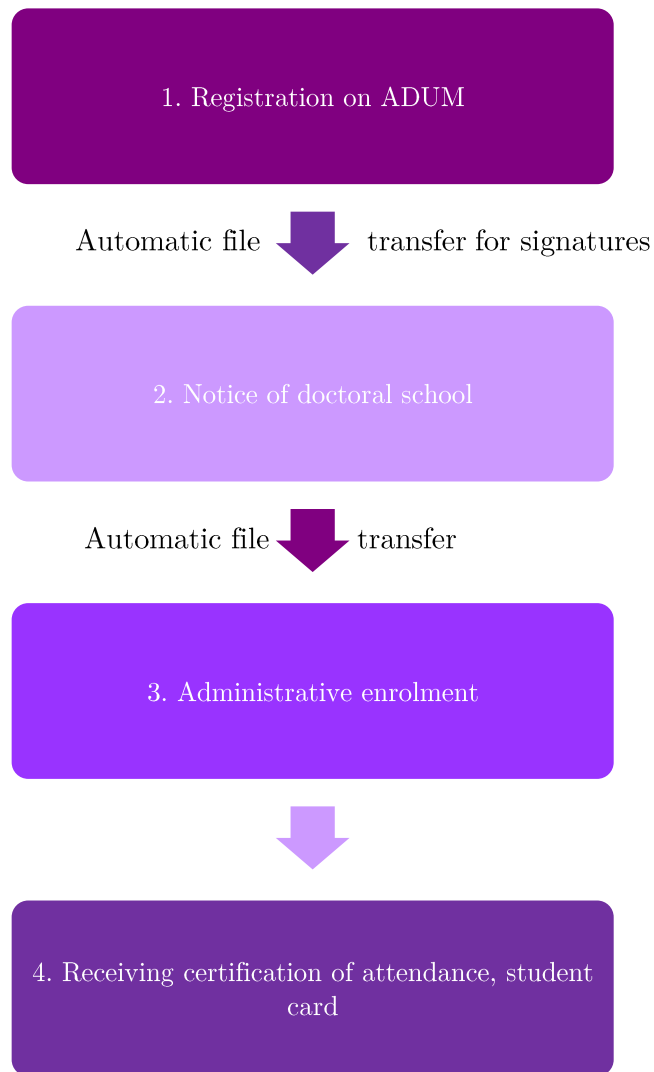


Figure 7 : ENIT plan.

3. Enrollment in the 1st year of the thesis

Summary:



See [Appendix 1: contacts in case of problems](#), and [Part 7. Foreign PhD students](#).

3.1. Step 1: Registration on ADUM

ADUM (*Accès Doctorat Unique et Mutualisé* ⇒ Single and Shared Doctoral Access) is an Internet portal for information, services and communications for PhD students and PhD holders. It is an electronic directory in the form of an informed database. It contains information on schooling from high school to professional courses and civil status, contact details, publications, CV, photo, etc. It also allows you to register for doctoral training courses during your thesis, access to job offers, etc.

Once you are accepted for your thesis, the first step is to create a profile on ADUM: <https://adum.fr/>. You can also access it via the website of your (future) Doctoral School.

When creating the ADUM profile, you will be asked for several pieces of information. Feel free to consult your thesis supervisor if you have any questions.

See ADUM's FAQ (in French): <https://www.adum.fr/as/ed/adumR/faq.pl>

After completing your profile, you will receive several documents via ADUM:

- RGD Form (*Règlement Général sur la Protection des Données* ⇒ General Data Protection Regulation);
- *Convention individuelle de formation* ⇒ training agreement, to be signed by the thesis director and the laboratory director;
- *Dossier de candidature en 1^{ère} année* ⇒ application form for 1st-year doctoral studies, to be signed by the thesis director and the laboratory director;
- *Feuille de renseignements généraux* ⇒ general information sheet;

You will also be needing the following documents:

- a copy of your postgraduate diploma or certificate of completion of Masters (or equivalent);
- a transcript or a mark sheets summarizing the university curriculum;
- a letter of recommendation;
- a CV;
- the research project or thesis subject;
- *Le contrat d'engagement de la charte des thèses* ⇒ the contract of engagement of the thesis charter, signed;
- Identity card for French candidates;

And for foreign candidates additionally:

- Birth certificate;
- French translation of all documents (birth certificate, diplomas, etc.);
- Level of French knowledge;

Depending on the nature of your thesis, you may have other documents to attach. For example, in the case of a CIFRE thesis, a CIFRE acceptance paper written by the ANRT is required.

Complete the ADUM file so that it can be transferred to your doctoral school.

3.2. Step 2: Notice of doctoral school

The **École Doctorale** \Rightarrow **Doctoral School** (or **ED**) is an internal body of public institutions authorized to award the doctorate and implement doctoral training.

The Federal University of Toulouse-Midi-Pyrénées has 15 doctoral schools. ENIT is co-accredited in the following 5 areas:

- ED SDM: *Sciences De la Matière* \Rightarrow Material Science;
- ED MEGeP: *Mécanique, Énergétique, Génie civil & Procédés* \Rightarrow Mechanics, Energetics, Civil and Process Engineering;
- ED SYS: *Systèmes* \Rightarrow Systems;
- ED GEET: *Génie Électrique, Électronique, Télécommunications* \Rightarrow Electrical Engineering, Electronics, Telecommunications;
- ED AA: *Aéronautique, Astronautique* \Rightarrow Aeronautics, Astronautics;

Each doctoral school site gives access to the **ADUM** platform.

During your first year, the doctoral school will assign you a **parrain de thèse** \Rightarrow **thesis sponsor** or a **comité de suivi** \Rightarrow **follow-up committee** (depending on the doctoral school). They are people outside your project, responsible for making sure that your thesis goes well. Follow-up interviews are to be scheduled yearly, before re-enrollment, so you will need to contact these people. If you have a supervision problem during your thesis, do not hesitate to contact them even outside these interview periods.

3.3. Step 3: Administrative enrollment

The rest of the process is automatic: the file is sent directly by the doctoral school to the administrative institution to allow you to have student status and the benefit that comes with it.

Depending on the thesis, you will have to register at **Toulouse INP** as a student: <http://www.inp-toulouse.fr/fr/recherche/doctorat/s-inscrire-en-doctorat.html>. With Toulouse INP, the procedure to follow is sent by email. You have to wait until you receive an email from the administration. Fill in the documents and send your administrative file back in email.

Documents may vary from one institution to another. In any case, it is important that you have:

- A completed registration form;
- An updated ‘civil liability’ insurance;
- A certificate of affiliation to the *Caisse Primaire d’Assurance Maladie* (CPAM) \Rightarrow Primary Health Insurance Fund (CPAM);
- A CVEC attestation (see below);
- A copy of your postgraduate diploma or certificate of completion of Masters (or equivalent);

- A Copy of your undergraduate diploma (or equivalent);
- Photo identity card;

And students from outside the EU additionally need:

- A Copy of Passport, once you arrive in France;
- A copy of the residence permit/visa after arriving in France;

When you register, you must pay tuition and the *Contribution de Vie Étudiante et de Campus* (CVEC) \Rightarrow Student Life and Campus Contribution. Note: for international joint programs, if doctoral student pays his registration fees to the foreign partner university, he will not pay CVEC (to be justified with a current year's certificate of attendance/registration).

3.4. Step 4: Receiving certification of attendance and student card

The institution issues you a student card. It may be sent to you by post but the process takes time.

The finalization of the ADUM registration requires the employment contract.

3.5. Re-enrollments

Each year, you will have to re-enroll at your doctoral school and university. Depending on the doctoral school, you may have to contact your thesis sponsor or your thesis monitoring committee, and/or fill in a "Year X monitoring report" (available on ADUM if your doctoral school requests it).

Re-registration on ADUM is similar to registration, but shorter. Some fields are normally pre-filled.

As in 1st year, you will also have to enroll at your administrative school. You will receive an email with the procedure in it in September. You may receive it on your establishment's mailbox (example: inp-toulouse for Toulouse INP) so remember to check all your mailboxes.

If you had enrolled during the year, you will still have to register again in September. At the end of your thesis, you may have to enroll in the 4th year of your doctorate because you must be enrolled to be able to defend yourself. You must check the registration conditions on the website of your doctoral school and your registration institution.

4. First days in the laboratory

See [Figure 7: ENIT Plan](#) and [Figure 8: LGP Plan](#).

4.1. Arrival in thesis

On your first day, you will have to visit several departments:

- **Éliane CASTA's Office, research secretary (CIRTT4):** To check that your thesis registration is effective. She will guide you and explain the first things to do.
- **Centre des Services Numériques (CSN) ⇒ Digital Service Centre — Building A (Administration):** To Create an LDAP account. All people working at ENIT have an LDAP account (extranet, messaging and access to various IT tools). The CSN gives you a username and password that allows you to connect to all applications. You can also request a name change for your office landline phone.
- **Reception—Building A:** To retrieve the key to your office that your thesis director has previously requested. *Note that to obtain laboratory room keys, it is up to the thesis director to make the request.*

See [Appendix 1: Contacts in case of problems](#).

A presentation for PhD students by the laboratory director takes place in October. It is completed by a welcome drink. ☺

4.2. Restaurant

University restaurant and cafeteria:

Managed by the CROUS, the *restaurant universitaire* (RU) ⇒ university restaurant is accessible to all ENIT students and staff. It is on the university campus, north of ENIT and LGP, at the: [39, rue Vincent Scotto 65,000 Tarbes](#).

Two CROUS cafeterias are on campus: one in the RU and another in the IUT.

The RU is open for lunch from Monday to Friday from 11:45 a.m. to 1:15 p.m. The RU and IUT cafeterias are open for lunch Monday to Friday from 11:30 a.m. to 2:30 p.m.

RU 2020–2021 Price: [€3.30](#) for students.

Some PhD students go there around 11:45 a.m to avoid the crowds of students leaving at noon.

Conviviality room:

If you don't want to have lunch in the RU, a conviviality room is available on the 1st floor of CIRT 2, equipped with microwaves, a fridge and a sink. You will also find a Nespresso pro coffee machine, a television and sofas.

You will also meet people there at breaks around 10 a.m. and 4 p.m.

There is also a small conviviality room at the CRTCI.



Figure 9: LGP's conviviality room.

Snacks:

You can find snacks and drink vending machines in the main lobby and lecture theatre lobby of ENIT Building C. They work with the student card. There are also vending machines at the IUT next door, which work with the card and coins.

4.3. Student Card

Your student card gives you access to all the buildings (outside opening hours), the staff parking lot, the university library, the gym, etc. Beside, it also allows you to pay for meals in CROUS university restaurants (do not forget to activate your IZLY* account) or use vending machines equipped with IZLY (<http://www.izly.fr/>).

Once you have received your student card, you must go to the CSN to activate your card, which will allow you to access the staff parking lot and buildings outside opening hours.

Generally, if you have a computer-related problem, don't hesitate to go to the CSN.

* IZLY is a payment service launched by CROUS that allows payment in CROUS services: university restaurants (RU), cafeterias, distributors, etc.

4.4. Working time and leave management

Working hours vary according to the employment contract. For doctoral contracts it is 1607 hours per year. You can refer to the decrees [n°2009-464](#) and [n°2000-815](#). The laboratory is open from 7:30 a.m. to 7 p.m. Monday to Friday. It is accessible outside these hours thanks to the student card.

You are entitled to leave days. Their number varies according to your employment contract (5 weeks minimum).

- For doctoral students on ENIT doctoral contracts or ENIT employees: Your day off depends on annual days off schedule defined by the scientific manager. For more information, you can contact the human resources manager Fabienne SOURDAA (fabienne.sourdaa@enit.fr) who is in Building A.
- For doctoral students under doctoral contract Toulouse INP: You must go to <http://planete.inp-toulouse.fr>.
- For doctoral students in CIFRE: You must contact your company (industrial manager, HR) or use their attendance management tool to set up your holidays or RTT.
- For the others: You must discuss this with your thesis supervisor.

4.5. Extranet

By connecting to the ENIT Extranet (<http://extranet.enit.fr/>), you have access to many documents, among others:

- Services → Finances → Vos dépenses: Purchase requisition / Purchase order / Personal purchase refund request;
- Services → Finances → Vos missions: Request for a mission order;
- Services → Ressources Humaines → Agent : Information on doctoral contracts;
- Communication → Supports de communication: Logo / PowerPoint Presentation / Newsletter / Visiting Card / Mail signature;

You will also have access to various tools (*Mails Zimbra*, *Hyperplanning* for the course schedule, *Reservation* to book a meeting room or a company car, *Nextcloud* to store your documents). Some denominations are not obvious, you will find quick descriptions in the appendix: [Appendix 2](#). There is some instructions for the digital tools in the *Guide de l'Élève ingénieur* ⇒ ENIT engineer student guide (in Extranet → Formation → Documents administratifs).

Bibliographical research:

From the ENIT Extranet, you can go to the Biblio'Tech portal (Bibliothèque → Services). It will allow you to access the scientific journals to which Toulouse INP is subscribed.

4.6. ENIT Mailbox

ENIT's mailboxes are in Building B. If you are an ENIT employee, you may receive your pay slips there. They are placed in the box corresponding to your team. You can also receive other documents if you use ENIT's address in forms. However, parcels are not left in the mailboxes and remain at the reception desk (building A). An email is sent to you to indicate the arrival of a package. However, this is not the case for letters so check the mailboxes regularly.

4.7. Wi-Fi

You can connect to the 'ENIT' network using your LDAP IDs. You can also use the 'eduroam' network thanks to your email address (not the username this time) + your LDAP password. This network is present in many French and foreign universities. At ENIT, the 'ENIT' network still works better.

⇒ ENIT VPN

Use the global-protect program and its LDAP identifiers to connect to the VPN and have access to bibliographic resources (scientific journals, Biblio'Tech) even outside ENIT.
<https://vpn.enit.fr/>

5. Life in the laboratory

5.1. Validating your PhD

To validate your PhD, writing a manuscript and defending it is not enough. You will also have to validate ECTS credits or hours (depending on the doctoral school). There are several ways to obtain these credits: do scientific or professional doctoral training, make oral presentations at conferences, teach, popularize science, write one or more scientific publications, take a TOEIC-type English test, participate to *Doctoriales*, etc. Validation procedures differ from one doctoral school to another. For example, some will require more articles than others. In addition, depending on the type of thesis, there are more or less credits/hours to validate.

As soon as you arrive at the lab, check your doctoral school's website to find out what you need to do.

5.2. Doctoral training courses

To validate your doctorate, you must complete some training courses. Their content and number differ slightly depending on your doctoral school. Some training courses are mandatory, such as the ‘*Éthique et intégrité scientifique*’ \Rightarrow ‘Ethics and Scientific Integrity’ course.

Information on doctoral training courses: (change language to English on the site)

- ED SDM: <http://www.adum.fr/as/ed/page.pl?site=edsdm&page=formation>;
- ED MEGeP: <https://www.adum.fr/as/ed/page.pl?site=megep&page=formations> ;
- ED SYS: <https://www.adum.fr/as/ed/page.pl?site=edsys&page=formation>;
- ED GEET: <https://www.adum.fr/as/ed/page.pl?site=GEET&&page=moduleRegle> ;
- ED AA: <https://www.adum.fr/as/ed/page.pl?site=edaa&page=formationOrganisation>;

You can register for training courses on the ADUM personal space. Think about it from the first year!

Most of the training courses take place in Toulouse. To get there you can borrow an ENIT car – if you have a driver’s license – via the GRR reservation tool on the extranet. You can also carpool with fellow doctoral students. Alternatively, you can take the train from Tarbes to Toulouse Matabiau. Then, you go to the Maison de la Recherche et de la Valorization (Université Toulouse-III-Paul-Sabatier, route de Narbonne, 31330 Toulouse) by metro (lines **A** then **B**) or by buses (lines **57** then **44**, or lines **57** then **L9** then **54**, or line **27**). We suggest you check in the Toulouse public transportation network website Tisséo (<https://www.tisseo.fr/en>).

Some doctoral training courses are offered by the ENIT, in Tarbes: *Éthique et intégrité scientifique*, English TOEIC, French as a foreign language (FLE), etc. Contact Éliane CASTA

at the research secretariat (CIRTT 4) for more information. You can also follow a training course that you have found yourself and make a request on ADUM to have it validated and complete your ECTS credits/hours required (on ADUM → Add an external training module).

Small training courses are regularly set up within the school and the laboratory: non-violent communication, writing a scientific article, etc. Mails are sent regularly to inform about the dates of the training sessions. You have the right to register for them.

5.3. Traveling

You will have to travel for various reasons: conferences, trade fairs, training, visits, etc.

Travel for the thesis is covered by the thesis budget or by the laboratory. You need to print a mission order request '*Demande d'ordre de mission*' (Extranet → Services → Finances → Vos missions), that you complete and bring back to Cécile DE BARROS or Marie ROBERT (research secretaries) **BEFORE** your trip.

Air or train tickets can be paid directly by the laboratory, so go see Cécile or Marie. Car travel can be done with ENIT vehicles. You can book them from the extranet → Tools → Booking → GRR. You can also use your personal vehicle if you cannot use a service car. You will have to provide the secretariat with a copy of the vehicle registration document and your insurance certificate. Gasoline will be reimbursed to you based on mileage allowances. For toll or parking fees, you must keep receipts. If you take the subway, bus or taxi, keep the bills.

Meals are reimbursed on the basis of a flat rate of €17.50 per meal according to the mission schedule by presentation of proof. The accommodation allowance is fixed at a flat rate, excluding special cases, at: €70 base rate, €90 for the communes of the Greater Paris metropolitan area and the major cities, €110 for the commune of Paris (Paris intra-muros). For travel abroad, the rates depend on the destination. You will need to request an accommodation invoice and keep the meal receipts/tickets.

5.4. Purchasing

If you wish to make a purchase during your thesis, you need to talk to your thesis supervisor about it. Then you must print a purchase order '*Demande d'achat*' or '*Bon de commande*' (Extranet → Services → Finances → Vos dépenses), which you complete and bring back to Cécile DE BARROS or Marie ROBERT (research secretaries) before your purchase. For a major purchase, you must go through your thesis director.

The parcels arrive at the reception desk of ENIT (building A). You will receive an email indicating its arrival.

5.5. Teaching

It's possible to give courses (tutorials, practical work) as part of your doctorate. To find out what courses you can/should teach, talk to your thesis supervisor. You must have your employer sign an 'authorization to work concurrently'. Ask the ENIT HR department (building A) and your employer (company, Toulouse INP, other).

5.6. Scientific animations

Seminars are organised throughout the year by the scientific departments. The 2nd year doctoral students, more rarely the 3rd year, and the researchers present their research work to the other members of the department or laboratory, but also to ENIT students and researchers from partner laboratories who wish to participate. It is an opportunity to exchange with people from different research groups. When you are in your second year, you will receive an email at the beginning of the year telling you which seminar you will be presenting at. Some seminars also involve researchers from outside the laboratories.

Meetings can also be organised by the research groups.

A General Assembly (GA) also takes place every year in June-July. It consists of a two-day "festive" workshop with scientific presentations by 1st and 3rd year PhD students and permanent staff. There will also be the annual LGP review and posters.

6. Life in Tarbes

6.1. Housing

Student residents:

You can also turn to student residences. Here is a non-exhaustive list:

- **Résidence Bastillac:** Bordering the south of ENIT at 76 avenue d'Azereix 65,000 Tarbes, the Bastillac residence offers T1 of 18 m² and T1bis (duplex) of 32 m². These apartments are unfurnished.
Contact: SEMI Tarbes <http://www.semi-tarbes.fr/>
- **Résidence Carline:** north of the campus at 10 avenue de l'Échez 65,000 Tarbes, the Carline residence has T1 of 19 m² and T2 of 45 m². These apartments are unfurnished.
Contact: SEMI Tarbes
- **Résidences Résistud et Studrés:** These 2 residences are halfway between ENIT and city center at 28 rue Sainte-Catherine 65,000 Tarbes. They offer various furnished apartments: studios, T1, T2 and T3.
Contact: <https://www.logement-etudiant-tarbes.fr/>
- **Résidence Jean-Paul Sartre:** Ten minutes' walk from ENIT at 10 rue Jean-Paul Sartre 65,000 Tarbes, this residence offers furnished various studios.
Contact: <http://www.residence-jps.inthemix.fr/>

Doctoral students are only admitted during off-peak periods (January-August) at the university campus of the CROUS (cité U), except for short stays (joint program students).

HLM Sector:

- **Promologis:** This agency has unfurnished and furnished accommodation in many cities in Occitanie region.
Contact: <https://www.promologis.fr/>
- **OPH65:** This agency offers both unfurnished and furnished apartments and houses from T1 to T5 in various locations in Tarbes, Lourdes, Bagnères-de-Bigorre and Vic-en-Bigorre. For example, in the Solazur city north of ENIT.
Contact: <https://www.oph65.fr/>
- **SEMI:** Beside the student residences, SEMI has other residences in Tarbes. The apartments range from T1 to T5 and are unfurnished.

Facebook 'ENIT' Advertisement group:

On this Facebook group, you will find a good number of ads for apartment rentals, including roommates.

Link: <https://www.facebook.com/groups/ENIT69/>

Many announcements are also displayed on the various billboards (ENIT Building C halls, LGP entrances to the workshops, 1st floor of the LGP, IUT, etc.). At the reception desk (building A), a notebook contains various announcements received. You can also ask your supervisors if they know any doctoral students looking for a roommate. Finally, you can do your research on Leboncoin (<https://www.leboncoin.fr/>) or in real estate agencies.

6.2. What to do in Tarbes?

We regularly organize outings with each other: outings to the city, evenings, trainee-doctoral meals at the Foyer, hikes, visits, etc.

Join the Facebook group ‘*Doctorants de Tarbes*’ \Rightarrow ‘Tarbes PhD students’:

<https://www.facebook.com/groups/231816264179836/>



Figure 10: Interns/PhD students dining at ENIT Foyer.

APENI: The *Association du Personnel de l'ENIT* \Rightarrow ENIT staff association offers many activities and meetings throughout the year (pétanque tournament, barbecue, Christmas, etc.). You can contribute to the year for €20 (€10 if it is the 1st year you are there), go see the treasurer of the association Cécile DE BARROS (research secretary). It's a great way to meet other people who work in the same establishment as you. More information in the Extranet, “APENI” tab.

BDE and ENIT students' association: The *Bureau des Élèves ENIT* \Rightarrow ENIT Student Office (BDE) offers many evenings and outings for engineering students.

Facebook account ‘*Bureau Des Élèves Enit*’: <https://www.facebook.com/bde.enit>

Bureau des Élèves website: <https://bdeenit.wixsite.com/bdeenit/>

An **international club** exists at the school, if you want to meet foreign students coming mainly from Europe and South America.

Facebook account 'International Club Enit':

<https://www.facebook.com/internationalclubenit>

There are other clubs & associations which organize parties, the ski club, the CACO club (cacophony–music), the glider club, the mechanical/crafts club, the motorcycle club, the photography club, the geek club, *ingénieurs sans frontières* ⇒ engineers without borders, etc. You will find contacts on the BDE website or on Facebook, some clubs have dedicated pages.

6.2.1. Outings in the city:

Among the places to visit in Tarbes, we can recommend: the garden *Jardin Massey*, the *Musée International des Hussards* / *Musée Massey* ⇒ International Hussar Museum / Massey Museum, the Verdun place and the *Haras Nationaux* ⇒ National Stud Farms. Apart from that, there are various places to go out in Tarbes.



Figure 11: Jardin Massey, place, Verdun, Casetas and ENIT's Gala.

Here is a non-exhaustive list:

- Movies: Méga CGR (all movies in French) et Le Parvis (some movies in OV);
- Theater;
- Improv theater: company Les Improsteurs;
- Bars : Shamrock, L'Étal 36, L'Europe, Chez Marcel, V&B, Le Celtic, Les Galopins, La Plage de l'Arsenal, etc.;
- Nightclubs/night bars: R&G, L'Entracte, Le Palace;
- Sports match: Women's basketball (TGB), men's & women's rugby (TPR), Les Petits A's (Tennis U14), Tour de France;
- Concerts: concerts hall La Gespe and Le Pari, *Parc des expositions* ⇒ expositions area, music festivals (Rockabilly, Tarbes en Tango, etc.);

- Miscellaneous events: *Casetas de Tarbes* (Tarbes fair), ENIT gala, *monôme de l'ENIT* (student parade), agricultural show, running Tarb'Elles, equestrian festival Equestria, etc.;

On the restaurant side, you will be able to taste the southwest French cuisine in various establishments. Here is a non-exhaustive list: Le Soixante-Cinq, Le Monocle, Le Contre-Temps, L'Empreinte, L'Épicerie, etc). You can also try other types of cuisine: Breton (Charlye et ses drôles de crêpes, La crêpe en l'air), North African (Le Tajinier, Le Sahara), Indian (Taj Mahal, Indian Grill), Lebanese (Wisso's), Argentine (Caminito San Pedro), Vietnamese (An-Nam, Viet Wok, Thanh Long), Japanese (Very Sushic, Eat Sushi, Kyoshu), Thai (Koh Samui), Chinese (Royal), Italian (Le Caprice, Le Radis noir, La Mamma, La Piazzetta), burgers (Jules & John, Mr Vagabond, L'Assiette du cuistot), kebabs (L'Oasis, Chicken Fried, Avesta), French tacos (So Tacos, Tacos Avenue).

6.2.2. Outings out of the city:

We also advise you to visit the surroundings where there is a lot to do and see. To begin with, you will see from your arrival the very close presence of the Pyrenees mountain range, ideal for hikes of all levels. If you are not a fan of hiking, there are many beautiful places to discover: the Néouvielle natural reserve and its many lakes, the *Pont d'Espagne* bridge and lake Gaube at Cauterets, the Gavarnie Glacier Circus, a UNESCO World Heritage Site, the *Pic du Midi de Bigorre* (a mountain) and its observatory, the Ossau Valley, the small Amazonia of Pyrénées, etc.;

The open air will allow you to practice cycling, running, trail, outdoor climbing, canoeing, rafting, snowshoeing, etc. In Tarbes, you also have a nice path to run, walk or cycle: the Caminadour.

In winter, you will not be left out with winter sports. There are many ski resorts, including those of Cauterets or Luz-Ardiden, about 50 minutes from Tarbes, and a little further away those of Gavarnie-Gèdre, Saint-Lary-Soulan, Tourmalet, La Mongie, etc. Nistos, Payolle and Val d'Azun are resorts dedicated to cross-country skiing. It is also an opportunity to let yourself be tempted by the thermal spas of the region: Aquensis in Bagnères-de-Bigorre, Luzea in Luz-Saint-Sauveur, Balnéa in Loudenvielle, etc.

In summer, in addition to the mountains, you can go to the Basque coast or to the Landes. For example, Biarritz is about 1:30 am from Tarbes. Many fairs mark this time of year in southwestern France (Bayonne, Dax, Mont-de-Marsan, Pamplona in Spain, etc.). Indeed, you can also cross the border to Spain in about an hour by car.

You can finally visit the other cities in the southwest. Tarbes is 20 minutes from Lourdes and Pau, 1:30 am from Toulouse and 2h from Bordeaux.



Figure 12: Outing at the Gaube lake.

6.2.3. Sport & other leisure activities:

Like all students on campus, by paying a membership fee of €30 per year, you have access to the ENIT gym and to the various sports on offer (volleyball, basketball, badminton, football, handball, weight training, climbing, dancing, etc.). The gym is open Monday to Thursday from 7 p.m. to 10 p.m. For that, you have to go to the office of Michel Perez (michel.perez@enit.fr), at the gymnasium.

In addition to the outdoor sports mentioned in the previous paragraph, you will find different sports clubs in and around Tarbes. All sports are represented: football, rugby, basketball, handball, American football, golf, tennis, swimming, horse riding, Basque pelota, boxing, judo, karate, wrestling, glider or aircraft flying, parachuting, motorcycling, karting, bowling, etc. There are also weight rooms and cross fit boxes.

If you like dance or want to learn to dance, there are several associations offering different types of dance for all levels.

If you are a musician, you will find music schools and the Henri Duparc Conservatory. ENIT also has a music club, called CACO club: <https://www.facebook.com/groups/clubcaco.enit/>.

If you are interested in artistic activities, we advise you to visit the Artelier. It is an association offering various courses & workshops (photography, paper creation, pottery, graffiti, sewing, etc.) and exhibitions.

If you are more of a board game enthusiast, there is, for examples, a chess club in Tarbes and a board game café/bar named La Chouette Tricheuse.

7. Foreign PhD students

Like any doctoral student, you can contact Éliane CASTA (Research Secretariat – CIRTT 4) if you have any problems in your work:

- Email: eliane.casta@enit.fr;
- Tel: +33 (0)5 62 44 44 27 53;

If you have more questions, you can also contact ENIT International Relations, in ENIT Building B:

- Email: incoming@enit.fr;
- Tel: +33 (0)5 62 44 44 27 50;

Papers to be provided:

Before you leave for France, you have to plan ahead:

- Your passport if you are non-European or your identity card if you are European;
- Your Visa if necessary;
- Your birth certificate in the original language and translated into French, dated less than 3 months ago;
- Your European health insurance card if you are European;
- A passport photo;

These documents will be requested from you several times, so think about scanning or making copies of them.

Visas:

The French consulate or embassy will give you a list of the documents you need to obtain your visa.

- If you have obtained a long-stay visa worth a residence permit mentioning ‘Étudiant’ (student) or VLS-TS ‘Étudiant’), you must validate it at the latest within 3 months of your arrival in France. To do this, you must connect to the following address: <https://administration-etrangers-en-france.interieur.gouv.fr/> (English translation). You will need the information on your passport (visa, date of entry into France) and a credit card to pay the tourist tax online. You can also buy a tax stamp at a tobacco store.
- If you have obtained a visa mentioning ‘Passeport talent chercheur’ (passport talent researcher):
 - For a stay of less than 12 months, valid for 1 year: you must validate your long-stay visa validating your residence permit (VLS-TS) before 3 months after your arrival in France (as explained above).
 - For a stay of 12 months or more: your visa is valid for 3 months and is not valid as a residence permit. You do not need to have it validated but you must

make an appointment directly on the website of the Prefecture to request your residence permit (see below).

- If you have another visa, you are not affected by this procedure.

Carte de séjour / Residence permit:

There are several types of visas and residence permits (*étudiant, passeport talent chercheur*, etc.). Each document will have administrative advantages and disadvantages. The residence permit bearing the mention ‘passport talent researcher’ is advantageous because it is a multi-year.

The first application or renewal of the residence permit must be made online, on the website of the prefecture of Hautes-Pyrénées below. Choose the section ‘*Usagers de nationalité étrangère – demander un rendez-vous*’ (Users of foreign nationality – request an appointment) and click on the link corresponding to your situation. You must then create an account and provide the requested documents. Your request will be processed by the services of the Prefecture and you will receive a letter setting an appointment and specifying the documents to bring.

Watch out!!! Waiting times are very long and you must register your application between 4 and 6 months before the expiry date of your current title. Please refer to the Prefecture website for any updates. No appointments can be made directly at the Prefecture: everything is done via the Internet.

Préfecture des Hautes-Pyrénées

Adress : Place Charles de Gaulle 65000 Tarbes

Tel.: +33 5 62 56 65 65

<http://www.hautes-pyrenees.gouv.fr/>

Ouvrir un compte bancaire / Open a bank account:

If you are a foreign student, you must be able to justify €615/month. The necessary documents are:

- a valid identity document, for example passport, visa, residence permit;
- a proof of residence, for example phone, electricity or gas invoice, rent receipt;
- a certificate of attendance or student card for the current year;
- a proof of income;

Assurance responsabilité civile et assurance habitation / Liability and home insurance:

Assurance responsabilité civile / Civil liability insurance is compulsory in France. If you cause moral or material damage to someone, you are legally responsible for compensating them. Your liability insurance will take care of it.

Assurance habitation / Home insurance is also mandatory if you are a tenant. Your landlord will ask you for the insurance certificate that proves that you have insured your home.

Generally, the bank in which you open an account offers insurance contracts. Please note that home insurance includes liability insurance. The price will depend on the surface area of your home, your age, etc. You can also take out an insurance contract with an insurance company.

Garantie locative / Rental guarantee:

In France, when you want to rent an apartment, the owner almost always asks for a guarantor, i.e. a person who guarantees you: he undertakes to pay your rent if you can no longer afford it.

Caisse d'Allocations Familiales (CAF) / Family allowances:

Aide Personnalisée au Logement (APL) / Personalized Housing Assistance is financial assistance to reduce your rent. You can apply for an APL:

- If you are a tenant or roommate (declared to the owner) of a subsidized accommodation (furnished or not);
- If you are a resident in a shelter;

You must have a valid residence permit. Most of the steps can be done directly on the website.

CAF des Hautes-Pyrénées

6 ter place au Bois, 65000 Tarbes;

Horaires d'ouverture : du lundi au vendredi de 9 h à 16 h 20 ;

<http://www.caf.fr/>

Affiliation to the Sécurité Sociale / Social Security:

Sécurité Sociale (or *Ameli*) / Social Security is the public health insurance that covers part of the health costs. Registration with the Social Security is free and compulsory (except for European students who have the European Health Insurance Card).

Depending on your situation (visa, length of stay in France, status, etc.), the procedures for registering with the Social Security may vary. For more information, contact the Tarbes Primary Health Insurance Fund at the address below.

For example, **if you have a talented researcher's passport residence permit**, your membership is centralized by the *Caisse Primaire d'Assurance Maladie* (CPAM) of Paris for all the benefits paid by the French general scheme. Go to the CPAM in Tarbes, which will provide you with the necessary documents for your registration.

If you are a European and you have the European health insurance card, you do not need to register with the French Social Security. Your health expenses will be reimbursed under the same conditions as if you were in your country.

If you are already registered with the Social Security, do not forget to transfer your file to the CPAM in your place of residence.

CPAM of Hautes-Pyrénées (Health Insurance)

8, place au Bois 65000 Tarbes

Tel.: 08 11 70 36 46 (Tarbes) ou 36 46

<http://www.ameli.fr/>

French as a Foreign Language:

French as a Foreign Language (FLE) is one of the doctoral courses that can be followed during the thesis. Some doctoral schools require a minimum B2 level from their non-French-speaking doctoral students or to follow a French as a foreign language module to be able to support them.

It is possible to take French as a foreign language courses at ENIT. Ask Éliane CASTA at the research secretariat for more information.

See [Appendix 3: Useful addresses](#).

8. Contributors

This welcome booklet was written following the working group “Processus doctorant” by the PhD students: Camille GILLET and Marie DOUMENG.

These PhD students have also contributed: Yves BRESSON, Martín MUJICA, and Sharan Raj RANGASAMY MAHENDREN.

Thanks also to Bernard ARCHIMEDE (director of LGP), Jean DENAPE (director of the LGP 2016-2020), Kamal MEDJAHHER (deputy director of LGP), Karl DELBÉ (associated professor), Fabienne SOURDAA (HR Manager), Éliane CASTA (secretary of the LGP), Coralie DUHAUVELLE (quality engineer) and Caroline MARRANT (former international relations), for their review and corrections. Thanks to Muriel ALCETEGARAY (former communication manager) and Mathilde COURTES (communication manager) for the tab on the laboratory website.

9. Appendix

Appendix 1: Contacts in case of problems

- Your thesis supervisor!
- Research Secretariat (LGP – CIRT 4):
 - Éliane CASTA eliane.casta@enit.fr ;
 - Marie ROBERT marie.robert@enit.fr ;
 - Marie Cécile DE BARROS marie-cecile.debarros@enit.fr ;
- Human Resources (building A): Fabienne SOURDAA fabienne.sourdaa@enit.fr ;
- International Relations (Building B): incoming@enit.fr ;
- Prevention and disability (occupational hazards, safety, workplace quality): Danielle BARTHARES danielle.barthares@enit.fr ;
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- Doctoral school:
 - ED SDM: Soraya BERKOUK edsdm@univ-tlse3.fr ;
 - ED MEGEP: Kamila KOZIURA ed-megep@univ-toulouse.fr ;
 - ED SYS: Hélène THIRION edsys@laas.fr ;
 - ED GEET: Marie ESTRUGA geet@laas.fr ;
 - ED AA: Maryse HERBILLON maryse.herbillon-talairach@isae.fr ;
- Toulouse INP : formation-doctorale@toulouse-inp.fr ;
- University of Toulouse-III-Paul-Sabatier: Monique LEMORT monique.lemort@univ-tlse3.fr ;
- Referents of PhD students:
 - Camille GILLET camille.gillet@enit.fr ;
 - Yves BRESSON yves.bresson@enit.fr ;
 - Martín MUJICA martin.mujica@enit.fr ;

Appendix 2: Extranet Tools

- Reservations:
 - GRR (Gestion et Réservation de Ressources): Reservation of meeting rooms, company vehicles (for travel), conference telephones, etc.;
 - Video: Different videoconferencing services (Rendez-Vous, RENAvision);
 - Reservation of scientific equipment (not used by all teams);
 - Reservation of project rooms: rooms in Building C;

- Zimbra: Mail server;

Note that doctoral students registered at Toulouse INP also have a Toulouse-inp address and those registered at UPS have an UPS-TLSE address in addition to the ENIT address.

- Sympa: Mail mailing list managers;

Check with the secretariat that you are at *least* on the lists of ‘doctorants’, ‘personnels’ and ‘tous’.

- Nextcloud: Storage and sharing of files or applications (a cloud);

Convenient to have your data online, in case of computer failure or theft!

- Redmine: Project management;
- Moodle: Online work platform for students. You can be useful if you give courses, but your thesis supervisors will tell you more about it;
- File Sender: Filing of big-sized documents;
- LimeSurvey: Software for creating online questionnaires;
- Evento: Organization of events, meetings;
- Scout: Sharing of documents through working groups (common to all the Federal University of Toulouse-Midi-Pyrénées);
- Hyperplanning: Course schedule. You can use them if you teach classes;
- Cocktail/ZAP: ENIT management applications. You only need it if you are employed by ENIT. In this case, you can set your holidays via ‘Hamac’ in the ‘GRH’ tab;
- Saisie de Notes: To enter the grades of the students you are teaching;
- Livret Électronique d’Apprentissage: For teachers tutors of apprentices;
- OTRS: To carry out requests to the *Service Patrimoine* Heritage Department (restoration, repairs, etc.);

Appendix 3: Useful addresses

<u>Mayor of Tarbes</u> Place Jean Jaurès 65000 Tarbes Tel.: +33 5 62 44 38 38	<u>Préfecture of Hautes-Pyrénées</u> Place Charles de Gaulle 65000 Tarbes Tel.: +33 5 62 56 65 65 http://www.hautes-pyrenees.gouv.fr/
<u>Caisse d'Allocations Familiales (CAF) / Family allowances</u> 6 ter, place au Bois 65000 Tarbes http://www.caf.fr/	<u>Caisse Primaire d'Assurance Maladie (CPAM) / Health insurance</u> 8, place au Bois 65000 Tarbes Tel.: +33 8 11 70 36 46 (Tarbes) ou 36 46 http://www.ameli.fr/
<u>Bureau Information Jeunesse (BIJ) / Youth information desk</u> 3, rue Colomès de Juillan 65000 Tarbes Tel. : +33 5 62 93 22 12	<u>Hospital of Tarbes and Bigorre</u> Boulevard de Lattre-de Tassigny, 65000 Tarbes Tel.: +33 5 62 51 51 51
<u>Direction Départementale de la Solidarité (centre de santé) / Solidary health center</u> Place Ferré 65000 Tarbes Tel.: +33 5 62 56 73 65	<u>Office of Tourism</u> 3 cours Gambetta, 65000 Tarbes Tel.: +33 5 62 51 30 31 http://www.tarbes-tourisme.fr


Other useful Tarbes addresses: <http://www.tarbes.fr/annuaire/Tout-lannuaire/1>

See:

- PhD Guide by the National Association of Doctors <https://guide-doctorat.fr/>
- Tarbes City Student Guide <https://www.tarbes.fr/publication/guide-de-letudiant/>
- ENIT engineer student Guide
(Extranet ⇒ Formation ⇒ Documents administratifs)
- Staff welcome booklet
- Polymer and Metallurgy labs welcome booklets

Appendix 4: Glossary of terms

- ADUM: *Accès Doctorat Unique Mutualisé* ⇒ Internet portal for information, services and communications for PhD students and PhD holders;
- AGROMAT: Demonstration hall of the *Laboratoire de Chimie Agro-Industrielle* / Agro-Industrial Chemistry Laboratory (LCA) hosted by ENIT;
- ANRT: *Association Nationale Recherche Technologie* ⇒ an association that brings together public and private actors in French research and development, manages the CIFRE conventions specifically;
- ATER: *Attaché Temporaire d'Enseignement et de Recherche* ⇒ non-titular teacher researchers recruited under a fixed-term contract (CDD), maybe PhD students finishing their thesis or PhD holders;
- CEF3D: *Centre d'Études en Fabrication Additive/3D* ⇒ ENIT technology transfer platform specialized in metal additive manufacturing;
- CIMMES: *Centre d'Ingénierie en Mécanique, Matériaux et Surfaces* ⇒ ENIT technology transfer platform specialized in mechanics, materials and surfaces;
- CIFRE: *Convention Industrielle de Formation par la Recherche* ⇒ thesis financing system that helps companies recruit doctoral students, managed by ANRT;
- CIRTT 1 to 4: *Centres Innovants de Recherche et de Transfert de Technologie* ⇒ different buildings composing the LGP;
- Contrat doctoral: Doctoral contract ⇒ fixed-term contract (CDD) allowing a public institution to recruit a PhD student;
- CRTCI: *Centre de Ressources et de Transfert en Composites Innovants* ⇒ new resource center of the LGP specialized in materials;
- ED: *École Doctorale* ⇒ an internal body of a higher education institution authorized to award the doctorate and implement doctoral training;
- ENIT: *École Nationale d'Ingénieurs de Tarbes* ⇒ National School of Engineers of Tarbes ⇒ French post-baccalaureate school for engineers in mechanical engineering and industrial engineering;
- HDR: *Habilitation à Diriger des Recherches* ⇒ the highest diploma in French higher education allows the “MCF” to try the “PU” recruitment exam;
- IDCE: *Information, Décision et Communication pour l'Entreprise* ⇒ ENIT's resource and skills center specializing in information, decision-making and communication;
- LGP: *Laboratoire Génie de Production* ⇒ Production Engineering Laboratory ⇒ the only laboratory of the ENIT, multidisciplinary hosting team;
- MCF: *Maître de Conférences* ≈  Assistant professor or associated professor,  lecturer ⇒ researcher with teaching obligations. (S)he passed a “qualification” after his PhD and was recruited through an MCF recruitment competition organized by an institution;
- Métallcadour: ENIT's resource and technology transfer center specializing in machining, assembly and process robotization;
- MRV: *Maison de la Recherche et la Valorization* ⇒ part of the UFTMP which encourages in developing interactions between research units and socio-economic partners, the EDs are based there and the training offered on ADUM is also provided there;

- Postdoc: *Chercheur postdoctoral* \Rightarrow Postdoctoral researcher \Rightarrow researchers with a PhD recruited for a fixed term;
- PRAG: *Professeur Agrégé* \Rightarrow teachers who have passed the Aggregation competition open to master's holders, teaches in high schools & colleges, does not carry out research activities;
- PRIMES: *Plateforme de Recherche et d'Innovation en Mécatronique, Énergie et Systèmes* \Rightarrow ENIT research and innovation platform specialized in power mechatronics and energy management;
- PU: *Professeur des Universités* \simeq  Full Professor \Rightarrow senior researcher with teaching obligations. It is an “MCF” who passed an “HDR” and was recruited through an PU recruitment competition organized by an institution;
- Qualification: Title that can be obtained after the PhD, allows you to try the competition to recruit a “MCF”;
- Technacol: Regional Centre for Innovation and Technology Transfer (CRITT) hosted by ENIT and specialized in gluing;
- Toulouse INP: *Institut National Polytechnique de Toulouse* \Rightarrow National Polytechnic Institute of Toulouse \Rightarrow university bringing together internal and associated engineering schools, including ENIT;
- UFTMP: *Université Fédérale Toulouse-Midi-Pyrénées* \Rightarrow Toulouse-Midi-Pyrénées federal university \Rightarrow a group of 31 higher education and research institutions, including Toulouse INP and UPS;
- UPS/UT3: *Université Toulouse-III-Paul-Sabatier* \Rightarrow Toulouse-III-Paul-Sabatier university \Rightarrow Toulouse University specialized in science, technology, health disciplines and sports;