



Welcome booklet

New collaborator
PhD student
Guest researcher at
GEMTEX

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Preamble

The aim of this booklet is to help you in your first steps as a doctoral student, new collaborator or guest researcher in the GEMTEX laboratory. You will discover the essential contacts for administrative, organizational and research matters.

We would like to thank all the people who participated in its drafting !

ENSAIT, Ecole Nationale Supérieure des Arts et Industries textiles

ENSAIT has a rich and lively history behind it. Since its creation in 1889, the School has become a leading figure in the textile heritage, accompanying its development from year to year. L'ENSAIT is above all a school which has always been concerned to adapt its training to market demand. Textiles are more alive than ever, constantly changing, and appearing in innovative fields of activity.



The ENSAIT is a School open to the World, in constant evolution, it trains dynamic and versatile engineers, up to date with the most innovative techniques, familiar with cutting-edge sectors, capable of giving the best advice to the players in the textile industry. This adaptation to the evolution of the textile industry can be found through the different poles of the school.





A bit of history



Practical information :

The ENSAIT is open from Monday to Friday from 7:30 am to 7 pm
Address of the school: ENSAIT, 2 Allée Louise et Victor Champier, 59056 Roubaix
Contact reception: +33 (0)3 20 25 64 64 contact@ensait.fr

The city of Roubaix

During the 19th century, the city experienced an economic boom, thanks to the textile industry. Several French mail-order houses were founded, such as La Redoute, Les 3 Suisses. The city of Roubaix has also been classified as a «City of Art and History» since 2001. The cultural policy of the city allows you to take advantage of many cultural structures and places of leisure, here are a few examples:

La Piscine - André-Diligent Museum of Art and Industry

The La Piscine museum is housed in a former Art Deco style swimming pool, which was built between 1927 and 1932 by a Lille architect, Albert Baert. It is therefore a museum that presents composite collections of applied arts and fine arts built up from the 19th century including fabrics, decorative arts, sculptures, paintings and drawings.



The Coliseum

A prestigious theatre built in 1927, this atypical tiered theatre can accommodate 1700 spectators. It offers an ambitious programme for a very large audience. It is «halfway between a discovery stage and a Zenith».

Barbieux Park

The park extends over 1.5 km, it is an impressive park with more than 60 species of trees.



The Villa Cavrois

It is one of the most important architectural works of the architect Robert Mallet-Stevens. It was built for Paul Cavrois and his family, a textile industrialist. It has been classified as a historical monument since December 12, 1990.

The city lives all year round to the rhythm of numerous events: concerts, exhibitions and creation around art and textiles. All you have to do is enjoy it!



Transportation

How to get to Lille ?

By plane :

Lille Airport: : Lille-Lesquin airport is less than 10 km from Lille. Shuttles are available between Lesquin airport and Lille train stations in the city centre.

Paris Airport : Roissy-Charles de Gaulle Airport train station in the direction of Lille train station. Be careful because there are two train stations in Lille (Lille Flandres and Lille Europe).

International airports : European capitals such as London or Brussels are close to Lille. You can get there quickly by train.

By train :

From the main European cities (London, Paris, Brussels), take a train to Lille Flandres or Lille Europe.

Transportation

How to get to the ENSAIT (Roubaix) ?

Public transport

Transport (bus, tramway, metro) in the Lille metropolis is managed by ILEVIA: <https://www.ilevia.fr/fr/>

You can buy your tickets from a ticket machine in every metro station, tramway station or even in tobacconists and ILEVIA sales outlets.

It is possible to buy your tickets individually or to take out a monthly or annual subscription: <https://www.ilevia.fr/fr/27-tarifs>

If you are an employee of the ENSAIT, partial coverage is possible, for journeys from your home to work (contact the HR department)

Metro

Take the Metro M2 and get off at the station «Gare Jean Lebas» Walk 400 meters to ENSAIT

Bus

Bus lines 30, 33, Z6 and CIT3 serve the bus stop «Gare Jean Lebas (Roubaix)». Walk 400 meters to the ENSAIT

Coming by car

Free and paid parking is available at the train station, in front of the La Piscine museum and at ESAAT. Parking is also possible all along the Avenue Jean Lebas.

Coming by train

Getting off at Roubaix Station (Roubaix) Walk 400 meters to the ENSAIT

A word from the Director



Xianyi Zeng
Professor at
ENSAIT and
Director of
GEMTEX

Welcome to the GEMTEX Multidisciplinary Laboratory!

You are entering a humanly endearing world and you will discover an attractive world of scientific research, in which innovations in advanced technologies interact with the textile industry - a classic sector that still impacts our daily lives.

This booklet will help you to better understand this universe and its surroundings. It will help guide you to facilitate your integration within the Laboratory and to realize your scientific dream through different research projects, exchanges with your colleagues and administrative procedures (rules, procedures, etc.).

In the hope that you adhere to our values, I wish you an excellent professional and associative life.



Presentation of the laboratory

The Textile Engineering and Materials Unit (GEMTEX) is a unit of the École Nationale Supérieure des Arts et Industries Textiles (ENSAIT), created in 1992 to conduct research in the field of textile materials and processes. Today it is one of the two research units in France in this field, and one of the 25 entities in Europe. The GEMTEX unit is located in the premises of ENSAIT, 2 allée Louise et Victor Champier in Roubaix.

Research conducted in the GEMTEX unit focuses on textile materials and processes and calls on scientific disciplines related to mechanics, process engineering, polymer chemistry and automation, with four cross-cutting orientations: functional textiles, production and uses, reinforcements and composites, and sustainable textiles. The unit is made up of a single multidisciplinary team structured into three competence groups on the formulation and implementation processes for innovative multifunctional textiles (MTP group), the mechanics of fibrous structures and composite textiles (MTC group), and human-centred design (HCD group).





Management team



Xianyi Zeng
Director of GEMTEX



Xavier Legrand
Head of the MTC group
(Mechanics and Textiles
Composites)



Aurélie Cayla
Head of the MTP group
(Multifunctional Textiles
and Processes)



Ludovic Koehl
Head of the HCD Group
(Human Centered Design)



Vladan Koncar
Head of International
Interactions



François Boussu
Head of Research- Business
Interactions, valorisation

Administrative team



Dorothee Mercier
Administrative Manager of
the Laboratory in charge of
research



Hubert Ostyn
Head of Technical Platforms



Marion Houyvet
Administrative Assistant

The authorities

The GEMTEX Laboratory Council (CLG)

The Laboratory Council is a participatory management tool that helps the Laboratory management to steer and operate. The Laboratory Council meets once a month. It is chaired by the Director of GEMTEX. Additional meetings may be organised if urgent decisions need to be taken.

Its role is:

- to define the scientific strategy and the themes of the laboratory,
- to define and implement performance indicators,
- to develop the internal/external communication of the laboratory,
- to give an opinion on the use of the «capitalization for research» budget,
- to examine in advance the research projects to be presented to the Boards of Directors of Supervising institution(s) (Scientific Council, Board of Directors.)

The Laboratory Council is composed of :

5 representatives in the HDR corps (PU and MCF combined)

3 representatives in the non-HDR MCF corps

2 representatives of doctoral and post-doctoral students,

1 representative of ITA (engineers, technicians, administrative staff) / IATOSS (Engineers, administrators, technicians, workers, social and health).

Laboratory meetings

Laboratory meetings are held once a month. All GEMTEX members are invited. These meetings are chaired by the Director of GEMTEX and have the following objectives:

- informing the members of the laboratory about the life of the Gemtex
- the presentation of projects (projects in progress, in preparation and under evaluation),
- welcoming the new members of GEMTEX,
- the assessment of current PhD theses,
- the balance sheet of scientific production,
- the science seminar.

The representatives of the doctoral

They have the task of making your voice heard at the various councils. They thus constitute a relay between the doctoral students and the different bodies of the laboratory.



GEMTEX events

Scientific seminars for doctoral students

The objective of the PhD students' seminars is to exchange between PhD students, to share good practices (methods, tools, approaches), but also to discover the laboratory's projects.

Doctoral students have the opportunity to explain the context of their research, the objective, the steps taken and the results obtained.. All the members of the laboratory are invited: PhD students, research teachers, engineers, technicians.

The GEMTEX DAY

The GEMTEX DAY is a day of discovery of the ENSAIT laboratory, it aims to promote research among engineering students, animated by conferences, visits to workshops and laboratories, exchanges with GEMTEX researchers, presentations of posters, prototypes, etc.

The annual GEMTEX seminar

The GEMTEX laboratory organizes an annual seminar in June. All members of the laboratory are invited.

Your arrival

On the day of your arrival at the ENSAIT, you will be welcomed by your supervisor. He will accompany you to carry out all your first steps:

- Human Resources Department (for the signature of your contract or the creation of your profile in the HR software with the volunteer agreement). Your contact : orienne.david@ensait.fr
- In the IT department, for the creation of your access card and your intranet (wifi access and mailbox)
- At the ENSAIT reception desk, to get your office key.

If you are a doctoral student, your office will be located at the MDS (maison de la science). This building has a common space consisting of a bar (microwave, coffee maker etc), meeting room, storage space in the basement.

During the first week at GEMTEX, you must make an appointment with Sabine Chlebicki at this address: sabine.chlebicki@ensait.fr
She will give you all the safety and hygiene instructions that you need to know before starting in the laboratory.

Your departure

In a few days you will leave GEMTEX, here are the last instructions before your departure:

- return to the CRIA your computer equipment (laptop), as well as your access card.
- leave your office keys at the reception desk
- empty your office (personal effects, work, boxes etc...).

You have samples that need to be kept? You can store them in the MDS cellar (indicate on them: surname, first name, project, framing, date of your defense). Materials can be stored in the MDS cellar, be careful if you have products, you must contact Sabine Chlebicki (sabine.chlebicki@ensait.fr) to identify the storage place.

If you have any doubts about the conservation of certain materials, samples, documents etc... you can contact your thesis director or supervisor.

We ask you to respect these instructions scrupulously.

The library



Opening hours public reception :

Monday: 8 am - 5:15 pm

Tuesday: 8:00 am - 5:45 pm

Wednesday: 8h-12h and 13h-16h45

Thursday: 8 am - 5:15 pm

Friday: 8am - 4pm

The library has been built since 1881. The place is exceptional because the library has an unusual architecture. It is also listed in the supplementary inventory of historical monuments. The documentary fund of the ENSAIT is very rich. It is especially specialized in the field of Textile and Engineering Sciences. You will be able to access subscriptions to periodicals, in particular the specialized press in the textile field, to encyclopedias (Encyclopedia of Polymers for example) but also to numerous books and electronic works, articles, final dissertations, engineering student projects, theses and internship reports.

How to register for the library ?

You must go to the library with your CMS card (multi-service card). It is possible to borrow a maximum of 3 documents, for a period of 3 weeks.

Computer and Audiovisual Resource Centre: CRIA

Reception from

7:30 am - 11:45 am
1 pm - 5:30 pm

Offices i107 ou i101

The staff of CRIA is at your disposal to help you access the school's computer resources: computer and audiovisual equipment, network access, software etc.

On your first day, your supervisor will accompany you to the CRIA in order to carry out :

- the creation of the multiservice map (CMS)
- E-mail address and intranet access of the ENSAIT
- Signature of the charter for the use of computer resources

VPN (Virtual Private Network)

The OpenVPN software is deployed on all of the School's laptops. By connecting to it, when you are outside the establishment, from your ENSAIT laptop, you will be able to find the School's network with all the accesses you usually have (software, files on the network etc).

If you encounter a technical problem or need to contact the CRIA, you have to create an intervention ticket, you will find the link on the ENT in the section «Service Support- CRIAComputer Request Tracking Tool».

The Home of the ENSAIT

If you need :

- To book a room, an auditorium
- Sending business mail
- Book a service car for your trip

Your contact is
the school reception
03.20.25.64.64
internal number : 64 64
accueil@ensait.fr

You need to send a DHL : contact the GEMTEX administrative service

If you are a doctoral student, your office will be located at the MDS (maison de la science). This building has a common space consisting of a bar (microwave, coffee maker etc), meeting room, and a storage space in the basement.

During the first week at GEMTEX, you must make an appointment with Sabine Chlebicki at this address: : sabine.chlebicki@ensait.fr. She will give you all the safety and hygiene instructions you need to know before starting in the laboratory.

Steps to take for international students

This is the first time you come to study in France, so here are some administrative steps to take:

Social Security

All students must be covered by health insurance, social security is necessary to study in France. As soon as your file is completed, a French social security number will be given to you, you will have to indicate it in your registration file. The health insurance will thus cover your medical expenses during your stay in France

Social security registration: <https://etudiant-etranger.ameli.fr/#/>

Housing

Do you need a place to stay? Here are a few ideas:

- A private individual, ads are posted on this site:

https://www.leboncoin.fr/annonces/offres/nord_pas_de_calais/

- University accommodation with the CROUS

The CAF (caisse d'allocations familiales)

You can apply for housing assistance, the study of your file can take several weeks. Obtaining this assistance depends on your income).

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

Housing and liability insurance

You are legally obliged to insure the accommodation you are going to rent. Your landlord or the CROUS will only give you the keys to your accommodation once you have submitted your home insurance certificate, proving that you have taken out suitable insurance in the form of a comprehensive home insurance policy («comprehensive home insurance»).

This insurance policy covers damage inadvertently caused by the tenant («rental risks») and damage caused by natural disasters.

In addition to covering your home, most comprehensive home insurance policies («comprehensive home insurance») also cover third party liability («civil liability»), i.e., accidents caused by the tenant, even outside the home.

The certificate of civil liability is one of the documents you will have to submit as part of your doctoral registration file.

Immigration and residence permit

Within one month of your arrival, you must submit your application to the French Office of Immigration and Integration. You must renew your residence permit no later than two months before the end of its validity.

Please note that this deadline must be respected. Be careful, this process is your responsibility, you must think about it. Marie Hombert will however be able to help you if necessary.



Find a bank

It is important to open an account in a French bank, as the majority of financial transactions in France (rent, salary etc) are made through a bank.

How do I open a bank account? You must go to the branch of your choice and bring your passport and VISA, additional documents may be required.

Examples of bank branches in Roubaix :



BNP PARIBAS
24 Grand Place, 59100 Roubaix
08 20 82 00 01
www.bnpparibas.net



SOCIÉTÉ GÉNÉRALE
1-3 Grand Rue, 59100 Roubaix
03 20 99 57 00
<http://www.societegenerale.fr/>



HSBC
1 Avenue Jean Lebas, 59100 Roubaix
03 20 81 88 00
<https://www.hsbc.fr/1/2/english/personal>



LCL
19 Avenue Jean Lebas, 59100 Roubaix
03 20 69 54 81
<https://www.lcl.fr/>

Pour aller plus loin... une formation au Français :

Une formation peut être proposée à quelques nouveaux doctorants. La direction du GEMTEX va effectuer une sélection, parmi les candidats.

Si vous êtes intéressé, vous pouvez nous l'indiquer :

marion.houyvet@ensait.fr

Présentation de l'organisme de formation : **International Academy**



MAKE THE SMART MOVE!

The International Academy is the summer university for international higher education & research publics in the Hauts-de-France Region, fostering integration into their future environment and interactive exchange between students worldwide from various disciplines.

It operates pre-university programmes such as Academy.60 and e-Academy.90, which are high standard, intensive linguistic, cultural and methodological summer courses providing quality training in general French, academic French for specific purposes, culture and intercultural communication, as well as discovery of the territory. These programmes also cover practical and administrative information, introduction to the French academic system, approach to professional life, project work, conversation tutorials, assessment, a conference and a closing ceremony, as well as cultural activities and, if applicable, welcome services.

All teachings are provided by experienced teachers from excellent institutions, universities and companies in Hauts-de-France and beyond.

Join us and get ready for tomorrow :

<http://www.international-academy.fr/>

Health and safety

As soon as you arrive, you should contact Mrs Sabine CHLEBICKI, prevention adviser: sabine.chlebicki@ensait.fr

She will give you some prevention instructions and a laboratory notebook. You will need a lab coat to work in the laboratories.

The objectives of the laboratory notebook :

- Guarantee the traceability of laboratory experiments
- Passing on the laboratory's knowledge internally and to a third party
- Avoiding wastage
- Serve as a witness in the event of a dispute
- Allows you to record all the protocols put in place, as well as the results.

Access to premises and equipment

The ENSAIT is equipped with access control for laboratories, workshops and sensitive areas.

The implementation of this access control system makes it possible to limit and control access to laboratories, workshops and other sensitive rooms. This security meets the following needs:

- 1) Protection of persons
- 2) Protection of property
- 3) Protection of Scientific and Technical Potential

To obtain a right of access to the laboratories, rooms and equipment, You must fill in the access authorization request form (available on the intranet: support service - occupational health and safety) and send your request by e-mail to your thesis director: after control and validation, he will forward your request to the functional address controle-aces@ensait.fr.

You must be as exhaustive as possible on the handling or your needs in materials necessary for your future research work so that the referent of the room who will validate or not your request is able to evaluate your real needs for training in materials for example.

A technician or assistant engineer or engineer is a referent responsible for one or more of the school's laboratories. Even when you have been granted access to a laboratory, get in touch with this person to make a reservation (site : grr.ensait.fr) and be trained in the equipment that will be useful for your work. No use of the equipment will be possible without training.

Evacuation and fire

IN CASE OF FIRE:

If the fire can be contained :

- use the nearest fire extinguisher, otherwise set off the alarm with the glass breaker box.
- CALL IN PRIORITY THE RECEPTION AGENT on 03 20 25 64 64 to report the fire Identify yourself - Report with as many details as possible

If the fire is out of control:

- BREAK at the sound signal
- AND REACH THE RALLY POINT

for Bat T and I:
inner courtyard
for the south wing:
garden in front of the facade
for the MDS:
garden between the MDS and
the bat T

Safety and accident

A first aid kit is available in each workshop or laboratory and at the reception desk. A defibrillator is also available at the reception desk.

IN THE EVENT OF AN ACCIDENT

- PLEASE CALL THE RECEPTION AGENT on 03 20 25 64 64 or 6000 from a fixed post in Ensait.
- Identify yourself
- Report with maximum detail :
the reception officer will either direct you to the emergency services directly, or will contact an SST (first aid worker) who will come to the site to help you.
- Remember to report the accident to HR, to your thesis tutor (Occupational Health and Safety booklet at the reception desk if the accident is minor).

Do not drive an injured colleague in his personal vehicle, even if it is not serious, have him taken care of by a medical service (always call 15 or 112 for medical advice and instructions).

Nearest hospital: Centre Hospitalier de Roubaix
Tramway: Victor Provo Station
Subway : Epeule-Montesquieu station

Registration

After a few days to get your bearings, it's time to start the registration procedure for the 1st year of doctorate.

You will therefore be attached to the SPI doctoral school (Engineering Sciences) and enrolled at the Ecole Centrale de Lille

- 1st step** Contact the GEMTEX administrative service:
marion.houyvet@ensait.fr
- 2nd step** Create your account, on the ADUM application
(<https://www.adum.fr/index.pl>)
- 3rd step** Fill in your personal information and submit your
academic file online on your ADUM profile.

Tip

When you register for your first thesis, scan or photocopy your file. Each year, you will be asked for the same information.

It is more than recommended to read your employment contract, the thesis charter (which you sign) as well as the internal rules of the laboratory and the ENSAIT.

Doctoral courses

All doctoral students must obtain Doctoral Training Credits (DTC) by participating in 3 types of training :

- Disciplinary trainings Summer school, master courses, trainings organized by the laboratories or ED SPI .
- Transversal training in language, research methodology, ethics, organized by the ED SPI or the doctoral college.
- Professionalization courses organized by the Doctoral College.

The number of credits (CFD) depends on the type of thesis:

- Doctorate: 60 CFDs with at least 20 CFDs of professional training.
- Doctorate in cotutelle: 30 CFDs obtained in France from a choice of 3 types of training.
- Doctorate in cotutelle: 60 CFD obtained among the 3 types of training.
- PhD in CIFRE: 40 CFDs divided into disciplinary and cross-disciplinary courses.

In your ADUM account, you have a «training» tab, offering a complete catalogue of training courses organised by ED SPI and other institutions. You can register for training courses as soon as your administrative registration has been validated.

And as a reminder, remember to have your training validated at the Doctoral School in order to avoid unpleasant surprises and/or stress at the end of your thesis. It is therefore necessary to regularly deposit your training certificates, participation in congresses, etc... on your ADUM account, in the «training» section.

Your contact at the Doctoral School, for training credits:

malika.debuyschere@univ-lille.fr

Missions and expenditures

Do you have to go on a mission?

Any agent travelling in France or abroad in the exercise of his duties for Congresses, Collaborations, Teaching must be in possession of a signed mission order which is an administrative and legal obligation. The mission order ensures that the agent is covered under the regulations on accidents on duty. In the absence of an assignment order, there is no insurance.

Who to talk to:

Send your mission order request form to :

ordredemission@ensait.fr (Copy your box). The form is available on the intranet of the GEMTEX Administrative Service.

Deadline: Requests for research work orders must be sent :

- at the latest 8 days before departure for the missions in France
- no later than 15 days before departure for missions abroad

Before leaving on mission, it is advisable to read the terms and conditions for reimbursement of mission expenses (available on the financial department's intranet).

On return from the mission, you must make your expense statement on the COCKTAIL application: Present your original signed expense statement to the GEMTEX administrative service, accompanied by original supporting documents (at the latest, 1 month after the return from the mission).

Do you need to make an expenditure?

The GEMTEX administrative department is in charge of entering your EJ (purchase order).

For a quick entry, the service must have the following elements by email:

- a quotation
- budget against which the expenditure will be charged
- the company's contact details (email address, contact)
- administrative information on the supplier, if not registered in the cocktail software (RIB, Address, SIRET number...)
- check that payment to the supplier is possible, by bank transfer

Please note : The scientific managers of the projects/supervisors/ technician managers must imperatively have a copy of the requests by e-mail for doctoral students, post-doctoral students, engineers, trainees, technicians... in order to secure the commitment of the expenses.

*Particular case: in the framework of INTERREG projects and in order to respect the rules of the financer, it is necessary to attach to your EJ request proof of consultation with several suppliers (2/3 quotes, emails sent to the different distributors...). Without these documents, the seizure cannot be made.

Who to talk to:

Send your expense request to: commande@ensait.fr

You will find on the SAG Intranet, the procedures and the application form: «Research - The SAG - Laboratory Administrative Procedures».



Useful sites

Your laboratory has a site !

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

Follow the news, watch the projects of the other teams ...

The laboratory procedures are available on the intranet, you will find there for example :

- the mission order request form
- information for your registration
- meeting RCs

It is important to consult it, the procedures are regularly updated.

The doctoral school: <http://edspi.univ-lille1.fr/>

You will find on the ED website all the information on doctoral training and a guide for creating your account on ADUM.

Contacts & services

Mission request : ordredemission@ensait.fr

Order request: commande@ensait.fr

The administrative service of GEMTEX

Dorothee MERCIER, Administrative Manager :

dorothee.mercier@ensait.fr

Marion HOUYVET, Administrative Assistant

marion.houyvet@ensait.fr

The library

Domenica Szrama, Head of Library :

domenica.szrama@ensait.fr

Claudine Vollebout, Library Assitant :

claudine.vollebout@ensait.fr

Le CRIA

cria@ensait.fr

Health and Safety

Sabine CHLEBICKI, Prevention Advisor :

sabine.chlebicki@ensait.fr

The International Relations Department

Marie HOMBERT, incoming student assistant :

marie.hombert@ensait.fr

The Doctoral School:

Malika DEBUYSSCHERE : malika.debuysschere@univ-lille.fr

Human Ressources :

Orianne DAVID, HR Assistant : orianne.david@ensait.fr