

A beginner's guide to LAMSADE

An onboarding handbook for new PhD students — everything you need for your first steps at the lab.

PhD student representatives

September 14, 2026

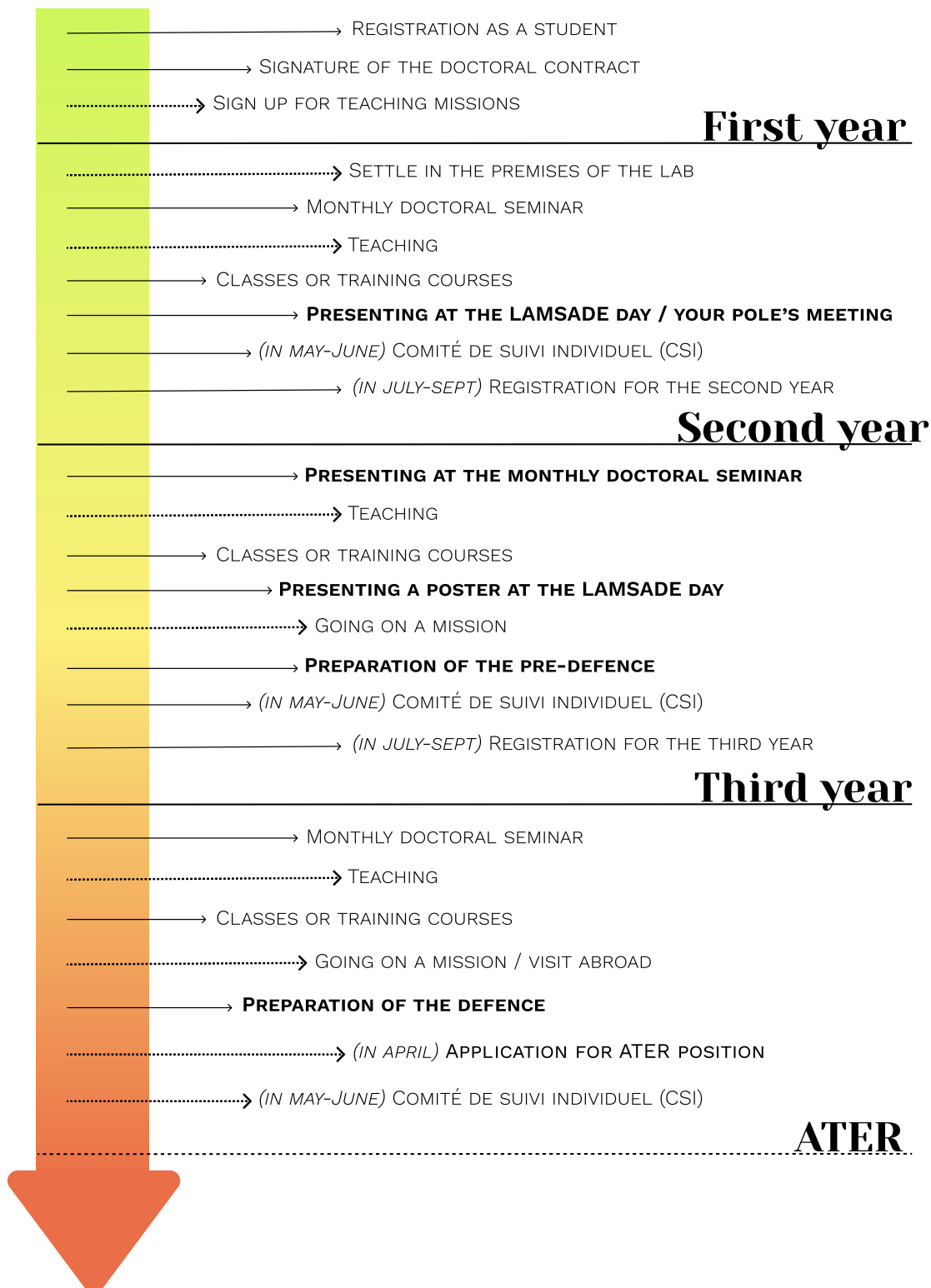
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The roadmap to your PhD



1 Introduction to LAMSADE

A brief history

LAMSADE was founded in 1974 by researcher Bernard Roy, and was originally centered around two major research themes: Decision Aid and Operational Research. Later on, many other subjects in the field of Artificial Intelligence entered the scope of research themes. (For a little more on the history of the lab, check <https://www.lamsade.dauphine.fr/en/about-us.html>)

LAMSADE is an acronym for *Laboratoire d'Analyse et de Modélisation de Systèmes pour l'Aide à la Décision*, which can be translated as Laboratory of Analysis and Modelisation of Systems for Decision Aid.

The current director of LAMSADE is:



Jérôme Lang

✉ jerome.lang@lamsade.dauphine.fr

The deputy director is:



Joyce El Haddad

✉ joyce.elhaddad@lamsade.dauphine.fr

Researchers in LAMSADE are divided into three "teams" (called "pôles" in French), depending on their research subjects.

Teams of LAMSADE

All researchers in the lab (faculty members as well as PhD students) are attached to at least one of these teams upon arrival in LAMSADE. As a PhD student, you are usually part of the team your supervisors belong to, though you can perfectly well belong to several teams at once if your work spans them. As a member of a team, you will be invited to regular team meetings or team seminars.

While you will naturally be more interested in the works of people in your own team, you are always welcome to follow seminars/workshops/conferences from any given team if they interest you!

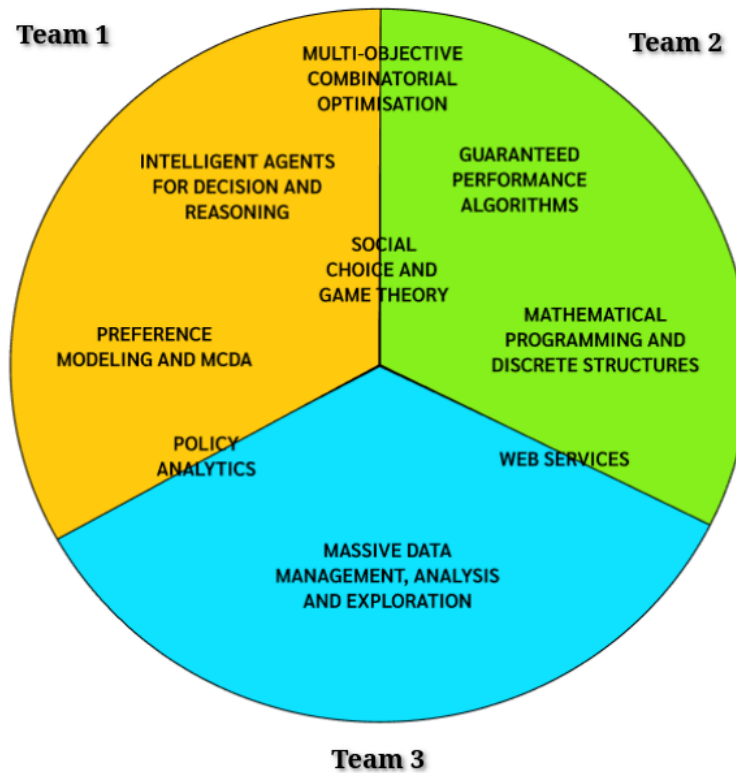


Figure 1: Research topics studied by each team of LAMSADE

Team 1: Decision Aid

You can find the [introduction page](#) (in French!) of team 1 on the LAMSADE website.

The main topics researched in team 1 are preference modeling, computational social choice, intelligent agents and game theory.

The head of team 1 is:



Stéphane Airiau

✉ stephane.airiau@dauphine.fr

You can find the list of past and future seminars organized by this team on [this page](#). If you're interested in seminars more devoted to specific topics in game theory and social choice, the calendar is available [over here](#).

Team 2: Combinatorial optimization and algorithmics

You can find the [introduction page](#) of team 2 on the LAMSADE website.

The main topics researched in this team are multi-objective optimisation, combinatorics, complexity of algorithms, and mathematical programming.

The head of team 2 is:

**Roland Grappe**

✉ roland.grappe@lamsade.dauphine.fr

He's also the co-head of the MIDO department, the university's teaching department for mathematics and computer science, and by extension the one assigning the teachings each year! You can find the list of past and future seminars organized by this team on [this page](#).

Team 3: Data science

You can find the [introduction page](#) of team 3 on the LAMSADE website.

The main topics researched in team 3 are policy analytics, machine learning, management of big data and web services. If your work relates to machine learning, you may also be interested in the [MILES](#) group's website.

The heads of team 3 are:

**Yann Chevaleyre**

✉ yann.chevaleyre@dauphine.fr

**Khalid Belhajjame**

✉ khalid.belhajjame@lamsade.dauphine.fr

2 Who to contact at LAMSADE

Administration of LAMSADE

There are 5 main people in charge of dealing with the administrative side of LAMSADE.

Marie-Clotilde Quinio (marie-clotilde.quinio@lamsade.dauphine.fr, Office B539) is in charge of most of the administrative dealings in LAMSADE. Please come and introduce yourself to her upon arrival at LAMSADE - you may even get a small present!

Olivier Rouyer (rouyer@lamsade.fr, Office B527) is in charge of everything related to computers, from supplying keyboards, mice or computer screens, to managing the LAMSADE server and the different mailing lists.

Stéphanie Hugot (stephanie.hugot@dauphine.psl.eu, Office B539) is in charge of administrative dealings related to CNRS (including CNRS PhD students!).

Meriem Mentouri-Tamzali (meriem.mentouri-tamzali@dauphine.psl.eu, Office B537) is in charge of administrative dealings related to PEPR funding.

Christian Tresfield (christian.tresfield@dauphine.psl.eu, Office B537) is in charge of administrative dealings of team 1, and the PhD students, as well as any order placed.

Elected PhD representatives

As a PhD student, you have the right to vote for two different representatives present in:

- one in the Laboratory Council ("Conseil de laboratoire"), which gathers on a monthly basis to discuss matters relative to LAMSADE, such as the arrival of new members or policy decisions within the lab.
- one in the Doctoral School (SDOSE) committee ("Conseil de l'école doctorale SDOSE"), which gathers on a bi-monthly basis to discuss matters relative to all the research labs in Dauphine (as well as a few from Les Mines), such as the renewal and allocation of PhD contracts or the funding of projects.

Your current representative for the Lab Council is **Edouard Nemery** (edouard.nemery@dauphine.psl.eu, Office C605).

For the doctoral school, is it currently **Louis Kurdyk** (louis.kurdyk@dauphine.psl.eu). Do not hesitate to contact us if you find yourself in need of any information or help.

In Dauphine in general, there are many councils, each serving a different purpose. For each council, however, you have elected representatives:

- The Conseil Administratif (CA) is the main council in Dauphine, which deals with the university policies. Your representative at the CA is **Joyce El Haddad** (joyce.elhaddad@lamsade.dauphine.fr).
- The Conseil Scientifique (CS) deals with the scientific production of all research laboratories. Your

representatives at the CS are [Yann Chevaleyre](#) and Marie-Clotilde Quinio.

- The Conseil Environnemental et Social (CES) deals with issues related to the environmental impact of Dauphine, as well as social matters. Every type of member of Dauphine has its own representative: student, faculty members, researchers, etc.
- The Conseil de la Formation et de la Vie Étudiante (CFVE) deals with the student life in the university and aims at improving it. Your representative at this council is [André Rossi](#) (andre.rossi@dauphine.psl.eu).

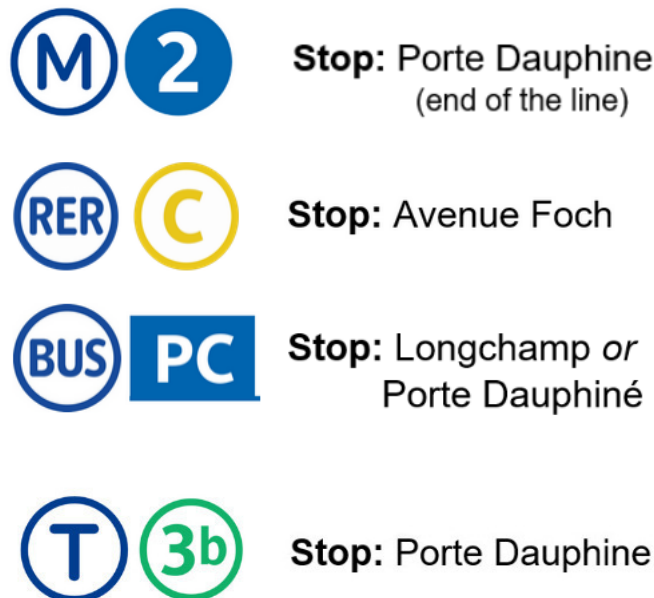
3 The premises of Dauphine

How to access Dauphine via public transport

The university is located on **Place du Maréchal de Lattre de Tassigny, 75116 Paris**.

It is easily accessible through public transportation. For more information on transport passes, you can visit [the Parisian public transport website](#). Please note that, as a PhD student, you are also technically a student at Paris Dauphine. As such, **if you are under 26 years old, you are entitled to the discounted Imagine R Student version of the Navigo Pass**, the annual travel pass which allows one to use any form of public transport in the entire Île-de-France (Paris + its suburbs).

The university is reachable through several kinds of public transportation :



You can also come **by bike**: there are a few stations of the Parisian bike sharing system near the university (see [Velib](#) or [Veligo](#)), but there are also many other providers of shared bikes - feel free to ask other PhD students for recommendations!

If you would rather buy your own bike, two kinds of financial help are available:

- **A purchase subsidy from the Île-de-France region** (through Île-de-France Mobilités). For an **electric bike (VAE)**, it covers **50% of the price, up to €400** (and up to €600 for an electric cargo bike). There is **no income condition and no upper age limit**: you only need to be of age and have your main residence in Île-de-France. You must, however, keep the bike for at least 3 years. You can find the details and apply on the [Île-de-France Mobilités website](#). (If you are between 15 and 25, a separate €100 aid also exists, but only for a classic, non-electric bike.)
- **The forfait mobilités durables** (sustainable mobility package), offered by **Dauphine** as your em-

ployer. Since PhD students are staff members, if you commute to work by bike (your own or a rented one) you can be reimbursed **up to €300 per year**, depending on how many days you cycle. You can see how the scheme works on the [government's sustainable-mobility page](#), and find it among your other staff benefits on [Dauphine's staff benefits page](#).

Find your way around Dauphine

An **interactive map of Dauphine** is available at <https://www.ownmap.net/map/dauphine-paris?plan=rez-de-chaussee>. You can look for any room in the search bar and it will show you its location on the correct floor. Most of the offices of LAMSADE are located in the B wing on the upper floors. One of the PhD offices is located in B139 while the others are in C605 and C603bis. You may also need to visit the offices of the administration of the MIDO department for issues relative to your teaching: most of them are in the B-wing of the 5th floor. Offices of the human resources department are mostly in the D wing of the 5th floor. The A wing of Dauphine has a **7th floor** which none of the other wings have. This floor is often used for seminars or meetings, and can be reached only from the A wing directly, on any floor, either by :

- taking the external stairs (surrounded by glass walls from which you can see the courtyard)
- taking the elevator directly from within the A wing

4 Life at LAMSADE

You have a right to **at least 45 days off per year** (not including weekends and national holidays). Dauphine does not require you to declare these days off - simply advise your supervisors whenever you want to take some days off!

Wi-Fi, Eduspot and eduroam

From inside the different offices of LAMSADE, there are several ways to connect to the internet:

- via any **Ethernet** cable available in every office (if you need an adapter, contact [Olivier](#))
- via the **eduroam** Wi-Fi network
 - **On Windows and Mac**: follow the instructions on the [Dauphine library website](#) (in French)
 - **On Linux**: configure the connection manually via NetworkManager with the following settings: security **WPA/WPA2 Enterprise**, authentication **Tunnel TLS**, phase 2 **PAP**, and identity `yourpassportID` with your usual Dauphine password.
- via the **eduspot** Wi-Fi network, which will ask you to log into the Dauphine portal using your usual ID and password
- via the **lmap** Wi-Fi network directly (namely to print within the lab - contact [Olivier](#) to get the password)

Break room (B548)

There is a break room on the 5th floor, room B548. In there, you can find a water fountain, a boiler and a coffee machine, as well as a microwave and a fridge.

Please note that **this is a shared space**, and as such, it is everyone's responsibility to ensure this room and all its appliances remain clean.

In this room is also where you can find **the mailboxes**. There should be a drawer for you, but if that is not the case a few months after your arrival, you may ask [Marie-Clotilde](#) (Office B539) for it.

Offices of PhD students

There are three offices reserved for PhD students. Two of them are on the 6th floor, offices **C603bis** and **C605**; and one of them is **B139**. Please come introduce yourself upon arrival!

Do not hesitate to discuss the matter of offices with your supervisors as, depending on your financing, you may have access to offices in other facilities, such as Paris Santé Campus.

Printers

To print within Dauphine, you should use the **Follow Me** service: send your document to the print queue, then release it by scanning your **badge** at any of the printers located in the hallways and printing rooms. As PhD students are staff members, **printing is free for you**. More information is available on the [BU \(library\) website](#).

(More detailed instructions will be added here later on.)

If you need to print something of higher quality or in other dimensions, you may use Dauphine's reprographics (see the Reprographics section).

External interlocutor

If anything goes wrong during your PhD and you want to speak to a researcher outside the lab, you can contact [Anaëlle Wilczynski](#). She is a working researcher at CentraleSupélec and knows the lab from her PhD. As such, she can provide you with an external point of view and help you.

5 Life at Dauphine

The premises of Dauphine are open from Monday to Friday between the hours of **7AM and 11PM**, and on Saturdays between **7AM and 10PM**. The university only closes for **two weeks in August** and for **the winter break** each year.

Where to eat

The Crous and Izly

The main option for lunch and snacks at Dauphine is **the Crous**. You can either eat in the canteen (where your lunch will cost 1€ under presentation of your student ID) or buy something at the Crous'n'go, by the entrance of the building. You can also pay using your **Izly account**, which is associated with your personal email address (which you have given in your registration file). You can manage your account online or with the associated app. If you have no account yet, you can click at the bottom of the page to receive an activation email.

Other options

Aside from the Crous, there are several vending machines throughout Dauphine where you can buy meals, sandwiches, coffee and various snacks. Feel free to explore Dauphine and find your favourite one! Outside of the university, you can find a Franprix at a 5-minute distance by foot, and a Monoprix at a 10-minute distance by foot.

Reprographics

Should you need to print something in a better quality than using your office printer, you may ask the reprographics at Dauphine. They can **print** documents of various sizes, including posters and PhD manuscripts. Please note that their services are not free, but they are a lot cheaper than the printing companies in Paris.

To that end, Dauphine has reprography services available to all members of the university. The reprographics office is located on the ground floor of Dauphine, next to the shop (**room P045** on <https://www.ownmap.net/map/dauphine-paris?plan=rez-de-chaussee>). For further information, you may reach them at repro@dauphine.fr.

Libraries

There are two libraries in Dauphine, both on the 6th floor. The **student library** can be reached directly from the hall of the 6th floor; the **academic library** is located in the A wing of the 6th floor. You can check the affluence in the library in real time [online](#).

You can also borrow any book using your student (or staff) ID, as well as reserve a particular book you

may find on their catalogue. If you cannot find a particular book, you may also suggest they purchase it (they often do). As a staff member, you can borrow the book **for 3 months** and renew the lease twice.

Infirmary and first aid posts

There is an infirmary on the ground floor, room P001. If there is nobody available, you can always ask the **Poste de secours**, room C012, (+33 1 44 05 42 42).

As a student of PSL, you also have access to student health and psychological services (in several languages!). You can [email](#), call (+33 7 76 08 63 28), visit their [site](#) or go to P003 to see them directly.

Sports

Dauphine (and PSL in general) offers courses of various physical activities. You can find the entire catalogue on [their website](#) (in French).

Registration is 80€ for the academic year (September-July), and it gives you access to all the courses. You can choose to pay this fee directly when registering as a student for the current academic year in September, or at any time on [their website](#). Some additional perks granted by this registration include: access to a climbing room in Porte d'Italie, discounts on access passes to Forest Hill clubs, free osteopathy sessions...

The facilities within Dauphine are located on the floor -1, reachable through the courtyard, via the A wing or by using the external stairs.

Financial or lodging difficulties

If at any point during your PhD you run into **financial or lodging difficulties**, know that you are not alone, and do not hesitate to ask for help. You can reach out to the **direction of the lab**, who can advise you and point you towards the appropriate support, and/or to the **Vie étudiante** services of Dauphine, which handle student welfare and can help with social and housing matters.

6 Registration as a PhD student

As a PhD student, you will be a student at Dauphine, and an employee of the doctoral school SDOSE. Therefore, your registration for both positions will go through different websites and may take you to two departments of the university: the doctoral school office ([Hubert Radenac](#), A406), and the human resources office ([Fanny Roubert](#), D514).

First-time registration

For the first year of your PhD, it is simpler to **start by registering as a student**. Please note that, as an employee of Dauphine, your registration as student is **completely free**. To ensure so, you will have to present your doctoral contract during your first registration. If you are in contract with the CNRS instead of Dauphine they might ask you to pay for your registration but you can go to Marie-Clotilde's office (B539) to ask for a reimbursement.

Because of the dual registration, you will most likely not yet be in possession of this contract by the time you finish registering as a student: you can simply ask the person in charge ([Hubert Radenac](#)) if you can provide the contract afterwards, as you will need proof that you have registered as a student before you can sign the contract.

You will be contacted via email by [Fanny Roubert](#) of the HR office, asking for specific documents to set up your contract, as soon as the conseil de l'école doctorale has approved your arrival at Dauphine. Please note that **the sooner you provide the documents and sign the contract, the sooner you will receive your first pay**. It is common that, if the contract is signed too late in September, your first pay will only arrive in November. Don't worry though, if this happens, Dauphine will offer to pay you using an "advance" for the missed month, which consists of 75% of your normal pay (the remaining 25% will be added to your first pay).

Please note Dauphine can only pay you on a bank account with a RIB + IBAN, so we advise you to look into opening an account in a French bank as soon as you can!

In order to draw up your contract, you will also be asked **whether you wish to teach** during your PhD. If your contract is not with the CNRS or a CIFRE, this means a clause will be added to your contract to state you will teach up to 64h of TD per year. You will be compensated by an added 200€ to your monthly (gross) salary.

For additional information on teaching, see the [Teaching](#) section.

Registration as a PhD student

SDOSE uses the platform [ADUM](#), in particular your "espace doctorant" (not to be confused with "espace candidat", which you will have used to apply for your PhD).

For your first year, the registration will be quite straightforward, but you will have to fill in a lot of required information about yourself and your PhD project - with the help of your PhD advisors.

For the next years, after you have uploaded all the necessary documents from your CSI to ADUM, you

will need to go through all the information from the previous year and add any necessary modification. Don't forget to **import any new publication** so that it is visible on your personal page on [the LAMSADE website](#)!

Please note that, in order for your re-registration request to be submitted, it has to be approved by your advisors - do take into account they may need a day or two to do so.

Once your advisor has approved your request, the conseil d'école doctorale must in turn note that you are continuing for an additional year. Only once the conseil has approved can you go on to register as a student for the following year.

Please note that the conseil d'école doctorale gathers in **early July** and **early October** to rule on re-registrations. If your request isn't complete by the early July council gathering, you will need to wait until October to register as a student, which means you will only have access to your certificat de scolarité in October, which may prove problematic should you need to justify your student status for any subscription...

Registration as a student

You will be informed via email when you can start the registration (Careful - it may end up in your spam folder!). Once you have received the notification, you can simply register [online](#). Your ID to log in is **your student number**, your password will be given by mail.

There are only a couple of steps to the registration. However, if you arrive at a step where you are missing information, or you wish to stop and continue later on, **your progress is automatically saved** at each step, and you will not need to start again the next time you log in.

Don't forget to click on "Valider cette étape" for every step in order for the website to consider the step completed!

The CVEC

The CVEC is a financial contribution required for all students, which is then invested into different student initiatives or projects. You can pay it [online](#), and it is **mandatory in order to register**: you will be asked for the number provided on your proof of payment.

Liability insurance

A liability insurance will also be required. It is used to pay for any damage you may cause. There are several insurance companies that can offer such liability insurances.

Once the first four steps are completed, you can **retrieve your student ID**, either at a dedicated office in September, or at the machine on the ground floor by the reception desk of Dauphine anytime.

Don't forget to download your certificat de scolarité at step 5, as you will probably need it to claim student discounts (for example to use public transportation).

Finally, you will be offered the possibility to register for the sports facilities in Dauphine. Don't worry, though, if you do not wish to subscribe yet, you will still be able to at a later date! (see the Sports section)

7 Missions of a PhD student

Teaching

If you sign up for teaching missions in your doctoral contract, you will be required to teach classes during the school year. You will most likely be teaching in either the **MIDO** or the **LSO** department. Every year around February, you will be sent a form in which to specify which classes you would be interested in teaching, and how many hours you would like to undertake. Using these forms, the department will assign you to specific classes (since classes start in September, **the process for selecting your classes for the first time is slightly different**, and your advisor should help you contact the department to make yourself known). Please note that **you legally cannot teach more than 64 TD-hours per school year**.

*The previous information only applies if you have contractually signed for teaching missions. In other scenarios (e.g. if your contract is with the CNRS), you will teach as a **vacataire**, which implies different conditions, including the absence of a maximal number of hours to teach per school year.*

In any case, there are 3 different kinds of teaching hours:

- **TP** are hours during which you help students as they do exercises by themselves on computers. 1 hour of TP counts for 1 TD-hour.
- **TD** are hours during which you lead a group of students as they do exercises provided by the teacher. A standard TD hour counts for exactly 1 TD-hour, but some TDs carry a special coefficient (for instance 1.13, 1.2 or 1.3). In practice, the classes assigned to PhD students almost always have such a coefficient (often 1.13) so your TD hours will usually count for slightly *more* than 1 TD-hour. If in doubt, ask the head teacher of the class.
- **CM** are hours during which you teach the theoretical contents of the class. 1 hour of CM counts for 1.5 TD-hour. **Those represent a lot of work. You have the right to refuse them if they are assigned to you.**

Once your classes have been assigned, you can access your schedule on [ADE](#), where you will find the time and location of your lessons. For any scheduling-related matter (if you need to reschedule or cancel a class), you should contact [Gilles Boyer](#).

You can access the **trombinoscopes (headshots) of students** of the university [online](#) (careful when logging in: if you use your student credentials, you will only see the headshots of your classmates, i.e. the other PhD students. You need to make sure to log in **using your staff credentials**).

You can access the trombinoscope of an entire class either through a Recherche avancée (where you can input the level and department of the class) or by searching for a student in the class and clicking on the class label that will appear by its picture. You can **save the class trombinoscope** by clicking on "Ajouter à mes trombis", in the top left corner of the page.

Once you have already saved at least one trombinoscope, you can also create any custom trombinoscope from the home page by selecting "Créer un nouveau trombi". A window will pop-up, where you can choose the title for the trombis, and whether you want to create it by:

- Searching for the students' names (Chercher étudiant): you will need to input the name of each of the students you want to add to the trombi
- Using the students' IDs (Par code étudiant): you will need to input the list of all the students' IDs. These are usually made available in an Excel sheet provided by MIDO containing the list of students and their IDs. You can copy-paste the entire list directly
- Selecting an entire class (Par formation)

The arrow to the right adds student(s) to the trombi; the arrow to the left removes any student selected in the box from the trombi.

You can **delete** any trombinoscope you have saved, directly from the home page. You can also **download** it, by clicking on "Télécharger", directly from the trombinoscope.

OSE

OSE (Organisation des Services d'Enseignement) is the online platform on which all **your teaching hours must be declared**. You must log in using your Passeport Dauphine credentials. Normally, the hours will be indicated for you by the teaching department, but do check no hours have been forgotten before the end of the school year to make sure you will be paid your hours!

If you need to **declare teaching hours**, you should select the year during which the teaching has taken place/will take place (years are counted as school years, therefore, for example, the year 2021-2022 covers everything from August 2021 until July 2022). Then click on "Nouveau", and a scrolling menu will appear, from which you must select:

- **Composante**: the code of the department within which you will be teaching the course (usually MIDO or LSO)
- **Niveau**: the level of the course you will teach
- **Formation**: the name of the formation you'll be teaching in
- **Enseignement**: the code of the subject you will teach
- **Type d'heure**: TD is for classical TDs but some have special coefficients (e.g. 1.13, 1.2, 1.3). You should ask the head teacher of the class about it.
- **nb H prévisionnelles**: the number of hours you are planning on teaching

Once all of these elements have been specified, you can add the declaration of teaching by clicking on "Valider".

At any point, you can **download the recap of your teachings** in pdf format by clicking on "Fiche des services effectués".

For any question you may have about the platform, you can contact [Babette Paris](#) or [Emmanuele Wolff](#).

ATER: Teaching after your 3rd year of PhD

An ATER is a one-year contract for 192 TD-hours of teaching within a university. You can apply **by the end of your doctoral contract**, in any university that has openings, and for any subject you think you have sufficient knowledge to teach. There are positions available in Dauphine every year, and candidates from a Dauphine research lab are generally given priority.

The application period is usually in **late February-early March**.

In certain universities (such as Dauphine), there may also be openings for **demi-ATER** positions, which is a one-year contract for 96 TD-hours.

You should find most offers on the platform [Galaxie](#), where you can also directly submit your application. Please note that, to apply, you will most likely need to attach a copy of your Master's diploma.

Other missions

Teaching is not the only kind of mission you can take on during your PhD: for those who would rather not teach, other missions may be available instead. These are not fixed for the moment, so if you are interested, you should **ask your supervisors or the direction of the lab about it**.

8 Travel

Throughout your PhD, you will probably have to go on missions, whether it be:

- to a **conference**, either to present a paper or listen to other researchers present their work,
- to a **summer/winter/spring/autumn school**, to study courses taught by experts in a specific domain during a couple of days,
- to a **workshop**, either to present a poster or listen to researchers' talks on a specific domain,
- to **visit another lab**, for instance to work with collaborators or start a new research project.

In any case, your mission will consist of the following **6 steps** (each step may take some time to complete, therefore **please make sure to go through the first two steps at least a few weeks in advance**, and don't hesitate to contact someone from the administrative team [see the [Administration of LAMSADE](#) section] if you need help!):

Get funding

If your PhD is funded by a CIFRE, the CNRS or an ANR, a budget is already probably allocated to fund your missions. Your first step should therefore always be to **contact your supervisors to see if there is a budget dedicated to expenses for the PhD**.

If there is no funding for your mission, you can apply for funding with the **Mission jeune chercheur**, which is a budget at LAMSADE dedicated to helping young researchers disseminate their work. Depending on the amount you ask for, this fund should be able to finance a couple of missions per year and per PhD student. However, to get this funding you are required to **submit an application** using the form available [on the intranet](#). You will find a French and an English version of the form, containing all the instructions. Please note that you will need to log into **Nextcloud** to access the document (if you do not know how to yet, please refer to the [Nextcloud](#) section).

Note that **you will have to pay for the registration and any expenses on site** (meals, public transport, etc.), and will only be reimbursed once you return. If that constitutes a problem, you can ask for Marie-Clotilde to use the lab's credit card to pay ahead of the mission. Alternatively, if you create your OM **sufficiently in advance**, you can request an **advance on your payment** (*avance*), so that you do not have to pay everything out of pocket while waiting to be reimbursed. **You should ask for this soon enough, don't wait for the last minute**. This is true in general for anything related to the OM.

Create your Ordre de mission

Once funding is secured, you have to create an ordre de mission (OM) containing all the details of the projected spending. This is also where you'll be able to book your train or plane tickets as well as your hotel. If your PhD is funded by the CNRS, please contact [Stéphanie Hugot](#). Otherwise, you will need to use [the Notilus platform](#).

If you haven't logged into the platform before, or if you have forgotten your password, you should click

on “Mot de passe oublié” and enter your staff credentials. You will receive an email to set up a new password.

Once you have logged into the platform, you will see several sections. Under **Notes de frais**, you will be able to see all the reimbursements made for previous missions; under **Avances**, you will have all the information regarding advances you may have had for previous expenses; under **Ordres de mission**, you will have all the previous OM you have logged.

Once your funding is secured, you may create a new OM by clicking in the + sign by “Ordres de mission”. Select “Hors ordre de mission permanent”, then “Standard”. You will have to fill in some mandatory information:

- **Objet:** The title of the mission (usually the name of the event you're attending)
- **Destination:** The city you will be traveling to
- **Début/fin:** Dates of arrival in and departure from the city (please note you should set as return and departure time **the time at which you will leave your place of departure**, *i.e.* either Dauphine or your home)
- **Lieu de départ/retour:** Place from which you will be leaving/to which you will be returning (usually either your home or Dauphine)

Don't forget to save the information once everything has been filled in (by clicking on the “Enregistrer” symbol at the bottom right of the screen) so you can go on to booking your tickets and hotel!

Bookings

Under the tab **Voyage**, you can book train or plane tickets, as well as a hotel room. To do so, simply click on the + sign, and select what you want to book, then click on “Réserver”. Note that for each booking request, you will be redirected to an external website on which you will have to look for your ticket or hotel room like any other booking tool.

There is a fixed allocated budget per hotel night: if your mission is **in France**, you get a budget of **90€/night**; if your mission is **outside of France**, you get a budget of **113€/night**. You are only allowed to go over that budget if you can prove there is no other option in the allotted price range (by enclosing a screenshot of the booking website showing that all other options are above budget).

To reduce its carbon footprint, the lab **strongly recommends and supports taking the train rather than flying for any travel within Europe**. Regarding the class of travel, the policy in LAMSADE is that train tickets should be booked in **second class**. **First class is only allowed under very specific conditions**.

Once your booking is finalized, don't forget to click on “Réserver” before leaving the booking website, then click on “Confirmer” back on Notilus.

Please note **you can book the tickets/hotel yourself** without using Notilus. You will be reimbursed for it once the mission is finished (make sure to include it in the expenses and add any document justifying your purchase in the “Compléments” tab).

Finalize the OM

Under the tab **Frais**, you will need to specify how many meals you will pay for during the mission in “Indemnités journalières”. Please note that this includes **only the meals not provided by the conference/school** you will be attending. To do so, click on “Repas midi” and “Repas soir” and check the boxes for every day you will need to pay out of pocket for lunch and dinner respectively. Please be **reasonable in your requests**, as reasonable requests are **much more likely to be accepted**. If you have booked a hotel in “Voyages”, you should also untick all the boxes in “Nuitée”, as your hotel room will be paid for directly by Dauphine.

Then, in “Frais”, you should add any expense you will already have paid for (registration to the conference, train/plane tickets if you have booked them outside of Notilus). In “Factures”, you should enclose all receipts for these expenses.

Finally, under the tab **Compléments**, you should upload any additional document justifying expenses you will need reimbursement for (notably the program of the conference/school).

Once all relevant information has been provided, you can **send your OM to be validated** by the administrative team. To do so, click on the arrow symbol at the bottom right of the screen. Be careful to **select the correct person to send it to** (*see the Administration of LAMSADE section*).

Go on the mission

During your mission, if any unforeseen events cause you to have to book another ticket or another room, you should contact either the hotel or transport company directly, or FCM Travel (+33 1 56 56 18 15), the company in charge of the booking for Dauphine, to see if that can be managed directly. Otherwise, you can advance the expenses, as you will be able to add them to your OM before it is sent out and you are reimbursed.

Get reimbursed

Upon your return from the mission, you should contact the person from the administrative team who validated your mission (*see the Administration of LAMSADE section*) to check with them that the information you had entered in the OM is still valid. If applicable, you should provide them with **the original receipts** for any additional expense (particularly public transport).

Naturally, you are encouraged to do so shortly after your return.

9 Requirements as a PhD student

PhD seminar

About twice a month on a given period of time ($\approx$ March to May), you are required to attend the PhD seminar (attendance is **mandatory**), which takes place in Dauphine. You will be notified of the date and place of the seminar by email a few days in advance. You can always follow the presentations remotely [via Teams](#) (contact [Laurent](#) if you have difficulties logging in), but note that coffee and croissants will usually be provided when you attend in person!

During each seminar, PhD students in their second year make a **45-minute presentation in English** on some of their current or past work. This is not a formal presentation, as you will not be evaluated on your performance, but merely a way to present your current work and encourage discussion and interactions between the members of the lab and their research projects. Please be mindful, however, of the fact that not everybody in attendance will be familiar with the tools and subjects you will present. If you are in the second year of your PhD, you must therefore **contact [Laurent Gourvès](#)**, your representative at the doctoral school, to settle the details of your presentation. The schedule (as well as pictures!) of the seminars is available on [Laurent's website](#).

Comité de Suivi Individuel (CSI)

At the end of each year of your PhD, you have to meet with your CSI jury to discuss your past year at LAMSADE, from a professional and a personal point of view. This meeting is **mandatory in order to register for the next year**, and is therefore mandatory in your 1st and 2nd year - you need only do it at the end of your 3rd year if you know you will need an additional year to finish your doctorate.

The jury is composed of two to three permanent researchers of your choice (you may discuss it with your supervisors, but you are not required to), with the following restrictions: there should be at least **one member external to LAMSADE** and **one expert in your field**. You will need to set up a meeting, usually between May and June, either in person or in visio. You should **send a progress report beforehand**, which usually consists of a few slides compiling the progress of your research in the past year (please keep in mind members of your jury do not necessarily know your field of study!), the doctoral training you have undergone and teaching you may have done that year, as well as your prospects for the next year.

The interview itself is split into two parts: one about your **scientific progress** (and all activities related to your PhD: conferences and schools attended, articles published, etc.) and another about your **personal welfare** (discussion about your working conditions: integration within the lab and with other PhD students, headspace and mindset relative to your work, relationship with your PhD advisors, etc.). You are invited to speak freely about your experience, as the role of the CSI is not to evaluate you but to ensure all the measures are taken to help you go through with your PhD in the best possible conditions.

Following the interview, you will receive two documents signed and completed by the CSI (volet 1 and volet 2, one for each part of the interview). One of these is to be sent to [the école doctorale](#) (SDOSE), the other must be uploaded on ADUM to allow for your re-enrolment at Dauphine.

LAMSADE Day

Once a year, around the end of May, LAMSADE organizes an entire day dedicated to the people of the lab and their work. Traditionally, everybody who has joined LAMSADE in the past year is expected to present their research topics and projects in a few minutes. That includes **first-year PhD students**, who are asked to present a **5-minute talk (in English)** to introduce themselves and their PhD subject. If you have any subject that you want to share with the lab, some free sessions are also organized for those subjects and can be a little more on the fun side. Do not hesitate to participate!

At the end of the day, it is customary for the entire lab to meet for a big dinner in a restaurant in Paris. While no part of this day is mandatory, it is highly recommended that you join us for each step!

Doctoral courses and training

As part of your PhD, you are required to dedicate at least **27 hours per year** to doctoral courses and training. This must include at least one course: you can find a list of options of courses to follow on [Laurent's website](#). Each year, at least one course will be offered in Dauphine, but you are also welcome to follow courses in other universities or institutions (you will notably find a list of training courses on ADUM). If you are unsure whether a course you would like to follow will qualify as doctoral training, feel free to contact [Laurent Gourvès](#) directly.

Once you have followed at least one course, you may complete your quota of hours by attending complementary activities, such as summer schools, keynotes and tutorials at conferences, seminars, MOOC, PSL trainings, etc.

A single class is mandatory to be able to defend: one on ethics. Once a year a session is organized in person at Dauphine (in French, sadly) or you can follow a MOOC (the one of Bordeaux for example). **You cannot defend your thesis without having followed one during the 3 years.**

Pre-defence

Before your actual PhD defence, you must do a **pre-defence**, during which you present the work done during your PhD to a subset of your defence jury, which must consist of at least your advisors and an external person who will be part of your defence jury. This must take place at the latest 3 months before your final defence, but it is strongly advised to do it around **the end of your second year**.

The details concerning the preparation of the pre-defence may vary depending on what your advisors decide: you may be asked to submit only a publication, or a few pages on your research, or even a full-blown first version of your final manuscript. Keep in mind that the idea is not to rehearse for your actual defence, but to present your current work to external perspectives in order to get feedback to help guide the last part of your doctoral work.

You can find the basic information concerning the pre-defence on [the doctoral school's website](#). Please note you will need to **register for your pre-defence** by filling [this form](#).

PhD defence

At the end of your PhD, you will have to defend your work to a jury of researchers. Once your manuscript is finished, you may start the defence procedure by declaring **at least 8 weeks in advance** the projected date of your defence (please keep in mind that the periods during which Dauphine is closed **do not count in the 8 weeks**). To do so, you must log into [the ADUM platform](#) and click on “I wish to declare my PhD defence” under “Procedures” and fill in all the relevant information (please note that all names must be filled in all caps). Bear in mind the information submitted can only be modified **in the week following the submission**. Once the doctoral school has approved your jury, **it can no longer be modified**. Only the date of the defence may be changed (provided it is still at least 8 weeks away).

Once the declaration is done online, you should either bring to office A402 or send to [Linda Arbane](#) all the documents from your ADUM declaration. The **room of your defence** will be booked for you once the declaration is finalized - you can contact [Christian Tresfield](#) about that.

Writing your manuscript

It is **not mandatory to finish your manuscript before registering for your defence**: in fact, it is advised that you start registering before finalizing the manuscript (notably because the name of your final jury must appear on the manuscript). Your manuscript does not have to be sent at the same time as your registration form, but it has to be **sent to all the members (+ to Laurent Gourvès by email) of your jury at least 8 weeks (August and winter break excluded) before the defence**.

You can find the template for your manuscript [online](#). Please note that **if your manuscript is in English**, it must also contain a **summary of the thesis in French** of around 20 pages.

The jury

Your jury must be composed of at least 4 members (+ your PhD advisor). It must not exceed 8 members. **At least 50% of the jury must be external to PSL. At least 50% of the jury must be of rang A** (professors, directeurs de recherche, etc.). The president of the jury must be a professor or directeur de recherche, and **must be present physically the day of the defence**. Please note that the jury's composition should ensure a **balanced representation of women and men**, as much as this is possible.

Your jury will be completed with two rapporteurs, who will be charged with reading your manuscript and writing a report on the work you presented, at least two weeks before the defence. This report will allow for the defence to take place. A rapporteur must have an HDR; they must not have collaborated with you on any article, and must not be members of PSL.

Preparing the day of the defence

For the day of defence itself, you must have as many printed copies of your manuscript as there are members of your jury (+ one copy for yourself). You may contact the administration or the reprographics (see the Reprographics section) to help you print these copies.

If a member of your jury cannot attend the defence, you may proceed only if there remains a majority of rang A and external members. Otherwise you will need to either re-schedule the defence or change the jury members. If members of the jury choose to attend the defence via visioconference, you must

warn the audio-visual department at least 2 weeks in advance. Please note there must be at least 4 members of the jury present physically during your defence, and you may not use Skype.

If you wish to organise a pot afterwards, you must contact [the central planning services](#) to book a room.

After the defence

In the 3 months following your defence, you must submit the final version of your manuscript, which must include all the modifications suggested by your jury. This will be the version published online. Please note this step is **mandatory in order to retrieve your doctorate diploma**.

Once a year, Dauphine holds a diploma ceremony for every PhD student who has defended in the past year. This is not mandatory, but you are naturally invited to join the celebrations!

10 Useful online resources

Numerical resources

The [ENT](#) (Environnement Numérique de Travail) is an online website where you will find many useful documents and information throughout your stay at Dauphine. You may log in using your staff credentials.

On this page, you will have access to different resources such as [the platform on which to ask for maintenance for one of the rooms in Dauphine](#), [tutorials on numerical resources](#), [a form to ask for a spot in the university parking](#), [a website with special offers on cultural events](#), and many other tools (some of them already introduced earlier in this manual). You will also find many documents containing information about the inner workings of Dauphine, such as [the people in charge in each governing or decisional instance in the university](#) (this will help you find who to contact in Dauphine in almost any situation).

As a student in Dauphine, you have full access to [the Office Pack](#) using your student or your staff credentials. This includes access to the Teams app, which is used a lot in the university - make sure to keep an eye on it (careful though, as you have two email addresses, you will have two accounts with Teams: one with your staff credentials, and one with your student credentials)!

Nextcloud

The laboratory has [a cloud](#) you can use throughout your time at LAMSADE. To access it for the first time, you should contact [Olivier Rouyer](#), who will create credentials for you. The system uses dual-authentication, so you will need to download an app to verify your logging attempt - you can use the app FreeOTP+, for instance.

Nextcloud has many uses: it contains the lab's [intranet](#), where you can find all kinds of documents with information on how to use some tools from the lab, or the reports from past councils, etc. You can also use it like a regular cloud and create files only accessible to you or a limited number of people. It is also possible to create folders where people can upload files without seeing others files present in the folder (this can prove useful if you teach, for instance).

Gitlab

The lab also has a [gitlab](#), which you can also use for yourself, but which also contains general information or code provided by Olivier or other past students. Feel free to upload anything you think could be useful to others in the Common Projects, where you can already find useful information, such as [a very complete LAMSADE how-to](#) updated by Olivier.

Your credentials for the gitlab should be the same as for Nextcloud - logging in will also require double-authentication.

Your personal page and publications

To add anything to your page on the LAMSADE website (add a photo or articles, link your personal webpage, add a short presentation, etc.), you can use [the DFIS platform](#). You should log in **using your student credentials**, and simply enter the relevant information in the appropriate section (the site will automatically save any changes you make).

Please note that **keeping your page up to date is mandatory**, and it is often **required when you apply for funding** (for instance to fund your missions and travel), so make sure your information (and especially your publications) stays current.

Please note **any paper you publish should be uploaded on HAL** in order to appear on your page on the LAMSADE website, and to be counted in the annual report of publications.

11 Useful resources for living in France

While the most pressing elements are introduced here, PSL has a [Welcome Desk](#), where international students and researchers can go to ask questions or get advice regarding all kinds of administrative formalities that come with living in France. You can contact them [by email](#) or phone (+33 1 75 00 02 91), or book an appointment [online](#) to go see them in their offices. Don't hesitate to contact them for any information or detail about a procedure!

Unfortunately, most administrative procedures in France will involve documents written entirely in French: don't hesitate to ask your supervisor(s) for help when filling in forms or browsing administrative websites!

Social security number (Carte vitale)

Any individual living and working in France should have a **social security number** and a **carte vitale**, in order to have easy access to medical treatment at little or no cost. French nationals automatically receive their carte vitale when they turn 16, but you can acquire one no matter your age by filling in [the form S 1106a](#).

You will need to attach your last bulletin de paye, the certificat de scolarité, a copy of your student card, your doctoral contract, your last rent receipt and the certificate of residency (the same you used to open a bank account). In some cases, your birth certificate must be translated by an authorized translator. When all the necessary documents are completed and gathered, you should submit your request to one of [the CPAM places](#).

Please note your carte vitale should be updated **every year**: the process is very easy, any pharmacy can do it for you in a matter of minutes.

Once you have your carte vitale, most doctor appointments and medicines will be at least partially reimbursed. However, to cover the rest of the costs that are not reimbursed by the sécurité sociale, most French people also get a **mutuelle**. There are many providers that offer different plans at different prices but the one used at the university currently is the [MGEN](#).

Tax declaration

The tax declaration campaign runs from mid-April to early June, the exact deadline depending on your department. Because you do not yet have an online tax account, your very first declaration must be filed **on paper** (form Cerfa n°2042): you can either send it by post or hand it in **in person** at your local tax office (*Service des impôts des particuliers*), for which you can schedule an appointment [online](#). You will be asked to bring a copy of your passport, a RIB, some proof of residency, as well as the bulletin de paye for the month of December (or the attestation fiscale that your HR sent you). You should also fill in [this form](#), by completing essentially only your income for the last year as well as the “tax at source” (*prélèvement à la source*) that is withheld from your salary every month. You have access to all your bulletins de paye [here](#), after obtaining your social security number. More information about taxes can be found on [the government website](#).

Banks and phone carriers

Some of the main phone carriers in France are [Bouygues](#), [Free](#), [Orange](#), [SFR](#) or [Sosh](#). They offer a variety of phone plans at a variety of prices. You can also find many cell plans from other sources: [this online tool](#) can help you look for a plan that best suits your needs.

There are many banks in which you can open an account: some will have special deals for students, so don't hesitate to ask around!