

LPTMC Welcome Booklet*

2026-2027

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1 Introduction

First of all, welcome to the LPTMC ! This booklet is here to gather some useful and surely necessary information about the laboratory. As a rule of thumb you can often find more information on a given subject by going to the wiki of the lab (“Pour les membres” and “Wiki du LPTMC” on the [website](#)).

2 LPTMC in a nutshell

The Condensed Matter Theoretical Physics Laboratory (LPTMC) lies along 2 corridors at the 5th floor. In the corridor 13-12, you may find the seminar room (room 523 that is also used as classroom for some master lectures), the offices of the administrative members Liliane Cruzel (room 513) and Diane Domand (505), the computer engineer Michel Quaggetto (510) and finally the offices of the director Nicolas Sator (508) and the deputy director Olivier Bénichou (512). In the corridor 13-23, lies the coffee room and also the trombinoscope.

The laboratory is under the administrative supervision of Sorbonne University (SU) and the National Center for Scientific Research (CNRS), thus all the permanent members (neither interns, PhD students nor post-docs) belong to one of these two entities:

Sorbonne Université (SU)

Sorbonne University is a world-class, multidisciplinary research institution. The university is structured around three main faculties: Arts and Humanities, Science and Engineering (mainly on the Jussieu Campus) and Medicine. It welcomes over 55 000 students, including more than 10 000 international students. With 6 700 researchers, the institution is consistently ranked among the top universities worldwide for its innovation and scientific output. The permanent members of the lab under a SU contract are either “Maître de Conférence” or “Professeur”, meaning that they teach in the cursus provided by the university.

CNRS

The CNRS is the National Center for Scientific Research. It was created in 1939 and it is now the biggest structure for public research in France with more than 33 000 scientists (40% are women, and 30% are researchers) distributed among various institutes (including one for Physics and another for Chemistry) in 1 100 different laboratories on the national territory. The permanent members with a CNRS position (either “Chargé de recherche” or “Directeur de recherche”) have more time to dedicate to their research as they do not need necessarily to teach.

The LPTMC’s three poles of research

Within the Faculty of Science and Engineering (FSI) at Sorbonne University, the LPTMC is affiliated with the Physics UFR (Teaching and Research Unit), which comprises 17 laboratories, primarily on the Jussieu campus. The lab is divided in 3 poles of research that are all related by the use of Statistical Physics tools. Each pole has a representative.

- **Physics at Interfaces**

The representative of the pole is Maxim Dolgushev. The physics at the interfaces is quite a large class of topics studied. It can be related to geophysics, liquid physics, glassy systems, biophysics, active matter, or random walks.

- **Disordered Systems and Out-of-Equilibrium Phenomena**

The representative of the pole is Marco Tarzia. In this pole, you may find people working on systems out of equilibrium with a strongly correlated degrees of freedom, that are studied through high level techniques as the renormalization group in its perturbative or not version. The topics studied here are related to out-of-equilibrium systems, disordered systems, glassy phase transitions, membranes, critical phenomena in statistical physics.

- **Quantum States of Matter**

The representative of this pole is Jean-Noël Fuchs. The topics studied in this pole are also quite diversified as you can find people working on quantum magnetism, low-dimensional electron gas, ultra-cold atom gas, quantum entanglement and quantum topological phases.

3 Where to start

The person responsible for your installation in the laboratory is your direct supervisor. You must ensure that all administrative formalities are correctly completed, in order to be guaranteed for your activity in the laboratory, particularly in the event of an accident (civil liability insurance, internship agreement, etc.).

3.1 Accessing your office

The request to obtain a key must be done by your supervisor, by sending an email to diane.domand@sorbonne-universite.fr and copying nicolas.dupuis@sorbonne-universite.fr. Once the key is ready, one can get it by going to tower 65, Jussieu ground. The office you're looking for is the first one on the right after entering. The key opens the entrance doors of the lab, allows you to use the elevators when they are locked, and opens the common rooms and yours. Once you have it, when you try to open a door, one of the three following cases occurs:

- No noise at all: you have to update the authorizations on your key by going on the first floor of tower 22 or 23 (in front of the elevator doors).
- 4 bips: you don't have the permission to open this door. If it's a problem, go back to Diane Domand.
- 1 bip: congratulations, you can turn the key and open the room.

At the end of your stay at the LPTMC, don't forget to return your key to Diane Domand or Nicolas Dupuis.

3.2 Lab account

After your arrival at the lab you should directly head towards Michel Quaggetto's office (room 510, corridor 12-13) to ask him to create your lab account. It will let you access the computer facilities of the lab - even remotely, you'll find more details on this on the Wiki. You should also be registered on the various mailing lists where you might belong at this time (see the Links section for a partial list).

3.3 Getting a Sorbonne email address and a canteen account

The procedure to obtain a Sorbonne address, and furthermore an "Izly" staff canteen account varies with your status.

PhD students

PhD students must have signed their contract to obtain a Sorbonne address. If everything goes well the administrative staff of the tower Zamansky will register you at this point and you should receive a mail to create password for your new, non-student Sorbonne account (i.e @sorbonne-universite.fr rather than @etu.sorbonne-universite.fr). This, however, does *not* give you access to a Sorbonne email address. To obtain it, you must then make a request on the [hotline](#).¹ Once you're logged in, click on "Messagerie", and then "Déposer une demande de service", and fill in the form that appears the best you can. Hopefully you'll get a quick answer, granting you access to your new email address. Congratulations!

From here the Izly account should follow easily, so to speak: you will receive automatically an email allowing you to generate your password. You can then log into your new account either on the website or on the mobile app, the login being your sorbonne-universite address. You may want to remove all the money left on a previous student Izly account before switching to this one. If you insist on getting a canteen card, you should contact the Human Resources service of tower Zamansky you dealt with for your contract.

If you meet problems while trying to obtain your address, you can get in touch with Pierre-Louis Taillat, PhD student representative on the laboratory council (see Contacts), or eventually email Nicolas Debeffe (who's also behind the hotline at times) at nicolas.debeffe@sorbonne-universite.fr.

Interns

Interns are still considered as students but they can have a derogation to have access to the administrative Crous. To do so, the interns must ask their supervisor to make a "*bon de commande*" with Liliane Cruzel. The internship contract is needed at this step. Then, the intern must go to the Crous office at the entrance of the canteen to finalize the creation of its Izly account.

NB: This account will be valid only during the internship, i.e. between the limit dates written on the internship contract. If the intern goes on with a PhD, then a new Izly account will be needed as you may refer to the upper part PhD students.

¹Or just type "hotline Sorbonne Université" in your favorite search engine.

Permanent members

If you are a new CNRS employee (for example, a CR), ask the director, Nicolas Sator, to send an email to restauration@dr2.cnrs.fr requesting permission for you to have lunch at the Jussieu staff cafeteria. You must also make sure your email address is up to date in the CNRS JANUS app. Please contact Liliane Cruzel or Nicolas Sator.

3.4 PhD students in an international cotutelle

Here a few advices from a previous PhD student that fell into this category:

- Ask for a Sorbonne email as soon as you get any inscription certificate. You are more likely to get a response from official offices if you use the Sorbonne email, and also if you write the email in French.
- Forward ALL of the emails from the Sorbonne email to a personal email. My Sorbonne email was deleted because there was an administrative problem with re-inscription into a higher year and the re-inscription took so long that they automatically took me off of the student list, resulting in the deletion of my student email.
- The cotutelle coordinator is Patricia ZIZZO. Mme Zizzo is the person that will be in contact with the cotutelle coordinator in the other country. Make sure that the coordinators are in touch and aware of each other yourself. Mme Zizzo's email is patricia.zizzo@sorbonne-universite.fr
- As soon as you have any certificate of enrollment or any positive answer about your cotutelle application, you can contact "Sorbonne Université - DDRH - SIRH" ddrh-sirh@sorbonne-universite.fr to get a canteen account. You should state that you are a cotutelle PhD student with LPTMC and append your certificate or other document to that effect.
- At one point, you might need a bank account in France. A lot of banks offer discounts for PhD students. You should go to the EDPIF office (towers 56-66, office 218) to get a certificate of "scolarité" or any kind of (pre)enrollment certificate to show your PhD status to get these benefits, even before it shows up on ADUM. I managed to find a bank account which was free for 4 years for PhD students, and otherwise would be 8Eur/month. They required an enrollment certificate.
- If you need to send originals by post (which you often will, because you will need PHYSICAL SIGNATURES FROM BOTH COUNTRIES ON THE SAME DOCUMENT) I recommend asking a secretary at LPTMC how to send it through the LPTMC mail. Scan the document, scan the address on the envelope before sending and write down the date you have put it in the mail in the office. Send an email to the receiving office on the day that you sent the mail, so that they expect it. I have had documents lost in the mail, or take so long that it looked as if I was late sending them.
- For the canteen: you cannot have an IZLY app if you do not have a phone number from a short list of countries (France, Spain, ...), but izly.fr is browser based and one can generate the QR codes to pay there. I do not recommend going to the CROUS office near the canteen to get the physical card, because they are not used to dealing with a cotutelle and they might mess up the account / flag it and so on. Also the student should ask for a separate

administrative and student IZLY accounts for the canteen, especially if they live in Cité U, so that they can use the student account to eat in the canteen there and in other places as well.

3.5 Teaching for PhD students

During your PhD, you have the opportunity to teach at Licence level in Sorbonne Université (or in other universities). The only requirement is a reasonable level of French to understand and be understood by the students. This can be an extra income that may not be negligible at the end of the month. If you are not a French speaker, you can sign up for [French classes as a foreign language](#) (FLE) at Sorbonne Université.

“Monitorat”

To apply for a teaching position, in French only (and for 64 teaching hours per year), visit this [website](#).

Vacation Contract

You can also have a specific contract with the university in which you are employed for a semester or even a year. This is less official than the Monitorat contract because there are no official form to apply. Some UFR are looking for some *vacataires* when there is lack of teachers so this is mainly word of mouth. You will have to fill a “Demande de cumul” that must be signed by SU, EDPIF and the university in which you are teaching (not necessarily SU). The procedures are then to UFR and you may ask them directly for further specific details.

4 Life in the laboratory

The lab’s regular hours of operation are from 7:30 a.m. to 7:30 p.m., Monday through Friday. Interns (Master’s 1 & 2 or other) must not be left alone in the laboratory in the absence of their direct supervisor or an authorized person. It is the responsibility of everyone to ensure that this rule is followed.

4.1 Community living guidelines

- If you eat or drink in the common areas, you must wash your cups, glasses, and plates and leave the common area clean.
- Make sure the seminar room is locked if it is not in use.
- Please make sure the landing doors in the hallways remain closed (except for the door in Tower 13, Hallway 12-13, during classes or seminars).
- Ph.D. students and interns are strongly encouraged to attend the seminars, thesis defense panels, and scientific events organized by the laboratory.

4.2 Seminars and colloquium

Seminars typically occur on Tuesday mornings, starting with some cakes at 10:30, in the coffee room (corridor 13-23) before the actual seminar at 10:45. The seminar manager is Aurélien Grabsch. Seminars are always announced by mail beforehand, some of them being dedicated to the audition of a potential future member of the lab. There are sometimes youth seminars for PhD speaking in front of the whole lab (to be distinguished from PhD seminars, organized for and by PhD students/postdocs. No permanent members allowed, take place on Thursday afternoons. Current manager: Pierre-Louis Taillat. Finally, the “l’UFR de Physique” organizes Physics Colloquium with prestigious speakers roughly five times a year. These are announced a long time before (Check out the posters in the lab corridors).

4.3 “Assemblées générales” and Lab councils

A few times per year the lab members are gathered to participate to an “Assemblée générale” (or AG for short). These allow to debate and vote on important issues for the lab. Some AG also serve other specific purposes, e.g. presenting new interns/PhD students or discussing the environmental measures of the lab. Outside of AGs, common decisions are voted by a more restricted “Conseil de laboratoire” (Lab council) whose members are elected by the community every five years (two years for the non-permanent members). There are 5 representatives for permanent members and 2 for the non-permanent ones, plus one for the administrative staff, and all their deputy representatives. The director and deputy director also sit at this council, the former chairing the debates during the meetings. Although only elected or appointed members, in addition to the directing team, may vote in these sessions, other members of the lab are strongly encouraged to participate.

4.4 Informal meetings

At almost every lunch of the week some people gather around 11:30, starting from the farthest extremity of the 12-13 corridor all the way to the tower 23, to go to the canteen together (this also occurs on a smaller scale around 1pm, and you will often find people having lunch in the coffee room in corridor 13-23 around that time as well). This is typically followed by a coffee in the coffee room, the PhD students often meet on the couches in the corner at this occasion until 1 pm. Other social occasions include the traditional “Pots-luck” occurring several times a year. Everybody’s then invited to bring something to share and eat together. Finally, a two-day lab retreat could be organized in June in the Paris area, where a significant fraction of the lab meets at a nice residency to exchange and have a good time together. On a related note, PhD students/postdocs have a WhatsApp group to communicate, ask someone if you want to join.

5 Lab facilities

5.1 Computing facilities

Desk computers and the shared cluster

Since you are now a member of the lab, you have your own workstation in your office. To use it, you must use your LPTMC account to connect yourself to the network: any machine in the lab is connected to the LPTMC network, meaning that you can have access to your session and all your

files from any other desk computer in the laboratory. The network is saved locally to prevent the loss of your work if one machine dies. This also means that any numerical computation launched by a member of the lab can be run on your computer, so there are some "good manners" that you may adopt.

- **Do not turn off your machine if you are not told to do so (!!)**. As your machine may run some computations of some colleagues, all their data will be lost. However, you can log out of your session at any time. If you have any problems with your machine, send an email to Michel Quaggetto.
- Filter the files that you keep on your personal session, free capacity storage as much as possible to avoid the saturation of the network. If needed, the laboratory can purchase some external storage disk.
- When your time in the lab has come (all good things may not last, unfortunately), try to have a clear-out on your session.

For more sophisticated computations that require parallelization, you may use the cluster that is shared between our lab and the Laboratoire Jean Perrin (LJP) and the Laboratoire Kastler Brossel (LKB). You can launch some jobs on the cluster with **slurm**. Here also, some habits for the greater good are required. As this is a bit technical, you may refer to the members experts in this field or send an email to *cinfo@lptmc.jussieu.fr* (see Numerical Council).

If you need computer equipment, send an email to *michel.quaggetto@sorbonne-universite.fr* Michel and CC *administration@lptmc.jussieu.fr*, with the subject line "Demande de matériel informatique: [type of equipment]"

Languages and softwares

As the workstations are all connected, any member has access to all the softwares and compilers available in the lab since these are installed on the network. The "traditional" languages, softwares and environments as Python, Julia, C++, Mathematica, Anaconda, VS Code... are already accessible but if you have a specific demand for your work, you can ask for it with an email to *cinfo@lptmc.jussieu.fr*.

5.2 "Missions" and environmental policies

If you would like to participate in a conference or summer school, first check with your advisor, who will explain the procedures for requesting approval from the lab. Each request for a scientific trip or "mission" (conferences, workshops, schools, etc.) must be submitted:

- At least 10 days before the departure date for a mission in France,
- At least 3 weeks before the departure date for a mission abroad,
- At least 1 month before the departure date for a mission in a high-risk country.

Environmental Policies

Some members of the LPTMC have created an environmental commission (climaction) to discuss about the sustainability of our research and how it can evolve in a context of global warming. The carbon footprint of the lab has been computed in the past years by this commission and it has led to debates. In December 2023, the LPTMC members voted its first "Environmental Charter" that includes some restrictions for its members, in an attempt to reduce its greenhouse gas emissions.

- For any mission (whatever the origin of its funding), its carbon footprint must be evaluated via simple tools and appear in the form.
- No displacement in Metropolitan France can be done in plane, (except Corsica).
- Any displacement that is doable in less than 6 hours of train, from station to station, must be done in train. For longer travels, the plane is authorized.
- Any member of the lab (permanent or not) has a carbon quotation per year of 6t.

These rules may not be time translation invariant and will surely be re-voted in the next years.

5.3 Others

Booking seminar or meeting rooms

If you need to book the seminar room (523, 12-13), please send an email to Aurélien Grabsch or Nicolas Sator. It is also possible to make a reservation for the meeting room (518, 12-13) by filling the form near the door.

Office supplies

Office supplies are waiting for you in the closet outside of Diane Domand's office (12-13/505). If you need non-computer supplies (pens, furniture, etc.), please email administration@lptmc.jussieu.fr, with the subject line "Demande de matériel: [type of supply]"

Printing and transporting posters

The printing of posters can be made through the reprography of the University. The procedure is detailed on the wiki, you will have to fill in a form with your file and details regarding the printing process itself - in case of doubt you can go to the reprography located under the Esclangon building (take the stairs going down on your left once you enter, then continue until you find a door open. After you enter you'll be in the right corridor). The lab will have to approve your demand at some stage in order for it to pay, ask Liliane Cruzel if you're unsure. "Bazookas" used to transport posters are typically shared by PhD students, ask around if you need one.

Getting books through the lab

The usual procedure to get a book from the lab is to send a mail to administration@lptmc.jussieu.fr asking for the book with the reference (and an estimate of the price). If the director Nicolas Sator agrees, the book will be ordered subsequently. Note that books obtained this way are technically *the property of the lab*, which has led to the creation of another procedure for PhD students,

dubbed “Passe culture”.

The “passe culture” formally proceeds as before, with the important difference that the books bought by the lab are now the property of their user: each PhD student is given a budget of roughly 600 euros to be used to buy Physics books during his/her thesis. These might be recommended by their advisor or completely unrelated to their field of study.

There are several libraries in use inside the lab: the seminar room library and the coffee room library which is its heir. One can borrow books from both at will at the condition of returning the books not too long afterwards (and in particular not keeping them for yourself!). One can also borrow books in the libraries of Sorbonne, at least for PhD students, through the student card - some libraries are equipped with machines to this end. Note that unlike students, PhD's are allowed to borrow books for very long time periods (up to almost a year sometimes), at the condition to bring them back if someone books them at some point.

6 Contacts and links

6.1 In the lab

Most members of the lab hold a Sorbonne Université email address. They are, with few exceptions, of the form *name.surname@sorbonne-universite.fr*, without any accents. The following people can all be contacted this way:

- Director of the lab: Nicolas Sator, 12-13/508
- Deputy director of the lab: Olivier Bénichou, 12-13/512
- Financial and administrative manager: Liliane Cruzel, 12-13/511
- Secretary: Diane Domand, 12-13/505
- Computer Engineer: Michel Quaggetto, 12-13/510
- Representatives for non-permanent members at the lab council: Arthur Plaud (12-13/519) and Pierre-Louis Taillat (13-23/527)
- Representatives for permanent members: see the Wiki
- Head of the poles: Maxim Dolgushev, Marco Tarzia and Jean-Noël Fuchs
- Advisors for parity: Maria Barbi and Charles Antoine
- Safety Assistant: Liliane Cruzel
- PhD mentors: Maria Barbi and Julien Vidal, 13-23/503 and 13-23/521
- Numerical Council: Michel Quaggetto, Laura Messio Alexandre Solon, Marco Tarzia and Pascal Viot

A list of the email addresses of the members of the lab is available on the [website](#) (“Annuaire”) in any case. There are, in addition, some important mailing lists in current use in the lab:

- All members of the lab: tout-lptmc@lptmc.jussieu.fr

- Administrative staff (Liliane Cruzel, Diane Domand and Nicolas Sator): administration@lptmc.jussieu.fr
- Computing facilities commission: cinfo@lptmc.jussieu.fr
- Environmental commission: climactions@lptmc.jussieu.fr
- PhD students of the lab: doctorants@lptmc.jussieu.fr

More can be found on the Wiki.

The address of the lab is:

LPTMC (UMR 7600)
 Tour 12-13/13-23, 5ème étage
 Boîte 121
 Sorbonne Université
 4, Place Jussieu
 75252 Paris Cedex 05
 FRANCE

6.2 Useful links for administrative procedures

- PhD administrative procedures at Sorbonne Université : “Département inscription, admission, diplôme” DIADM du collège doctoral located on campus des Cordeliers, 15 rue de l’école de médecine, 2nd floor building G : [website](#)
- Health insurance in France : [website](#) and 09 74 75 36 46
- Housing assistance by Sorbonne Université: [website](#)

7 When you leave the lab

- In consultation with your supervisor, you back up your data.
- You return your keys to your supervisor or the director or Diane Domand or Nicolas Dupuis.

8 Emergency calls

On campus:

- **Fire safety or accident** (in the event of a fire, accident, injury, illness, or any other problem outside of business hours): **01 44 27 55 55**
- **To report an assault, theft, or vandalism:** **01 44 27 26 27**
- **Student health services at Sorbonne Université:** [website](#)



**Numéros d'appel
d'urgence**
**Emergency
telephone numbers**

15

SAMU

Service d'Aide
Médicale Urgent
Hospital-operated
ambulance

17

POLICE

SECOURS

Police

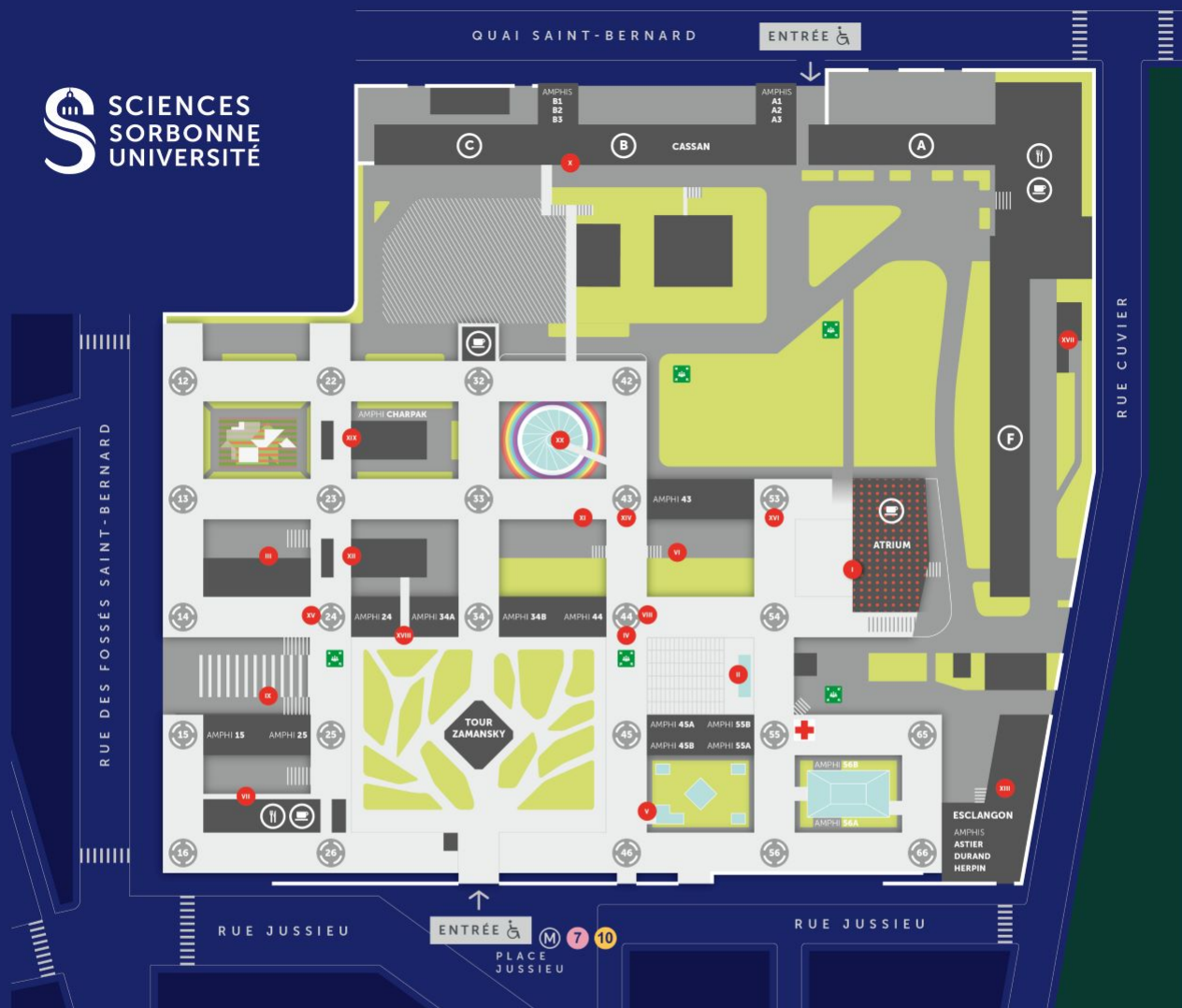
18

POMPIERS

Fire Brigade

112

Numéro d'appel
d'urgence européen
European emergency
telephone number



- | | | | | | |
|---|---|---|--|--|-------------------------------|
| I Atrium : Service Orientation et Insertion (SOI), Administration de la scolarité, Scolarité L1, Bibliothèque de l'Atrium, Capsule | VI Bibliothèque des Licences Barre 43-44 niveau St-Bernard | 31 Espace des Arts et de la Culture (EDAC) Barre 33-43 niveau St-Bernard | 300 Foyer étudiant Tour 33 niveau Jussieu | Niveau Jussieu | Tour |
| II Auditorium du CICSU Patio 44-55 niveau Jussieu | VII Bibliothèque de Mathématiques Informatique recherche Patio 15-26 niveau St-Bernard | 32 Espace Vie étudiante Patio 23-34 niveau Jussieu | 300 Halte-garderie Bâtiment F niveau St-Bernard | Niveau St-Bernard | Point de rassemblement |
| III Bibliothèque de Biologie-Chimie-Physique recherche Patio 15-24 niveau St-Bernard | VIII Centre International de Conférences Sorbonne Université (CICSU) Barre 64-54 1 ^{er} étage | 33 FabLab Bâtiment Esclangon | 300 La Passerelle – galerie culturelle Patio 23-34 niveau Jussieu | Infirmier Service de médecine de prévention | |
| IV Bibliothèque de Géosciences et environnement Tour 44 1 ^{er} étage | IX Collection de minéraux Patio 14-25 niveau St-Bernard | 34 FabLab Biologie-Chimie Barre 43-44 2 ^e étage | 300 Service Handicap Santé Étudiant (SHSE) Patio 22-33 niveau Jussieu | Sécurité incendie 01 44 27 55 55 | |
| V Bibliothèque de L1 Patio 45-56 niveau Jussieu | X Département des activités physiques et sportives (DAPS) Bâtiment B niveau St-Bernard | 35 Formation continue Barre 14-24 5 ^e étage | 300 Tipi – Maison pour la Science Patio 32-43 niveau Jussieu | Sûreté 01 44 27 26 27 | |