

2025 NEWCOMERS' GUIDE

« If nature has offered to produce the maximum effect with minimum causes, it is in all of its laws that it had to solve this major problem »

Augustin Jean FRESNEL

I. Fresnel Institute's presentation

1.1 History

2000: creation of the Fresnel Institute.

2000-2003:

[First quadrennial: directed by Claude AMRA](#)

Staff: on 1st January 2003 approximately 92 staff.

2004-2007:

[Second quadrennial: directed by Claude AMRA](#)

2005: staff's grouping on a single site (ENSPM building) with the support of the rectorate and the University. Phase 1 of the building's renovation with funds granted by the CNRS, the University and the ERDF.



2005: creation of the "Photonics and Advanced Instrumentation" Scientific Interest Group (GIS) with the LAM and LP3.

2007: start of Phase 2 of the building's renovation (CNRS, University, ERDF).

Staff: on January 1st 2007 about 131 staff.



2008-2011:

[Third quadrennial: directed by Hugues GIOVANNINI](#)

2008: the Fresnel Institute's staff are grouped in the main building.

09/2010: Fresnel Institute is the coordinator of the Europhotonics-POESII program. With the laboratories: LP3, LAM and PIIM. The supporting institution is: AMU with the participation of ECM.

04/2010: start of work of the Photonic Space. Staff: on January 1st 2011 about 152 staff.

2012-2016:

[Fourth quadrennial: directed by Stefan ENOCH](#)

2014-2015: inauguration of the Photonic Space, a project developed in 2005 (building and equipment) under the State-Region Plan Contract. Staff: on January 1st 2016 about 171 staff.

2017- present: [directed by Stefan ENOCH then by interim by Sophie BRASSELET](#)

Staff: on January 1st 2022 about 204 staff.

2017: Thin film and Diffusion Platforms.

2018: integration of a team of 9 permanent medical imaging staff (IMOTHEP).

2021: labelling of the Photonics platform.

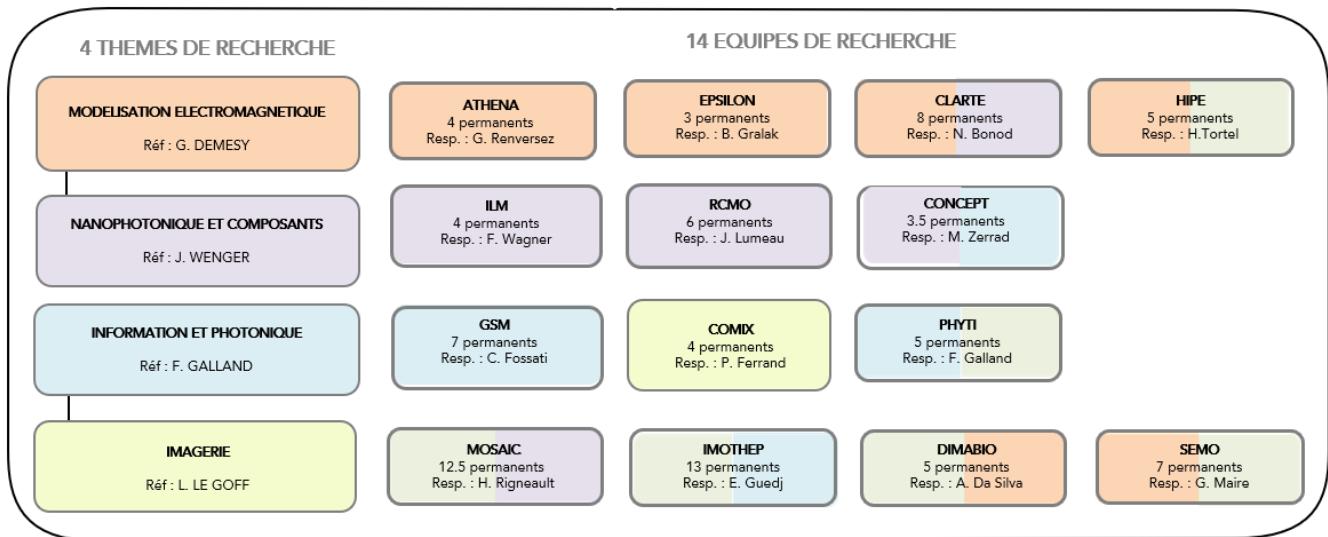
2021: Equipex + IDEC.

1.2 The organization

Sophie Brasselet is the director of the laboratory:



The institute is composed of 14 research teams working on 4 research themes as follow:



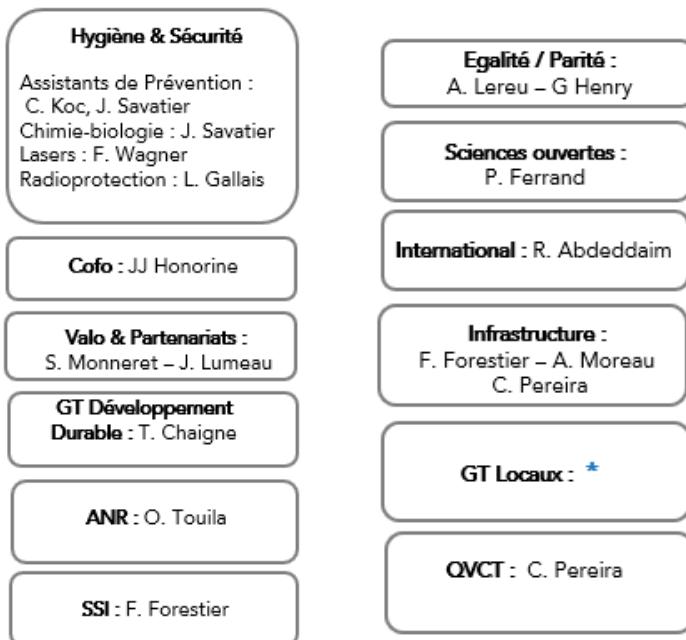
The laboratory has 2 labelled platforms and 2 technical platforms:



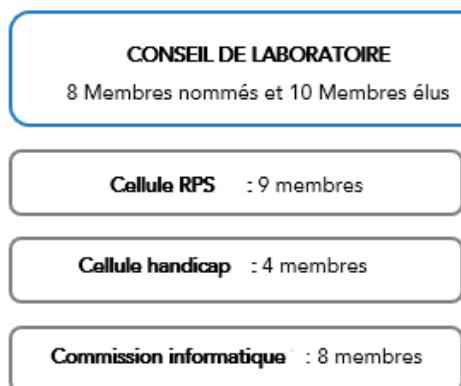
The institute is composed of **common services**:



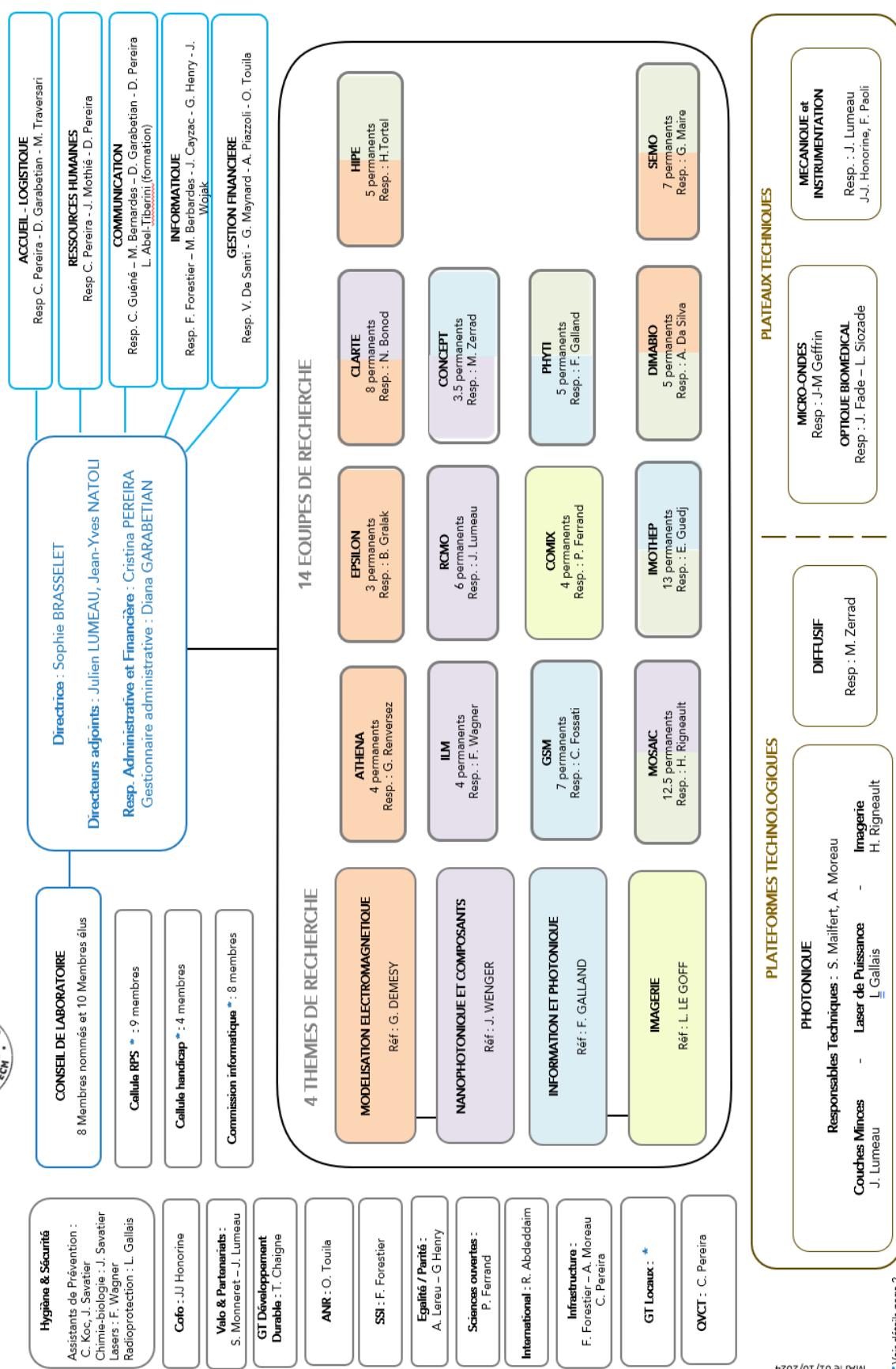
The institute is composed of **transversal services**:



The institute is composed of **structures** that govern laboratory's life:



Laboratory's complete organization chart



1.3 Life at the Fresnel laboratory

a) Work schedules

The laboratory is open from 7am to 8:30pm from Monday to Friday. Outside these periods the presence of the agents must be authorized by the director. The reference working hours start at 8am and end at 6pm. Subject to the team leader's agreement, some staff may work hours that are different from the reference time slot. The lunch break, which is not included in the working time, cannot be less than 45 minutes or more than 2 hours.

Fresnel laboratory's reception desk is open

Monday to Friday

8:30am to 12:30pm and 13:30pm to 5:30pm



04 13 94 54 54



b) Vacation

The annual working time for each staff member of the unit depends on his or her supervisory institution and status. Each agent must therefore refer to the texts defined by his or her employer (CNRS, University, Ecole Centrale de Marseille).

[For CNRS employees:](#)

Annual working time: 1 607 hours

Weekly schedule: 38.30 hours

Annual paid vacation: 44 days (including 12 days of RTT)

+ splitting days: (1 day if the number of vacation days taken is outside the period from May 1st to October 31 is between 5 and 7 days; 2 days if the number of vacation days taken outside the period from May 1st to October 31 is at least equal at 8 days of vacation)

Period: to be taken between January 1st and December 31 of year Y

[For ECM employees:](#)

Annual working time: 1 607 hours

Weekly schedule: 38.50 hours

Annual paid vacation: 53 days (including 23 days of RTT)

+ splitting days: (1 day if the number of vacation days taken is outside the period from May 1st to October 31 is between 5 and 7 days; 2 days if the number of vacation days taken outside the period from May 1st to October 31 is at least equal at 8 days of vacation).

Period: to be taken between September 1st and August 31 of year Y+1

For AMU employees: 2 choices to be defined with your manager at the beginning of the contract:

Annual working time: 1 607 hours

1/ Weekly schedule: 37.30 hours

Annual paid vacation: 47 days (including 22 days of RTT)

2/ Weekly schedule: 39.10 hours

Annual paid vacation: 56 days (including 31 days of RTT)

+ splitting days: (1 day if the number of vacation days taken is outside the period from May 1st to October 31 is between 5 and 7 days; 2 days if the number of vacation days taken outside the period from May 1st to October 31 is at least equal at 8 days of vacation)

Period: to be taken between September 1st and August 31 of year Y+1

To be able to adapt the organization of work, staff whose vacation are to be managed by the laboratory, must make their vacation request through the AGATE tool with 8 days' notice.

The absence from duty may not exceed 31 consecutive days (the period of vacation is calculated from the first to the last day without deduction of Saturdays, Sundays and public holidays).

c) **Absences**

Absences for medical reasons: any unavailability due to illness must, except in cases of force majeure, be duly justified and reported to the Director of the Unit within 24 hours. Within 48 hours of stopping work, the staff member must produce a medical certificate indicating the foreseeable duration of the unavailability.

Any physical accident occurring during professional activity shall be reported immediately to the Director of the Unit.

Absences for missions: all staff members travelling in the course of their duties must be in possession of a mission order drawn up one week before the mission is due to take place for travel in France, and one month before the mission is due to take place for travel abroad. This document is compulsory from an administrative and legal point of view; it ensures that the employee is covered by the regulations on accidents in the workplace.

Staff members who travel directly from their home to an occasional place of work without passing through their usual administrative residence are covered in the event of an accident at work, provided

they have a mission order (except if the occasional place of mission is in the same locality as the administrative residence).

d) Access to the buildings

Working hours for physical access to the buildings: from 7am to 8:30pm from Monday to Friday. Outside these periods, the presence of staff must be authorized by the Director through a form available on the intranet.

Access to the laboratory premises is restricted to staff and persons with a professional reason for being there. Authorized persons will be issued with an access badge by the receptionist, who will give rights according and to need and space.

Furthermore, during closed periods, subject to an authorization signed by the team leader and countersigned by the laboratory director, certain staff (at least 2) may access the premises for exclusively professional reasons.

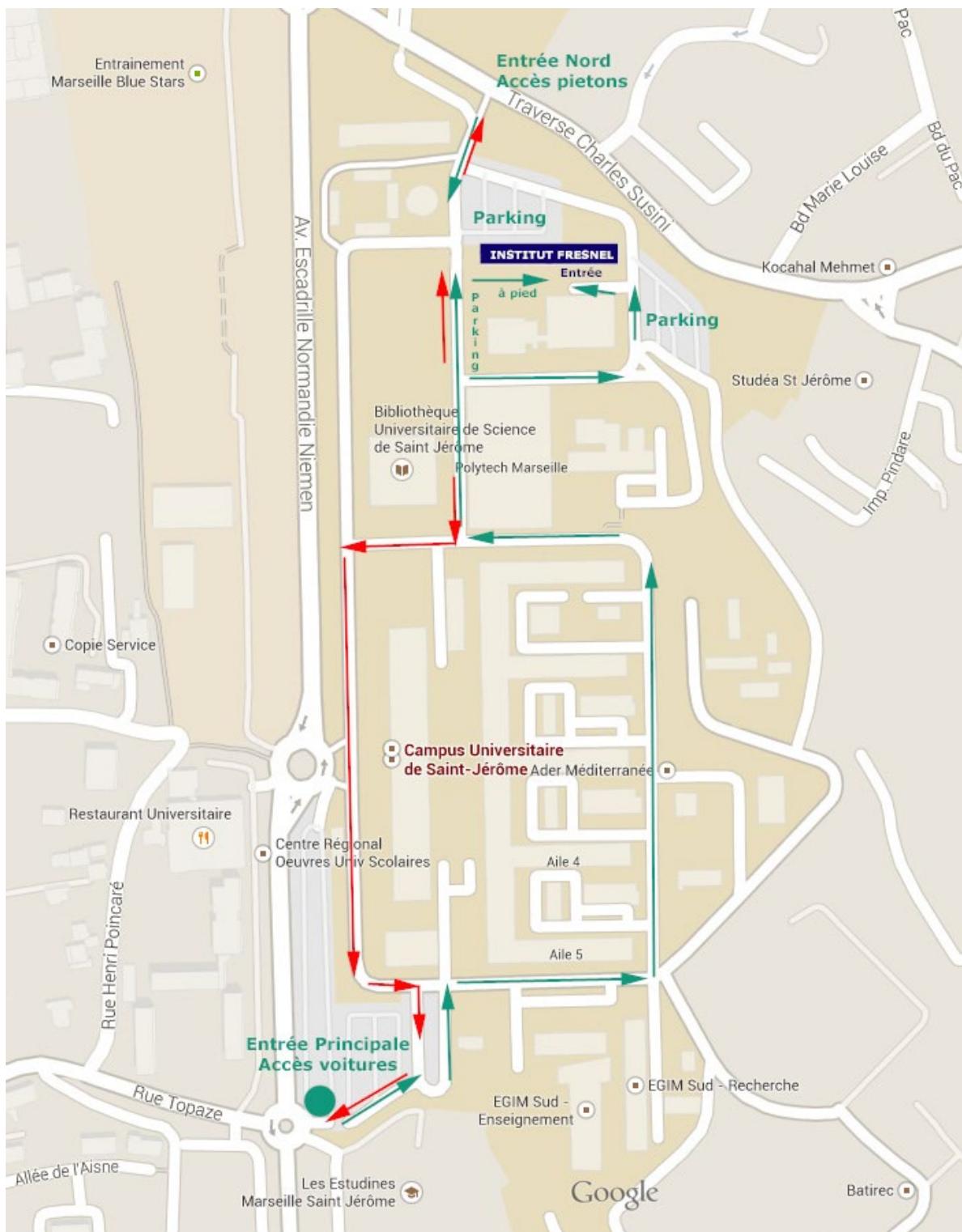
Access to the ZRR buildings means both physical access and remote or virtual access. Without the favorable agreement of the Defense Security Officer, collaboration will not be possible.

e) Access to the Saint-Jérôme campus

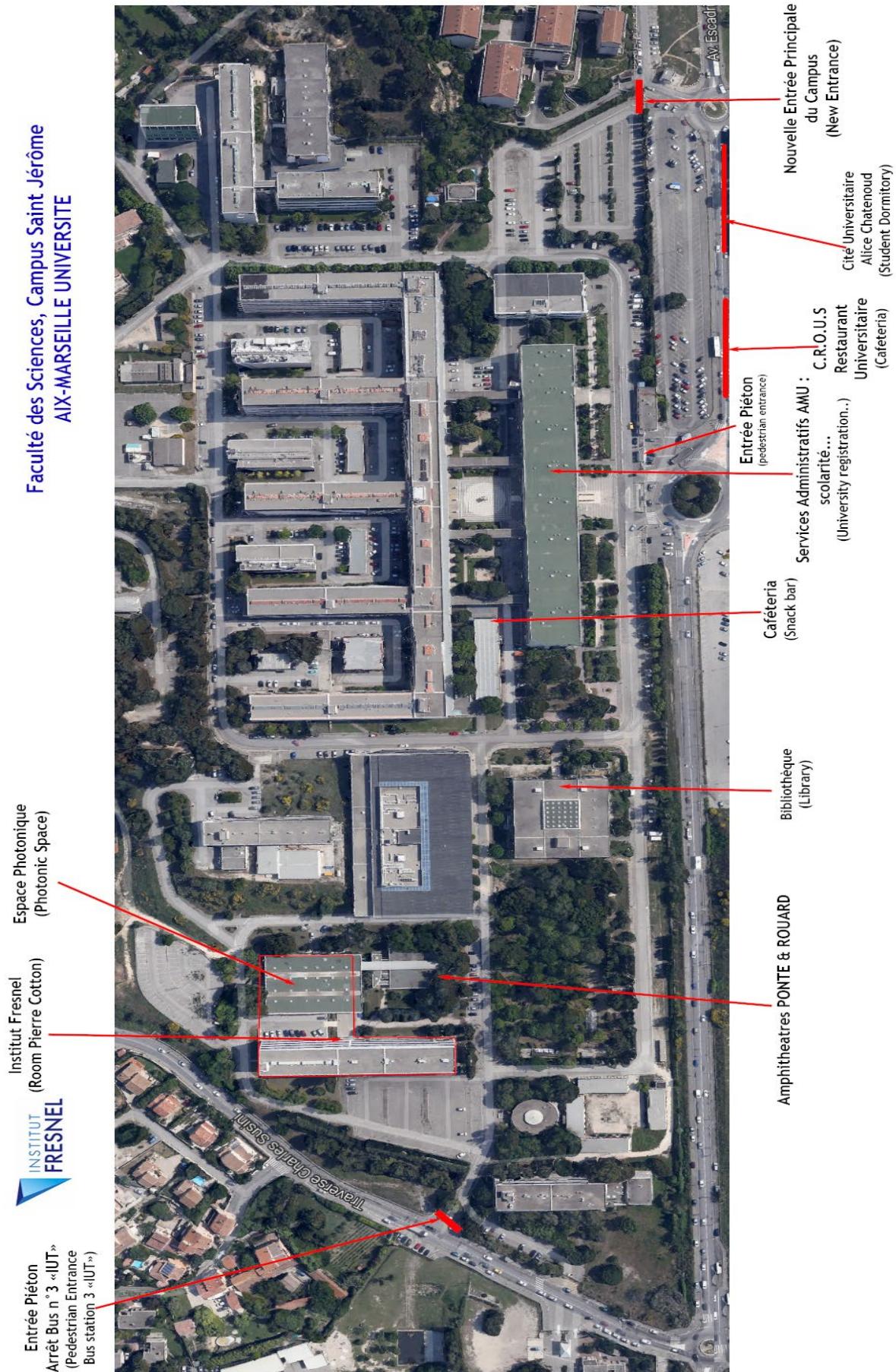
To enter the campus, you will need to create an account and obtain an AMU card as hosted staff.

You will find the documents for the creation of this account on the Fresnel intranet => Human Resources tab => AMU card creation.

Once you have your AMU card, please go to the laboratory reception desk to add your access rights to the laboratory.



Faculté des Sciences, Campus Saint Jérôme
AIX-MARSEILLE UNIVERSITÉ



f) Meeting rooms booking and supplies

To book a meeting room, a tool is available on the laboratory's intranet.

Accueil Banque d'images Vidéos Science Développement Durable Occupation des bureaux **Réservation salle de réunion**

Check the availability of the room on the calendar and then proceed to the booking on the following form:

Réserver une salle de réunion

Salle demandée :

Sélectionner une salle

Date :

jj / mm / aaaa



Heure :

00



: 00



à 00



: 00



Nom :

Votre nom...

Prénom :

Votre prénom...

Email :

Votre email...

Réurrence :

Aucune récurrence



Motif :

Votre motif...

Valider

To book amphitheaters for theses and meeting rooms, please contact the reception directly at the following address: reservation-salles@fresnel.fr.

g) The common spaces

The cafeteria is at your disposal on the first floor, where you can have lunch or a coffee break with colleagues. This friendly space is equipped with microwaves.

Fast food machines are also available, as well as refrigerators to store your food.

A company comes every week to clean the cafeteria, it is important for everyone to keep this area clean and tidy.



h)



Plants are present throughout the laboratory to create an atmosphere of well-being.

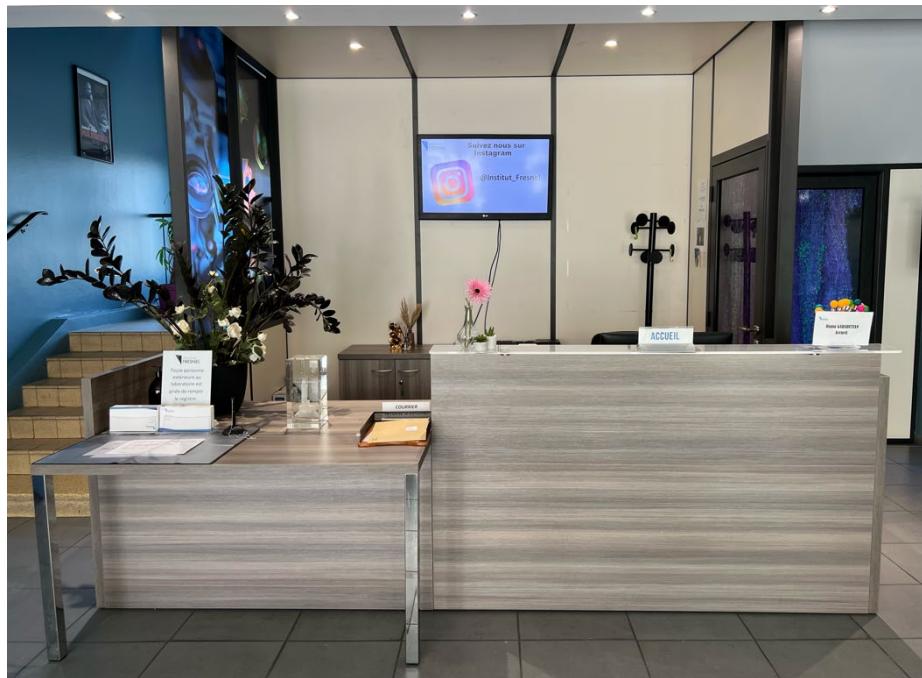


h) Fresnel Institute's contact details



✉ INSTITUT FRESNEL – UMR 7249
Faculté des Sciences Saint Jérôme
52 Avenue Escadrille Normandie-Niemen
13397 Marseille Cedex 20

📞 +33 (0)4 13 94 54 54





www.fresnel.fr



<https://fr.linkedin.com/company/institut-fresnel>



Resarch Gate (chaque chercheur doit s'enregistrer)



Institut Fresnel



@InstitutFresnel



@institut_fresnel

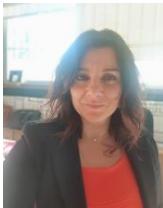


@institutfresenel.bsky.social



login : umr7249
pass : Intranet_Ogust1F

i) The common services

NAME First Name	Function	Room	Days present
Cristina PEREIRA 	Head of administration	013	Monday, Tuesday and Wednesday
Diana GARABETIAN 	Administrative manager	002	Every day
Samia CHAOUY 	Reception officers		Every day
Vincent DE SANTI	Finance department coordinator Teams: Mosaic, Common services and Direction	017	Monday, Friday and Thursday
Aurore PIAZZOLI 	Financial manager Teams: Clarte, Comix and Epsilon	002	Monday, Wednesday, and Friday
Sarah BAKARI	Financial manager	002	Every day
Guylène MAYNARD DEGUERO 	Financial manager Teams: Dimabio, Gsm, Hipe, Ilm and Rcmo	015	Monday, Tuesday and Wednesday

Claire GUENE 	Communication	008	Monday, Wednesday and Friday
Julien MOTHIE	Human resources manager Teams : Athena, Dimabio, Gsm, Mosaic, Phyti, Semo, Imothep	007	Monday, Wednesday and Friday
	Human resources manager Teams : Clarte, Comix, Concept, Epsilon, Hipe, IIm, Rcmo, Services communs	005	
Frédéric FORESTIER 	Head of IT	006	Every day
Jean CAYZAC	IT	129	Every day
Gérard HENRY	Scientific computing engineer	003	Every day
Julien WOJAK	Scientific computing engineer	003	Every day
Jean-Jacques HONORINE	Instrumentation technician + COFO	EP6	Every day
Sébastien MAILFERT	technical platform manager	019	Monday, Wednesday and Friday

1.1 Useful links

Agate tempo	https://agate-tempo.cnrs.fr/
Ariane	https://ariane.cnrs.fr
Geforp	https://formations-rh.univ-amu.fr/
ENT AMU	https://ent.univ-amu.fr/

II. Administrative steps

You will find all documents and links on the Fresnel intranet to help you with your administrative steps.

2.1 My Pay

You must download your pay slips from the ENSAP website:

<https://ensap.gouv.fr/web/accueilnonconnecte>

For a first connection:



Créer mon espace

Vous devez créer votre espace pour accéder à vos informations.
Votre IBAN et votre **numéro de sécurité sociale** vous seront demandés.

Créer mon espace

Click on « créer mon espace »

- You will need to complete the identity form
- Create your password
- Your contact details.
-

For a connection:

You must enter your username and password



Connexion à mon espace sécurisé

J'accède à mon compte avec mes identifiants Ensap

Identifiant (obligatoire)
Mon **numéro de sécurité sociale** sur 15 caractères.

1

Mot de passe (obligatoire)
Attention : après 3 tentatives de connexion infructueuses, l'accès à votre espace sera momentanément bloqué.

2

Mot de passe oublié ?

Me connecter

2.2 International students' welcome desk

You can register on: <https://livin-france.com/school/univ-amu>

The platform mainly provides concrete information on the administrative steps to be taken when settling in France.

Moreover, it allows internationals to access personalized remote support from their country of origin, through chat, telephone, or WhatsApp.

The themes dealt with are:

- ② consular (VISA and procedures)

- ☒ student life (student charges CVEC)
- ☒ daily life (accommodation, insurances, opening of bank account, social security, various aids).

This service is completely **free and multilingual**.

Presentation of the platform on AMU's website:



<https://www.univ-amu.fr/fr/public/preparation-au-depart-livinfrance>

We would also like to remind you that the International Student's Welcome Desk (<https://www.univ-amu.fr/fr/public/guichet-daccueil-de-rentree>) will take place this year from **August 31 to September 25, Monday to Friday, from 9 am to 4 pm**.

- Aix-en-Provence, Site Schuman Sud, Bâtiment le Cube,
- Marseille Centre, Site Saint Charles, Espace Fernand Pouillon.

2.3 Accommodation

a) Student residences and contact details

CROUS

- www.etudiant.gouv.fr

Habitat pluriel
Residence
Château
Gombert

- Sophie CELIS : 04 91 11 73 03
- www.habitat-pluriel.fr

Les
estudines

- Mme COSANDEY 0491023692 ou 0617841354 email: maryline.cosandey@reside-etudes.fr
- www.estudines.com

Studélites

- www.studelites.com

STUDAPART

- www.univ-amu.studapart.com

b) Student rental deposit (CLE)

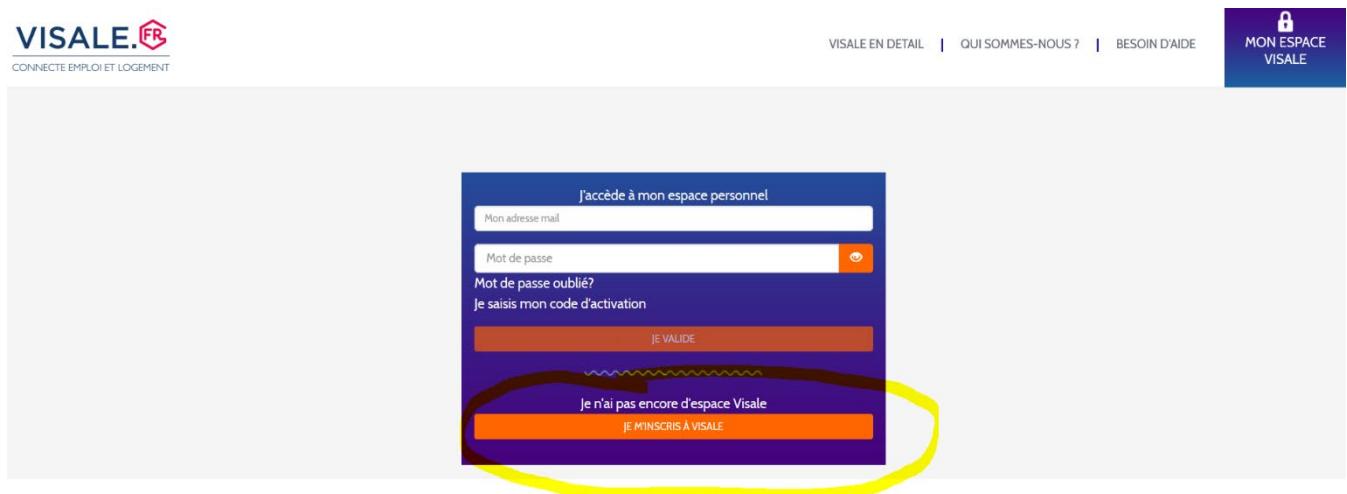
Device allowing you to do without a guarantor: www.visale.fr

Step 1:



The screenshot shows the Visale.fr homepage. At the top, there are links for "VISALE POUR LES LOCATAIRES", "VISALE POUR LES BAILLEURS", and "VOS QUESTIONS". A yellow circle highlights the "MON ESPACE VISALE" button in the top right corner. The main content area features two sections: "Locataires" (purple background) and "Bailleurs" (blue background). Each section has text and a "En savoir +" button. Below these sections are two cartoon characters holding "Visale" brochures, with buttons for "je teste mon éligibilité" and "je demande VISALE".

Step 2:



The screenshot shows the "J'accède à mon espace personnel" (I access my personal space) login form. It includes fields for "Mon adresse mail" and "Mot de passe", and links for "Mot de passe oublié?" and "Je saisir mon code d'activation". Below the form is a button "JE VALIDÉ". A yellow circle highlights the "Je n'ai pas encore d'espace Visale" (I don't have a Visale space yet) button, which is part of a larger orange button labeled "JE M'INSCRISS A VISALE".

Once you have created your personal space you can now apply for a visale guarantee.

Step 3:

The screenshot shows the VISALE website interface. At the top, there is a navigation bar with the VISALE logo, a 'FR' button, and links for 'VISALE POUR LES LOCATAIRES', 'VISALE POUR LES BAILLEURS', and 'VOS QUESTIONS'. On the right, there is a 'MON ESPACE VISALE' button with a lock icon. The main content area features a heading 'Avec Visale, louez votre logement en toute confiance !' with two cartoon characters (a man and a woman) on either side. Below this, there are two main sections: 'Locataires' (purple background) and 'Bailleurs' (blue background). Each section contains text and a 'En savoir +' button. At the bottom, there is a section titled 'Prêts ? Lancez-vous !' with two more cartoon characters holding documents. A yellow circle highlights the 'Je demande VISALE' button in the center of this section.

Useful links for a guarantor for your accommodation :

If you do not or cannot have a guarantor for your accommodation, there are two solutions:

- <https://www.gouvernement.fr/argumentaire/caution-locative-etudiante-letat-se-porte-garant-2714>
- Some banks can also act as guarantors

c) Family allowance fund (CAF)

If your resources are modest, you can benefit from one of the three housing aids: APL, ALF or ALS.

Depending on your situation, the CAF will examine your entitlement to one of these three forms of assistance.

We invite you to make your request on the website: www.caf.com

The screenshot shows the CAF website interface. At the top, there is a navigation bar with links for 'Accueil', 'Actualités', 'Aides et démarches' (which is highlighted in blue), 'Ma Caf', and 'Le magazine Vie de Famille'. Below this, a breadcrumb navigation shows 'Accueil Allocataires > Aides et démarches'. A green number '1' is placed next to the 'Aides et démarches' link.

The main content area is divided into three sections:

- 1 Pour commencer, faites une simulation**: This section is titled 'Pour commencer, faites une simulation' and features a sub-instruction 'Sélectionnez l'aide qui vous intéresse:'. It displays five categories with icons: 'Prime d'activité' (highlighted with a green circle), 'RSA (Revenu de Solidarité Active)', 'Logement', 'PAJE (Prestation d'Accueil du Jeune Enfant)', and 'Aides sur mesdroitsocials.gouv.fr'. A green number '1' is placed next to the title.
- 2 Mes démarches**: This section is titled 'Mes démarches' and includes a sub-instruction 'Retrouvez ici l'accès direct à toutes les démarches en ligne que vous pouvez réaliser auprès de la Caf.'. It lists categories: 'Vie personnelle', 'Vie professionnelle', 'Logement', 'Handicap', and 'Accident de vie'. A green number '2' is placed next to the title.
- 3 Accéder à mes démarches**: This section is titled 'Accéder à mes démarches' and contains a sub-instruction 'Retrouvez toutes les informations sur les prestations de la Caf et les questions/réponses les plus fréquentes puis faites une simulation et déposez une demande de prestation en ligne.' A green number '3' is placed next to the title.

On the right side of the page, there is a large illustration of a person sitting at a desk with a laptop, representing someone using the online service.

You must register on the website <https://etudiant-etranger.ameli.fr/#/> in order to have your health costs covered for the duration of your stay.

b) Social security for foreign contract workers

Go to the following link and follow the steps: <https://www.fresnel.fr/spip-intra/spip.php?article171>

c) Medical centers addresses

Centre Medical de Château-Gombert

Centre medical 7/7 (*from 9am to 10pm by RDV*)
Centre Commercial le Canton Vert
107 boulevard Bara 13013 Marseille
Phone: 04 91 50 15 00

Le service interuniversitaire de médecine préventive et de promotion de la santé (SIUMPPS)

SIUMPPS Saint Jérôme
52, avenue Escadrille Normandie Niémen 13013
Marseille
Phone: 04 13 94 51 94
Email: siumpps-stjerome@univ-amu.fr

Centre de Vaccination

Vaccinations and advice can only be given by RDV to the Allô Mairie call centre on 0 810 813 813 / 04 91 55 32 80 / 04 91 55 32 82.

Monday to Friday from 8:30am to 12pm and from 13:30pm to 4pm and Saturday from 7:30am to 5:30pm.

23, rue Louis Astruc
13005 Marseille

d) Hospitals

Hôpital de la Timone

264 Rue Saint-Pierre, 13005 Marseille
Tél. : 04 91 38 00 00

Hôpital Nord

Chemin des Bourrelly, 13015 Marseille
Phone: 04 91 38 00 00

Hôpital Laveran

34 BD Lavéran, 13013 Marseille
Phone: 04 91 61 70 00

Hôpital La Conception

147 Bd Baille, 13005 Marseille
Phone: 04 91 38 00 00

Hôpital Saint Joseph

26 Bd, de Louvain, 13008 Marseille
Phone: 04 91 80 65 00

Hôpital Européen

6 Rue Désirée Clary, 13003 Marseille
Phone: 04 13 42 70 00

e) Doctolib

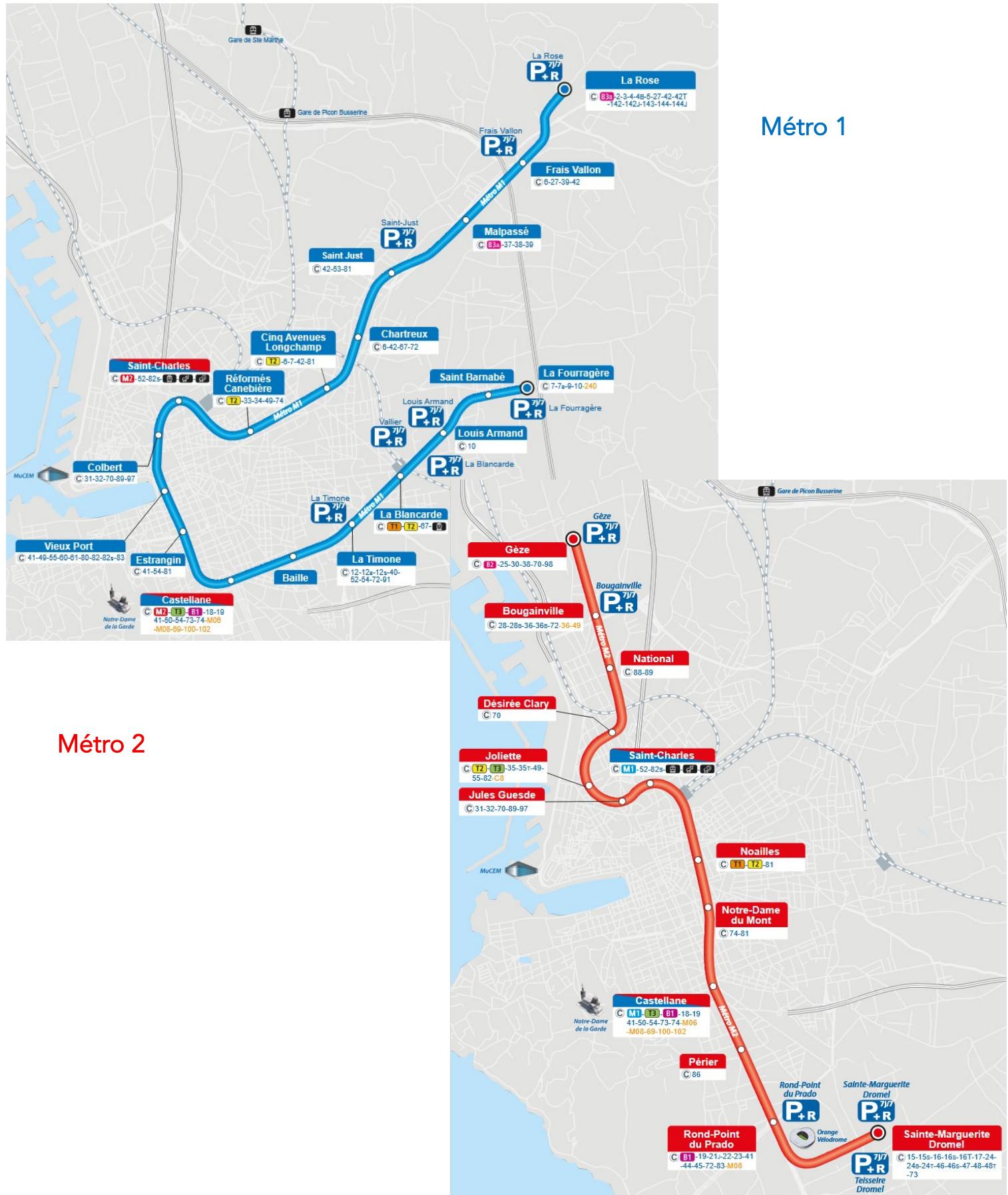
Doctolib is an online service for booking and managing medical appointments that connects patients and health professionals. You can download the application on your smartphone.

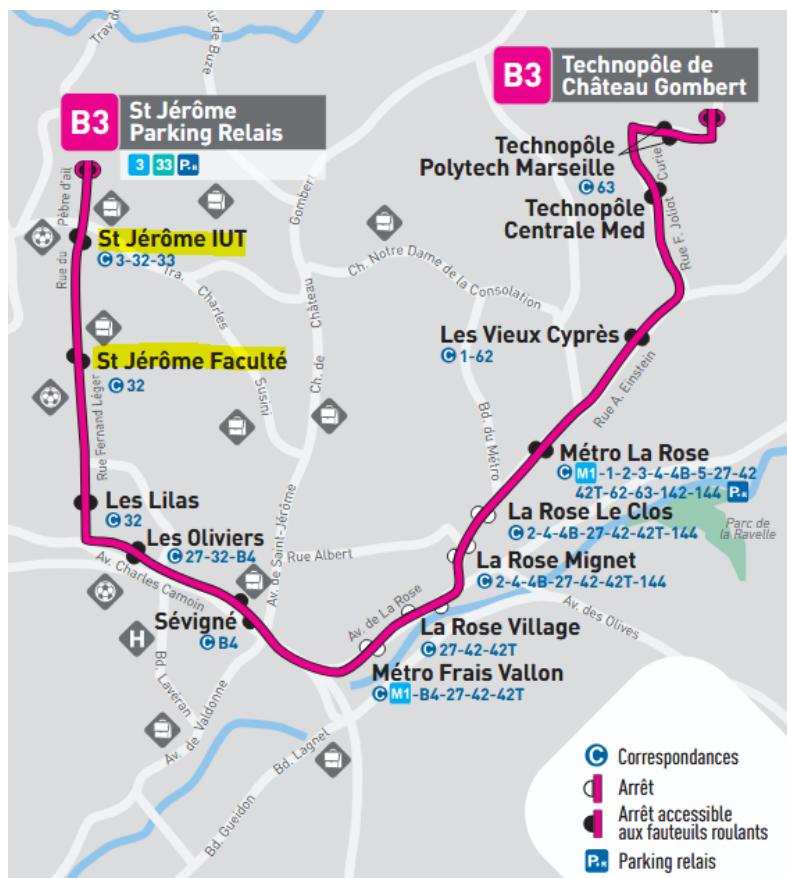
www.doctolib.fr



III. Public transport

3.1 Subway





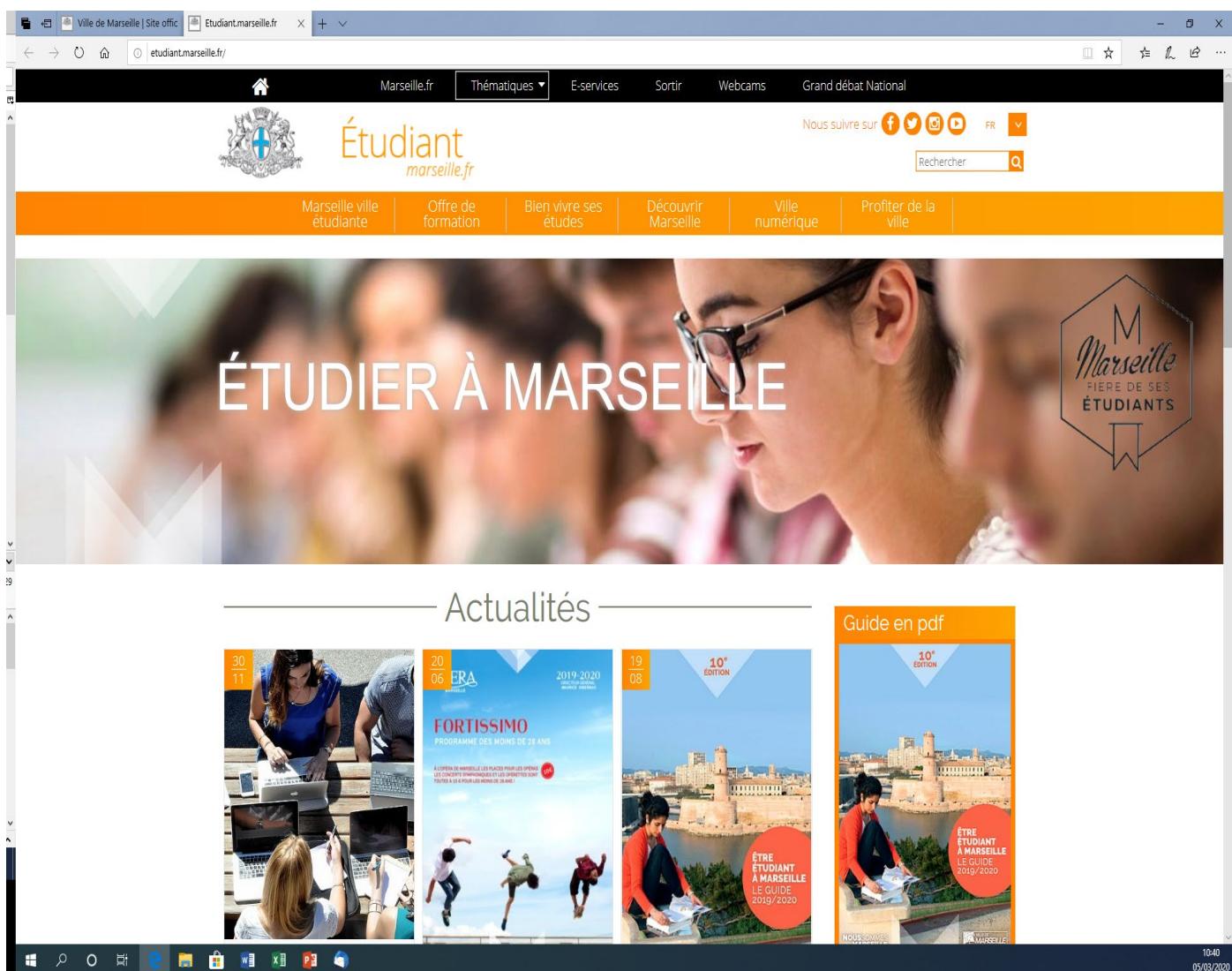
You can also download the RTM application on your mobile phones to consult all the useful information for your journeys in real time.



IV. Student life in Marseille

4.1 Town hall device « Etudiant Marseille »

The City of Marseille offers you a guide that reveals the reception and entertainment facilities for student life that you can find at <http://etudiant.marseille.fr/>



The screenshot shows the homepage of the Etudiant Marseille website. The header includes the City of Marseille logo, a search bar, and social media links. The main banner features a woman in glasses looking at a laptop, with the text 'ÉTUDIER À MARSEILLE'. To the right is a logo for 'Marseille FIERE DE SES ÉTUDIANTS'. Below the banner, there are four news cards: '30/11' (two students at a table), '20/06 ERA' (three people performing parkour), '19/08' (a person sitting on a ledge), and 'Guide en pdf' (a person sitting on a ledge with a guidebook). The bottom of the screen shows a Windows taskbar with various icons.

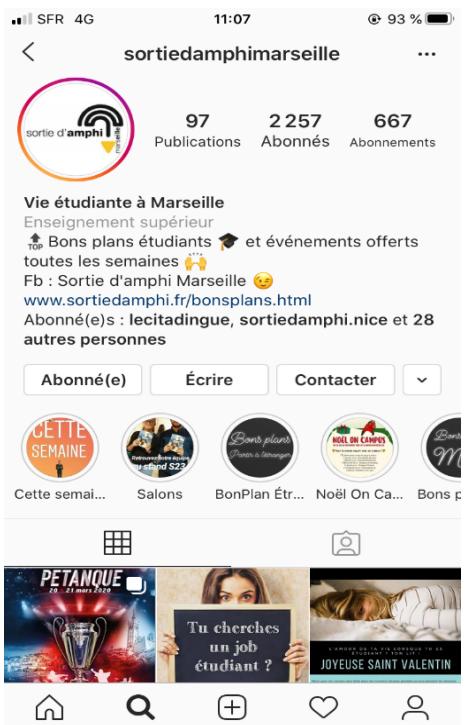
4.2 « Sortie d'Amphi Marseille »

Created with the support of the City of Marseille, Sortie d'Amphi brings together several practical services inside a completely revamped minibus.

Each day, the bus goes to a different campus, thus avoiding the need for students to run to the four corners of the city to solve their problems.

It goes out of its way to satisfy students and inform them about the various services available in the city of Marseille: selections of the best student offers, information on student accommodation, transport, job and internship offers, financial aid... and numerous events.

Sortie d'Amphi is also meetings, events, themes and games that change every month.



Pour plus d'information
www.sortiedamphi.fr

4.3 « Centre Régional d'Information Jeunesse »

The CRIJ PA is an information and networking platform to boost student associative life. Information tools, resources to get involved, spaces to work or set up projects, and to relax, events to facilitate the search for jobs or accommodation. Open from Monday to Friday from 1 pm to 6 pm, and on Wednesdays from 10 am.



4.4 Other useful links

Organism	Link
Portail de la science	www.promosciences.org
EDUFRANCE.FR	www.edufrance.fr
ResearchGate	www.researchgate.net
Le Bar des Sciences	www.barsdessimences-marseille.no-ip.fr
The Kastler Foundation (helps foreign researchers settle in France and maintains contact after their departure)	www.fnak.fr
EURAXESS	www.euraxess.ec.europa.eu

4.5 French course

AMU

- Site web e-learning
<https://www.lms.7speaking.com>
- Cours FLE en partenariat avec le collège DOCTORAL AMU contact
patrick.fournier@univ-amu.fr
communication.interculturelle@wanadoo.fr

AMU

Cette formation est accessible aux personnels amu de recherche et de laboratoire - hors étudiant et doctorant

Durée : 40 heures sur 10 semaines.

Inscription : <https://formations-rh.univ-amu.fr/login>

Ecole Centrale Marseille : (Free lessons recommended by INSTITUT FRESNEL)

Contact : Ms Carole ENOCH - 04 91 05 47 55 - carole.enoch@centrale-marseille.fr

Mail 1 bureau 205

Ecole Centrale Marseille
Technopôle de Château-Gombert
38, rue Frédéric Joliot-Curie
13451 MARSEILLE Cedex 20

Association Transcultures

5 rue des Fabres
13001 Marseille (Centre bourse, in front of RTM)

Tél : 04 91 91 40 23
Fax : 04 91 33 88 52
asso.transcultures@free.fr
<http://asso.transcultures.free.fr>

Alliance Française Marseille Provence

310 rue Paradis - 13008 Marseille
Tel : 04 96 10 24 60 - contact@afmarseille.org - www.afmarseille.org

V. Tourism

5.1 Useful links

Located in the heart of one of the richest tourist regions in Europe, the cities of Marseille and Aix-en-Provence are an ideal starting point for discovering Provence. You will enjoy the exceptional environment of the Camargue, the Luberon, the Alpilles, the Drôme and the nearby Mediterranean coast. All these destinations can be reached in a day trip. Paris is only 3 hours away by TGV. Western Spain can be reached in 4 hours. The Southern Alps are a 2-hour drive north. Tourist offices and some student associations offer weekend excursions.

Organism	Link
Office de tourisme de Marseille	www.marseille-tourisme.com
Ville de Marseille	www.marseille.fr
Sortir à Marseille	www.sortiramarseille.fr
Marseille by night	By-night.fr
Le petit futé	www.petitfute.com

5.2 The region's must-sees

a) Marseille

- Vieux Port, MUCEM and the J4
- Notre Dame de la Garde & Abbaye Saint Victor
- Palais Longchamp
- « Le Panier » & La Vieille Charité
- Cathédrale de La Major & Docks des Suds
- The beaches, Parc Borély, Corniche Kennedy
- Château d'If & Iles du Frioul
- The Calanques

b) Around Marseille

- Aix-en-Provence, Aubagne, Avignon, Arles, Les Baux de Provence...
- Thematic tours of provincial painters and writers (Cézanne in Aix, Pagnol in Aubagne...)
- The hills: les Alpilles, la Sainte Baume, la Sainte Victoire
- The « petit train » to visit the Côte Bleue (Ensùès, Carry le Rouet, Sausset-les-Pins, Martigues)

- Route des crêtes from Cassis to La Ciotat
- Var coast from St Cyr sur mer - les Lecques to Cap Estérel - Saint Raphael
- Nice, Cannes, St Tropez
- Camargue, Drôme, Luberon, Gorges du Verdon

VI. Emergency call numbers

Police	17
Firefighter	18
SAMU	15
Emergency for the deaf and hearing impaired	114
Poison control center	04 91 75 25 25
SOS médecin	36 24
On-call pharmacy	32 37
Social assistant	Online appointment booking: mesrdv.etudiant.gouv.fr 04 42 91 30 20
Psychologists and sophrologists	04 91 26 89 08
SOS rape women information / SOS women	0 800 05 95 95 39 19 04 91 24 61 50
SOS Homophobia	01 48 06 42 41
« Planning familial 13 »	0800 08 11 11
CIDFF 13	04 96 11 07 99