

# Institut de Science et d'Ingénierie Supramoléculaires - UMR 7006

## Welcome guide



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# 1. Presentation of the Institute

The Institute of Supramolecular Science and Engineering is a Joint Research Unit (UMR 7006) of the CNRS and the University of Strasbourg, located on the Esplanade campus. Its mission is to conduct multidisciplinary research at the interfaces between physics, chemistry, and biology. **It was founded in 2002 by Professor Jean-Marie Lehn, Nobel Prize in Chemistry 1987.**

## High level interdisciplinary research

The researchers at ISIS conduct exploratory research spanning a wide range of scientific fields, centered around the **general theme of complex matter**. Areas of study at ISIS include nanoscience and materials science, the study of self-organization processes and adaptive chemistry, nanophotonics, plasmonics and strong light-molecule coupling, supramolecular biomaterials, supramolecular self-assembly, macromolecular chemistry, 2D materials chemistry (graphene, etc.), biological chemistry, catalysis, as well as quantum physics and computing. **This interdisciplinary approach is a cornerstone of the Institute's scientific policy and has led to numerous innovations.** Since its inception, the Institute has actively supported scientific excellence, attracting top researchers and producing cutting-edge, globally recognized research.

## Localization

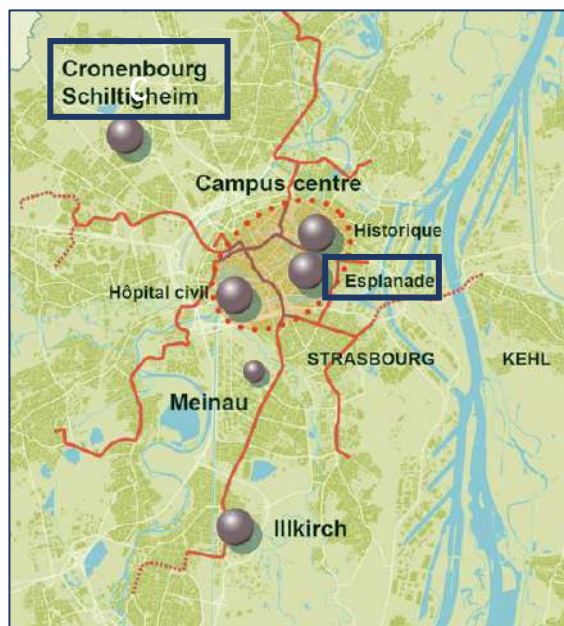
ISIS occupies 3 buildings:

- ISIS 1 and 2 on the Esplanade campus  
*8 allée Gaspard Monge, 67 000 Strasbourg*
- European Center for Quantum Sciences (CESQ) on the CNRS Cronenbourg campus  
*Bâtiment 120, 23 rue du Loess, 67 200 Strasbourg*

## Organization

ISIS is administered by a Directoire and a Conseil d'Institut. It reports to the Vice-President for Research, Doctoral Training, and Open Science at the University of Strasbourg. The Institute is directed by Professor Paolo Samori. The European Center for Quantum Sciences is managed by Professor Guido Pupillo, under the authority of the unit director.

ISIS is structured around senior research teams (14) and junior research teams (2), as well as associated laboratories (4). In total, more than 150 people work at ISIS. Additionally, the Institute hosts companies and laboratories from other institutions (50 people).



For more information: <https://isis.unistra.fr>

Maps to the different campuses: <http://mob.u-strasbourg.fr/geoloc>

## 2. Immigration & security clearance

### 2.1 Security clearance (« Formalités FSD - Fonctionnaire Sécurité Défense »)

The PPST (*Protection du Patrimoine Scientifique et Technologique*) aims to protect sensitive knowledge, skills, and technologies in France to prevent risks to national economic interests; security and defense; jobs, individuals, and property.

New personnel (researchers, students, etc.) from countries considered "sensitive" must obtain prior authorization from the HFSD (High Official for Security and Defense) before applying for a hosting agreement or visa.

#### Key Steps:

- Contact your future team's administrative assistant for the list of required documents;
- Anticipate delays: the authorization process can take up to 2 months;
- Start the procedure as early as possible to avoid any delays in obtaining your visa or residence permit.

#### Important notes:

- The list of "sensitive" countries is non-exhaustive and may change according to instructions from the MESR and the geopolitical situation.
- No hosting agreement will be issued without HFSD authorization.

### 2.2 Getting my visa

If you are a national of a country for which a visa is required to enter French territory, the type of visa you will need to apply for depends on the duration of your stay, your status (employee, grant holder, student), and the nature of your funding.

To find out if you need a visa: <https://france-visas.gouv.fr/en/web/france-visas/assistant-visa>

According to your situation, once in France, your visa may have to be « validated » or you may need to ask for a residence permit (*titre de séjour*).

### 2.3. Getting my residence permit

- If you hold a short-stay visa valid for less than three months, no additional steps are required after your arrival in France.
- If you have a long-stay visa (VLS) valid for 3 months for a stay exceeding 12 months, or a long-stay visa serving as a residence permit (VLS-TS) valid for a stay of less than 12 months, you must, within three months of your arrival in France, validate your visa or apply for a residence permit by creating an account on the ANEF platform (<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>).

#### A. VLS-TS (stay between 3 and 12 months) « Talent Chercheur »

You must validate your visa on the ANEF platform. Your visa will then serve as a residence permit, provided it is accompanied by the printed validation from ANEF. The cost is €200 per fiscal stamp, payable online during the application.

**Important: Residence Permit Application – Scientific Researcher (Algerian Nationals)**

If you are an **Algerian national**, your residence permit application must be submitted in person at the préfecture: you must book an appointment on the préfecture's website and attend the appointment with the required documents (originals and copies).

**Required Documents:** Birth certificate ; Passport ; Visa ; Most recent diploma equivalent to at least a master's degree ; Signed hosting agreement ; Contract of commitment to respect the principles of the Republic (provided at the préfecture, to be signed on site) ; E-Photo (type of photo required for any residence permit or driver's license application with ANTS: <https://refugies.info/demarche/63528e00976acb4f7bcd37ad>)

***B. VLS (stay superior to 12 months) Talent Chercheur***

You must apply for a residence permit on the ANEF platform (<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#>). The cost is €225 per fiscal stamp when collecting your residence permit at the Préfecture.

**Important:** If you have a spouse benefiting from the Talent Family program, you must first apply for your own residence permit/visa validation before they can apply for theirs, as they will need the researcher's "foreign number" to request a residence permit or validate their VLS-TS.

For more information on visa/residence permit procedures, visit <https://accueil-international.unistra.fr/visa-pour-etudiants-et-chercheurs/le-visa-chercheur/>.

**Plan ahead!** To ensure your procedures are completed on time and your mobility as a researcher at the University of Strasbourg is not delayed, please contact the Euraxess Service Center at least 3 months before your planned arrival date: [euraxess@unistra.fr](mailto:euraxess@unistra.fr).

\* For more information on visas and residence permits: <https://international-welcome.unistra.fr/student-and-researcher-visa/researcher-visa/>

\* To benefit from the support of EURAXESS, researchers must register on the FNAK platform (National Foundation Alfred Kastler): <https://www.fnak.fr/inscription/?lang=en&cid=alsace>

## 3. Human Resources

The ISIS staff includes various statuses: PhD students, postdoctoral researchers, researchers, and teacher-researchers. They may be employed either by the University of Strasbourg or by the CNRS. These multiple statuses and affiliations can lead to different administrative procedures and work tools.

If in doubt, do not hesitate to contact your team's administrative manager (see section 5.6)!

### 3.1. My work contract

The process of setting up your employment contract begins 2 to 3 months before your arrival.

- The documents required to initiate the employment contract may vary depending on your status and employer. You will find a list of the information and documents to provide to your administrative manager in **Appendix 1** so that it can be processed.
- The employment contract must be signed in **three original copies**. Your administrative manager will send you the document by email. You must print the copies and complete the various sections in **blue ink** before returning them to your manager.

#### Salary

- For the first month, depending on when your contract is signed, you might receive only **90% of your net salary**. The remaining 10% will be paid the following month, along with your second month's salary.<sup>1</sup>
- To better understand your payslip, refer to the "**Taxes**" section of this guide.

→ For PhD students, see additional information in the section "**Pursuing a PhD at the University of Strasbourg.**"

→ **Note:** The end of your contract with the CNRS or the University of Strasbourg means the end of associated rights.

### 3.2. My internship agreement

The internship agreement, signed between your home institution and your host institution (ISIS – University of Strasbourg), formalizes your stay and is **mandatory**. There are two possible scenarios:

- The agreement template is provided by your home university—it must be completed by the intern and the internship supervisor.
- The agreement template is provided by the University of Strasbourg—all procedures are carried out online via a dedicated platform:

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<sup>1</sup> In this specific situation, for those of you who already had a work contract in France and therefore have a fiscal number, it will be important to check and potentially correct your taxation rate ("taux de prélèvement à la source") based on your actual salary.

[https://ernest.unistra.fr/jcms/1246861463\\_UDSPages/fr/comment-faire-une-demande-de-convention-de-stage](https://ernest.unistra.fr/jcms/1246861463_UDSPages/fr/comment-faire-une-demande-de-convention-de-stage). A step-by-step guide to help you complete it is available in the appendix.

All agreements must be signed by **all parties involved** (intern, supervisors, institution).

### 3.3. Holidays and Training

#### *Holidays*

The number of leave days allocated to staff depends on their status and employer (University of Strasbourg or CNRS) and is specified in your employment contract. Leave days tracking is managed as follows:

- For **CNRS employees**, regardless of status, via the **Agate Tempo** tool (<https://agate-tempo.cnrs.fr/fr/>), accessible through the CNRS authentication portal, **JANUS**.
- For **University of Strasbourg (UNISTRA) employees**:
  - **Administrative and technical staff** use the **OHRIS** tool ([ohris.unistra.fr](https://ohris.unistra.fr)), accessible via the University's authentication portal.
  - For **research staff**, tracking is handled through internal tools managed by the team's administrative managers.

The list of public holidays in Alsace is available on the **ISIS intranet**.

#### *Training*

The University of Strasbourg (Unistra) and the CNRS offer a wide range of training programs (technical and transferable skills), primarily in French. These are communicated via email to staff by the ISIS training coordinator or directly by the University of Strasbourg's Human Resources department. All training requests must be approved and justified by your supervisor.

Some training programs are only accessible to employees of the organizing institution (CNRS/Unistra). The CNRS has set up a portal showcasing its training offer, accessible via the CNRS authentication portal, JANUS: <https://formation.alsace.cnrs.fr/Home/Accueil>. For Unistra training programs, registration is done by completing and signing a Word form.

**Training coordinator at ISIS: Véronique Debord-Lazaro, [debordlazaro@unistra.fr](mailto:debordlazaro@unistra.fr)**

### 3.4 Equality in the workplace

ISIS places great emphasis on the well-being of its staff, regardless of their status, and on respecting cultural and social diversity. Our Equality Officer works daily to promote an inclusive and respectful work environment within the institute. She works to prevent all forms of discrimination and to promote professional equality. Anyone who feels uncomfortable or discriminated against can contact her, in complete confidence, to be heard, advised, and referred to the appropriate resources.

**Equality officer: Claire Menouna-Ekani, [menounaekani@unistra.fr](mailto:menounaekani@unistra.fr)**

### 3.5. Pursuing a PhD at the University of Strasbourg

The Doctoral School of Chemical Sciences (EDSC) is responsible for doctoral training in chemistry at the University of Strasbourg. The doctoral program is conducted under the supervision of a thesis advisor whose ability to supervise research has been recognized (HDR—a qualification specific to France, equivalent to a full or associate professorship in most other countries), within a research unit or team affiliated with the doctoral school. It culminates, following the writing and defense of a dissertation (typically within 3 years), in the award of a doctoral degree.

Contact for the Doctoral School of Chemical Sciences (ED222): Nafissa HADDAB

1st floor – office 127, 46 boulevard de la Victoire – 67000 Strasbourg

Phone: +33 (0)3 68 85 13 81 | Email address: [nafissa.haddab@unistra.fr](mailto:nafissa.haddab@unistra.fr) & [edsc@unistra.fr](mailto:edsc@unistra.fr)

#### Admission requirements

To be admitted to the first year of the doctoral program, applicants must meet the following requirements:

- Hold a **master's degree from a French university** attesting to their aptitude for research. The overall GPA for the master's degree (calculated based on the results of the four semesters) must be at least 12/20.
  - In exceptional cases, the EDSC may accept applicants who have obtained an average between 10 and 11.99/20 over the last two years (M1+M2), subject to a favorable recommendation from the council following review of the applicant's file.
  - Applicants holding a foreign master's degree may also apply. A letter of motivation, written in French or English, must be submitted or delivered by the candidate to the secretariat for review by the EDSC council, then forwarded to the university president.
- Receive **funding equivalent to the minimum gross monthly salary of €2,300** (amount effective as of January 2026). Funding options are available through the EDSC. The thesis advisor and the head of the unit must ensure that the candidate has adequate health and accident coverage, in accordance with medical and hospital rates in France.
- **Obtain written approval from a thesis advisor (HDR)** as well as from the **head of the host unit**.
- **Demonstrate proficiency at the B2 level of the CEFR** (Common European Framework of Reference for Languages) in **French or English**. Candidates who have earned a master's degree from a French- or English-speaking university are deemed to have this level of proficiency. Others must provide, at the time of registration, a language proficiency certificate issued by a recognized authority.

If you meet all of these requirements, you may proceed with your administrative registration. You will find all the necessary information for this process at <http://ed.chimie.unistra.fr/en/phd/registration/>, as well as the requirements to be met throughout the doctoral program (from the first year through the defense, with mandatory annual re-registration) at <http://ed.chimie.unistra.fr/doctorat/obligations-durant-la-these/>. Information on the thesis defense is available at <http://ed.chimie.unistra.fr/doctorat/soutenance/>.

## 4. Daily life

### 4.1. Housing

Finding accommodation in Strasbourg should be planned in advance. We encourage you to visit the dedicated pages on the University of Strasbourg's international welcome portal, which provide all the key information to help you understand the steps involved in renting a home in France, as well as tips to simplify your process: <https://accueil-international.unistra.fr/se-loger-a-strasbourg/>. A housing guide has even been developed, offering numerous websites where you can search for accommodation.

You will also find information on the website about financial housing assistance: <https://accueil-international.unistra.fr/se-loger-a-strasbourg/les-aides-financieres-au-logement/>.

**Additional resources:** The JINKA app (<https://www.jinka.fr/>) consolidates a wide range of housing offer websites on a single platform.

### 4.2. Health and social security

Once you arrive in France, to access the French healthcare system and receive reimbursement for medical care, you **must** be affiliated with the French social security system. Eligibility conditions vary depending on your situation (length of stay, student or employee status, immigration status, etc.). You can find all the relevant information on [this page](#).

→ Your team manager will assist you with the registration process.

**Important:** Affiliation can only be completed **after** you receive your first payslips. A French bank account is required.

#### **Supplementary Social Protection (PSC – Protection sociale complémentaire)**

The French social security system does not cover the full cost of healthcare expenses, which is why it is **strongly recommended** to take out supplementary health insurance. Since **May 1, 2026**, all employees of the Ministries of National Education, Higher Education and Research, and Sports have benefited from a new **collective supplementary social protection (PSC) scheme** for healthcare. The employer covers **50% of the contributions**.

**MGEN** has been selected as the insurance provider for the PSC. All staff are concerned, though subscription may not be mandatory in certain cases. Your team manager will guide you through the process.

### 4.3. Insurance

Two types of insurance **must** be subscribed:

- **Liability insurance:** This covers any unintentional damage you may cause to others (injuries, property damage) in your private or professional life. It is often included in home or student insurance policies and allows victims to be compensated on your behalf in the event of a claim.
- **Home insurance:** This protects your accommodation (apartment or house) against risks such as fire, water damage, theft, or natural disasters. It also covers your liability for any damage caused to third parties (neighbors, visitors) from your home.

You can take out home insurance:

- Through your bank
- With an insurance company of your choice (e.g., AXA, GMF, MAAF, MAIF, etc.)

### 4.4. Paying your taxes

#### ***Understanding Your French Salary***

- **Gross salary:** The amount before deductions.
- **Net salary:** The amount you actually receive in your bank account. Income tax is automatically deducted each month (pay-as-you-earn, *prélèvement à la source*) directly from your paycheck. After your first tax return, this rate is adjusted to match your actual situation.

#### ***How to obtain a French tax number ("numéro fiscal")?***

To get a tax number, complete [Form 2042](#) and submit it either:

- In person or by mail to your local tax office (*service des impôts des particuliers*), or
- By email after filling out the request form on [impots.gouv.fr](https://impots.gouv.fr).

The creation of your tax account is not immediate. Within a week of receiving your request and verifying your civil status, the tax office will send you an email notification to create your personal online account on [impots.gouv.fr](https://impots.gouv.fr). Tax returns must be filed annually from **mid-April to mid-May** (for paper filings) or until **early June** (for online filings), depending on your department of residence.

NB: Taxes are based on the previous year's income.

#### ***How to File Your Tax Return?***

To complete and validate your income tax return, taxpayers must log in to their personal account on [impots.gouv.fr](https://impots.gouv.fr).

The step-by-step procedure for filing your tax return online is available [here](#).

#### ***Tax Treaties***

To avoid double taxation and address special cases, France has signed bilateral tax treaties with many countries. Select the country where you were a tax resident before arriving in France (which may not be your country of origin), and you will access the tax treaty between France and that country.

If a bilateral treaty exists:

- Fill out the form, including your personal details, enter **0 in box 1AJ**, date and sign it. In the "Informations" section, write:  
"International researcher/PhD student in a public institute exempt from income tax for ... years under the France-[Country] Tax Treaty, Article ... I arrived on DD/MM/YYYY and am normally scheduled to leave on DD/MM/YYYY."

- Attach proof of your professional status as a researcher/PhD student (e.g., a copy of your *titre de séjour* with scientific status/passport talent and/or a copy of your employment contract).
- For online declarations, mention this in the designated field (**MENTION**).

## 4.5. Opening a bank account

Opening a bank account in France is useful—if not essential—for paying bills (electricity, phone, rent, transportation, internet) and simplifying the receipt of salaries and health reimbursements. A French debit card allows you to cover most of your expenses.

Under French law, **opening a bank account is a recognized right**. Here are the required documents:

- A valid **ID** (passport or national ID card);
- **Proof of address** (e.g., utility bill, rental agreement);
- **Proof of status** (enrollment certificate or student ID for students, employment contract for employees, etc.).
- If you are an **international student**, some banks may also require a valid residence permit or visa.

When you open your account, you will receive at least a **debit card**. With your **RIB (bank account details)**, you can easily set up automatic payments for your subscriptions.

### Closing Your Bank Account

When leaving Strasbourg and France, it is important to **close your bank account**.

Before requesting closure:

- Cancel all **automatic withdrawals and transfers** linked to your account.
- Transfer your funds to an account of your choice in your future place of residence or home country, ensuring you retain enough to cover any pending expenses (e.g., unprocessed checks or card payments).

To request the closure of the bank account, simply send a **registered letter with acknowledgment of receipt** to your bank. No justification is required. Closure can take place at any time, though some banks may apply a **30-day notice period** if stipulated in your contract. Check the terms and plan accordingly. **Closing a bank account is free of charge.**

**Tip:** Most French banks have branches across metropolitan France. If you are moving to another city in France, check with your bank to see if it has a presence there and what procedures are required to transfer your account.

## 4.6. Coming to Strasbourg

Strasbourg is easily accessible from other major cities: just a few hours from Paris (**under 2 hours by train**), Lyon, and major German cities. Strasbourg benefits from excellent **highway, air, and rail connections**.

### By Plane

Strasbourg Airport (Entzheim) offers regular flights to around 50 destinations. The airport is located approximately 10 kilometers from Strasbourg city center, and a shuttle service connects it to Strasbourg train station.

→ *Nearby airports:*

- EuroAirport Basel-Mulhouse (130 km from Strasbourg)
- Paris airports (490 km from Strasbourg, 1h45 by TGV high-speed train)

→ *German airports:*

- Karlsruhe/Baden-Baden Airport (58 km from Strasbourg)
- Frankfurt Airport (210 km from Strasbourg)

## 4.7 Moving around in Strasbourg

Strasbourg has an **excellent transport network**, including trams, buses, bikes, car-sharing, and walking.

### Bus and Tram

The tram network (6 lines) and bus network (39 lines) cover over 77 kilometers and even extend to Germany (Kehl). The local operator is CTS ([www.cts-strasbourg.eu](http://www.cts-strasbourg.eu)).

*To access the institute:*

- ISIS 1&2: Tram C, E and F – “Université” stop | Bus C1 – “Palerme” stop
- CESQ:
  - Bus G – “Londres” stop from 7.30am until 6.30pm, the CESQ is then accessible through a gate located at the level of Rue de Rome and Allée d’Athènes
  - Bus G – “Arago” stop, the CESQ is then accessible through the turnstiles located rue Henri Becquerel (without access pass between 7.30am and 6.30pm; with access pass outside of these hours). See section 5.2.

### Mobility Pass

The Mobility Pass provides access to all mobility solutions in the Eurometropole of Strasbourg. It includes:

- A CTS bus and tram subscription, along with the option to park your personal vehicle in one of the 10 park-and-ride facilities in the Strasbourg metropolitan area.
- A Vélhop bike-sharing subscription and 24/7 access to 17 secure bike parking areas for your Vélhop bike or personal bike.
- A Citiz car-sharing subscription, available in Alsace and over 80 cities in France. You can also choose from 30 Yea free-floating cars (no fixed stations), available without reservation ([alsace.citiz.coop](http://alsace.citiz.coop))

### Partial Reimbursement of Bus/Tram Subscription by Employer (Unistra/CNRS)

If you are an employee of the University of Strasbourg or CNRS, you may be eligible for partial reimbursement (75%) of your CTS bus/tram subscription (monthly or annual). Here’s how:

- For Unistra contracts: Fill out the corresponding [form](#) and ask your team administrative manager how to submit it to the HR department, along with a copy of your bus/tram subscription. Once

approved, you must provide monthly (or annual, if paid in one installment) payment proof to HR, and the reimbursement will be included in your salary.

- For CNRS contracts: Reimbursement details and procedures are handled through the [Ariane](#) platform.

#### 4.8. Food options on campus

The university restaurants and cafeterias (operated by CROUS) are open all week and available across all campuses. You can pay for your meals using your **Pass Campus** (student or professional card, depending on your status) via the Izly system.

→ [Locate university restaurants](#)

→ [Top up your card](#)

##### **Solidarity Grocery: Agoraé (for Students)**

Agoraé is a solidarity grocery store run by and for students in Strasbourg. It offers discounted food products and food assistance for students in need.

Locations:

1. Gallia Building (1 Place de l'Université, 67000 Strasbourg)
2. Behind the Faculty of Law, Political Science, and Management (1 Place Athènes, 67000 Strasbourg), on the Esplanade campus

Other associations also provide food assistance for students in extreme financial hardship. More information is available on [Soliguide](#).

##### **Subsidized Rates for Unistra Staff (for Researchers)**

Employees of the University of Strasbourg automatically receive subsidies on certain meals, which are deducted directly when paying with the **Pass Campus** (loaded on Izly).

##### **Good to Know**

In CROUS cafeterias on Unistra campuses, credit/debit card payments are accepted. However, this option is not available in university restaurants!

#### 4.9. Accessing university libraries

The University of Strasbourg has 20 university libraries (BU) spread across its 6 campuses. To locate them: <https://bu.unistra.fr/opac/article/decouvrir-les-bibliotheques/bibliotheques>.

Registration is automatic for all university staff (students, researchers) and CNRS employees.

For more information: <https://accueil-international.unistra.fr/vie-sur-le-campus/les-bibliotheques/>.

#### 4.10. Sports activities

You can practice a wide variety of sports at the university at very affordable rates (over 90 sports activities are available). These are open to all staff of the University of Strasbourg and CNRS. For more information, visit: <https://accueil-international.unistra.fr/vie-sur-le-campus/les-activites-sportives/#c2956>. The University Sports Service website is available here: <https://sport.unistra.fr/fr/>.

If you work on the Cronenbourg campus, a limited but dedicated range of sports activities is also available: [https://alsace.caes.cnrs.fr/activites/?\\_categories=clas-de-cronenbourg](https://alsace.caes.cnrs.fr/activites/?_categories=clas-de-cronenbourg).

#### 4.11. Learning French

The University of Strasbourg offers French as a Foreign Language (FLE) courses throughout the year, including intensive courses (late August) and extensive courses (1st and 2nd semesters), organized by the International Relations Office and the Research Directorate, as well as numerous online resources. Any costs associated with these courses are not covered by your employer. For more information: <https://accueil-international.unistra.fr/ameliorer-son-francais/>

The Strasbourg European Popular University (UPE) is also a great option for improving your French: <https://www.upe-alsace.fr/familles/francais-langue-etrangere-36.html>

## 5. Your life at the Institute

### 5.1. Digital access

#### Creation of your UNISTRA account

When your contract is processed, a **@unistra.fr** email address is created for you. You will receive an activation email in the inbox you provided during your employment contract setup. If you do not receive it, please contact Souhila Demmouche at [sdemmouche@unistra.fr](mailto:sdemmouche@unistra.fr).

During activation, you will be required to sign the University of Strasbourg's IT Charter. It is mandatory to read and validate this charter to access the university's work environments and network.

→ **Note for PhD students:** You will be assigned **two email addresses** (one professional: ...@unistra.fr, and one student: ...@etu.unistra.fr). You must check **both** inboxes. Once you arrive at the institute, you can request to merge these accounts by emailing [support@unistra.fr](mailto:support@unistra.fr).

#### Creation of your CNRS account

- CNRS employees and Unistra staff who need access to CNRS tools for administrative or financial management purposes must create a JANUS account: <https://sesame.cnrs.fr/>. This portal provides access to all CNRS software suites.
- For CNRS-employed personnel, you will also need to activate your @cnrs.fr email address. Instructions are available here: <https://ods.cnrs.fr/messagerie.php> (a dedicated tutorial is also in preparation).

#### Work Tools

The University of Strasbourg and ISIS provide access to several work tools once your contract has started and your Unistra account is created:

##### **UNISTRA**

- **Ernest** (<https://ernest.unistra.fr/>) – Digital and social work environment
- **Seafile** (<https://seafile.unistra.fr/>) – Workspaces (document sharing, collaborative work, etc.)

##### **ISIS**

- Scientific teams have access to private shared spaces
- ISIS has an intranet (<https://intranet.isis.unistra.fr/>) where you will find various tools (safety forms, room management, equipment booking, contact persons, etc.)

### 5.2. Access to the campus and to the Institute

#### *Pass campus*

Once your Unistra account is created, you will be able to apply for the Pass Campus card. This card will serve as your professional ID: it will grant you access to the Institute (including laboratories requiring

badge access) and to university services (university restaurants, libraries, sports facilities, etc.), whether you are employed by the University or by CNRS.



Carte type pour les employés UNISTRA



Carte type pour les étudiants



Carte type pour les personnels hébergés (ie employés par le CNRS)

→ Check the dedicated webpage (<https://www.passcampus.fr/>).

→ We encourage you to apply for the Pass Campus as soon as your UNISTRA account is activated, providing the Institute's address (for those hosted at ISIS 1 & 2: 8 allée Gaspard Monge, 67000 Strasbourg; for those hosted at CESQ: 23 rue du Loess, 67200 Strasbourg), as this will allow you to collect your pass as soon as possible.

→ PhD students have two cards: a "professional" card and a "student" card. The latter must be collected from the doctoral school.

### Access to the Cronenbourg Campus (staff located at CESQ)

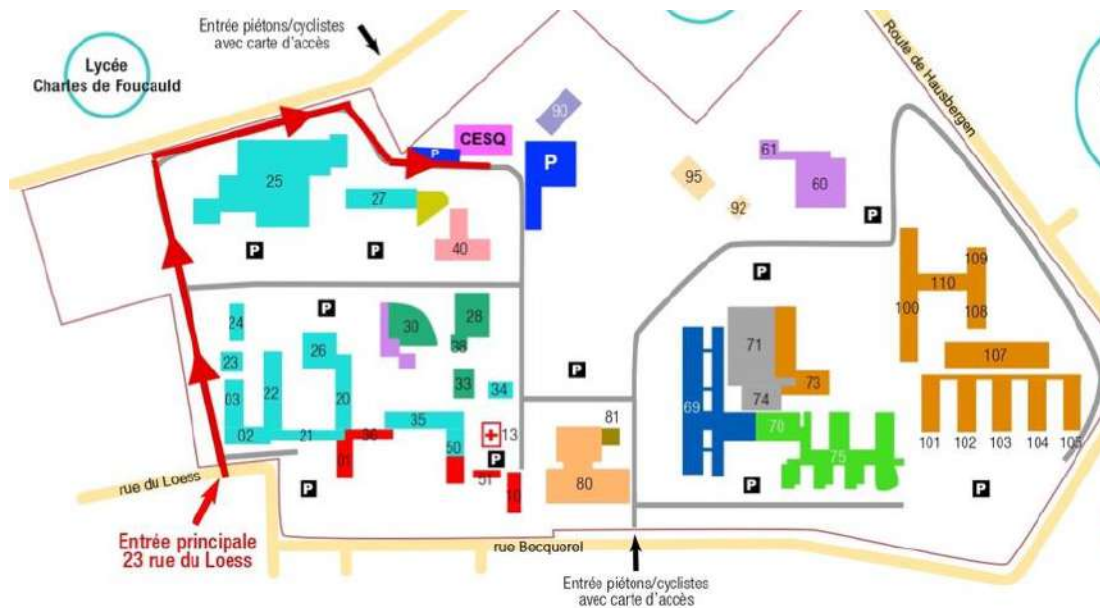
The CNRS Cronenbourg campus is a secure site. On your first visit, you must enter through the main entrance at **23 rue du Loess** and sign the visitor logbook located in the CNRS Regional Delegation building (**Building 1**, marked in red on the map). You will then be guided to CESQ (**Building 120**, marked in pink on the map).

Once at CESQ, you will receive a **CNRS Campus access card (white card)**, which will allow you to pass through the turnstiles on **rue Becquerel**, as well as a **temporary pass (blue)** to enter the CESQ building while waiting for your final Pass Campus to arrive.

Access to CESQ is possible by car (a dedicated card is required outside regular business hours | 7.30am-7pm).

Outside campus opening hours, if you need to go to CESQ, you must go through the campus reception (Building 1) and sign in upon both arrival and departure.

*(Reminder: For security reasons, it is forbidden to enter the building or labs alone.)*



## Keys

On your arrival day, you will be given an access key to authorized areas. You will need to sign a declaration of honor committing you to return the keys upon your departure from ISIS.

### Contact persons:

- Souhila (ISIS 1 & 2): [sdemouche@unistra.fr](mailto:sdemouche@unistra.fr)
- Sandrine (CESQ): [sfoetter@unistra.fr](mailto:sfoetter@unistra.fr)

## 5.3. Safety

Safety is everyone's responsibility, and we place great importance on it. Required obligations and training vary depending on the position and scientific activity, but two steps are **mandatory for all staff**:

- Attending a **welcome and safety tour** (you will receive a summons)
- Completing the **online NEO training course** (procedure in the appendix)

Once at the Institute, you will find all the procedures to follow on our intranet, as well as the list of safety representatives for each laboratory. You will be supported by your team leader and the laboratory safety officer, who will guide you through the integration process and help identify relevant and/or required training.

### Reference contacts:

- Coordinator Prevention Assistant – Caroline Schneider: [cschneider1@unistra.fr](mailto:cschneider1@unistra.fr)
- CESQ Prevention Assistant – Johannes Schachenmayer: [schachenmayer@unistra.fr](mailto:schachenmayer@unistra.fr)
- Laser Safety Officer – Tom Bienaimé: [t.bienaime@unistra.fr](mailto:t.bienaime@unistra.fr)

For any questions, use the general email address: [isis-securite@unistra.fr](mailto:isis-securite@unistra.fr)

## 5.4. Use of Equipment on the Chemical Analysis Platform

The **Institute of Supramolecular Science and Engineering (ISIS)** provides its researchers with **state-of-the-art equipment for chemical analysis**, covering the main characterization techniques in molecular chemistry.

Equipment descriptions are available at <https://isis.unistra.fr/partenariats-collaborations/plateforme-danalyse/>, and a booking system is accessible on the Institute's intranet.

The platform team is available to support you in their use:

- **Jean-Louis Schmitt**, Platform Manager: [jlschmitt@unistra.fr](mailto:jlschmitt@unistra.fr)
- **Cyril Antheaume**: [antheaume@unistra.fr](mailto:antheaume@unistra.fr)

## 5.5. Communication tools

The Institute wishes to highlight the achievements of its staff! To do so, we have several internal tools at our disposal: websites (<https://isis.unistra.fr/>, <https://www.cesq.eu/>) and LinkedIn profiles (<https://tinyurl.com/mr2dzu2r>; <https://tinyurl.com/mr3keufz>). The University of Strasbourg and CNRS also have many tools to promote your work, successes, and more.

→ So, do not hesitate to share any news about you or your team (awards, projects, publications, discoveries, etc.) so we can feature it!

**Contact:**

- For everyone: [isis-com@unistra.fr](mailto:isis-com@unistra.fr)
- For CESQ staff: [tbrisset@unistra.fr](mailto:tbrisset@unistra.fr)

## 5.6. Contact people

The **ISIS directory** is available at: <https://isis.unistra.fr/isis/annuaire/>

The **administrative and technical team list** is also accessible at: <https://isis.unistra.fr/isis/annuaire/>

**General contact email:** [isis@unistra.fr](mailto:isis@unistra.fr)

### Management

- **Unit Director:** Prof. Paolo Samori – [samori@unistra.fr](mailto:samori@unistra.fr)
- **Director, European Center for Quantum Sciences (CESQ):** Prof. Guido Pupillo – [pupillo@unistra.fr](mailto:pupillo@unistra.fr)
- **Administrative Director:** Véronique Debord-Lazaro – [debordlazaro@unistra.fr](mailto:debordlazaro@unistra.fr)

### Administrative Staff

- **ISIS Executive Assistant:** Souhila Demmouche – [sdemmouche@unistra.fr](mailto:sdemmouche@unistra.fr)
- **ISIS Welcome desk officer:** Michel Wagner - [michel.wagner@unistra.fr](mailto:michel.wagner@unistra.fr)
- **CESQ Welcome desk officer:** Sandrine Foetter – [sfoetter@unistra.fr](mailto:sfoetter@unistra.fr)

### Team Administrators

- **Annia Bertrand** – [annia.bertrand@unistra.fr](mailto:annia.bertrand@unistra.fr) *Supramolecular Chemistry (Lehn) team*

- **Corinne Ledger** – [cledger@unistra.fr](mailto:cledger@unistra.fr) *Informational Macromolecule Chemistry (Lutz); Molecular Quantum Systems (Ruben); Nanochemistry (Samori); Organomineral Chemistry (Sauvage) teams*
- **Laurence Jeanperrin** – [jeanperrin@unistra.fr](mailto:jeanperrin@unistra.fr) *HR Manager for CESQ (Dubail, Metelmann, Pupillo, Schachenmayer, Whitlock teams)*
- **Marie-Claude Jouaiti** – [mcjouaiti@unistra.fr](mailto:mcjouaiti@unistra.fr) *Nanostructures (Ebbesen); Light-Matter Interactions in Complex Systems (Genet); Bioinorganic Supramolecular Chemistry (Regeni); Metrology, Trapped Ions and Cold Molecules (Solaro) teams*
- **Claire Menouna-Ekani** – [menounaekani@unistra.fr](mailto:menounaekani@unistra.fr) *Catalytic Chemical Synthesis (Hoveyda); Controlled Chemical Processes (Ragazzon); Biological Chemistry (Salic); Biomolecular Assembly Chemistry (Xu) teams*

## 6. Getting ready to leave

If your stay with us is coming to an end, you need to prepare your departure, particularly regarding **housing, banking, French administrative procedures**, etc.

You will find a summary of the key aspects not to forget on the University's international portal:  
<https://accueil-international.unistra.fr/je-prepare-mon-depart/>

A detailed checklist is available on the ISIS intranet.

## 7. Appendixes

### Appendix 1 - Documents Required for Your Employment Contract

|                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Family name                                                                                                                                                           |
| Maiden name (if pertinent)                                                                                                                                            |
| First name(s)                                                                                                                                                         |
| Family status                                                                                                                                                         |
| Name and date of births of children (if pertinent)                                                                                                                    |
| Date of birth (JJ/MM/AAAA)                                                                                                                                            |
| Place of birth (city and country)                                                                                                                                     |
| Nationality(ies)                                                                                                                                                      |
| Personal phone number                                                                                                                                                 |
| Personal email address                                                                                                                                                |
| Personal address                                                                                                                                                      |
| Name and address of previous employer                                                                                                                                 |
| Future address in Strasbourg (if you know it)                                                                                                                         |
| If pertinent <ul style="list-style-type: none"> <li>- Specialty of PhD studies</li> <li>- Date of diploma (JJ/MM/AAAA)</li> <li>- University / Institution</li> </ul> |
| Copy of ID                                                                                                                                                            |
| Copy of visa (if pertinent)                                                                                                                                           |
| Copy of security clearance (if pertinent)                                                                                                                             |
| Copy(ies) of degree(s)                                                                                                                                                |
| Updated CV                                                                                                                                                            |
| Birth certificate translated in French (if pertinent): standard EU form or translation certified by the consulate                                                     |
| French bank account number and bank certificate (« Relevé d'Identité Bancaire » - RIB)                                                                                |
| Social security number (if pertinent)                                                                                                                                 |
| Copy of « carte vitale » - if pertinent                                                                                                                               |
| Planned arrival date (JJ/MM/AAAA)                                                                                                                                     |

## Appendix 2 - Step-by-Step Guide to Complete Your Employment Contract

You have just received an **electronic version of your employment contract**. All that remains is to **sign it** and return it to your laboratory's administrator.

- It is **preferable to initial and sign** the contract with a **blue ink pen**.
- You must **print 3 copies** of your contract: **1 for HR, 1 for the laboratory, and 1 for your records**.
- The **original signed documents** must be returned **by postal mail** to your team's administrator or the person who sent it to you.

### How to Sign Your Employment Contract

- **Page 1:** Place your initials at the bottom right (**OA or AO**)
- **Page 2:** Place your initials at the bottom right (**OA or AO**)
- **Page 3:** Below the phrase "*Le contractant / signature must be preceded by the mention 'Lu et approuvé'*", write "**Lu et approuvé**" and sign
- **Page 4:** (Appendix – Confidentiality and Intellectual Property)  
Indicate the **place and date**, write "**Lu et approuvé**", and sign

## Appendix 3 – Step-by-Step Guide to Complete Your Internship Agreement

If you are a student at the **University of Strasbourg**, you must complete your **internship agreement online** (the signing process is also digital): <https://stages.unistra.fr/>.

If you are a student from **another university**, you must contact your university's internship office. You will need the following information to complete your internship agreement:

### 1. Information about the home institution

*Example: Information about the University of Strasbourg*

| Etablissement d'enseignement                        | The educational or training institution                      |
|-----------------------------------------------------|--------------------------------------------------------------|
| Nom                                                 | Université de Strasbourg                                     |
| Adresse                                             | CS 90032 Strasbourg 67081 Strasbourg                         |
| Tél                                                 |                                                              |
| Représenté par (signataire de la convention)        | Philippe BERTANI                                             |
| Qualité du représentant                             | Le Doyen de la Faculté de Chimie                             |
| Composante / UFR                                    | FACULTE DE CHIMIE                                            |
| Adresse (si différente de celle de l'établissement) | 1 rue Blaise Pascal, 67008 STRASBOURG                        |
| Tél                                                 | +33(0)3 68 85 16 01                                          |
| Mél                                                 | <a href="mailto:pbertani@unistra.fr">pbertani@unistra.fr</a> |

### 2 - Information about the host institution

| Organisme d'accueil                                 | Host organisation                                                    |
|-----------------------------------------------------|----------------------------------------------------------------------|
| Nom                                                 | ISIS - INSTITUT DE SCIENCE ET D'INGENIERIE SUPRAMOLECULAIRES         |
| Adresse                                             | 8 Allée Gaspard Monge, 67000 Strasbourg, France                      |
| SIRET                                               | 13000545700010                                                       |
| ou autre référencement du pays                      |                                                                      |
| Représenté par (nom du signataire de la convention) | Prof. SAMORÌ Paolo                                                   |
| Qualité du représentant                             | Directeur par interim                                                |
| Service dans lequel le stage sera effectué          | Laboratoire Nanochimie or Nanochemistry lab                          |
| Tél                                                 | +33 (0)3 68 85 51 49                                                 |
| Mél                                                 | <a href="mailto:isis-contact@unistra.fr">isis-contact@unistra.fr</a> |

### 3 – The intern

| Le stagiaire                                                                        | The intern                                             |
|-------------------------------------------------------------------------------------|--------------------------------------------------------|
| Nom                                                                                 | Name                                                   |
| Prénom                                                                              | First name                                             |
| Sexe                                                                                | Gender                                                 |
| Né(e) le                                                                            | Date of birth                                          |
| Numéro étudiant                                                                     | Student number                                         |
| Adresse                                                                             | Address                                                |
| Tél                                                                                 | Phone number (if you have one otherwise Mobile number) |
| Portable                                                                            | Mobile number                                          |
| Mél                                                                                 | email address                                          |
| Intitulé de la certification préparée dans l'établissement d'enseignement supérieur | Title of the certification / degree prepared           |

## 4 - Subject of internship

| Modalités du stage                                                                                                        | Subject of internship                                                                 |
|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Sujet du stage                                                                                                            | Internship subject (to be discussed with your supervisor)                             |
| Dates                                                                                                                     | Dates (to be discussed with the person responsible of the degree)                     |
| Le stage se déroulera à (temps plein ou temps partiel)                                                                    | Internship can be full time or part time                                              |
| Précisez la quotité (100% ou autre )                                                                                      | Percentage of the time (can be 100% or other)                                         |
| Soit une durée hebdomadaire maximale de présence du stagiaire dans l'organisme d'accueil                                  | 35 heures                                                                             |
| La durée effective du stage est de<br>When you have the exact dates I have to calculate the duration with a specific tool | I will give you this information as soon as I have the exact dates of your internship |

Important: Check with your educational institution to confirm the minimum number of hours/days required to validate your internship/course.

## 5 – Supervision (home institution)

| Encadrement du stagiaire par l'établissement d'enseignement | Supervision of intern by the educational institution                        |
|-------------------------------------------------------------|-----------------------------------------------------------------------------|
| Nom et prénom du référent                                   | First and last name of the referent / professor in charge of the internship |
| Tél                                                         |                                                                             |
| Mél                                                         |                                                                             |

## 6 – Supervision (host institution)

| Encadrement du stagiaire par l'organisme d'accueil | Supervision of intern by the host organisation |
|----------------------------------------------------|------------------------------------------------|
| Nom et prénom du tuteur du stage                   | First and last name of the intern supervisor   |
| Fonction                                           | Function / position of the supervisor          |
| Tél                                                | Phone                                          |
| Mél                                                | email                                          |

## 7 - Health insurance

|                                                                                                                   |  |
|-------------------------------------------------------------------------------------------------------------------|--|
| Caisse Primaire d'Assurance Maladie à contacter en cas d'accident (lieu de domicile de l'étudiant sauf exception) |  |
| Health insurance agency to contact in case of accident                                                            |  |
| For Strasbourg it is Bas-Rhin                                                                                     |  |

## Article 2 – Objective of the internship

To be discussed with the host organization's tutor:

- Assigned tasks
- Skills to acquire or develop

## Article 5 - Stipend

If your internship exceeds 2 months or 308 hours, you are entitled to a stipend.  
Stipend amount as of May 19, 2026: €4.50/hour.

## **Appendix 4 - Tutorial to connect to NEO**

Go to <https://neo.cnrs.fr>, then click on “other users” and “create a new account.”

- Once your account has been created, you will receive a confirmation email (this may take some time) containing a link to confirm your registration.
- A NEO administrator will also confirm your registration and set up your online training program. You will then receive an email inviting you to start your program.
- Once logged in, you will find your training program along with some instructions on the home page.
- After successfully passing the final test for each unit, you will receive a certificate (this may take some time).

Caroline Schneider, the safety contact person for ISIS, will need to validate certain steps of this procedure.