



**MINISTÈRE
DE LA CULTURE**

*Liberté
Égalité
Fraternité*


**ÉCOLE NATIONALE SUPÉRIEURE
D'ARCHITECTURE
DE TOULOUSE**

LABORATOIRE DE RECHERCHE
EN ARCHITECTURE

LRA

DOCTORAL STUDENT WELCOME BOOKLET

TOULOUSE SCHOOL OF ARCHITECTURE RESEARCH LABORATORY

This welcome booklet provides you with a brief overview of LRA regulations with a more detailed guide available on: <https://lra.toulouse.archi.fr/lra/presentation/regles-de-fonctionnement/regles-de-fonctionnement-du-lra>

2021-2022



THE ARCHITECTURAL RESEARCH LABORATORY (LRA)

The Architectural Research Laboratory (LRA) is an essential component of Toulouse School of Architecture that has brought together all of the school's scientific activities since 2008. With some forty researchers, some thirty doctoral students, a management assistant and a computer engineer, the LRA invests in fields of study applied to architectural, urban and landscaping projects, particularly through cross-disciplinary approaches concerning sustainable development, the dynamic transformation processes of cities, landscapes and heritage, and the interplay of project actors.

Organisation

The LRA is a clearly identifiable entity in the higher education and research communities as well as in the operational fields of architecture.

It has been awarded «Host Team» status for the 2016-2020 period by the Ministry of National Education, Higher Education and Research (EA no. 7413).

The LRA is a host laboratory for two doctoral schools of the Federal University of Toulouse. Depending on their choice and the nature of their work, doctoral students are enrolled:

- at the **TESC (Times, Spaces, Societies, Cultures) doctoral school**
- at the **MEGeP (Mechanics, Energetics, Civil Engineering, Processes) doctoral school**.

The LRA is committed to working on the question of clarifying the process of architectural, urban and landscape design projects, particularly with regard to the cognitive and methodological modalities of this process, where the focus is on using references, models, techniques and heuristic teachings.

Within Toulouse School of Architecture, the LRA is the place for building a world of shared knowledge where, in order to cooperate with each other, some researchers must become more accustomed to

scientific procedures while others must go beyond their disciplinary approaches.

The Toulouse Architectural Research Laboratory brings together 2 support staff, some thirty researchers, teacher-researchers and tenured teachers from Toulouse School of Architecture, some thirty associate researchers and some forty doctoral students.

THE LRA TEAM

2 CO-DIRECTORS :

Rémi Papillault
Nathalie Tornay

1 PHD AND RESEARCH TRAINING DEPARTMENT:

Annie Loiseaux

1 RESEARCH PLATFORM COORDINATOR :

Serge Faraut

50 RESEARCH PROFESSORS AND 40 DOCTORAL STUDENTS

PRACTICAL ASPECTS WITHIN LRA

SITE ACCESS

• OPENING TIMES:

• 8am–6pm Monday–Friday. A security guard may ask you to leave after 6pm

• Access with a badge, different to the Toulouse School of Architecture one (visit office n°105)

• CLOSED :

during holidays shared by other Toulouse School of Architecture departments: –2 weeks at Christmas/ New Year, 1 week in spring, –2 weeks at Easter, 4 weeks in summer.

• along with your badge request form, you will receive an email detailing litter/recycling regulations.

SAFETY:

along with your badge request form, you will receive an email detailing safety regulations.

Please save this phone number: 05 61 50 47 81

Please close the shutters, windows, office doors and meeting room doors when

you leave as well as the shutter and French door to the terrace on your way out.

WORK AREAS

OFFICES:

You may be allocated an office as long as you agree to use it on a regular basis and subject to availability.

MEETING ROOMS:

3 meeting rooms on the 1st floor (n° 109 – 110 – 111);

Please : put your name on the schedule displayed on the door if you wish to use them.

PHOTOCOPIER:

on the 1st floor next to office n° 105
you need your student card to use it.

LIBRARY:

LRA has documentary resources in office n° 108. You can borrow these publications if you leave a «phantom» (library loan card stating your contact details). LRA has several subscriptions to reviews on the 1st floor corridor.

You are welcome to borrow them but please return them when you've

finished with them.

OTHER AREAS

LRA has

- an equipped kitchen (room n° 107, first floor)

- an equipped terrace open to all,

- a shower (room n° 107).

CATERING.

UNIVERSITY

RESTAURANTS-

Toulouse School of Architecture students have access to the university restaurants run by the CROUS. The closest University Restaurant is located at Jean Jaurès University (100m from LRA)

CAFÉTÉRIA

The school also has a cafeteria on the premises, open from 8 am to 8 pm and serving cooked meals as well as sandwiches;

FOR USE OF ALL SITES: COVID-SPECIFIC SAFETY MEASURES !

Hand sanitiser dispenser on every floor

Wipes available to clean communal devices (photocopier)

When using corridors and communal areas: please wear a mask

Office with a single occupant: masks are not compulsory, only when you have visitors

Office with multiple occupants: 1m social distancing + wear a mask; see me for alternative office allocation where you can work alone (subject to availability). Otherwise the office users can come up with a schedule to split time in the office.

Meeting rooms: 1m social distancing and wear a mask. Please clean surfaces + door handles + chairs after use.

Please ventilate the room.

Terrace: available for use.

Kitchen: microwave and fridge available for use, please wash your hands with soap or hand sanitiser beforehand

Library: visitors can access publications, please wash your hands with soap or hand sanitiser beforehand.

RESEARCHER INFORMATION

EMAIL AND EMAILING LISTS

•Architecture doctoral students are registered with their university address i.e. `firstname.surname@toulouse.archi.fr` on the following emailing lists (geography, urban planning & construction doctoral students are registered on these lists with their university address at `@univ-tlse2.fr`):

LRA EMAILING LIST

liste lra-doctorants:
list by LRA for news for doctoral students and their thesis directors

liste lra-tous:
list by LRA for news for the entire researcher community

liste lra-pratique :
list by LRA for news for people with a physical presence on LRA premises and with an office

REGISTRATION ON THE MINISTRY OF CULTURE'S «RESEARCH» EMAILING LIST

for the community of doctoral students and researchers in the fields of architecture, urban planning and landscaping. You will receive news but you can send it too.

It is the doctoral student's responsibility to sign up to this list:

How do you register on the «research» emailing list??

You can register on http://sympa.archi.fr/www/info/la_recherche [*]

to send and receive (like any School of Architecture researcher) scientific news to this list of subscribers.

Click «FIRST LOG-IN» or «REGISTRATION» (left-hand column) and follow the instructions. Messages may be received in real-time or grouped together (you need to set the frequency yourself)

[*] Also provides access to all message archives.

WEBSITES

LRA website:
<https://lra.toulouse.archi.fr>

Doctoral students can find any information about each other on the LRA website (information about doctoral procedures, personal presentation pages, thesis presentation pages). Doctoral students are responsible for updating information regarding their work in the laboratory. Specific usernames are provided for access to update information (usually after approving registration and generating the account.).

OTHER WEBSITES FOR YOUR REFERENCE :

Research at Schools of Architecture:
<http://www.recherche.archi.fr/>

Research at the Ministry of Culture:
<https://www.culture.gouv.fr/Sites-thematiques/>

Research at the Ministry of MESRI

<https://www.enseignement-superieur-et-Recherche/La-recherche>

SITES DE L'ENSA TOULOUSE

<https://lra.toulouse.archi.fr/lra>
<https://intranet.toulouse.archi.fr/intranet>
<https://www.toulouse.archi.fr/fr>

LANGUAGE COURSES

[https://www.univ-toulouse.fr/des-
formations-pour-tous/
se-former-en-langues](https://www.univ-toulouse.fr/des-formations-pour-tous/se-former-en-langues)

IT CHARTER RESPECT

[https://www.toulouse.
archi.fr/fr/vie-etudiante/
etudier-a-lensa-
toulouse/chartes-et-
reglements](https://www.toulouse.archi.fr/fr/vie-etudiante/etudier-a-lensa-toulouse/chartes-et-reglements)

LRA REGULATIONS AND THEIR ASSESSMENT BY HCERES :

[https://lra.toulouse.
archi.fr/lra/presentation/
evaluations](https://lra.toulouse.archi.fr/lra/presentation/evaluations)

RELEVANT DOCTORAL STUDENT LEGISLATION

Decree dated 25/05/2016 for PhD training and submission: [https://
www.legifrance.gouv.fr/
affichTexte.do;jsessio-
nid=F5DDF47301828AC-
948F798E7DE0FDEF6.
tplgfr33s_3?-
cidTexte=JORF-
TEXT000032587086&da-
teTexte=20200717](https://www.legifrance.gouv.fr/affichTexte.do;jsessionid=F5DDF47301828AC-948F798E7DE0FDEF6.tplgfr33s_3?-cidTexte=JORF-TEXT000032587086&dateTexte=20200717)

Decree n° 2012-1395 for PhD contracts in Schools of Architecture: [https://www.legifrance.
gouv.fr/affichTexte.
do?cidTexte=JORF-
TEXT00002676714,6&-
categorieLien=id](https://www.legifrance.gouv.fr/affichTexte.do?cidTexte=JORF-TEXT00002676714,6&-categorieLien=id)

Decree n° 2016-1173 dated 29/8/16 for contract doctoral students at higher education and research bodies [https://www.legifrance.
gouv.fr/affichTexte.
do?cidTexte=JORF-
TEXT000033076338&-
categorieLien=id](https://www.legifrance.gouv.fr/affichTexte.do?cidTexte=JORF-TEXT000033076338&-categorieLien=id)

Decree dated 7/2/2013 setting the PhD contract amount in Schools of Architecture: <https://>

[www.legifrance.
gouv.fr/affichTexte.
do?cidTexte=JORF-
TEXT000027088521&-
categorieLien=idA :](https://www.legifrance.gouv.fr/affichTexte.do?cidTexte=JORF-TEXT000027088521&-categorieLien=id)

Law n° 2020 734 for the extension of the PhD contract following the Covid 19 pandemic: [https://www.legifrance.
gouv.fr/affichTexte.
do?cidTexte=JORF-
TEXT000042007059&-
categorieLien=id](https://www.legifrance.gouv.fr/affichTexte.do?cidTexte=JORF-TEXT000042007059&-categorieLien=id)

The MESRI memo dated 26/6/2020 for the extension of the PhD contract following the Covid 19 pandemic :

Decree dated April 21st 2020 authorising thesis vivas on video calls for vivas from 13/3/20 onwards: [https://www.legifrance.
gouv.fr/affichTexte.
do?cidTexte=JORF-
TEXT000041835598](https://www.legifrance.gouv.fr/affichTexte.do?cidTexte=JORF-TEXT000041835598)

Extended since the October 27th 2020 decree [https://www.legifrance.
gouv.fr/loda/id/JORF-](https://www.legifrance.gouv.fr/loda/id/JORF-)

DOCTORAL STUDENT ESTABLISHMENTS & GRANTS

DOCTORAL STUDENT ESTABLISHMENTS

Toulouse School of Doctors:

<https://www.univ-toulouse.fr/recherche-dynamique/doctorat>

The school covers Federal University of Toulouse's 15 doctoral schools including :

- **Time, Territory, Societies and Cultures - TESC** : edtesc@univ.tlse2.fr

- **Mechanics, Energetics, Civil and Process Engineering - MEGeP** : ed-megep@univ-toulouse.fr

which LRA is a host laboratory for..

HELP FOR NEW DOCTORAL STUDENTS TO SETTLE IN

This system is for 1st year foreign doctoral students whose theses are not

funded. The grant is up to 300 Euros.

Please complete the form on:

<https://www.univ-tlse2.fr/accueil/navigation/recherche/etudes-doctorales/autres-aides-financieres-ponctuelles-pendant-la-these-373879.kjsp>

so you can go on-site.

Please see the head of the PhD and research training department (office n° 105) for authorisation before spending any money otherwise it won't be refunded.

TRANSLATION TOOL

<https://www.univ-tlse2.fr/accueil/navigation/recherche/etudes-doctorales/autres-aides-financieres-ponctuelles-pendant-la-these-373879.kjsp>

INVITATION TO TAKE PART IN A CONFERENCE, TALK

If your article has been accepted for involvement in a talk or conference, LRA shall pay for registration fees, transport expenses + accommodation + meals

PRACTICAL ASPECTS OUTSIDE LRA

WELCOME TO TOULOUSE - WELCOME DESK

Find the answers to all your questions at the Accueil – Welcome Desk Housing, health, residence permits, transport, mobility, art and culture on campus, support for student initiatives...

A multilingual team answers your questions, advises you and helps you with all your administrative procedures.

contact: welcomedesk@univ-toulouse.fr

Website

<https://welcomedesk.univ-toulouse.fr>

VISA AND RESIDENCE PERMIT

As soon as you arrive in France, you will need to have your VLS-TS validated: this can be done online

<https://welcomedesk-archive.univ-toulouse.fr/en/validating-long-stay-visa-equivalent-residence-permit-vls-ts>

SOCIAL SECURITY: COMPULSORY ONLINE

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

THE SIMPPS INTER-UNIVERSITY

Service for preventive medicine and the promotion of health The Simpps is a medical and welfare service dedicated to students.

contact-simpps@univ-toulouse.fr
05.61.55.73.67

The health system in France

As a student, your health costs are covered if you fall ill or need maternity care.

The coordinated care pathway and general practitioner

In order to benefit from a better reimbursement of your health expenses, you must, and in all cases, declare a general practitioner to the Health insurance provider.

<https://welcomedesk-archive.univ-toulouse.fr/en/simpps-inter-university-service-preventive-medicine>

[and-promotion-health](#)

EMERGENCY NUMBERS :

Access emergency numbers, list of bilingual health professionals and hospitals in Toulouse and in the region.

SAMU - Emergency medical service: 15

Police : 17

Firefighters: 18

European emergency call: 112

Find list of bilingual health professionals and hospitals in Toulouse and in the region :

<https://welcomedesk-archive.univ-toulouse.fr/en/your-daily-contacts>

CROUS INTERNATIONAL

The Regional centre for academic assistance (CROUS) and the Local disability agency (MDPH) are your main points of contact for all aspects of your day-to-day life: housing, catering, financial assistance and transport.

<https://international.lescrous.fr/>

**EVERYONE AT LRA WOULD
LIKE TO GIVE YOU
A WARM WELCOME
AND
IS HERE TO HELP YOU
SETTLE IN.**



THE LRA TEAM

Co-Direction

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PhD and research training department

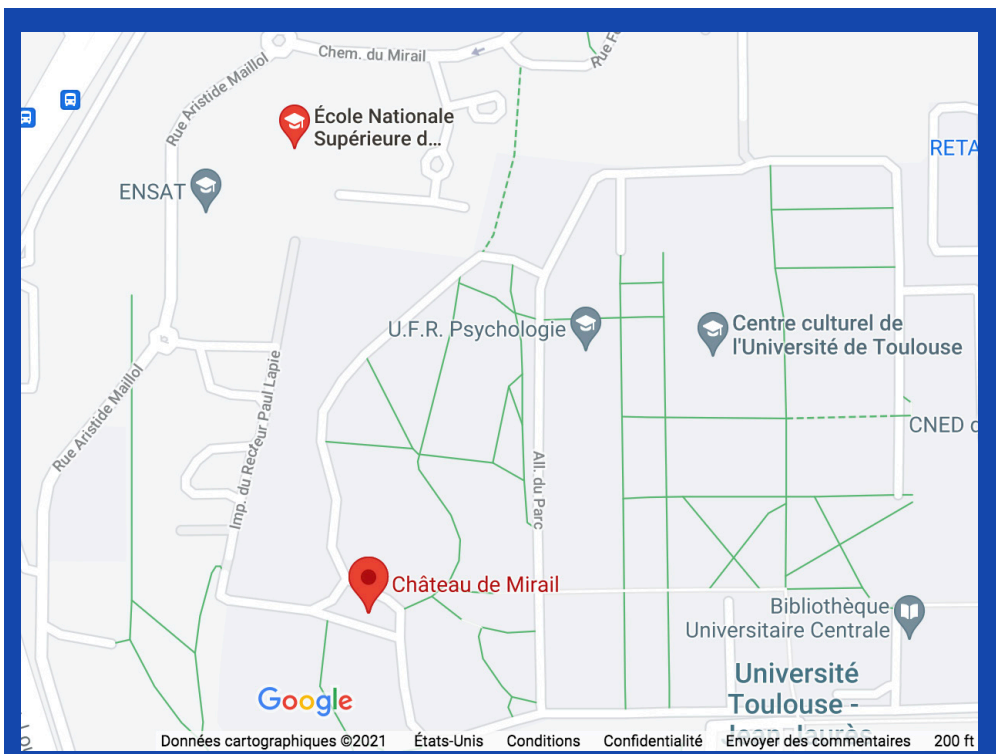
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WEBSITES

<https://lra.toulouse.archi.fr/lra>

<https://intranet.toulouse.archi.fr/intranet>

<https://www.toulouse.archi.fr/fr>

LABORATOIRE DE RECHERCHE EN ARCHITECTURE École nationale supérieure d'architecture de Toulouse

83 rue Aristide Maillol

BP 10629

31106 TOULOUSE CEDEX 1

accès : <https://goo.gl/maps/5SB6XgV3AetvLDQ17>

bus n°14 : arrêt école d'architecture

métro : arrêt mirail université

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