

NEW MEMBER'S GUIDE



Welcome to the CLLE laboratory ...

and to this new professional experience !

The purpose of this handbook is to guide you through your first steps within our organization and help you get to know your new environment.

Here, you will find a compilation of practical information to help you settle into the laboratory.

The CLLE laboratory (Cognition, Languages, Language, Ergonomics) is a CNRS Joint Research Unit (UMR) established in January 2007; it is based at the Université Toulouse Jean Jaurès and also has a branch on the Université Bordeaux Montaigne campus. The laboratory is part of the CNRS Institute for Humanities and Social Sciences and is primarily affiliated with CNRS Section 34 (Language Sciences) and secondarily with CNRS Section 26 (Cognition, Brain, Behavior) under the CNRS Institute of Biological Sciences. CLLE is thus a multidisciplinary research unit within the field of Cognitive Sciences; the work conducted there spans—to varying degrees—the fields of linguistics, psychology, computer science, philosophy, education, and neuroscience.

Since January 2021, the laboratory has been organized into three teams:

- Language and Cognitive Processes (PLC)
- Cognition in Complex Situations (CSC)
- Languages and Language (LL)

We wish you a smooth integration into our team!

The Director,
Fabio MONTERMINI



Some figures...

- 220 members, including
 - 40% doctoral students;
 - 50 interns; 50% of theses funded;
 - 80 ongoing public or private research contracts;
- 2 sites:
 - Jean Jaurès University
 - Bordeaux Montaigne University;
- €134,000 in funding from supervisory body

SCIENTIFIC CONTACTS

Management

Director

Fabio Montermini

 fabio.montermini@univ-tlse2.fr

Deputy director

Maja Becker

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Jérémy Danna

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Teams

Language and Cognitive Processes (PLC)

Chloë Farrer

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Nabil Hathout

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Cognition in Complex Situations (CSC)

Loïc Caroux

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David Vaidis

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Language and Languages (LL)

Myriam Bras

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Nicolas Guilliot

 nicolas.guilliot@u-bordeaux-montaigne.fr

CLLE Site Manager Bordeaux Montaigne

Mélanie Petit

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ADMINISTRATIVE SUPPORT

Communications - Executive Office

Nathalie Tullio
Office C 531

 nathalie.tullio@univ-tlse2.fr
 05 61 50 35 34

Administrative and Financial Management

- *Administrative Manager*

- *Contract management and support*

Laurence Lamy
Office C 449

 laurence.lamy@univ-tlse2.fr
 05 61 50 36 02

- *Expenses-Orders*

Nathalie Moulic
Office C 449

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 05 61 50 36 07

Marie Guijarro
Office C 449

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 05 61 50 36 07

- *Processing and Tracking Assignments*

CNRS grants

Isabelle Boutonnet
Office C 450

 isabelle.boutonnet@univ-tlse2.fr
 05 61 50 35 22

UT2J grants

Barbara Allonsius
Office C 453

 barbara.allonsius@univ-tlse2.fr
 05 61 50 38 97

Project Support & Promotion

Recruitment for Fixed-Term Contracts on Research Projects

Anne-Sophie Campo-Lefay  anne-sophie.campo@univ-tlse2.fr
Office C 524  05 61 50 39 71

IT Management

Bruno Chenu
Office C 445

 bruno.chenu@univ-tlse2.fr
 05 61 50 36 11

INFORMATIONS ET PROCEDURES

Most information relating to your professional environment is available on the CLLE website, so please feel free to consult it!

<http://clle.univ-tlse2.fr>

- **General Informations:**

- Presentation of the laboratory and its members
- Scientific news (conferences, seminars, meeting agenda, publications, thesis and HDR defenses)
- Research support (administrative, technical, and engineering)
- Technical platform and linguistic research
- Access to open archives, HAL portal
- CLLE Intranet
- CLLE Archives

- **Administrative Procedures & Forms:**

- Purchases: orders using CNRS or UT2J funding
- Missions using CNRS or UT2J funding
- Thesis & HDR: defense, travel for jury members
- Recruitment using CNRS or UT2J funding
- Paid or unpaid internships: hosting a UT2J or non-UT2J student
- Visitors
- Communication
- IT procedures (including purchases)



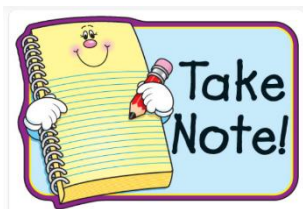
**All requests must be approved
by the line manager**

YOUR RIGHTS ...

The laboratory has internal regulations which present the general internal rules for the organization of the unit's activity and more specifically:

- its organization,
- the general and permanent rules relating to working time (schedules, leave for funded doctoral students), the use of premises and equipment,
- the regulations concerning:
 - Health and safety at work
 - Information and information systems security
 - Management

The internal regulations are posted in the laboratory in the common area and can be consulted on the CLLE website.



Your UT2J work email address and your registration in the CNRS RESEDA HR database will give you access to various tools:

- UT2J ENT account
- Laboratory website intranet
- Subscription to CLLE mailing lists
- KSup platform (update your personal CLLE page)
- HAL Open Archives
- CNRS platforms and portals (assignments, bibliographic searches, leave, etc.)

Social activities, recreation, culture and sports at UT2J

L'Amicale, the staff association, and its team of volunteers offer family and recreational activities, a buying-and-selling cooperative that allows staff to buy and sell local products at low prices, and much more.

At **La Fabrique**, Ciam-UT2J offers—in addition to its free exhibitions and performances open to everyone—creative and artistic activities (for a fee): choral singing, poetry, dance, and more.

The **University Department of Physical and Sports Activities** (SUAPS) offers a wide range of activities open to staff, from aikido to yoga, skiing to handball, as well as ski trips.

Health

SIMPPS UT2J (Interuniversity Service for Preventive Medicine and Health Promotion)
Secretariat: 05.61.50.41.41 - Nursing Reception: 05.61.50.38.61

UT2J Reporting Platform

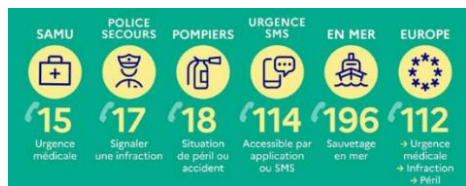
<https://plateforme-signalement.univ-tlse2.fr>

As a socially responsible university, the University of Toulouse - Jean Jaurès opposes all forms of violence and/or discrimination and is strengthening its commitment to combating such behavior. The launch of its reporting platform marks a new phase that will shape its efforts.

CNRS Preventive Medicine:

 dr14.liste.medecine-prevention@dr14.cnrs.fr

In case of emergency...



YOUR RESPONSABILITIES

The CLLE laboratory has implemented a charter that formalizes the welcome and life within the laboratory, as defined by the internal regulations adopted by the Unit Council on April 7, 2021.

The objective of this charter is to empower new CLLE members and define the rights and responsibilities of each individual.

The parties bound by this charter are:

- the **laboratory director**;
- the **line manager** (a member of the research team within which the new member will conduct their research);
- the **new member**.

The commitment agreement must be signed
by all three parties upon arrival at the laboratory.

*The charter is available [here](#) for consultation
on the laboratory's website.*

PRACTICAL INFORMATIONS

MDR Reception ☎ 05 61 50 37 00
Monday through Friday, 8:30 a.m. to 4:30 p.m.

➤ The **CLLE offices** are located on the 4th through 6th floors of the Maison de la Recherche and are open from 8:00 a.m. to 7:00 p.m., Monday through Saturday.

The lab has a common area located on the 5th floor, Wing C; it is equipped with coffee makers, kettles, microwaves, and self-service refrigerators, which users are responsible for maintaining.

➤ An **access badge** (student ID or staff badge) will be issued to you upon arrival if your administrative records are up to date (enrollment in the doctoral program or signing of a fixed-term contract). This badge will grant you access to the Maison de la Recherche and to the office assigned to you.

➤ Most information related to your professional life is available on the **CLLE website**—feel free to check it out!
<https://clle.univ-tlse2.fr/>

Additional information (registration, human resources, thesis defenses) is available on the website of your **CLESCO doctoral school**:

<https://clesco.univ-tlse2.fr/accueil/formalites-administratives/affaires-sociales>

➤ The **UT2J Digital Workspace (ENT)** will help you explore and understand your new work environment by providing an overview of the university, its organization, its activities, and its constituent units.

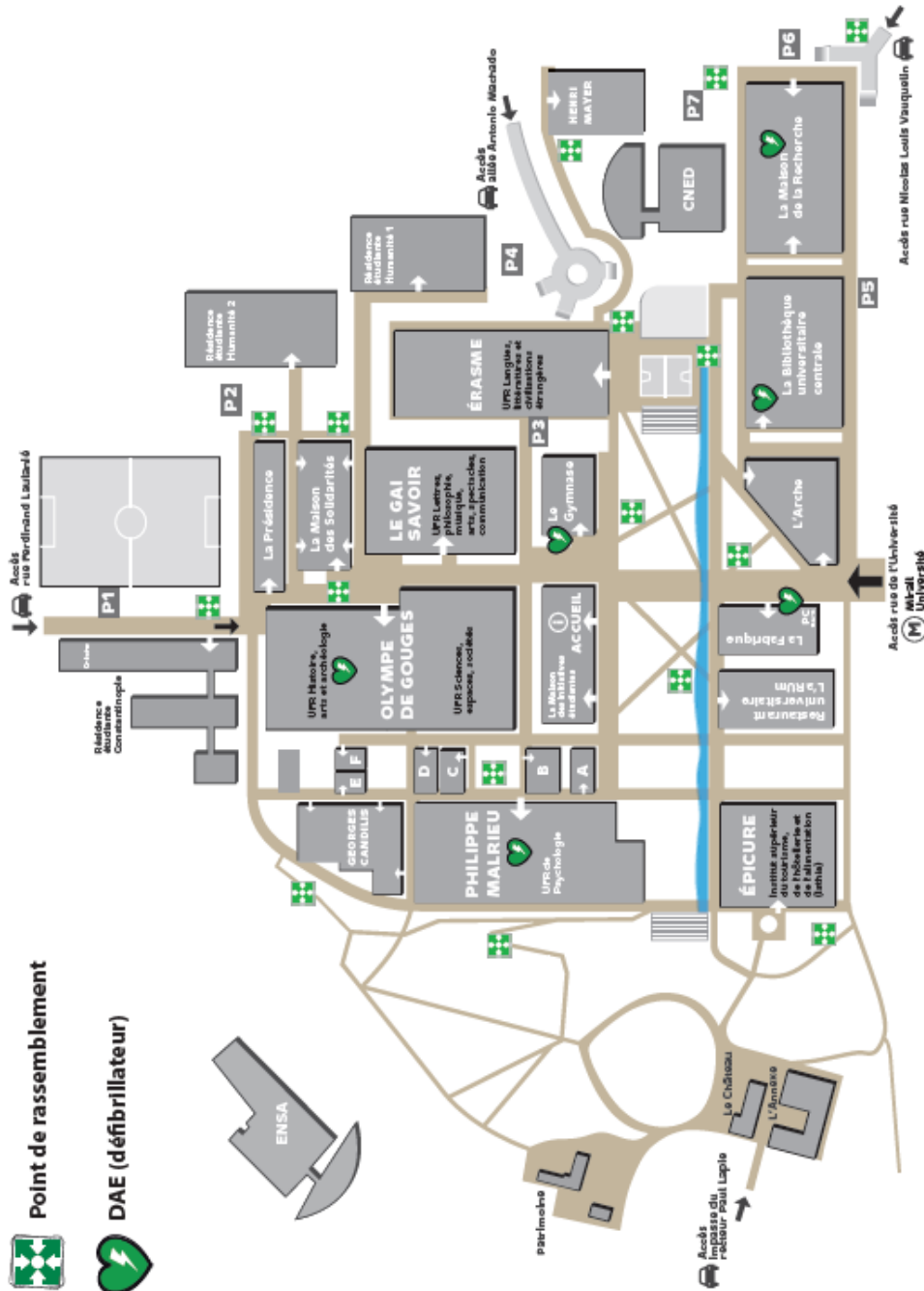
There you'll find information about your daily life on campus (MUT card, parking, dining, libraries, etc.)

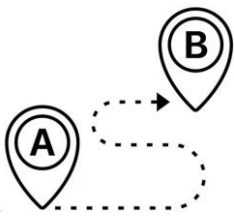


Point de rassemblement



DAE (défibrillateur)





HOW TO GET HERE?



Inner ring road, take exit 26 (La Faourette), or 27; then follow the signs for University.

Outer ring road, take exit 27 (La Cépière), or exit 26; then follow the signs for University.



Toulouse-Blagnac Airport information:

<https://www.toulouse.aeroport.fr/> From the airport:



Tisséo <https://www.tisseo.fr/>

take the airport shuttle to Place Jean-Jaurès, then the metro (line A, direction Basso-Cambo - get off at Mirail-Université station).



Ligne A - station Mirail-Université

Ligne 14 (Marengo SNCF <-> Basso-Cambo)



SNCF information at <https://www.sncf-connect.com/>

From Matabiau train station, take metro line A - direction Basso-Cambo, get off at Mirail-Université station.



VélôToulouse : www.velo.toulouse.fr

Station vélo : 220 ou 221



GPS coordinates: N 43°344'46.281 / E 1°24'11.608



Université Toulouse - Jean Jaurès
Maison de la Recherche
5 allée Antonio Machado
31058 Toulouse cedex 9

<http://clle.univ-tlse2.fr/>

RECEPTION
Research center
☎ 05 61 50 37 00



Appellez le PC sécurité
immédiatement au

47 81

(depuis un téléphone fixe en interne)

05 61 50 47 81

(depuis un téléphone portable)