

GUIDE TO THE STAFF

Academic year
2025-2026

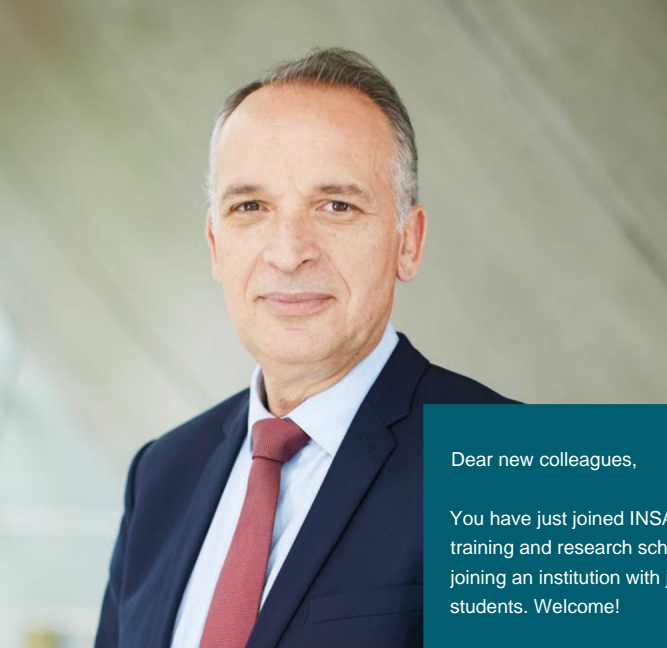


“HUMAN-SIZED,
WORLD-SCALE”



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Dear new colleagues,

You have just joined INSA Rouen Normandie, the largest public training and research school in the Normandy region. Today, you are joining an institution with just over 420 staff and more than 2,000 students. Welcome!

This guide will help you learn more about your new institution and familiarize yourself with your work environment. You'll learn about its mission, operating methods, and services. This document has also been designed to provide you with all the information you need to guide your daily life, both in terms of work arrangements and campus life.

This academic year 2025/2026, new projects will be launched, continued or finalized. We can cite the launch of work for the requalification of the Magellan space and the CPER.

Our institution is continuing its strategic project regarding the development of its training offerings. The PERF Civil and Urban Engineering training program, under apprentice status, opened this fall in 2025. It will be followed in 2026 by the Information Technology and Artificial Intelligence training under apprentice status. The school is setting up a Master of Sciences (MSC), in partnership with Neoma, and one in energy mechanics. In addition, INSA is opening a program for international students, "Global INSA +," which allows students to complete the first cycle in three years.

This year will also see the rollout of the Horizon project, which will enable us to open our programs to a greater number of high school students, as part of our social openness policy.

Autumn 2025 will be marked by a program of events celebrating the school's 40th anniversary. This anniversary will be an opportunity to honor the involvement of the entire INSA collective: students and staff.

I would like to thank you, on behalf of all the staff, for placing your trust in us by joining our Institute and sincerely hope to provide you with a quality working environment that will enable your personal and professional development.

Welcome to INSA Rouen Normandy!

Your director, Mourad Abdelkrim BOUKHALFA



WELCOME TO
INSA ROUEN NORMANDY

Presentation of the establishment

Created in 1985, the National Institute of Applied Sciences (INSA) of Rouen was founded on the foundations of the ICR (Institute of Chemistry of Rouen, founded in 1917) and the INSCIR (National Higher Institute of Industrial Chemistry of Rouen, created in 1959).

INSA Rouen Normandie is part of the INSA Group and the Normandie Université Community of Universities and Establishments (ComUE). It is a public scientific, cultural and professional establishment (EPSCP), reporting to the Ministry of Higher Education and Research.

The establishment ensures 3 fundamental missions:

- initial and continuing training of engineers;
- research, development and transfer of technology;
- the dissemination of scientific and technical culture.

The INSA buildings of the Rouen metropolitan area have been grouped together in St-Étienne-du-Rouvray, on the Rouen Normandy Science and Engineering Campus located in the Madrillet technology park, since 2009, with the exception of the CARMEN laboratory located in Mont-Saint-Aignan.

The school also opened a branch in Le Havre in 2008, located on rue Bellot. It houses the civil and urban engineering specialty, as well as a dual engineering-architect degree. This branch shares premises with Sciences-Po Europe and some research laboratories at the University of Le Havre. In 2020, the school opened the Perf-NI training program with ITII Normandie on the Campus de l'Espace in Vernon.

INSA's values and commitments

INSA Rouen Normandie offers an original approach, driven by convictions and requirements, structured around 3 founding axes:

- scientific excellence, to deliver high-level teaching, supported by cutting-edge research around societal challenges (renewable energies, new materials, health, digital technology);
- social and cultural openness, to promote access for deserving students of all social backgrounds, without distinction of sex, physical condition, disability or nationality;
- humanism, to train citizen, responsible and supportive engineers.

The establishment's motto, "on a human scale, on a global scale," reflects the desire to maintain genuine contact between

staff and students while opening its doors internationally, whether by welcoming foreign students and staff or by the mobility of its own students or staff.

The institute also has two fundamental commitments in its daily operations:

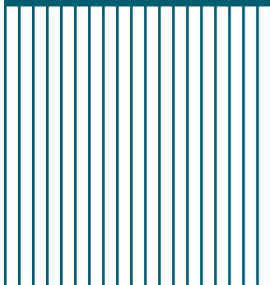
- a sustainable development policy is implemented under the title "Sustainable INSA", in order to respond to social issues (living environment, parity, diversity, local and international solidarity, etc.), ecological issues (green spaces, waste, rainwater, etc.) and economic issues (energy performance, eco-responsible purchasing, etc.) identified at the establishment level, and this on its two sites;

- the establishment of a joint commitment, through the creation of a women's equality mission/
man. This promotes professional equality among the establishment's staff as well as access to engineering studies and professional equality among students at INSA Rouen Normandie.



INSA Rouen Normandy in figures

- 10 engineering training courses,
- 8 research masters,
- 22 international double degrees,
- 3 doctoral schools,
- 35 theses defended per year,
- 8 research laboratories,
- 2 Labex,
- 5 research institutes and federations,
- 2 CARNOT institutes,
- 1 UNIT partnership foundation,
- 1 InnoVENT-E partnership foundation
- 1 INSA Rouen Normandy foundation
- 1 CFA INSA Rouen Normandy
- Member of the European University ECIU
- 2025 students (engineering and masters students),
- 464 students graduating in 2024,
- 432 teaching staff, teacher-researchers, administrative staff,
- 440 temporary workers,
- 203 doctoral and post-doctoral students,
- 42,000 m2 of premises (St-Étienne-du-Rouvray campus and Le Havre branch),
- 49 million euros budget.



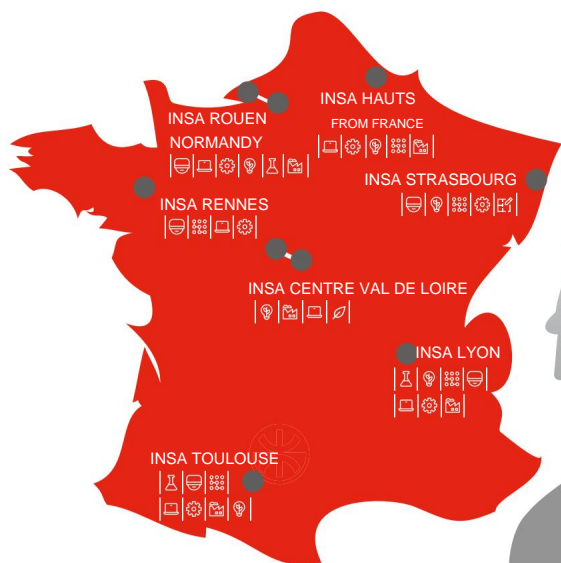
The INSA Group

INSA is the largest engineering training group in France, graduating nearly 10% of engineers annually. To date, more than 100,000 INSA engineers contribute to the professional network worldwide. Within the group, each institution has developed its own identity, while maintaining common values and action policies. The INSA Group currently consists of seven schools, as well as a partner INSA program.

The group's schools now bring together nearly 80 engineering specialties as well as 57 research laboratories.

INSA Group addresses

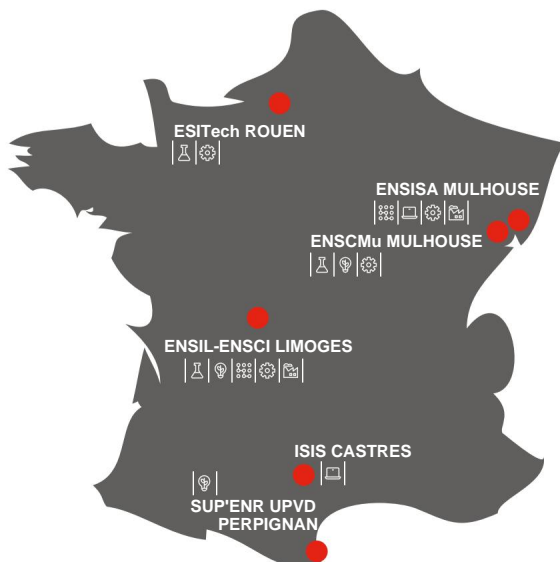
- The INSA Group
www.groupe-insa.fr
- INSA Centre Val de Loire
www.insa-centrevaldeloire.fr
- INSA Hauts de France
www.insa-hautsdefrance.fr
- INSA Lyon
www.insa-lyon.fr
- INSA Rennes
www.insa-rennes.fr
- INSA Rouen Normandy
www.insa-rouen.fr
- INSA Strasbourg
www.insa-strasbourg.fr
- INSA Toulouse
www.insa-toulouse.fr
- Admissions Department
www.admission.groupe-insa.fr



INSA partners

The INSA Partner program offers engineering schools the opportunity to join the INSA Group as preferred partners. This approach aims to strengthen the group's geographical positioning while enriching its network with new and complementary disciplinary fields. Joining this program allows an institution to access a joint recruitment procedure with the INSA Group.

Currently, 7 schools are part of this system: ENSIL-ENSCI Limoges, ISIS Castres, ENSCMu Chemistry Mulhouse, ENSISA Mulhouse, ESITech Rouen and Sup'EnR-UPVD Perpignan



The INSA Rouen Normandy network

INSA also has a network of more than 200 partner institutions around the world. The agreements entered into with these institutions support the school's internationalization policy through student and staff exchanges, the offering of dual degrees, and international internships.

The Inter-INSA Admissions Commission (CA2I)

This committee defines the student recruitment policy and establishes the operating procedures for admissions juries. It is composed of representatives from each establishment.

INSA Foundation

The INSA Foundation and its local branches offer businesses and individuals the opportunity to partner with the INSA Group through sponsorship. Its mission is to ensure the group's long-term development by achieving the following objectives:

- guarantee, promote and disseminate the "INSA model";
- support projects aimed at developing the INSA identity;
- promote the implementation of joint programs between INSA establishments;
- develop lasting partnerships and cooperation with socio-economic stakeholders;
- improve the living conditions and success of students;
- disseminate new technologies and related projects.



The history of the school

Created on the foundations of the Rouen Institute of Chemistry, founded in 1917, INSA Rouen Normandie recently celebrated its centenary. With a century of experience under its belt, the school has risen to the forefront of the training and research landscape in Normandy. Today, it is the region's leading public research and higher education institution in engineering.



1917
CRÉATION DE L'ICR
Institut de Chimie de Rouen

1985
CRÉATION DE L'INSA DE ROUEN
Membre du réseau INSA

1997
INAUGURATION DU SITE DU MADRILLET
à Saint-Étienne-du-Rouvray

1959
CRÉATION DE L'INSCIR
Institut National Supérieur
de Chimie Industrielle de Rouen



80

élèves-ingénieurs-es



535

élèves-ingénieurs-es



872

élèves-ingénieurs-es

1917... ...1959... **1985** 1988 1991 1994 1997



1986
OUVERTURE DE LA
SPÉCIALITÉ CFI



1987
OUVERTURE DE LA
SPÉCIALITÉ GM



1987
OUVERTURE DE LA
SPÉCIALITÉ EP



1993
OUVERTURE DE LA
SPÉCIALITÉ MÉCA



1999
OUVERTURE DE LA
SPÉCIALITÉ ASI



2008
OUVERTURE DE LA
SPÉCIALITÉ MRIE



2008

OUVERTURE DE L'ANTENNE DU HAVRE

La section Génie Civil est accueillie provisoirement dans les locaux de l'ISEL (Université du Havre).
2012 : le département Génie Civil emménagera dans ses nouveaux locaux Quai Frissard au Havre.

2009

INAUGURATION DU CAMPUS INSA DE ROUEN

Regroupement à Saint-Étienne-du-Rouvray

2013

**INAUGURATION PÔLE D'ENSEIGNEMENT SUPÉRIEUR
ET DE RECHERCHE AU HAVRE**

en commun Sciences Po,
INSA de Rouen, Université du Havre



1049

élèves-Ingénieurs-es



1392

élèves-Ingénieurs-es



2050

élèves I/M/D
(Ingénieurs / Masters / Doctorats)

2000

2003

2006

2009

2013

2025...



2008

OUVERTURE DE LA
SPÉCIALITÉ GCCD



2013

OUVERTURE DE LA
1^{re} FORMATION PAR
APPRENTISSAGE
EN PERFORMANCE
ÉNERGÉTIQUE



Formation sous statut
apprenti uniquement



Formation sous statut
apprenti uniquement

2014

OUVERTURE DE LA
2^e FORMATION PAR
APPRENTISSAGE
EN PERFORMANCE
INDUSTRIELLE ET INNOVATION



Formation sous statut
apprenti uniquement

2017

OUVERTURE DE LA
3^e FORMATION PAR
APPRENTISSAGE
EN PERFORMANCE
EN INNOVATION ET SÉCURITÉ
DES PROCÉDÉS



Formation sous statut
apprenti uniquement

2020

OUVERTURE DE LA
4^e FORMATION PAR
APPRENTISSAGE
EN PERFORMANCE
NUMÉRIQUE INDUSTRIELLE

2 nouvelles formations sous statut apprenti // 2025 - Génie civil et urbain // 2026 - Technologies de l'information et intelligence artificielle

Associations, networks and partners

INSA Rouen Normandie works closely with its partners to implement its major projects. Maintaining close relationships helps foster exchange, collaboration, and the achievement of mutual goals.

NORMANDY UNIVERSITY

Normandy University is the community of universities and institutions in the Normandy region. It is made up of six founding members (the universities of Caen Normandy, Le Havre Normandy, Rouen Normandy, ENSA Normandy, ENSICAEN, and INSA Rouen Normandy) and six associate members.

Its role is to organize the territorial coordination of higher education establishments and research organizations in terms of training provision and research and transfer strategy.

All of its members share a common desire to offer training and research at the highest level and to ensure the development of innovation in all its forms.

www.normandie-univ.fr

Learn more

Normandie Université pursues a policy of developing complementary training offerings around its members and has the authority to award doctorates. In terms of research, it aims to pursue a wide-ranging scientific policy, through a shared strategic vision and the deployment of a common development mechanism. On a functional level, membership in this community allows the various member entities to adopt a collective approach to pooling and optimizing services.

CAESAR

The Rouen Metropolitan Area Higher Education Conference (CESAR) brings together 11 institutions, with the objective of increasing the attractiveness of the Rouen metropolitan area by promoting higher education and research and offering a quality living environment for students. A proactive force for political and economic leaders, CESAR works on recurring issues for students: training provision, housing, transport, cultural life, international attractiveness, etc. The conference pools actions to optimize the resources of institutions. It is the metropolis's preferred contact for higher education.

<https://cesar-rouen.crihan.fr>

CHEERS

The Le Havre Conference of Higher Education, Research and Institutions (CHEERS) brings together seven institutions. It seeks to boost the visibility and attractiveness of higher education in the Le Havre area. The priority is improving the living environment for students in terms of housing (in conjunction with AHLOET), catering, sports facilities, and urban transportation.

EUROPEAN UNION (EU)

The European Union is an essential partner of INSA Rouen Normandie. It finances

various programs aimed at promoting economic and social development as well as cooperation, innovation and scientific excellence. The main ongoing programs are the ERDF (European Regional Development Fund), Interreg and Horizon Europe. www.europa.eu

EUROPEAN CONSORTIUM

INNOVATIVE UNIVERSITIES (ECIU)

The European Consortium of Innovative Universities is an alliance of 14 higher education institutions from the European Union, including the INSA Group, which place innovation and change for society at the heart of their mission. Winner of the European Commission's "European Alliances" call for projects in 2019, ECIU University is developing the implementation of the challenge-based approach, both in terms of training (challenge-based education) and research (research and innovation).



MINISTRY AND RECTORATE

The Ministry of Higher Education and Research (MESR) is the national supervisory ministry for IN-SA Rouen Normandie. It implements the government's policy on access to knowledge and the development of higher education. The ministry is also responsible for conducting research policy through four levers: guidance, programming, research, and evaluation.

www.enseignementsup-recherche.gouv.fr

At the regional level, the Rectorate acts as the State's representative on behalf of the MESR. Led by the rector of the academic region, it has its own powers and is responsible for the unity and coherence of State policy in the areas of competence affecting the region. It is thus responsible for the entire public education service within its territory. The academy rector, in addition to his role as the minister's representative in the academy, is also the chancellor of universities. In this capacity, he oversees the academy's establishments, manages the EPSCP's assets, and coordinates higher education with other levels of education.

<https://www.ac-normandie.fr>

NORMANDY REGION

The region is a territorial authority with a deliberative assembly and a consultative assembly. It contributes, among other things, to the funding of universities and higher education institutions. As part of the SRDEII (Regional Plan for the Economy, Business, Internationalization and Innovation) and the SRES-RI (Regional Plan for Higher Education, Research and Innovation), the Normandy region supports areas of excellence and emerging research in the Normandy region. To this end, it funds research projects within the framework of the Normandy Research and Normandy Innovation programs, as well as teaching through Normandy Sup'.

www.normandie.fr

ROUEN NORMANDY METROPOLITAN REGION

The Rouen Normandy Metropolis is an EPCI (public inter-municipal cooperation) bringing together 71 municipalities over an area of 664km². Its skills extend over many areas (public services, ecological development, cultural activities, etc.) and particularly echo the desire of INSA Rouen Normandie in terms of economic development and attractiveness of the

territory.

www.metropole-rouen-normandie.fr

LE HAVRE SEINE METROPOLE URBAN COMMUNITY

The Community is an EPCI (public inter-municipal cooperation) which brings together 17 municipalities over an area of 190.65 km². It provides numerous community services, particularly around themes such as regional planning and attractiveness, quality of life and resource management.

www.lehavreseinemetropole.fr

HCERES

The High Council for the Evaluation of Research and Higher Education (HCERES) is an independent administrative authority responsible for the following missions:

- evaluate higher education establishments and their groupings;
- evaluate research units;
- evaluate training and diplomas issued by higher education establishments;
- ensure that establishments take into account all the missions assigned to them by law and their statutes;
- ensure the promotion of activities for the dissemination of scientific, technical and industrial culture;
- evaluate investment programs and private structures receiving public funds.

www.hceres.fr

ENGINEERING QUALIFICATIONS COMMISSION (CTI)

The CTI is an autonomous structure reporting to the MESRI and responsible for studying all matters relating to engineering training. The commission examines applications for authorization to issue engineering qualifications and organizes the periodic evaluation of these training courses. Engineering training courses can receive authorization for a maximum period of 6 years, renewable after a new evaluation. The CTI also issues the EUR-ACE label (for a period of 5 years), which defines European standards for accreditation of engineering training courses.

www.cti-commission.fr

Learn more

The CTI accredits all of INSA Rouen Normandie's engineering programs. All programs have received the maximum accreditation period and thus benefit from European recognition with the award of the EUR-ACE label.

CONFERENCE OF DIRECTORS OF FRENCH ENGINEERING SCHOOLS (CDEFI)

The CDEFI is an association representing all directors of public and private institutions authorized by the CTI to award the title of engineer. It thus represents engineering schools and universities of technology before the State, the EU and international organizations.

It promotes and defends the interests of engineers at all levels. It provides consultancy services to institutions in several areas.

www.cdefi.fr

CONFERENCE OF GRANDES ECOLES (CGE)

The CGE is an association comprising leading universities, as well as businesses and other organizations. This think tank draws on the collective expertise of its members to produce studies and surveys that serve as a national benchmark. It plays a representative role and takes a public position on issues related to higher education and research. Finally, the CGE is also a training accreditation body for its members.

www.cge.asso.fr

FRANCE UNIVERSITIES

The CPU is an association bringing together the heads of universities and higher education and research institutions and its mission is to represent higher education in the public debate by carrying its voice and values. A force for proposals and negotiations with public authorities, it responds to developments in the world of higher education and proposes elements of transformation. It also has missions to support its members and promote French higher education and its values throughout the world.

www.cpu.fr

ASSOCIATION OF INSA NORMANDY ENGINEERS (A2IN)

A2IN is a member of the INSA Alumni Association, which brings together all INSA graduate associations. The association allows INSA Rouen Normandie graduates to stay in touch and benefit from the network built up by the group's alumni by having a member directory and also by sharing CVs and job offers. Beyond this sharing, the association ensures a link between engineers and the establishment as well as promoting the engineering degree and the INSA spirit in France and abroad.

a2in.insa-alumni.org

NORMANDY TECH

Normandie Tech is the engineering and architecture hub of Normandie Université. This group aims to promote the engineering education offerings in the region and strengthen their coherence and attractiveness. The hub combines the institutions' specialist areas and synergizes innovation and entrepreneurial cultures to strengthen the competitiveness and attractiveness of the Normandy region.

THE GASTON BERGER CENTER

"Tomorrow will not be like yesterday. It will be new and it will depend on us. It is less to be discovered than to be invented." Gaston BERGER, co-founder of IN-SA with Rector Jean CAPELLE In 1957, Gaston BERGER founded, with Rector Jean CAPELLE, the first INSA in France in Lyon. Driven by a philosophical model of humanist engineering education, he had the ambition to build a school intended to train engineers capable of providing contemporary answers to societal challenges.

Under the leadership of the Gaston Berger Institute, the flagship of the INSA Group, each INSA has created its Gaston Berger Center (CGB). The one at IN-SA Rouen Normandie, created in 2021, allows INSA Rouen Normandie to promote the social model and inclusive values that are the foundations of the INSA model. Its objective is to experiment with actions, develop the skills of its future graduates in line with a changing society, and raise awareness of certain issues within the entire community. The CGB at INSA Rouen Normandie is structured around a strategic committee and works, thanks to specialized referents, on the following themes: disability, gender equality and the fight against SGBV, engagement, interculturality, scientific integrity/ethics, and professional conduct, in particular. Social openness (via the Cordées de la réussite and HORIZON programs) is also a key focus that allows for the recruitment of all talents by combating self-censorship and social discrimination. This structure allows it to deploy national actions or those on the scale of its territory, Normandy.

The INSA Rouen Normandie Foundation originated from the desire to support INSA Rouen Normandie in the implementation, development, and dissemination of the "INSA model." This model is based on the principle of the humanist engineer: someone who thinks and acts for society. It was developed by Gaston Berger, founder of INSA. The INSA Rouen Normandie Foundation aims to deploy and carry out actions of general interest.

Its programs aim to strengthen the identity and influence of INSA Rouen Normandie and to carry out projects specific to the Normandy region by involving sponsoring companies that share the same values.

The actions are structured around two main orientations:

- diversity and inclusion
- research and innovation in sustainable development

fondation.insa-rouen.fr

TRAINING AND RESEARCH



Teaching departments

UNDERGRADUATE: SCIENCE AND TECHNOLOGY FOR THE ENGINEER (STPI)

Director: Samuel PAILLAT

The STPI department offers a progressive and thoughtful orientation during the first two years. Students receive an education that provides the scientific, technical and humanistic basis for effectively following the teaching of any engineering specialty at INSA.

THE HUMANITIES (HUMA)

Director: Hanaé Maazi

More than 20% of the INSA training courses are dedicated to the humanities (Physical and Sports Activities, Communication, Languages, Human and Social Sciences and Industrial Management) grouped within the Humanities department. Intended to supervise and lead groups of individuals in a complex national and international context, the INSA engineer must have solid knowledge in Humanities and acquire behavioral skills. These courses lead students to understand the economic, cultural, social and human issues of business life and to open up to the world.

COMPUTING, SYSTEMS AND INTELLIGENCE ARTIFICIAL (ISIA)

Director: Géraldine DEL MONDO

The ISIA department trains engineers capable of designing, developing, and operating the information systems of tomorrow. Students in this department develop their knowledge and skills in data engineering, IT project management, information systems, and perception-oriented embedded systems.

- *Specialty:* Computer Science and Information Technology (ITI)

FINE CHEMISTRY AND ENGINEERING (CFI)

Director: Samuel COUVE BONNAIRE

The CFI department trains general chemical engineers with specific skills in fine chemistry, chemical process engineering, and polymer materials. Innovation, workplace safety, and the environment are at the heart of their concerns.

- *Specialty:* Chemistry and Chemical Engineering (CGC)

ENERGY ENGINEERING (EG)

Director: Bruno RENOU

The GE department trains engineers capable of mastering energy production and consumption, innovating and creating new, efficient and environmentally friendly equipment, as well as contributing to the development of land, aeronautical and space propulsion systems.

- *Specialties:*

- Energy Engineering (EP course).
- Energy performance (Pacours PERF-E) (apprenticeship only) / Energy engineering.

CIVIL ENGINEERING AND SUSTAINABLE CONSTRUCTIONS (GCCD)

Director: Élie RIVOALEN

In partnership with the University of Le Havre Normandie, the GCCD department trains engineers to work in the fields of construction, public works, as well as materials and sustainable construction. Engineers will be responsible for the design, construction, operation, management, and rehabilitation of construction and infrastructure projects.

A dual engineering and architectural course is also offered to students.

- *Specialties:*

- Civil and urban engineering
- Performance in civil and urban engineering

MATHEMATICAL ENGINEERING (GM)

Acting Director: Hasnaa ZIDANI

The GM department provides in-depth teaching in mathematics and computer science.

These engineers develop skills in scientific modeling, production, data analysis as well as in all areas of IT.

- *Specialties:* Applied Mathematics.

MANAGEMENT OF INDUSTRIAL AND ENVIRONMENTAL RISKS (MRIE)

Acting Director: Lamiae VERNIERES

The MRIE department trains general engineers specializing in evacuation and risk management. They work at all levels of risk management, including safety management, prevention, and accident and post-accident management. They ensure the full integration of various aspects of safety within the company.

- *Specialties*

- Process engineering and risk management (GPGR).
- Performance in innovation and process safety (PERF-ISP) (apprenticeship only) / Process engineering.

MECHANICS (MECA)

Acting Director: Fabrice Barbe The

Mechanical Engineering department trains versatile mechanical engineers who work at all levels of the industrial process: design, material selection, implementation, manufacturing, and maintenance. They are skilled in modeling and optimization as well as product development and new materials.

• Specialties

- Mechanics.
- Industrial performance and innovation (PERF-II) (apprenticeship only) / Industrial engineering.

Training courses

The INSA Rouen Normandie engineering program is part of the creation of the European training area with the LMD (Bachelor's – Master's – Doctorate) standard. Students can join the institution from the baccalaureate level to the baccalaureate +4 level if they have the required qualifications. The course leading to the INSA Rouen Normandie engineering diploma lasts 5 years, during which international experience is mandatory.

UNDERGRADUATE ENGINEERING

The first cycle of INSA Rouen Normandie is called STPI and is aimed at post-baccalaureate students for a 5-year course. At the end of the first 3 semesters of common core, students pre-orient themselves towards two specialties of their choice. Once the 4th semester is completed, students must then focus on one of the specialties offered by the institute. The assignment is made by a jury; it is not the student who decides completely.

BILINGUAL INTERNATIONAL SECTION

(GLOBALINSA)

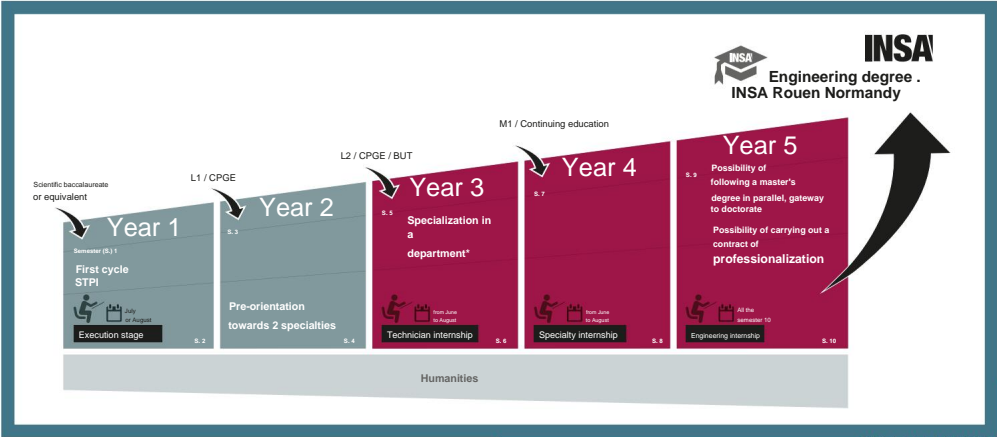
The undergraduate department offers a bilingual international section, which brings together half French students and half foreign students of non-French-speaking origin. Available during the first three semesters of training, this section provides half of the training in English. The scientific program and teaching structures of this section are the same as for the traditional training but with a specific implementation.

ENGINEERING CYCLE

Following the completion of the first cycle, the last 6 semesters of the students' curriculum are devoted to their specialization. These last 3 years lead students to the Master's degree by obtaining the title of graduate engineer from INSA Rouen, accredited by the CTI.

DOUBLE DEGREES

With a view to developing its internationalization, INSA Rouen Normandie has introduced the possibility for students to follow a dual-degree program. The result of a specific agreement between INSA and a partner institute, the dual degree follows a long course in another country. At the end of their training, the student is awarded two national diplomas, one from INSA Rouen Normandie and one from the partner university.



THEMATIC SECTIONS

Reporting to the Department of Humanities, the fi - Themed courses offer students the opportunity to continue their cultural or sporting activities during their studies. These sections allow for the implementation of timetable adjustments, specific monitoring or additional workshops for students. Some of these courses are also accessible to discover new practices.

There are several sections:

- Dance-study section (SDE).
- Image-studies section (SIE).
- Music-studies section (SME).
- Sports-study section (SSE).
- Theater studies section (STE).

RESEARCH MASTERS

Research Masters programs introduce students to research as a way to prepare for a doctorate. These programs are available in 2 years after a bachelor's degree or in 1 year after a master's degree, engineering diploma, or a bac +4 (2nd year of a master's degree). Some M2 courses in these master's programs are available to students in parallel with their 5th year of the engineering cycle.

- Master's in Chemistry:

Organic chemistry course for molecules for living things.

Polymer and surface paths.

Analysis and spectrochemistry course.

EUR Chem course.

- Master's in Energy: FIRST Course - Fluids-Transfer-Optics).

- Master's degree in Civil Engineering.

- Master's in Design Engineering: Mechanics of Materials, Mechanical Reliability and Optimization - Master's in Complex Systems

Engineering:

Embedded electronic systems course.

Information systems course.

- Master's in Mathematics and Applications.

- Master of Science and Data Engineering.



The alternation

APPRENTICESHIP CONTRACT AND PROFESSIONALIZATION CONTRACT

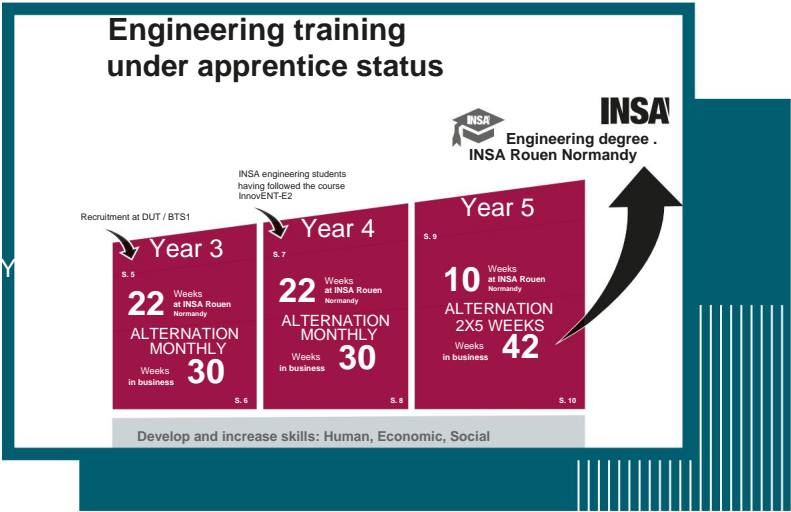
INSA Rouen Normandie offers engineering students the opportunity to pursue certain work-study programs. INSA Rouen Normandie has its own CFA (Training Center): it is an integral part of the school and entirely dedicated to the development and deployment of apprenticeship training. Students can complete their engineering training as apprentices in the following four specialties:

- Energy performance (PERF-E).
- Industrial performance and innovation (PERF-II).
- Performance in innovation and process safety (PERF-ISP).
- Performance in Industrial IT Engineering, in agreement with ITII.
- Performance in Civil and Urban Engineering

Apprentices then alternate between periods in the company and within the school, on a monthly basis during the first two years, then on a tailored basis during the final year. The young person has an employment contract and remuneration. They gain experience in the company during their work-study program.

Work-study programs are available as continuing education through the professionalization contract. This program is aimed at engineering students in their final year of training. All seven specialties are eligible for this type of contract.

The work-study program allows students to be employed by a company, but also to acquire real professional experience through regular immersion in companies.



Continuing education

INSA Rouen Normandie, through its Corporate Relations Department (DRE), is responsible for the continuing education of working engineers and technicians. Several programs are offered: continuing education leading to a diploma (Fontanet): long-term training courses available in each of the institution's training specialties;

- continuing education: short in-company internships or participation in continuing education in teaching modules of the engineering cycle;
- Validation of Acquired Experience (VAE): allows you to obtain a diploma in full or in part thanks to the recognition of professional and/or extra-professional experience.

The research

INSA Rouen Normandie is a major player in regional research. The institute has eight laboratories, most of which are jointly managed by several public institutions (Universities of Rouen Normandy, Le Havre Normandy, CNRS). Research is structured around the same themes as the training departments.

The Research Directorate (DR) leads and monitors INSA's research policies. It coordinates research and doctoral training, partnership research, and development. The institution has two study and research centers for businesses.

INSA Rouen Normandie participates in two Labex (Laboratories of Excellence) via its CAR-MEN, CORIA and GPM laboratories:

- the Labex Energy materials and clean combustion center (EMC3);
- the Labex Organic Synthesis of Living Molecules (Synorg).

The establishment is involved in 5 federative research structures recognized by the CNRS:

- the Institute for Research on Advanced Materials (IRMA);
- the Normandy Institute of Molecular, Medicinal and Macromolecular Chemistry (INC3M);
- Energy, propulsion, environment (EPE);
- Normandy Mathematics;
- Normastic.

The school participates in two Carnot institutes: - the Carnot Institute for Energy and Propulsion Systems (ESP);

- the Carnot I2C Institute (Carnot Chemistry Innovation).

This Carnot label is awarded by the ministry to public research structures whose vocation is to develop partnership research.

Finally, the institution has established INSA Rouen Tech, a system that aims to boost partnerships between stakeholders in the socio-economic world and INSA's technical laboratories/platforms. Its aim is to promote technical and technological know-how within the industrial ecosystem.

Research ethics and scientific integrity

INSA Rouen Normandie has a charter on research ethics and scientific integrity. This document aims to establish transparent and responsible scientific practices, based on respect for the fundamental values and principles of scientific integrity and professional ethics. It will thus enable researchers to share a common desire for quality research centered on fundamental values. The values and principles defended in this charter are consistent with the principles of the European HRS4R label and are part of the framework established by the European Horizon Europe program.

Its objectives are:

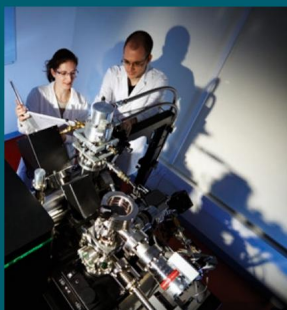
- promote the fundamental values of ethics and integrity in scientific research, in compliance with legal standards, customs and professional practices in force;
- maintain the trust of third parties in scientific research, through an attitude of individual and collective responsibility;
- prevent potential situations of risk of breaches of integrity in scientific research;

lead to the establishment of an internal procedure to deal with cases of breach of scientific integrity, which is effective, fair, objective and respects the fundamental rights of all parties concerned.

The research ethics and scientific integrity charter can be consulted on the intranet site. The institution has a contact person for scientific integrity and ethics (see contacts in the appendices).

HRS4R Label

INSA Rouen Normandie has been awarded the "HR Excellence in Research" label by the European Commission as part of the implementation of its human resources strategy for researchers (HRS4R). Thus, INSA is committed to improving its human resources practices by respecting the charter and code developed by the European Union.



HR EXCELLENCE IN RESEARCH

The laboratories

Information systems, mathematical modeling and simulation, digital

*COMPUTER LABORATORY,
PROCESSING OF INFORMATION AND
SYSTEMS (LITIS)*

Director: Laurent HEUTTE

LITIS is a Research Unit (UR 4108)

University of Rouen Normandy, University of Le Havre Normandy and INSA Rouen Normandy. He is a member of the MIIS doctoral school and the Normandy "Digital Sciences" Cluster. LITIS is also a partner of the CNRS Normastic research federation. The laboratory focuses its research on the following themes:

- machine learning;
- multi-agent systems;
- embedded systems and intelligent vehicles;
- combinatorics and algorithm;
- analysis of medical images; processing of information in health biology;
- complex systems.

www.litislab.fr

*INSA MATHEMATICS LABORATORY
ROUEN NORMANDY (LMI)*

Director: Nicolas FORCADEL

The Mathematics Laboratory of INSA Rouen Normandie is a Research Unit (UR 3226).

It is integrated into the MIIS Doctoral School and the Normandy "Digital Sciences" Cluster. The LMI is a member of the CNRS Normandy Mathematics Research Federation. The laboratory focuses its research on the following themes:

- approximation, numerical analysis and CAD;
- modeling, EDP, homogenization;
- optimization, optimal control, control theory and operational research;
- imaging: segmentation, registration, applications in medicine and geophysics, industry of the future;
- scientific computing, digital simulation, HPC;
- probabilities and statistics.

lmi.insa-rouen.fr

Energy, propulsion, mechanics, materials, civil engineering, sustainable construction

*RESEARCH COMPLEX
INTERPROFESSIONAL IN AEROTHERMOCHEMISTRY
(CORIA)*

Director: Armelle CESSOU

CORIA is a joint research unit (UMR 6614) of the CNRS, the University of Rouen Normandy, and INSA Rouen Normandy. It is a member of the PSIME Doctoral School and the CNRS Energy, Propulsion, and Environment Research Federation. The Carnot label (Carnot-ESP) embodies the dynamics of its research partnerships with numerous industrialists. The Labex EMC3, in which CORIA participates, demonstrates the excellence of its research.

The laboratory focuses its research around the following themes:

- reactive flows, combustion;
- advanced digital modeling and simulation, HPC;
- turbulent, supersonic flows;
- physicochemistry of plasmas;
- laser metrology;
- sprays and two-phase flows.

www.coria.fr

MATERIALS PHYSICS GROUP (GPM)
Director: Xavier SAUVAGE

The GPM is a joint research unit (UMR 6634) of the CNRS, the University of Rouen Normandy, and INSA Rouen Normandy. This laboratory belongs to the PSIME doctoral school and is a member of the CNRS IRMA research federation. It is also a member of Carnot ESP. The laboratory focuses its research on the following themes:

- scientific instrumentation;
- materials science and mechanics;
- nanostructures for nanoscience and nanotechnology;
- disordered and polymeric systems;
- nanoparticles and the environment.

gpm.univ-rouen.fr

Director: *Olivier BAREILLE* The

LMN is a Research Unit (UR 3828).

It belongs to the PSIME Doctoral School and the Normandy "Energies, Propulsion, Matter, Materials" and "Earth-Sea Continuum" clusters. The laboratory focuses its research on the following themes:
boasts:

- risks;
- uncertainties, variability;
- probabilistic mechanics, reliability.

<http://lmn.insa-rouen.fr>

Chemistry, health, process engineering, industrial ecology

INSTITUTE OF ANALYTICAL CHEMISTRY AND MOLECULAR REACTIVITY IN NORMANDY (CARMEN)

Director: *Julien LEGROS*

COBRA is a joint research unit (UMR 6014) of the University of Rouen Normandy, INSA Rouen Normandy and CNRS. It belongs to the Normandy doctoral school of Chemistry and the Normandy center "Chemistry and

Biology Applied to Health and Well-Being". COBRA is a driving force within the SynOrg Labex and the Carnot Institute, a springboard for I2C, which demonstrates the excellence of its research. The laboratory focuses its research on the following themes:

- analytical chemistry;
- bio-organic chemistry;
- synthesis of fluorinated biomolecules;
- exploratory methodologies for organic and organometallic synthesis;
- heterocycles.

www.lab-cobra.fr

BIOPOLYMER SURFACE POLYMERS (PBS)

Director: *Pascal COSETTE*

The PBS is a joint research unit (UMR 6270)

University of Rouen Normandy, INSA Rouen Normandy and CNRS. This laboratory belongs to the Normandy Doctoral School of Chemistry and the "Chemistry and Biology Applied to Health and Well-Being" Pole.
The laboratory focuses its research around the following themes:

- high-performance polymers;
- so-called adaptive or intelligent polymers;
- bio-sourced polymers.

pbs.univ-rouen.fr

PROCESS SAFETY LABORATORY

CHEMICAL (LSPC)

Director: *Alain LEDOUX*

The LSPC is a Research Unit (UR 4704)

INSA Rouen Normandie and the University of Rouen Normandie.

It is supported by three engineering programs, two IUT programs, and two master's programs from INSA Rouen Normandie and the University of Rouen Normandie. It is affiliated with the PSIME doctoral school.

The laboratory focuses its research around the following themes:

- process safety;
- valorization of biomass and green chemistry;
- capture and recovery of CO₂;
- microwave processes.

lspc.insa-rouen.fr



Study and Research Centers

technological research

Research at INSA Rouen Normandie has thus enabled the creation of two Centers for Technological and Industrial Studies and Research (CERTI) and a Center for Innovation and Expertise in Mechanics, Materials and Energy (CIEMME). These centers serve businesses and provide their clients with expertise based on the skills of engineering training and research laboratories.

*CERTI PROCESS SAFETY,
ENVIRONMENT AND ANALYSIS (CERTI SPEA)*

Manager: Jean-Pierre HÉBERT

CERTI SPEA offers services, technology transfer and professional training activities on the following themes:

- chemical processes: design and optimization of chemical processes with, in particular, the improvement of safety and the reduction of the impacts of industrial activity on the environment;
- chemical analyses: identification and dosage of chemical substances, transfer of analytical methods;
- polymer materials: characterization of polymers (physicochemical properties, aging, fatigue testing, etc.);
- the center can also implement skills in organic synthesis, determination of reaction kinetics, corrosion, etc.

www.insa-rouen.fr/certi-spea

The Carnot Institutes

CARNOT INSTITUTE ENERGY AND PROPULSION

SYSTEMS (ESP)

President: Frédéric DIONNET

A major player in industrial research in its fields, the Carnot ESP Institute supports its partners in their R&D work by offering integrated expertise that draws its wealth from the complementarity and interdisciplinarity of its laboratories. The IC ESP is made up of 7 laboratories, including CORIA and GPM, attached to INSA Rouen Normandie. The institute's teams work in a coordinated manner on issues related to energy production, its rational use in systems, and the development of energy and propulsion systems in particular.

carnot-esp.fr

CARNOT INNOVATION INSTITUTE, CARNOT CHEMISTRY (I2C)

Director: Vincent LEVACHER

With its expertise in synthesis, analysis and formulation, I2C is positioned in this value chain of the chemical industry, as a privileged partner to support innovation in the pharmaceutical and fine chemical, agri-food, cosmetics, energy and environmental sectors. I2C is made up of 8 laboratories, including COBRA and PBS attached to INSA Rouen Normandie.

i2c.normandie-univ.fr

INSA Rouen Tech

The INSA Rouen Tech program aims to boost partnerships between stakeholders in the socio-economic world and INSA's laboratories/technical platforms. Its goal is to promote technical and technological expertise within the industrial ecosystem through the implementation of various formats such as services or research collaborations.

Calls for projects

As part of its scientific policy, INSA Rouen Normandie offers various internal Calls for Projects (AAP) each year, aimed at its Teacher-Researchers (EC):

- possibility of using the Erasmus + program to carry out teaching or training mobility or to receive a teacher or staff in the establishment. Requests are made on a rolling basis, over the academic year.
- Incoming mobility / Visiting professors: welcoming ECs and foreign researchers.
- Delegation and/or CRCT and/or outgoing mobility: ECs are encouraged to stay in prestigious foreign universities on themes consistent with scientific policy or supporting emerging projects.
- Conference grant: financial assistance to ECs for the organization of their conferences.
- BQR / Préciput: assistance with projects concerning Young Teams (JE).
- Discharge of young EC recruits: discharge from service for all lecturers recruited each year.

The institute also participates in several projects co-financed by several structures. These projects gene-

Collaborative projects generally involve regional, national or international partners. These include:

Horizon Europe:

- PACEMCAT (Horizon Europe – Action MSCA Staff Exchange) / CARMEN: Photoanodes optimized by cost-effective catalysts to secure the solar hydrogen of the future.

- BAGINTEL: (Horizon Europe) / LMN: Intelligent system to improve the effectiveness and efficiency of customs control of passenger baggage from international flights.

ANR:

- ADAV / LITIS: Adaptive multimodal data fusion for object detection in adverse weather conditions for vehicles

autonomous

- FLUORAAC / CARMEN: Fluorinated amino acids: from synthesis to incorporation into peptide structures for biological applications

- OASIS / CORIA: Reactive hydrogen flows interacting with walls

- eGOLD / CARMEN: New electrochemical gold-catalyzed processes

- FAMOUS / LITIS: Equitable Multimodal Learning

- INARI / LITIS: Multimodal vision for robust vehicle navigation and control

- RID-LHOC / LSPC: Study and design of reactors for hydrogen storage in LOHCs

- RAIMO (ANR Chair) / LITIS: Towards safe artificial intelligence for mobility

- COLIBRI (ANR Industrial Chair) / CARMEN

Normandy Region / ERDF:

- COPTI (Region - RIN Chair of Excellence 2020) / LMI: Chair on OPTimal Control for mathematical modeling and digital simulation applied to the environment, transport and image processing.

- GREFORGCAT (Region – Emerging) / CARMEN: Grafting of organocatalysts onto carbon electrodes: Towards cleaner electrochemical reactions.

- EPCRED (Region - Emerging) / CARMEN: Reductive Opening of Epoxides by Electrophotochemistry

- TEMP RENADIAG (Region - Research Platform and Infrastructure) / CORIA

- METRIC BOOSTER (Region - Label of Excellence) / CORIA

- ZIRCO_PHOTO_COP (Region-FEDER - Tremplin) / CARMEN: New prospects in photocatalysis, copper and zirconium based complexes for new and sustainable transformations

- DRACCAR: (Region - FEDER) / LMN: Development of offshore Research platform to Access physical and biological parameters for offshore Renewable energy

- Normandy Additive Manufacturing Platform

Polymers (Region - FEDER) / GPM

- OP Scale: (Region - FEDER - BPI France) / LMI-CORIA: increasing wind R&D capabilities through the development of academic tools for industrial companies for the development and design of new wind farms

Rouen Normandy Metropolis

- PVAC Robotic Platform / LITIS: Platform Robotics for smart mobility

Training and doctoral schools

The culmination of higher education, the doctorate corresponds to a bac +8 level. To obtain this degree, students must write a thesis on an original subject and bring new thinking to a field. The completion of this thesis is carried out under the supervision of a thesis director (teacher-researcher or researcher authorized to direct research), whose role is to validate the subject and the developments of the thesis in order to guide the student in his or her thinking.

INSA Rouen Normandie is now present within three Norman doctoral schools:

- Normandy Doctoral School of Chemistry.

- MIIS doctoral school (Mathematics, information, systems engineering).

- PSIME doctoral school (Physics, engineering sciences, materials, energy).

The goal of these doctoral schools is to train doctors capable of leading high-level scientific projects in their respective fields. Doctoral students are thus required to prepare their theses within Normandy research units, including the eight laboratories of INSA Rouen Normandie.

The network policy implemented in the Group

INSA also allows the reception of foreign doctoral students:

- Welcoming Chinese students, as part of a partnership with the CSC (China Scholarship Council) and the network of technological universities.

- Welcoming students from the Dominican Republic, via the CALIOPE program.

- Completion of theses jointly with many other countries.

Investments for the future

The institution also participates in the "Investments for the Future" (PIA) Program. INSA Rouen Normandie, in collaboration with its partners, has won several of these calls for projects and is now involved in several of these initiatives.

GENESIS TEAM (GROUP FOR THE STUDY AND NANOANALYSIS OF IRRADIATION EFFECTS)

The GENESIS Equipement of Excellence (Équipex) is a project initiated by the GPM laboratory and supported by the University of Rouen Normandie. GENESIS is an instrumental platform for the characterization of materials at very fine scales. Its work focuses on analyzing and understanding the effects of irradiation and the aging of materials in current and future nuclear facilities.

genesis.univ-rouen.fr

THE LABEX EMC3 (ENERGY MATERIALS & CLEAN COMBUSTION CENTER)

Labex EMC3 brings together seven joint research units in Normandy specializing in chemistry, materials, and energy. Its activities focus primarily on materials for energy recovery, the safety of nuclear facilities, the development of new materials using environmentally friendly methods, as well as improving fuel, combustion, exhaust gas decontamination, and thermal energy recovery.

labex-emc3.fr

THE LABEX SYNORG (ORGANIC SYNTHESIS OF LIVING MOLECULES)

Led by the ComUe, the SynOrg Labex is today the largest group of French organic synthesis laboratories. Its work paves the way for the discovery and synthesis of new pharmacologically active compounds. The research activity of the SynOrg Labex is structured around four main axes: heterochemistry, glycochemistry, metal-mediated chemistry, and heterocycles.

labex-synorg.fr

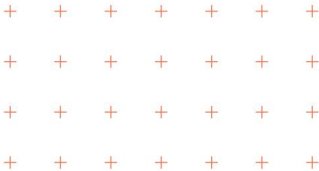
THE IDEFIN CONNECT-IO

The IDEFI (Initiative for Excellence in Innovative Training) Connect-IO is a training offer combining the INSA Group and OpenClassrooms, the leading French-speaking e-education platform. Composed of MOOCs (Massive Open Online Courses) and SPOCs

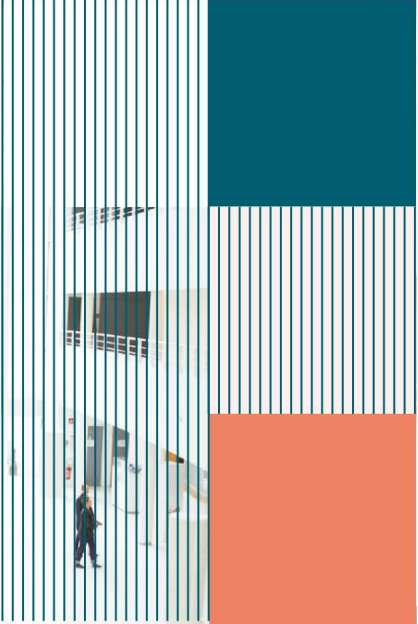
(Small private online course), these training courses are structured around the theme of connected objects and systems. Aimed at science and technology students as well as employees in continuing education, these modules are intended to integrate the training of INSA engineers as an alternative to traditional training modules.

TIGA (TERRITORY OF INNOVATION - GREAT AMBITION) ROUEN NORMANDY

The TIGA Rouen Normandy "Smart Mobility for All - for an integrated multimodal and low-carbon mobility system" is a project that aims to transform the way people travel within the metropolis. The initiative is part of a broad partnership with local stakeholders: businesses, research stakeholders, competitiveness clusters, and local authorities. The project is therefore structured around two main axes: the development of new operational tools for intermodality and multimodal mobility and the reduction of the environmental and physical impact of mobility.



FUNCTIONING
FROM INSA ROUEN
NORMANDY



The missions

INSA Rouen Normandie is a public institution with a scientific, cultural, and professional character. The school is administered by a Board of Directors (CA) assisted by a Scientific Council (CS) and a Study Council (CE).

The General Management (DG) of the establishment brings together, under the authority of the director of the institute:

- Five departments in charge of managing the establishment: - the General Directorate of Services (DGS), - the Directorate of Training and Student Life (DFVE), - the Research Directorate (DR), - the Directorate of Corporate Relations (DRE), - the Directorate of International Relations (DRI).

- Support services: - the documentation center, - the communications department, - the culture and student life department.

- A quality mission.

- An accounting officer.

- Project managers, advisors, correspondents and referents

- sustainable campus,
- data protection officer, - student disability, - personal disability, - hygiene and safety, - scientific and ethical integrity, - digital, - career observatory, - gender equality,
- international prospecting,

- responsible for information systems security, - security defense, - real estate strategy, - sexist and sexual violence.

- Person responsible for access to administrative documents - Secularism officer - Ethics officer
- Student entrepreneurship officer



COUNCIL
Administration
President
Chairperson
President
Chairperson

COUNCIL
Scientist

COUNCIL
Finance

2020-2022

COMMITTEE
Social
Administration

COMMISSION
Worked
Conditions
Work

COMMISSION
Establishment

COMMISSION
Consultative
Joint

DIRECTOR
General
Manager
Supervisor
Manager

DEAN
Dean
Chairperson
President
Chairperson

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DIRECTOR
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General Management

THE MANAGEMENT Director: Mourad BOUKHALFA

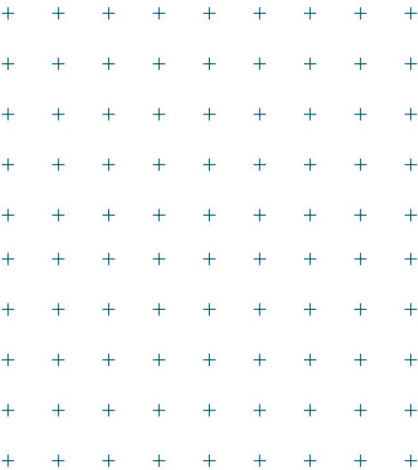
The director ensures the direction and management of the establishment within the framework of the guidelines defined by the Board of Directors. He is responsible for implementing the establishment's major strategic guidelines.

As the authorizing officer for expenditure and revenue, he establishes the budget in collaboration with the general management of services and the director of financial affairs, in his capacity as accounting officer. The director is responsible for the proper functioning of the establishment and represents it in court and in all acts of civil life. He also chairs the management committee, the scientific council, the studies council, the jury for awarding diplomas of INSA Rouen Normandie and prepares and carries out the deliberations of the CA.

THE GENERAL DIRECTORATE OF SERVICES (DGS) Director: Stéphanie VANDER EECKEN

The General Directorate of Services participates in the development and implementation of the establishment policy, ensures its application and synthesizes the legal data necessary for its implementation.

She is responsible for managing the establishment in the areas of management and human resources, heritage, hygiene, safety and logistics. In this capacity, she is responsible for the coordination and modernization of administrative and technical services and the supervision of the staff who compose them.



THE TRAINING AND LIFE DEPARTMENT STUDENT (DFVE) Director: Jean COUSIN Director of training and educational resources: Florence MEDAERTS

The DFVE is responsible for supervising and coordinating training at INSA Rouen Normandie. It prepares training accreditation files, manages their budget, leads the training committee, and defines, with department directors, the training policy submitted to the Board of Directors and the Works Council. It also manages student life and its budget. The Student One-Stop Shop (GUVÉ), the Academic Services Department, the Center for Educational Innovation (CIP), and the Culture and Student Life Department are all under the responsibility of this department. Finally, the department is responsible for coordinating the recruitment policy for engineering students. Each training department also has its own department, reporting to the DFVE.

THE RESEARCH DEPARTMENT (DR) Director of Research and Training doctoral: Gilles GASSO Director of Research, Partnerships and Promotion: Eugénie GOURICHON

The DR oversees the implementation of the institution's research and development policy and compliance with the set objectives.

It ensures the scientific quality of the work and the consistency of research within the institute via the eight research laboratories for which INSA is responsible, the research federations, the Labex, Carnot institutes and the doctoral schools. The management is responsible for allocating resources and specific grants related to research activities. The DR works closely with other supervisory bodies (CNRS, University of Rouen Normandie, University of Le Havre Normandie) as well as with the ComUe Normandie Université.

Its missions include project engineering (national and European grants), doctoral training, partnership research and the detection and support of valuable projects. It is also responsible for promoting skills and know-how among economic stakeholders and managing national and European programs. The DR is part of an intellectual protection approach (confidentiality, laboratory notebook, etc.) in order to best guarantee the scientific interests of INSA. Finally, the research department is responsible for the training of doctoral students and the development of research masters.

Director: Stéphanie PETIT

The DRE is an operational department whose scope of action is based around 5 main areas:

- the company: connecting companies and students, in particular APP (Project-based approach) and ADM (Career approach) (STPI2), In-saJob (4A), company forums, work-study and employment offers / Participation in the organization of career guidance committees / Management of the Jobteaser career center platform
- alumni: interface between graduates, A2IN, departments and students: different systems and Careers Day
- Apprentice training center / administrative and financial component: Sourcing candidates (trade fair-forum) and work-study offers, managing the recruitment process, connecting companies with candidates, contracting, invoicing, financial and budgetary monitoring, interface between companies, financiers, departments and apprentices, educational tutoring. Regulatory monitoring. Apprentice mobility interface with young people and companies.
- collection of the Apprenticeship Tax; Management of the complete collection process: identification of payers, mailing, contact, monitoring and interaction with stakeholders
- Continuing education: Raising awareness of the 4As for professional contracts, sourcing candidates, coaching and 5A work-study offers, contracting, invoicing, financial and budgetary monitoring, interface between companies, financiers, departments and work-study students. Management of continuing corporate training.

THE INTERNATIONAL RELATIONS
DEPARTMENT (DRI)

Director of International Development: Christophe HOARAU

Director: Sophie BINARD

The DRI is responsible for coordinating all international activities of the departments (student exchanges, initial training, doctoral studies, and research). It develops collaborations or partnerships with foreign universities and high-level higher education institutions. The management manages the school's projects within the European or international bilateral framework. Finally, it also organizes and facilitates the implementation of stays abroad for French students and staff and the reception of international students and staff at INSA Rouen Normandie. It also offers international mobility for staff, notably with the Erasmus program: training mobility for staff and teachers, and teaching mobility for teachers.

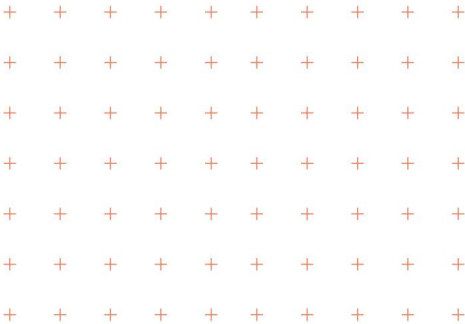
Directions and services

HUMAN RESOURCES DEPARTMENT (HRD)
Director: Laëtitia BRUGOT

The Human Resources Department defines and implements the institution's HR strategy and the individual and collective management of BIATSS staff, teachers, and teacher-researchers. It also supports people recognized as disabled workers and implements social action.

The management is made up of 8 people spread across three divisions:

- Payroll and jobs.
- Administrative management.
- Training, mobility, management and skills development.



HERITAGE DEPARTMENT (DPAT)

Director: Alban BOURCIER

The DPAT brings together the departments responsible for the institution's logistics and real estate management, with a view to concentrating technical and financial resources. It is made up of three divisions: "Maintenance & Works", "Logistics" and "Management and Administration". These departments work to build and develop the real estate management policy, ensure more operational and optimized management of the assets and pursue the sustainable campus strategy. The management thus ensures the management of the institution's premises but also its student residences. The implementation of the sustainable development strategy is part of the institute's desire to be exemplary and is reflected in particular in better control of energy expenditure and the improvement of the management of green spaces and maintenance.

INFORMATION SYSTEMS DEPARTMENT (DSI)

Director: Laurent VASSEUR

The IT Department is a support service for the institution. It implements INSA's policy regarding information systems, technical resources and telecommunications (voice, data and image).

It ensures the operational maintenance of the entire information system and its development in collaboration with the functional departments. The department also implements the IT resources necessary for the security of information systems. The IT department intervenes on the network, servers, workstations, the operation of applications offered to users (web, management and services), provides assistance to users and manages the establishment's telephony.

THE ACCOUNTING AGENCY

Accounting agent: Bruno DEBOUCHE

The accounting agency ensures the validity of INSA expenditures. After verification, it approves and pays the institution's payment requests, takes charge of revenue titles, and proceeds with their recovery. The agency also carries out contentious recovery against debtors and plays a key role in certifying the institution's accounts. It is placed under the responsibility of a public accountant.

THE DOCUMENTATION CENTER

Curator: Joël CARRÉ

The mission of the documentation center is to provide support to students and teachers by providing them with the documentary resources necessary for the training of future engineers.

He also works with researchers from

the establishment by providing them with the information necessary for their investigations.

MANAGEMENT AND FINANCIAL AFFAIRS DEPARTMENT

(DPAF)

Director: Juliette TONDRIAUX-GAUTIER

The DPAF is responsible for preparing, implementing, monitoring, and amending the budget. The DPAF is also involved in managing the establishment. It is involved in preparing strategic documents and produces cost analyses.

It organizes management dialogue meetings and internal control, which helps control and improve the functioning of activities. It is the privileged contact for the regional budget controller. The management handles payment requests and issues vouchers at the request of the prescribing departments. It thus supports the prescribing departments in budgetary and financial matters. The DPAF is an important player in the certification of the establishment's accounts.

The management control department is responsible for budget construction and monitoring (identification of needs, arbitration) and carries out various numerical analyses to assist in the management of the establishment.

This service also collects surveys and lists indicators. It is carried out at INSA in conjunction with the quality mission through service reviews.

THE COMMUNICATION DEPARTMENT

Manager: Maxime REYNET

The communications department is responsible for promoting the establishment, as well as producing all information and communication documents for INSA Rouen Normandie.

This department also feeds and updates the school's web pages (site and social networks). It also intervenes in the organization of school events, both internally and externally, and is responsible for the institute's relations with the media.

THE CULTURE AND STUDENT LIFE SERVICE

Manager: Anne CALDIN

The primary mission of the Culture and Heritage Department is to provide for the personal enrichment of students and to complement their professional training by offering a comprehensive understanding of the world, with the aim of training responsible, civic-minded engineers. However, the department also addresses the establishment's staff by seeking to improve well-being at work and to make this environment a place of fulfillment and sharing. Find all the actions accessible to staff in the "Life on the INSA campus" section.

LEGAL AFFAIRS AND PUBLIC PROCUREMENT DEPARTMENT

Manager: Guillaume TERRIEN

The Legal Affairs and Public Procurement Department provides support, advice, and expertise to all of the institution's departments, services, laboratories, and teaching departments. It ensures the security of legal documents (including review of agreements), the supervision of institutional operations (Board of Directors, elections, disciplinary sections), the monitoring of insurance files, and the awarding of public procurement contracts. The department also intervenes in litigation matters to ensure the defense of the institution's interests.

The service also ensures data protection with a person named DPO (Data Protection Officer) who is responsible for this mission.

HEALTH AND SAFETY SERVICE

Manager: Géraldine PELISSIER

The Health and Safety Department is responsible for implementing and implementing occupational health and safety policies and regulations within the facility. Within the various services, departments, and laboratories, a prevention assistant is responsible, on behalf of the director, for enforcing safety regulations. They act as an advisor and preventer of occupational risks. As such, they are the primary contact for staff on these issues. The Health and Safety Department also acts as a prevention advisor to the facility director and coordinates the prevention assistants.

HEALTH SERVICE

Manager: Isabelle MALANDAIN

The health service is a welcoming and supportive place for staff and students. It is made up of several medical staff: nurse, prevention doctor, psychologist, social worker, and sophrologist. Its mission is to provide emergency and routine care within the establishment. It also intervenes in matters of prevention and psychological difficulties. The health service is located in a specific building, near the lecture halls and the Dumont d'Urville building.

THE QUALITY MISSION

Manager: Pascal MESLIER

The quality mission is an independent body, with its own resources and whose head is appointed by the director of the institute. The management gives it the necessary authority to manage, sur-

monitor, evaluate and coordinate the institution's quality approach. This involves periodic process evaluation, developing a quality culture, measuring stakeholder satisfaction levels and managing internal quality requests. Finally, the mission liaises with external evaluation bodies and coordinates the management review of INSA Rouen Normandie.

THE SUSTAINABLE DEVELOPMENT AND SOCIAL RESPONSIBILITY UNIT

She supports INSA Rouen-Normandie in the low-carbon transition and the reduction of environmental impact, with the aim of obtaining a DDRS label and working towards the creation of a DDRS Master Plan. In addition to environmental impact, she addresses issues of quality of life at work (QVT), professional equality and the fight against discrimination, ethics, expertise, participatory research and science-society links.

Centers

JOINT CENTER FOR ELECTRONICS, ELECTROTECHNICAL, AUTOMATIC AND EMBEDDED SYSTEMS (CCEAS)

Manager: Elsa PLANTEROSE

The CCEAS is a cross-functional structure for technical support (prototyping, design, production, maintenance), in its areas of expertise, for the educational activities of the teaching departments and the production of prototypes for the establishment's research laboratories.

JOINT MACHINING CENTER (CCU)

Manager: Thomas BRETEAU

The CCU provides support for the educational activities of all departments (practical work materials, student projects, etc.), research laboratories (production on plan, experimental devices, etc.) and industry (industrial transfer: development of the manufacturing process of a product, manufacturing of products).

CENTER FOR EDUCATIONAL INNOVATION (CIP)

Manager: Nicolas DELESTRE

The CIP's main mission is to advise, train, and support teachers and teacher-researchers on the evolution of teaching practices using digital technology. It allows teachers to publicize their course materials, but also to train in digital tools such as Moodle or AMC as well as the institute's audiovisual installations. The center is a reference in

Thematic attributions

*MISSION MANAGERS, ADVISORS, CORRESPONDENTS
AND REFERENCES*

Responsible for a well-defined problem, these staff, experts in their respective fields, are able to inform any agent in case of doubt and provide advice and assistance within the establishment. They are responsible for the implementation of an action program relating to their sector. They intervene in very varied areas: sustainable campus, IT and freedom correspondent, student disability, personal disability, health and safety, scientific and ethical integrity, digital, career observatory, parity, international prospecting, information systems security manager, security defense, real estate strategy.



Councils, commissions and committees

THE BOARD OF DIRECTORS (BOD)

President: Fabienne LACORRE

The INSA Rouen Normandie Board of Directors determines the general policy of the establishment, decides on the general organization of studies, as well as on research, scientific and technical information and international cooperation programs.

It votes on the budget, approves the accounts and determines the allocation of jobs allocated by the minister. The board also approves the agreements and conventions signed by the director and, subject to specific conditions, loans, equity investments, creation of subsidiaries, real estate acquisitions and acceptance of donations and legacies. Finally, it proposes measures to promote community life, authorizes the director to initiate any legal action and exercises disciplinary powers under the conditions defined by law. The board of directors is composed of 36 members:

- 16 personalities from outside the establishment;
- 12 elected representatives of teaching staff;
- 3 elected representatives of Library staff, engineers, administrative, technical, service and health (BIATSS);

- 5 elected student representatives.

Learn more:

Article L715-2 Education Code

THE SCIENTIFIC COUNCIL (CS)

The CS is an advisory body. It proposes to the CA the direction of research policies, scientific and technical documentation, as well as the distribution of research credits and the allocation of doctoral grants from institutions to doctoral schools. The council directs INSA's research policy but also gives its opinion on job campaigns. It is also involved in the management of releases for lecturers as well as on many other subjects (BQR, guest months, etc.). It is composed of 24 members:

- 6 personalities from outside the establishment;
- 12 elected representatives of teaching staff;
- 3 BIATSS;
- 3 elected representatives of postgraduate students.

Learn more:

Articles L715-2 and L712-6-1 II° education code

THE COUNCIL OF STUDIES (CE)

The CE is an advisory body that proposes to the CA the orientations of training courses and examines applications for accreditation as well as projects for new courses. It prepares measures likely to:

- Enable the implementation of student orientation and validation of acquired skills, facilitate their entry into working life,
- Promote cultural, sporting, social or associative activities offered to students,
- Improve their living and working conditions.

In particular, it examines measures relating to support activities, university and school works, medical and social services, as well as libraries and documentation centers.

It guarantees students' political and union freedoms. It is composed of 20 members:

- 2 personalities outside the establishment;
- 8 elected representatives of teaching staff;
- 8 elected student representatives;
- 2 BIATSS.

Learn more:

Articles L715-2 and L712-6-1 I° education code

SOCIAL ADMINISTRATION COMMITTEE (CSA)

The CT, chaired by the director, includes elected representatives of civil servants' union organizations. It can discuss all subjects relating to: the general organization of services and their operation, the forward planning of jobs and skills, staff training systems, evaluation systems and social action.

Learn more:

L.951-1-1 of the Education Code

Decree 2020-1427 of November 20, 2020

THE JOINT ESTABLISHMENT COMMITTEE (CPE)

Composed of elected staff representatives and administrative representatives appointed by the director, it is consulted on individual decisions concerning BIATSS staff. It includes an equal number of representatives of the establishment's staff.

- group 1: ITRF corps, health personnel;
- group 2: AENES body;
- group 3: library staff.

These three groups are themselves divided into three categories, depending on the grade level of each body (A, B or C).

Learn more:

Article L.953-6 of the Education Code

Decree No. 99-272 of April 6, 1999

THE JOINT CONSULTATIVE COMMITTEE FOR CONTRACTUAL STAFF (CCP)

The CCP is competent with regard to non-permanent agents exercising their functions in the establishment. It comprises an equal number of representatives from INSA Rouen Normandie and staff representatives. The CCP is consulted on any individual question relating to the professional situation of non-permanent staff.

Learn more:
Decree No. 86-83 of January 17, 1986

SPECIALIZED TRAINING IN HEALTH, SAFETY AND WORKING CONDITIONS (F3SCT)

The F3SCT contributes to the protection of health, the improvement of safety and working conditions of people and users working within the establishment. It ensures the application of rules relating to the protection of employees in these areas and analyses working conditions and the risks associated with them. The body makes proposals on its own initiative, at the request of the Social Administration Committee (CSA) or staff representatives. Finally, it must be consulted before any important decision relating to safety and working conditions.

work. The F3SCT is made up of staff representatives (BIATSS, teachers and teacher-researchers). You can find the list of members of the body as well as the minutes of the meetings in the dedicated section on the intranet.

WORKING AT INSA ROUEN NORMANDY



The staff

The agents

Civil servants working at INSA Rouen Normandie are part of the State Civil Service. This civil service includes people working in a government department (ministry, decentralized department), a public administrative institution dependent on the state, or a public institution of a scientific, cultural, or professional nature. The Labor Code does not apply to the civil service. Civil servants have different legal statuses depending on the civil service to which they belong. These statuses are nevertheless based on certain general principles:

- equal access to public employment;
- continuity in employment, opportunity to achieve a career;
- independence from political power;
- specific obligations.

Although normally occupied by civil servants, the administration can recruit non-permanent agents, by individual contract in order to fill certain positions. We then speak of contract agents.

BIATSS staff

BIATSS (Library, Engineering, Administrative, Technical, Social and Health) staff are non-teaching staff working in public education and research establishments and administrative services. These staff are grouped into several civil service corps streams.

THE ENGINEERS AND TECHNICAL STAFF OF RESEARCH AND TRAINING (ITRF)

The research and training professions are divided into 8 branches of professional activity (BAP):

- BAP A: Life, Earth and Environmental Sciences.
- BAP B: Chemical Sciences Materials Sciences.
- BAP C: Engineering Sciences and Scientific Instrumentation.
- BAP D: Human and social sciences.
- BAP E: computer science, statistics and scientific calculation.

Organization of the Function Public

- What is the Civil Service?
There are three public services: - the State public service, - the territorial public service, - the hospital public service.
- Categories:
Civil servants are classified into 3 categories.
 - Category A: Study, teaching, supervision, design and di- function rect.
 - Category B: Function of concrete application, of implementation.
 - Category C: Technical and executive function.
- Body
Grouping of civil servants of the same status and with the same vocation for the same grade.
Ex: Study engineer.
- Grade
The rank is a subdivision of the body.
Ex: 1st class design engineer.
- Echelon
Subdivision of the grade. Each step corresponds to a salary index.
Ex: 1st class, 4th level design engineer.

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Each of these BAPs therefore includes different specialties and different levels of employment:

- Category A+: Research Engineer (IGR).
- Category A: Study engineer (IGE).
- Category A: Assistant Engineer (ASI).
- Category B: Technician (TCH).
- Category C: Technical Assistant (ADT).

STAFF OF THE NATIONAL EDUCATION AND HIGHER EDUCATION ADMINISTRATION (AENES)

- Category A+: Administrators of National Education, Higher Education and Research (AENESR).
- Category A: Administrative officers of National Education, Higher Education and Research (ADAENES).
- Category B: Administrative Secretaries of National Education, Higher Education and Research (SAENES).
- Category C: Administrative assistants for National Education, Higher Education and Research (ADJAENES).

SOCIAL AND HEALTH CARE STAFF

- Category A: National Education Doctor / National Education and Higher Education Nurses.
- Category B: Social service assistants.

LIBRARY STAFF

These staff are assigned to libraries and common documentation services.

- Category A: General library curators / Library curators / Librarians.
- Category B: Specialist assistant librarians.
- Category C: Library storekeepers.

Teacher-researchers (EC)

The functions of teacher-researchers are exercised in the fields of teaching (initial and continuing training, tutoring, guidance, counseling and knowledge assessment), research, dissemination of knowledge but also administration and management of the school. They are in charge of preparing teaching and research programs, student guidance and coordination of teaching teams. Teacher-researchers include two categories, University Professors (PU) and Lecturers (MCF). The teaching service is managed in the CHRG-ENSEIGNEMENT application.

TEMPORARY TEACHING ATTACHES AND RESEARCH (ATER)

The attachés are appointed by the head of the establishment and can be divided into 4 types:

- Associates completing their thesis after three years as doctoral researchers.
- Attachés recruited from among the doctors.
- Attachés recruited from among category A civil servants to prepare a doctoral thesis.
- Attachés recruited from among teachers or researchers from abroad.

The maximum duration of the contract is specific according to the attaché profile.



FULL-TIME ASSOCIATED STAFF (PA)

Full-time associate professors and associate lecturers are appointed by decree for a period of between 6 months and 3 years. Their appointment is renewable, but the total duration of teaching duties may not exceed 6 years under any circumstances.

ASSOCIATE PROFESSORS AT INSA ROUEN NORMANDIE

They carry out a professional activity in parallel with their teaching activity. Part-time associate professors are appointed for a period of 3 years, renewable twice.

GUEST TEACHERS

They are appointed by the director on the proposal of the scientific council for the current academic year to vacant positions.

The teachers

AGGREGATE AND CERTIFIED PROFESSORS (PRAG AND PRCE)

Detached from secondary education, they are appointed by the ministry on the proposal of the establishment.

PART-TIME TEACHERS

Civil service personnel, whether or not they are teachers, private sector employees (engineers, industrialists, etc.), liberal professions, retirees, doctoral students, etc. teach at INSA on an ad hoc basis. Public administration employees can teach under this status, subject to authorization to combine positions.

The researchers

CNRS RESEARCHERS

CNRS researchers are civil servants of the State, recruited by competitive examination open to candidates of all nationalities holding a doctorate or other foreign diplomas, titles or equivalent work. There are several bodies:

- Research officers (2nd and 1st class).
- Research directors (2nd and 1st class).

DOCTORAL STUDENTS

A doctorate is prepared in three years after a master's degree and corresponds to a bac +8 level. Personnel with doctoral status are recruited under doctoral contract by higher education institutions or research organizations. Lasting 3 years, it provides all the social guarantees of a

real employment contract in accordance with public law and sets a minimum remuneration.

POST-DOCTORAL STUDENTS

A postdoctoral researcher is a researcher holding a doctoral thesis and employed on a fixed-term contract in a research laboratory.

Establishment and competitive examination

How to become a holder?

In most cases, permanent staff are recruited through competitive examinations. These are divided into two types: external and internal. External competitions are mostly open to holders of certain qualifications or diplomas; however, some competitions do not require any qualification requirements. Internal competitions are reserved for civil servants or contract employees of the administration with a certain level of seniority. Competitions are organized either nationally or locally.

Certain conditions are required to be able to compete (nationality, clean criminal record, diplomas, etc.). Each competition results in the establishment of an admission list ranking the candidates according to an order of merit. Registration on this list does not constitute recruitment. Appointments are made in the order of the admission list within the limit of positions to be filled.

How to register for the ITRF competition?

Initially, the list of competitive examinations is published in the Official Journal. An online pre-registration service is open (www.enseignement-sup-recherche.gouv.fr). Candidates can also consult the list of positions advertised for competitive examinations as well as information on careers. After pre-registration, the candidate must download their application form. The application must be returned duly completed and within the deadlines to the competition organizing center. Any application that does not meet the required conditions will be rejected. Individual monitoring of each candidate is done online.

All information regarding the ITRF competitions is available on the website of the Ministry of Higher Education, Research and Innovation.

www.enseignementsup-recherche.gouv.fr



Rights and obligations

Fundamental rights and guarantees

- freedom of conscience, opinion, expression: you are free to adhere to the opinions of your choice;
- the right to unionize and the right to strike;
- the right to remuneration "after service performed";
- the right to communication of the general assessments attributed to them and which express their professional value;
- the right to access the individual file;
- the right to continuing education;
- the right to be assigned to a new job in the event of job loss;
- the right to leave;
- the right to legal protection: you have the right to protection by the administration against threats, insults, insults, defamation, threats and attacks to which you may be subjected in the course of your duties.

Duties and obligations

- the obligation of attendance: be present during working hours, not arrive late, only be absent with the agreement of the line manager, notify in case of inability to go to work, transmit the sick leave within 48 hours;
- the obligation of morality or dignity requires not to behave in a way that "damages the reputation of your administration";
- loyalty and hierarchical obedience concern your relations with your superiors: you can say everything you know, everything you think, support your theses to the end, but ultimately, you must bow down as soon as your proposals are not accepted (except in the case where the order is manifestly illegal and likely to seriously compromise a public interest);
- the exclusive exercise of your function means that you are obliged to carry out exclusively the work requested of you; the principle being that it is prohibited to combine a civil service job and a lucrative private activity (except for exceptions provided for by law);
- the obligations of professional secrecy and discretion for all facts of which you become aware in the exercise of your functions;
- the duty of reserve stipulates that all public officials must show reserve and moderation in the written and oral expression of their personal opinions. This obligation does not concern the content of opinions but their manner of expression. This obligation applies during and outside of service time. The agent must also not use his position for any other purpose;

- the obligation to inform the public and to provide reasons for administrative acts;
- for teachers, the obligation to monitor students (grading, correcting homework and tests, participating in class councils, examination juries, etc.), the obligation to keep the class notebook and to check absences;
- the obligation to follow training actions, in order to adapt to new functions or due to the evolution of techniques or administrative structures;
- specific obligations for each trade are provided for in the specific statutes.

Specific rights of staff with disabilities

Staff with disabilities have access to specific rights and measures to improve access to employment and working conditions. To learn more about this, you can contact the establishment's disability representative.

WHY APPLY FOR THE RQTH: TERMS AND BENEFITS?

Today, declaring your disability at work remains more than ever a personal and completely confidential process. Of course, you declare yourself first and foremost for yourself, to improve your working conditions, your relationships with your colleagues, to develop your career, benefit from better support, obtain compensation for your disability, etc. But declaring your disability also affects the collective. In its effects, it concerns all of us on a daily basis, whether you have a disability or not. Because each new declaration is a further step towards changing mentalities and moving things forward, for yourself and for others. Recognition of the status of disabled worker is not mandatory, but it is an administrative decision that allows you to obtain material and financial assistance.

WHAT IS RECOGNITION OF DISABLED WORKER STATUS (RQTH)?

Recognition of the status of disabled worker (RQTH) is an administrative decision that grants rights to people with disabilities. It allows you to benefit from aid to compensate for the consequences of your disability or illness and promotes your professional integration. And if my disability is not visible, do I still need the RQTH? 80% of disabilities are invisible. Everyone may one day be affected by a disability or illness, including temporarily during their studies or professional career, and may need aid to compensate for their difficulties.

WHO IS AFFECTED BY RECOGNITION OF DISABLED WORKER?

The RQTH is granted to "any person whose possibilities of obtaining or keeping a job are reduced as a result of the alteration of one or more physical, sensory, mental or psychological functions". Recognition of disability is also aimed at professionals with disabilities, whether recent or long-standing.

WHAT IS THE OBLIGATION TO EMPLOY DISABLED WORKERS?

The obligation to employ disabled workers (OETH) is assessed in particular on the basis of the number of professionals with the RQTH.

Indeed, the law requires employers to hire (fixed-term contracts, permanent contracts, internships, subsidized contracts, apprenticeships, temporary work, etc.) a percentage of people with disabilities (up to 6% of their total workforce). If they do not comply with this obligation, they are sanctioned by paying "penalties" which are used to finance policies implemented for disabled workers. If you have a RQTH, the INSA can also benefit from support to facilitate your continued employment, assess the compensation needs related to your disability and the position you will occupy.

WHO DECIDES TO GRANT THE RQTH?

The documents and supporting documents submitted as part of your RQTH application will be analyzed by the multidisciplinary team at the Departmental House for Disabled People (MDPH). Following this analysis, the RQTH is granted by decision of the MDPH's Commission for the Rights of Autonomy of Disabled People (CDAPH). Depending on the department, the processing time for applications varies and can take several months. You will receive the notification by mail to your home address.

What if I don't want to talk about my disability?

Applying for RQTH does not mean that you will be obliged to discuss your situation with your employer or to provide details that you consider personal. This document is personal and confidential and it is then up to you to decide what you wish to say or not to say to your employer. This recognition of disability mainly serves to inform you of the repercussions of your illness or disorder on your daily work and to provide solutions to facilitate your integration and professional integration.

DISABILITY REFERENT

Article L.139-9 of the CGFP specifies that every public agent has the right to consult a disability advisor, responsible for supporting them throughout their career.

and to coordinate the actions carried out by his employer in terms of reception, integration and retention in employment of disabled people.

In this context, you have the option of contacting the Human Resources Department at referenthandicap@insa-rouen.fr. You will be able to communicate in complete confidence with your INSA disability advisor, who is bound by professional secrecy.

DISABILITY AT WORK: WHAT ARE YOUR RIGHTS?

- The right to adapt the workstation

The administration finances all or part of the adaptation of the workstation, by adapting or purchasing individual equipment adapted to the needs of disabled workers in the performance of their duties. Human support may also be provided in certain cases, as well as schedule adjustments.

- Timetable arrangements

The adjustment must facilitate the professional exercise or the maintenance of employment are granted, taking into account the operational requirements of the service, to people with disabilities or incapacity. NB: This involves seeing how the agent's schedule can be adjusted to take into account care or possible fatigue.

- The right to part-time work

Authorization to perform part-time service is automatically granted to employees with disabilities, after consulting the occupational physician. Remuneration is then proportional to the time worked.

Did you know?

- 50% of workers will be affected by a disability during their lifetime
- 85% of people with disabilities become disabled during their lifetime
- 70% of agents currently with disabilities were not so when they were recruited.
- Nearly 80% of disabilities are not immediately visible.

2 million people aged 15 to 64 living in metropolitan France in an ordinary household report having administrative recognition of a disability allowing them to benefit from the obligation to employ disabled workers (OETH). By adding people who have a long-term health problem accompanied by restrictions in their daily life or in the exercise of a professional activity, the disabled population defined "in the broad sense" includes 9.7 million individuals

Study carried out by the Directorate for Research, Studies and Statistics of the Ministry of Labor, Employment and Health

- Priority for mutations
- Priority for transfers may be given to beneficiaries of the employment obligation. In order to obtain this, interested parties must submit, with their application, supporting documents (including the opinion of the occupational physician) proving the need to obtain the requested position. The files will be examined by the General Inspectors of Support to People and Structures (IGAPS).
- Priority for secondments and assignments

If the possibilities of transfer are insufficient in their corps, these same beneficiaries can obtain priority for secondment and provision.

Interested parties must submit, along with their application, supporting documents (including the opinion of the occupational physician) proving the need to obtain the requested secondment. The files will be examined by the General Inspectors of Support to People and Structures (IGAPS).

- Moving costs
- When a person with a disability has to move in order to progress in their job or keep it, the FIPHFP can cover the costs associated with the move (up to a limit of 765 euros per agent).
- Specific retirement conditions
- Civil servants with disabilities can benefit from early retirement, i.e. before the minimum retirement age, provided they can prove a certain level of disability and a certain period of insurance.

- during this period of disability.
- The agent is advised to contact the Human Resources Department – Retirement Officer for further information.
- Disability-specific training
 - After consulting the occupational physician, employees with disabilities may benefit from specific training intended to compensate for the disability or to learn additional techniques (learning sign language, Braille, lip reading, etc.), or even training in the use of adapted hardware and software.
 - Portability of equipment
 - Enshrined in the law of August 6, 2019, the portability of equipment contributes to the adaptation of the workstation of the agent with a disability, during internal or external professional mobility (except if the cost to be borne by the host structure on the new workstation is higher than that which would result from the adaptation).
 - Medical teleworking
 - These are exceptions to the rule of two days of presence on site, at the request of the agent whose state of health or disability justifies it, and after advice from the occupational physician.
 - Holiday vouchers
 - For active disabled agents who meet the conditions required to be able to benefit from holiday vouchers, the bonus paid by the State is increased by 30% by the FIPHFP.
 - (For further information, see www.fonctionpublique-chequesvacances.fr).

5 GRANDES FAMILLES DE HANDICAPS RECONNUS

Les différents handicaps sont regroupés en fonction de leur origine et des effets qu'ils entraînent.



MOTEUR

Difficultés à se mouvoir, à effectuer certains gestes, parfois à communiquer...



SENSORIEL

Troubles visuels et auditifs, allant de légers à profonds...



INTELLECTUEL

Limitations de la compréhension, de la conceptualisation, de la communication...



PSYCHIQUE

Troubles de la personnalité affectant le comportement et la pensée...



MALADIES INVALIDANTES

Maladies pouvant entraîner un état de fatigue important et une réduction de l'activité : cancer, VIH, sclérose en plaques...

Working time

For BIATSS staff and postdoctoral fellows, schedules and leave are managed through the HAMAC application. Staff are required to adhere to daily time slots and weekly and annual schedule obligations. Some staff may be subject to on-call or other constraints leading to specific working hours. INSA offers the option of teleworking up to two days per week.

The establishment is closed for two periods: the first during the Christmas holidays and the second during the summer. Outside of these holidays, staff may take statutory or authorized leave. In the event of a workplace accident, a report must be made to the HR department within 48 hours.

All details concerning rights and obligations regarding working hours, leave and absences are listed in the "HAMAC note". This document is updated each year and sent to staff at the start of each academic year. The note is also available on the intranet, under HR, in the "Working time protocol" folder.

HAMAC note.

Training

The training aims to support employees in their personal professional development process. Training programs for public employees include statutory training and continuing education. The entire training plan for INSA Rouen Normandie staff is available on the intranet, under the HR section, in the "Training, competitive exams, career" folder.

Social security

• For civil servants:

In the state civil service, the basic benefits of the compulsory health insurance scheme are

managed by mutual insurance companies. Within the MESRI, civil servants are attached to the MGEN (General Mutual Insurance Company for National Education).

• For non-permanent agents:

For non-permanent civil servants, the status is similar to that of private sector employees. The contact is therefore the CPAM (Primary Health Insurance Fund) and the health insurance procedures are those of an insured person covered by the general scheme.

Mutual

• For civil servants:

There is no mandatory mutual insurance. Two options exist for supplementary health reimbursement benefits. You can choose the mutual insurance that also covers the social security benefits of the ministry you belong to: this is called a comprehensive offer. You are also free to choose another complementary health insurance.

• For non-permanent employees:

There is no mandatory mutual insurance and the situation in terms of health insurance is identical to that of private sector employees. You can join the organization of your choice for additional health reimbursements.

Retirement

Any civil servant can benefit from a full pension (i.e. without reduction) subject to meeting an age or insurance period condition. There are exceptions to these age and insurance period conditions. Since January 1, 2011, civil servants who have been dismissed can obtain a civil pension, as long as they have completed 2 years of service as permanent employees. Employees can benefit from a pension without reduction, regardless of their insurance period, when they reach the legal retirement age.

THE MAIN MEASURES OF THE LAW MODIFYING THE PENSION SYSTEM

The postponement of the legal retirement age to 64 and acceleration of the increase in the insurance period to 43 years.

Date / Year of birth	Age of entitlement	Number of quarters required for full rate before reform	Number of quarters required after the reform
Until August 31, 1961	62 years+ 3 months	168	168
September 1 to December 1961	62 years + 3 months	168	169 (42 years and 3 months)
1962	62 years + 6 months	168	169 (42 years and 3 months)
1963	62 years + 9 months	168	170 (42 years and 6 months)
1964	63 years old	169	171 (42 years and 9 months)
1965	63 years + 3 months	169	172 (43 years old)
1966	63 years + 6 months	169	172 (43 years old)
1967	63 years + 9 months	170	172 (43 years old)
1968	64 years old	170	172 (43 years old)
1969	64 years old	170	172 (43 years old)
1970	64 years old	171	172 (43 years old)
1971	64 years old	171	172 (43 years old)
1972	64 years old	171	172 (43 years old)
1973 and after	64 years old	172	172 (43 years old)

Adaptation of early retirement schemes (long careers, permanent professional incapacity, disability).

Addition of a new system of maintaining employment allowing insured persons to carry out their activity beyond their limit up to the age of 70.
Phased retirement extended to civil servants.

PROVISIONS THAT DO NOT CHANGE

The methods for calculating civil servants' retirement pensions will continue to be based on the salary index held during the last 6 months (salaries excluding bonuses).
The age at which the discount is cancelled remains.

Reference texts
- Civil and military retirement pensions code - law n° 2003-775 of
21 August 2003 on pension reform - law n° 2010-1330 of 9 November 2010 on
pension reform - law n° 2023-270 of 14 April 2023 on the corrective financing of social
security for 2023

Health and safety

Prevention assistants are present in the various services, departments and laboratories. They are the first actors on the ground in matters of safety and occupational risks.

As such, they are the preferred contact for staff in these areas. You can find the complete list of prevention assistants on the establishment's intranet site.

Workplace first aid personnel are also present within the establishment. These personnel are aware of risk prevention and trained in first aid procedures.

They have a first aid kit to provide care if needed. You can spot them by the SST logo displayed in front of their office.



In the event of a fire or fire breaking out, it is essential to follow the evacuation procedure and go to the nearest assembly point.

You will find the map indicating the different assembly points in the establishment by consulting the "Hygiene and safety" section on the intranet. As some of the school's premises are more sensitive to particular risks, specific notices are installed on site to indicate the conduct to follow in the event of an incident.

The INSA Health Service is also one of the institute's health and safety stakeholders, through its preventive medicine mission. It implements medical surveillance, visits workplaces, and receives staff during medical visits.

Getting to your workplace

As part of its sustainable development policy, INSA Rouen Normandie has implemented a campus travel plan, which can be viewed on the institution's website. This plan aims to extend the institute's civic engagement by conducting a diagnosis and then implementing it.

concrete measures addressing the issues of travel and access to the site. Promoting soft modes of transport helps limit the environmental impact of the establishment and is part of the eco-citizen training approach for the institute's students.

Employees who use public transport or a public bicycle rental service to travel between home and work are eligible for partial reimbursement of the cost of the season ticket. Contact the Human Resources department for more information on this subject.

Highlights of the year

The academic year is marked by several highlights for the establishment's staff-ment:

- the back-to-school meeting takes place during the month of September. This allows the director of the institute to present the priorities and objectives for the coming academic year. New arrivals are also introduced to the establishment's staff at this time;
- the Agents' Christmas invites all INSA staff and their families to come together to celebrate the end-of-year holidays. A Christmas tree is organized for this occasion, for the children of staff aged 0 to 12 years. This event is organized by CASIR;
- The New Year's ceremony takes place in January and also marks the retirement of staff members and the presentation of academic palms. The event allows the director of the establishment to express his wishes to the staff members and to announce the prospects for the coming year.
- the end-of-year meal marks the end of the academic year and invites all staff to come together to share a friendly moment. The event is organized by the

CASIR.

LIFE ON THE INSA CAMPUS



Associations and services

The INSA has a strong community network. There are numerous student associations and clubs. Some open their activities to staff members; feel free to come and discover them during the Associations and Engagement Week, held each year at the start of the school year.

But we are going to present to you the two main associations that offer services to school staff members.

The CASIR

The INSA Rouen Normandie Social Action Committee (CASIR) is dedicated to organizing, implementing, and promoting social, sporting, and cultural projects and activities for the school's staff. Created in 1992 at the initiative of the institute's staff, CASIR brings together all permanent and non-permanent staff, teachers, and BIATSS (Teaching and Social Services) members of the institution. An annual membership fee is required to benefit from the committee's offers and services. The activities offered by CASIR cover a wide range of areas, from major internal events (Christmas tree, end-of-year meals, etc.) to purchasing groups, cultural offerings, and the possibility of borrowing equipment for free (DIY, kitchen appliances, etc.). CASIR also organizes practical workshops for staff aimed at sharing knowledge and skills with colleagues during the lunch break. All CASIR offers are sent by email.

The offers are visible on the INTRANET under the "CASIR" section.

More information: casir@insa-rouen.fr



Practice a sporting activity

AS INSA offers school staff the opportunity to practice free and supervised sports activities within the establishment. INSA Rouen Normandie has its own gymnasium (located opposite the Madrillet university residences) equipped with a climbing wall, two multi-sports halls, a combat room, and a weight room. The association offers nearly 30 activities over 63 time slots, accessible from September to June. Activities take place during lunchtime and in the evening, from 6:30 p.m. to 9:15 p.m., and on Thursdays, from 1:30 p.m. Single price for unlimited practice

More information: sport@insa-rouen.fr

👉 [facebook.com/asinsarouen](https://www.facebook.com/asinsarouen)
👉 https://www.instagram.com/as_insa_rouen/

Schedule and information: asinsarouen.com

Actions of the culture and student life service

Several activities of the Culture and Student Life department are intended for or open to the establishment's staff: - Depending on the availability of places, it is possible for staff members to participate in the digital photography course. This ECAO (complementary teaching of in-depth and opening) is offered to students as part of their educational path. The courses take place in the evening during the first semester and are supervised by a professional photographer.

- Exhibitions are presented each year in the POZ Time Gallery (located on the 1st floor of the Magellan building), in the library or in the Magellan hall. Tours or workshops can be offered to staff and students.

- shows are scheduled, notably as part of the spring cultural festival entitled "Les SCOUBAT", but not only. They can highlight amateur practices (students, staff, or external amateur artists) or professional ones.

- opposite the cafeteria, the Cabinet of Curiosities (micro-exhibition showcase) presents exhibitions twice a year that allow the school's scientific heritage objects to be brought out, whose reserves are located in the Darwin building. Regularly, the entire school community (students, staff and doctoral students) is mobilized to participate in the selection of objects.

Before throwing away instruments or manipulative elements, do not hesitate to contact the project manager (anne-sophie.rozay@insa-rouen.fr) to identify the elements that can be included in the INSA collection.

- support for staff in their cultural and artistic projects. Conferences, visiting artists or exhibitions related to the content of a course, the service ensures the synergy of different requests, can mobilize its professional network, provide logistical support or in terms of communication

Don't miss any information by consulting the service's monthly newsletter.

👉 [instagram culture_vieetudiante_insarouen](#)

The library

The library is located in the heart of INSA, on the first floor of the Magellan building. Equipped with Wi-Fi and accessible to both students and staff, it is open weekdays from 8:30 a.m. to 7:30 p.m. and Saturdays from 8:45 a.m. to 12:45 p.m.

In addition to its specialized collections in engineering science and technology, the library also offers daily newspapers, news and culture magazines, novels, comics, DVDs, and much more for loan or consultation. The library catalog is available online. You can borrow these documents without any limit, for a period of 28 days, renewable multiple times.

The library offers a vast catalog of online documentary resources, which can be consulted remotely by identification, including:

- Kompass: international business directory.
- Europresse: access to more than 3,000 national and international titles.
- Saga web: AFNOR portal providing access to the texts of French and ISO standards.

👉 catalogue.insa-rouen.fr

👉 ent.normandie-univ.fr > electronic resources section > INSA Rouen library

The Social Action Office

Social action is intended for all permanent and contract staff who have been on a contract for at least 6 months or have signed a contract for a period of at least 6 months. The office offers joint actions with other ministries (catering, children's stays, etc.) as well as internal actions at INSA (after-school activities for children, assistance with finding accommodation, etc.)

The Student Office (BDE)

The BDE is the INSA student association, it carries out the following missions:

- lead the cultural, recreational, sporting and social life of the school (themed evenings and events, support for student associations and clubs, etc.);
- promote links between students (integration of new students, inter-INSA events, etc.);
- promote the wealth of its students inside and outside INSA (project grants, organization of the gala, etc.).

The association is present on a daily basis and offers several services at reduced prices to its members such as photocopies, printing and binding of reports, the sale of coffee and pain au chocolat during breaks, access to the foyer in the residences and the sale of school-branded clothing. Finally, the BDE publishes a guide on INSA, given to first-year students.

👉 bde.insa-rouen.fr

The INSA Rouen Normandie Junior Association (AJIR)

AJIR is the Junior Enterprise of INSA Rouen Normandie. Made up of students from the institute, it is based on the model of a consulting firm and offers companies the opportunity to carry out their projects by providing them with engineering students.

👉 ajir.insa-rouen.fr



Practical information

The Leocarte card

The Léocarte professional card proves your membership in the institution. It allows you to access buildings, borrow books from university libraries, make photocopies in the library, acts as a cultural card, and allows and can be used as a means of payment in university catering points. To obtain the card, contact the institution's human resources department.

Parking at INSA

The Madrillet campus has several parking lots, including one reserved for staff and one for visitors. You will find the location of these parking lots on the maps in the appendices of this guide. If your duties require you to bring people to the establishment, please indicate to them the parking lot reserved for visitors. In the event that the visitor parking lot is full, you can redirect your guests to the parking lot of the UFR of Sciences and Technology, located opposite INSA. For the Le Havre site, a parking lot shared by visitors and staff is located behind the Bellot building.

Access to the car parks is by badge. As a reminder, parking in the streets adjacent to the establishment is strictly prohibited and may be fined by the police. These roads belong to the public domain of the city of St-Etienne-du-Rouvray, they are not private roads of INSA. It is also prohibited to park unattended (lawns, sidewalks, roadsides), in front of emergency exits, in spaces reserved for the disabled if you do not have a card, and on the establishment's traffic and delivery roads. Finally, the speed limit within the premises is limited to 30km/h

Public transport

The Saint-étienne-du-Rouvray site is accessible:
- by metro, direction St-Etienne-du-Rouvray – Tech-nopole, Technopole terminus, for the Rouen site.,
- the F6 service, also a technology park stop, interacting with the F3 (which serves the St-Etienne du Rouvray and Oissel stations) and the T4.
T4 stop Zénith - Parc Expo, with a 10-minute walk to the establishment.

The IRCOFF site in Mont-Saint-Aignan is accessible via the T1 campus stop or the F2 / F7 Place Colbert stop, which provide a connection with the right bank (F2 and F7 passing through Rouen station).

The Le Havre premises are located a 10-minute walk from the SNCF train station, which is itself served by the tramway.

Bicycle accessibility

Bicycles can fully take the road
T4 and there is a cycle path separate from the road between the Zenith

Carpooling service

blablacardaily.com

Access to buildings

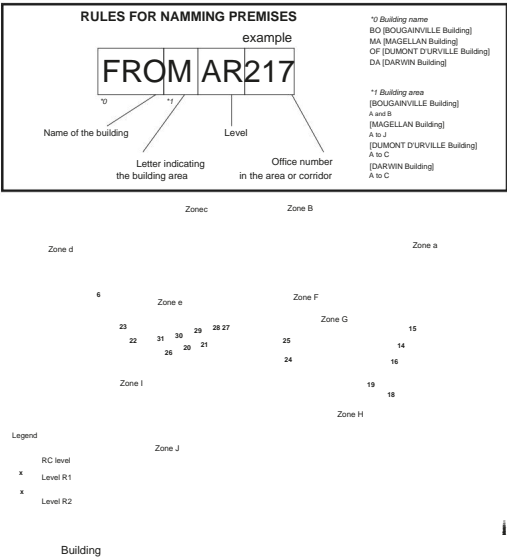
Access to the buildings is via the Léocarte on all three sites for security reasons. Regarding the building opening hours:

- Monday to Friday, from 7 a.m. to 9 p.m. and Saturday from 7 a.m. to 12:30 p.m. for the Rouen premises;
- Monday to Friday, from 7:45 a.m. to 9 p.m. and Saturday from 7:45 a.m. to 12:15 p.m. for the premises in Le Havre.

Finding your way around the establishment

You will find a general map of the campus at the end of this guide to familiarize yourself with the school's premises. Below you will find the nomenclature for naming the premises.

Building MAGELLAN		
area	Level	Room
1 B	RC	MA B RC10
2	MA B	RC01
3	MA B	RC17
4 D	RC	MA D RC01
5	MA D	RC13
6 E	R1	MA E R111
7 G	RC	MA G RC02
8	MA G	RC04
9	MA G	RC06
10	MA G	RC01
12	MA G	RC03
13	MA G	RC07
16	MA G	R106
16	RC	MA H RC13
19	R1	MA H R101
19	MA H	R103
20 I	R1	MA I R108
21	MA I	R106
"Humanities" Rooms		
22 B	R1	MA E R103
23	MA E	R105
24 H	R1	MA H R119
25	R2	MA H R226
26 I	R1	MA I R110
27	R2	MA I R202
28	MA I	R204
29	MA I	R206



The Restoration

Two catering services are available to you at the Rouen site:

- the establishment's cafeteria, located in the Magellan Building Hall. It is open from 9 a.m. to 4 p.m. without interruption and offers hot meals from 11:20 a.m. to 1:30 p.m.;
- the University Restaurant (RU), located in the premises of the UFR of Science and Technology, opposite INSA Rouen Normandie. The RU is open Monday to Friday, from 11:20 a.m. to 1:30 p.m.
- Presence of Foodtucks on the Madrillet site.

Concerning the Le Havre site:

- The university restaurant is located at 30, rue De-midoff, a 5-minute drive from INSA. The restaurant is open Monday to Friday, from 11:30 a.m. to 1:30 p.m.
- a CROUS brasserie is located in the same premises as the RU. It is open Monday to Friday, from 11:30 a.m. to 2 p.m.

Both sites are also equipped with dining rooms equipped with refrigerators and microwaves. ATMs are also available within the premises. You can pay either in cash or with a key that you can top up at CASIR. A map showing the various dining points is available in the appendix to this guide.

Stay informed

All the latest news from INSA Rouen Normandie is available on the website or on social media (Facebook & Twitter). Within the Rouen and Le Havre campuses, you will also find dynamic screens displaying the school's news. Finally, the internal newsletter "Entre Nous" will be sent to you every month by email and will keep you informed of departmental news.

www.insa-rouen.fr
intranet.insa-rouen.fr
www.facebook.com/insaderouen
www.twitter.com/insarouen
https://www.instagram.com/insa_rouen_normandie
<https://fr.linkedin.com/company/insa-de-rouen>

Support requests

INSA Rouen Normandie has an online platform dedicated to support services. In case of

difficulties, requests for intervention must be made on this service. The platform allows you to send requests concerning the following areas:

- assistance with computer, telephone or software equipment (DSI);
- video recording, course media coverage, digital teaching tools (CIP);
- request for work or logistics on campus premises (DPAT);
- intervention in residences (reserved for students).

The request is made by completing a form which will result in the creation of a ticket, to be then processed by the department concerned.

support.insa-rouen.fr

eLearning Platform

Moodle allows the creation of courses, as well as their organization

<https://moodle.insa-rouen.fr/>

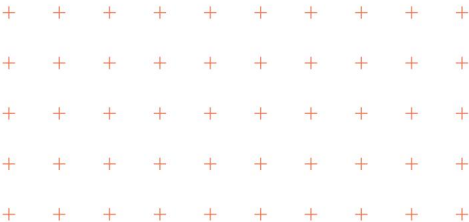
Reprography

The establishment has its own reprography department. To save costs, all large-volume printing (over 100 copies) must be done by reprography. You will find the print request form on the intranet site. This service is also available online via the support platform, from the DPAT.

Supply of supplies office

Requests for supplies must be made through the establishment's store's online platform. You must first request an account to access the service.

magasin.insa-rouen.fr



APPENDICES



- DIRECTIONS -

- Director: Mourad BOUKHALFA

Assistant: Marjolaine POMMIER

- Director of Management and Financial Affairs: Juliette TONDRIAUX-GAUTIER

- Director of training and educational resources: Florence MEDAERTS

- Director of training and student life: Jean COUSIN

Assistant: Sylvie SELLIER

- Director General of Services: Stéphanie VANDER-EECKEN

Assistant: Herveline VERBEKEN

- Director of Heritage: Alban BOURCIER

Assistant: Lisa FELICITE

- Director of research and doctoral training: Gilles GASSO

- Director of Research, Partnerships and Promotion: Eugénie GOURICHON

- Director of Corporate Relations: Stéphanie PETIT

Assistants: Élise LEFRANCOIS / Alexandra VIVIE

- Director of International Relations: Sophie BINARD

Assistant: Clémence GRÜNDER

- Director of Human Resources: Laetitia BRUGOT

Assistant: Valérie BARBAS

- Director of Information Systems: Laurent VASSEUR

Assistant: Leslie DA SILVA

- SERVICES AND MISSIONS -

- Legal Affairs: Guillaume TERRIEN

Assistant: Herveline GIRAudeau

- Communication: Maxime REYNET

- INSA Rouen Normandy Foundation: Emma HALLOUIN

- Management control: Adrien LE CLERC

- Hygiene and safety: Géraldine PELISSIER

- Quality: Pascal MESLIER

- Health: Isabelle MALANDAIN

- MISSION OFFICERS, ADVISORS, CORRESPONDENTS AND REFERENCES -

- Sustainable campus: Alban BOURCIER

- Ethics: Philippe JUBAULT - Gender
equality: Orlane DRUX / Julien SAUNIER

- Student entrepreneurship advisor

- Student disability: Joannie BOUTIGNY / Stéphanie BOCQUET

- Personal disability: Sandrine MUTEL

- Health and safety: Pending appointment

- Scientific and ethical integrity: Alexis COPALLE

- Secularism: Guillaume TERRIEN

- Digital: Jean-Philippe KOTOWICZ

- Careers Observatory: Pascal MESLIER

- Person responsible for access to administrative documents: Guillaume TERRIEN

- International prospecting: Awaiting appointment

- Data Protection Officer: Charlotte VANDENHENDE

- Racism and anti-Semitism: Joël CARRÉ

- Security defense: Jean-Christophe BUVAT

- Information systems security: Franck LE GUILLOUS

- Real estate strategy: Alban BOURCIER

- Sexist and Sexual Violence: Alexandra LE FOLL / Isabelle MALANDAIN

- COMMON CENTERS AND DEPARTMENTS -

- CCEAS: Elsa PLANTEROSE
- CCU: Thomas BRETEAU
- Documentation center: Joël CARRÉ
- CIP: Nicolas DELESTRE
- ITI Department: Géraldine DEL MONDO
Assistant: Isabelle POUSSARD
- CFI Department: Samuel COUVE-BONNAIRE
Assistant: Axelle TRUFFERT
- GE Department: Bruno RENO
Assistant: Cécilia CABOT
- GCCD Department: Élie RIVOALEN
Assistant: Armelle ROSE
- GM Department: Hasnaa ZIDANI
Assistant: Élisabeth ENGRAND
- HUMA Department: Hanae MAAZI
Assistant: Carole LAMARRE / Johanne MAROS
- MECHANICS Department: Fabrice BARBE
Assistant: Agnès LEPINE
- MRIE Department: Lamiae VERNIERES
Assistant: Emilie EMO
- STPI Department: Samuel PAILLAT
Assistants: Isabelle DEROUET / Lucie GARIEL

- LABORATORIES -

- Carnot ESP: Frédéric DIONNET
- Carnot I2C: Vincent LEVACHER
- CERTI SPEA: Jean-Pierre HÉBERT
- CIEMME: Fabrice BARBE / Christophe GAUTRELET
- CARMEN Laboratory: Julien LEGROS
Assistant: Stella HY
- CORIA Laboratory: Armelle CESSOU
Assistant: Florence FRADET
- GPM Laboratory: Xavier SAUVAGE
Assistant: Élisabeth LESAGE
- LITIS Laboratory: Laurent HEUTTE
Assistants: Brigitte DIARRA / Sandra HAGUE
- LMI laboratory: Nicolas FORCADEL
Assistant: Brigitte DIARRA
- LMN Laboratory: Olivier BAREILLE
Assistant: Élisabeth LESAGE
- LSPC Laboratory: Alain LEDOUX
Assistant: Maria PEREIRA
- PBS Laboratory: Pascal COSETTE
Assistant: waiting

You wish?

Order supplies: [ÿ magasin.insa-rouen.fr](https://magasin.insa-rouen.fr)

Submit a request for intervention or reservation to the support services: [ÿ support.insa-rouen.fr](https://support.insa-rouen.fr)

Follow the school on social media: [ÿ www.facebook.com/insaderouen](https://www.facebook.com/insaderouen) [ÿ www.twitter.com/insarouen](https://www.twitter.com/insarouen) [ÿ https://www.instagram.com/insa_rouen_normandie](https://www.instagram.com/insa_rouen_normandie) [ÿ https://fr.linkedin.com/company/insa-de-rouen](https://fr.linkedin.com/company/insa-de-rouen)

Connect to the digital work environment: [ÿ ent.normandie-univ.fr](https://ent.normandie-univ.fr)

Access applications for management and administration: [ÿ cocktail.insa-rouen.fr](https://cocktail.insa-rouen.fr)

Connect to the intranet: [ÿ intranet.insa-rouen.fr](https://intranet.insa-rouen.fr)

Access your online storage space: [ÿ nuage.insa-rouen.fr](https://nuage.insa-rouen.fr)

Access the library catalog: [ÿ catalogue.insa-rouen.fr](https://catalogue.insa-rouen.fr)

Access the library's online resources: [ÿ ent.normandie-univ.fr](https://ent.normandie-univ.fr)

Find a colleague's contact details: [ÿ annuaire.insa-rouen.fr](https://annuaire.insa-rouen.fr) [ÿ dsi.insa-rouen.fr/annuaire](https://dsi.insa-rouen.fr/annuaire)

Access the school's digital services: [ÿ wiki.insa-rouen.fr](https://wiki.insa-rouen.fr)

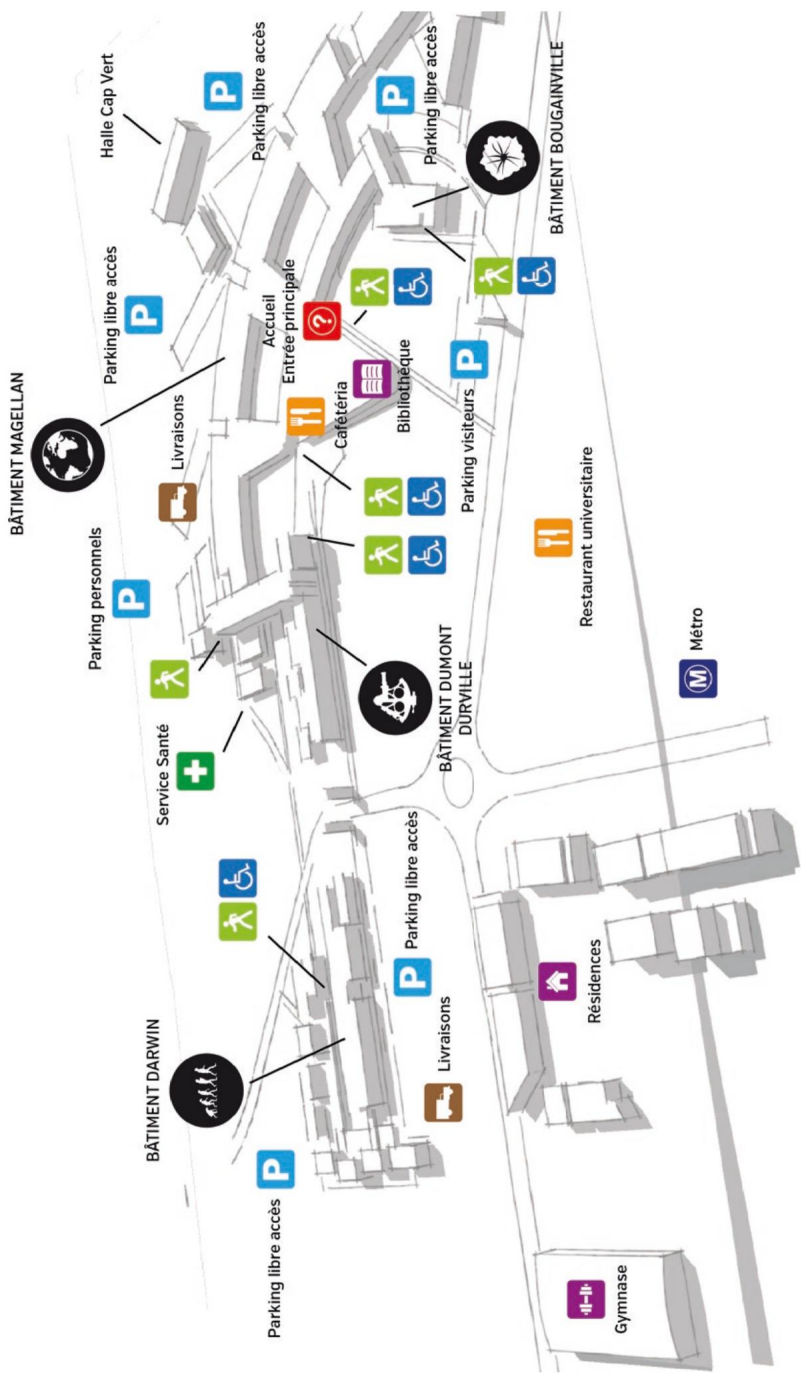
Visit the DSI website: [ÿ dsi.insa-rouen.fr](https://dsi.insa-rouen.fr)

Check your emails: [ÿ partage.insa-rouen.fr](https://partage.insa-rouen.fr)

Consult the training timetables: [ÿ agendas.insa-rouen.fr](https://agendas.insa-rouen.fr)

Consult the educational content: [ÿ moodle.insa-rouen.fr/](https://moodle.insa-rouen.fr/)

Map of the Saint-Etienne-du-Rouvray campus



The ABC

- HAS -

A2IN: Association of INSA Normandy engineers
Call for projects
ADT: Technical Assistant
ADAENES: Administrative officers for National Education, Higher Education and Research

ADJAENES: Administrative assistants for National Education, Higher Education and Research

AENES: Administration of National Education and Higher Education
AENESER: Administrators of National Education, Higher Education and Research
AFNOR: French Association for Standardization
AJIR: INSA Rouen Normandy Junior Association
AMI: Call for expressions of interest
ASI: Information Systems Architecture (specialty) / Assistant Engineer
ATER: Temporary teaching and research assistant

- B -

BAP: Professional activity branch
BDE: Student Office
BDS: Sports Office
BIATSS: Librarians, engineers, administrators, technicians, social and health personnel
BQR: Research Quality Bonus
BQF: Training quality bonus

- C -

CA: Board of Directors
CA2I: Inter-INSA Admissions Commission
CAD: Computer-Aided Design
CARMEN: Institute of Analytical Chemistry and Molecular Reactivity in Normandy (laboratory)
CASIR: Social Actions Committee of INSA Rouen
CCU: Common Machining Center
CCEEAS: Joint Center for Electronics, Electrotechnics, Automation and Embedded Systems
CCP: Joint Consultative Committee for Contractual Staff
CE: Council of Studies
CERTI: Center for Technological and Industrial Studies and Research
CESAR: Higher Education Conference of the Rouen metropolitan area
CDEFI: Conference of Directors of French Engineering Schools
CFI: Fine Chemistry and Engineering (department)
CGE: Conference of Grandes Ecoles
CHEERS: Le Havre Conference of Research and Higher Education Establishments

CHSCT: Health, Safety and Working Conditions Committee

CIEMME: Center for innovation and expertise in mechanics, materials and energy
CIP: Center for Educational Innovation
CNRS: National Center for Scientific Research

COFOR: Training Committee

CODAH: Le Havre urban community
ComUE: Community of universities and establishments

CORIA: Inter-professional research complex in aerothermochemistry - (laboratory)
CPAM: Primary Health Insurance Fund
CP: Chemistry and processes (specialty)
CPE: Joint Establishment Committee
CPU: Conference of University Presidents
CS: Scientific Council
CSC: China scholarship council
CTI: Engineering Title Commission
CT: Technical Committee
CVE: Student Life Council

- D -

DPAF: Management and Financial Affairs Department
DFVE: Department of Training and Student Life
DG: General Management
DGS: General Directorate of Services / Director General of Services
DPAT: Heritage Department
DSI: Information Systems Department
DR: Research Department
DRE: Corporate Relations Department
DRI: International Relations Department
HRD: Human Resources Department

- E -

EA: Home Team
EC: Teacher-researchers
ECIU: European Consortium of Innovative Universities boasts
EM3C: Energy materials & clean combustion center (Labex)
EP: Energy and propulsion (department & specialty)
EP (CERTI): Clean Energy
EPCI: Public inter-municipal cooperation establishment
EPE: Energy, propulsion, environment

The ABC

EPSCP: Public establishment of a scientific, cultural and professional nature
Equilex: Equipment of excellence

ESP: Carnot Institute for Energy and Propulsion Systems

EUR-ACE: European accredited engineer

- F -

ERDF: European Regional Development Fund

- G -

GCCD: Civil engineering and sustainable construction (department)

GCU: Civil and Urban Engineering (specialty)

GE: Energy Engineering (specialty)

GENESIS: Group for the study and nanoanalysis of irradiation effects (Équipex)

GM: Mathematical Engineering (department)

GPM: Materials Physics Group (laboratory)

GUGE: One-stop shop for student life

- H -

HCERES: High Council for the Evaluation of Research and Higher Education

HPC: High performance computer

HRS4R: Human resources strategy for researchers

Huma: Humanities (department)

- I -

I2C: Carnot Institute, springboard for innovation, chemistry Carnot

ICR: Rouen Institute of Chemistry

IDEFI: Initiative for excellence in innovative training boasts

IGE: Study engineer

IGR: Research Engineer

INC3M: Normandy Institute of Molecular, Medicinal and Macromolecular Chemistry

InnovENT-E: Innovation for companies in the ex-port

INSA: National Institute of Applied Sciences

REGISTER: National Higher Institute of Industrial Chemistry

IRMA: Institute for Research on Advanced Materials

ISIA: Computer Science, Systems and Artificial Intelligence (department)

ITRF: Engineers and technical personnel for research and training

- J -

ME: Young team

- L -

Labex: Laboratory of excellence

LITIS: Information Processing and Systems Computer Science Laboratory (laboratory)

LMD: License - Master - Doctorate

LMI: INSA Mathematics Laboratory

Rouen Normandy (laboratory)

LMN: Normandy Mechanics Laboratory (la-laboratoire)

LSPC: Chemical Process Safety Laboratory (laboratory)

- M -

MCF: Lecturer

MECA: Mechanics (department & specialty)

MESRI: Ministry of Higher Education, Research and Innovation

MGEN: General Mutual of National Education

MIIS: Mathematics, Information Systems Engineering (doctoral school)

MOOC: Massive open online course

MRI: Industrial Risk Management (specialty)

MRIE: Control of industrial and environmental risks (department)

- O -

OM: Mission Order

- P -

PA: Full-time Associate Professor

PAST: Part-time Associate Professor

PBS: Biopolymer surfaces (laboratory)

PEDR: Doctoral supervision and research bonus

PERF-E: Energy performance (specialty under apprentice status)

PERF-II: Industrial performance and innovation (specialty under apprentice status)

PERF-ISP: Performance in innovation and process safety

(specialty under apprentice status)

PIA: Future Investment Program

PRAG: Associate Professor

PRCE: Certified Teacher

PSIME: Physics, engineering sciences, materials, energy (doctoral school)

PU: University Professor

- R -

REE: Regulations for studies and examinations

Repro: Reprography

RIN: Norman Interest Networks

RU: University restaurant

The ABC

- S -

SAENES: Administrative Secretaries of Education

national, higher education and research

SAPE: Art-plastic studies section

online courseSCOUAT: Transdisciplinary cultural and artistic

opening weeks

SDE: Dance-study section

SIB: Bilingual International Section

SIE: Image-studies section

SME: Music-studies section

SPEA (CERTI): Safety of processes, environment and analyses

SPOC: Small private

SRDEEII: Regional plan for the economy, businesses,
internationalization and innovation

SRESRI: Regional plan for higher education, research and
innovation

SSE: Sports-study section

SST: Workplace first aiders

STE: Theater Studies Section

STPI: Science and Technology for Engineers (department)

SynOrg: Organic Synthesis of Living Molecules (Labex)

- T -

TCH: Technician

TIGA: Territory of innovation - great ambition

Practical work: Practical work

- U -

EU: European Union

UMR: Joint Research Unit

UNIT: Digital University of Engineering and Technology

- V -

VAE: Validation of acquired experience



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