

Your address book

- Your number: 05 49
- Emergency : ☎ 15
- POLICE : ☎ 17
- Fire brigade : ☎ 18
- Emergency poisons unit : ☎ 05 56 96 40 80
- Person in charge of hygiene and safety / conference rooms
↳ François DEBIEN ☎ 46 89 ou 06 86 07 83 80
- General fire alarm: flip the red switch next to the emergency exits

Recycling

Useful disposal

✓ Recycling paper

Use the blue container located in the corridor outside your office



✓ Recycling used batteries and printer cartridges

Leave your used consumables at the following :

François DEBIEN – Building manager's office: 1st floor / Door 1.02



The MSHS opening hours

Periods	Time	Conditions of entry	
		To all users	Exceptions
Monday to Thursday	7.30 am 7.30 pm	Open access	Until 10 pm, only for those who have a key
Friday	7.30 am 7.30 pm	Open access	Until 10 pm, only for those who have a key
Weekends and holidays	7.30 am 7.30 pm	No admittance	Access limited to those duly authorized by their director to have an access key
Closed for 2 weeks during summer		No admittance - The building alarm is always active	

Certain circumstances for which we are not responsible, can lead to changes in this timetable.

Any change will be brought to your knowledge by e-mail and by way of notices.

Please read the notices.

Document edited and updated by François DEBIEN in December 2014

Center for reseach in social science and society



STAFF

- ❖ Director – M. RIGALLEAU François
Office 1.28 - ☎ 05 49 45 46 02
- ❖ Assistant Director – Mme BODIOU
Office 1.03 - ☎ 05 49 36 62 56
- ❖ General secretary – Geneviève ROBERT
Office 1.29 - ☎ 05 49 45 46 01
- ❖ Executive secretary - Catherine TURQUOIS
Office 1.31 - ☎ 05 49 45 46 00
- ❖ Chief accountant – Rémy COOPMAN
Office 1.27 - ☎ 05 49 36 62 36
- ❖ Accountant - Nathalie IMBERT-FAUCHER
Office 1.27 - ☎ 05 49 45 46 63
- ❖ Accountant – Françoise PUTHON – EL QUASSIMI
Office 1.26 - ☎ 05 49 45 46 03
- ❖ Technical manager and Health & Safety - François DEBIEN
Office 1.01 - ☎ 05 49 45 46 89 - ☎ 06 86 07 83 80
- ❖ Development manager - Khaled HIRECH
Office 1.03 - ☎ 05 49 36 62 56
- ❖ Computer specialist - David CHESNET
Office 1.04 - ☎ 05 49 45 46 30
- ❖ Network and system administrator - Jean-Yves BOURON
Office 2.02 - ☎ 05 49 45 46 04
- ❖ Computer equipment manager – Arnaud LECHRIST
Office 2.02 - ☎ 05 49 45 48 67
- ❖ Documentation Service - Rodolphe DEFIOLLE
☎ 05 49 45 46 05
- ❖ Cleaning agent – Valérie Marceteau



Adresse E-mail : prénom.nom@mshs.univ-poitiers.fr
Site web : <http://www.mshs.univ-poitiers.fr>

WELCOME BOOKLET



Maison des Sciences de l'Homme et de la Société - Created in 1997

Bâtiment A5, 5 rue Théodore LEFEBVRE, 8600 Poitiers - France

Tél. +33 (0) 5 49 45 46 00 - Fax +33 (0) 5 49 45 46 47

mshs@mshs.univ-poitiers.fr - <http://www.msh-univ-poitiers.fr>

Status Mixed Service Unit 842 – MSHS belong to the CNRS network of research centres with the status of "Mixed Unit", ie in partnership with the Ministère de la Recherche with capacities both for facilitating and developing research programmes.

Direction : François RIGALLEAU

RESEARCH DIRECTIONS

The MSHS has defined three areas of competence in the field of humanities and social sciences

- ◆ Cognition, language and communication
- ◆ Human Migration, economic and social change
- ◆ Humanities: History, the study of civilisations and literature

RESEARCH CENTRES AND PROJECTS

Laboratories

CAPS - Clinique de l'acte et psycho sexualité

CEDES - Centre d'Etudes sur le Développement Economique et Social

CeRCA - Centre de Recherches sur la Cognition et l'Apprentissage

CEREGE - Centre de Recherche en Gestion

CESCM - Centre d'Etudes Supérieures de Civilisation Médiévale

CRLA - Centre de Recherches Latino-Américaines

CRHIA - Centre de Recherche sur Hegel et l'Idéalisme Allemand

CRIEF - Centre de Recherche sur l'intégration Economique et Financière

FORELL - Formes et Représentations en Linguistique et Littérature

GRESKO - Groupe de Recherche et d'Etudes Sociologiques du Centre Ouest

RURALITES - Rural, Urbain, Lien, Environnement, Territoires, Sociétés

MIGRINTER - Migrations internationales, Espaces et Sociétés

MIMMOC - Mémoires, Identités, Marginalités dans le Monde Contemporain

Mutualized services and resources

- ◆ A library, linked to the University library
- ◆ A computer maintenance department for servers, 300 personal computers, as well as CD-recorders, scanners and printers.
- ◆ A xeroxing service for theses, posters and limited-circulation publishing
- ◆ A lecture theatre seating 200, with full audiovisual equipment, and 5 seminar rooms.
- ◆ A publishing department for small and large scale publishing, as well as financial support to 5 journals: La REMI, Les Cahiers Forell, La Licorne.

PRATICAL INFORMATION

1 – Welcome

On your arrival, you should need to :

- Get in touch or make an appointment with the management;
- reserve meeting rooms for a laboratory belonging to the MSHS, for other laboratories and/or services external to the University, organise a colloquium, or oral examinations for thesis;
- submit an administrative problem concerning activities of the MSHS;

The person to contact is : ❖ **Catherine TURQUOIS – Executive secretary of the MSHS**

You have already got in touch with us and are moving in the building; if you need:

- to have a key,
- to label your office door at your name
- to know about safety regulations
- to communicate your address as well as your telephone and messaging numbers
- to book audiovisual and computer equipment and set it up in the rooms (computers, videoprojectors etc)
- to signpost the way to a meeting, seminar, colloquium etc.

The person to contact is:

❖ **François DEBIEN – Building manager**

Office 1.01 - ☎ 05 49 45 46 89 - 📞 **06 86 07 83 80**

Then,

There are three major services that you will probably require on a day-to-day basis:

1 – Computer service

❖ **Arnaud LECHRIST – Computer equipment manager**

Office 2.02 - ☎ 05 49 45 48 67

He is responsible for the computer equipment (any kind of maintenance, assistance).

He puts up and installs the new computer equipment.

He advises you on the updating and configuration of new tools.

He advises you on workstation safety and backup.

For any computer help, thank you for using this address:

mshs@support.univ-poitiers.fr

2 – Documentation centre

❖ **Rodolphe DEFIOLE – Archivist - Documentation centre manager**

He meets the readers' needs (welcome, bibliographies, loans and returns, documentation monitoring).

He welcomes, directs and advises the public in its documentation research.

3 – ICT Service

If no security officer is present in the event of an incident, please contact

François DEBIEN - 📞 06 86 07 83 80