

## **Rules of procedure of the doctoral school "Sciences, Technologies, Santé – Galilée"** **Université Paris XIII, namely, Université Sorbonne Paris Nord**

(Voted unanimously by the ED Council of November 17, 2017 and by the Research Committee of December 12, 2017. Actualized in Mars 19th, 2021)

These Rules of Procedure shall serve as operating rules for the doctoral school "Science, Technologies, Santé - Galilée" in accordance with the Order of 25 May 2016 on the award of the national doctoral degree. It is also complementary to the charter of theses of the Sorbonne University Paris Nord and the internal regulations of the host laboratory of the PhD student. It is subject to revision based on proposed operational improvements and/or regulatory changes. It can only be modified after a vote by the doctoral school council and the research commission of the academic council of Sorbonne Paris Nord University.

### **I- Governance of the doctoral school**

#### **I. 1- Management Team**

In accordance with article 6 of the decree of 25 May 2016, the director<sup>1</sup> of the doctoral school is appointed by the president the Université Sorbonne Paris Nord, after consulting the Research Commission of the Academic Council of the Université Sorbonne Paris Nord and the doctoral school council. He is appointed for the duration of the accreditation. His mandate is renewable once. His tasks are defined in Article 7 of the Order.

The director may be assisted by a deputy director. The latter is appointed for the duration of accreditation by the Research Commission of the Academic Council of the University of Sorbonne Paris Nord after consulting the doctoral school council. In agreement with the Vice-president of research and doctoral studies, he may be granted a delegation of signature by the director of the doctoral school.

The director is assisted by a team made up of the executive board, composed of the director, the deputy director (if appointed) and three members of the board, each representing a scientific and disciplinary division of the doctoral school:

- Mathematics, Computer Science, Information Processing,
- Physics, Materials science and processing, Engineering Sciences,
- Science of life and health, Sciences at the interfaces of life, Medicine, Ethology.

A representative of the PhD students may be invited to attend the meeting depending on the agenda.

#### **I. 2 Doctoral School Council**

The doctoral school council meets at least three times a year. Its missions are defined by article 3 of the decree of 26 May 2016.

The composition of the board is defined in article 9 of the Order of 25 May 2016. It has 26 full members:

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<sup>1</sup> The use of the masculine gender is purely formal and indicates both the feminine and masculine gender

- 13 members representing the research units, appointed by their management, including the director and deputy director (if appointed),
- 2 staff representatives: the administrative management assistant of the Doctoral School and the deputy administrative head of BRED in charge of doctoral studies.
- 5 elected representatives of PhD students
- 6 external members proposed by the doctoral school council

The PhD students' representatives are elected for 2 years. The legal department of the University oversees organizing their election.

Invited members may complement the council to broaden its disciplinary and institutional representativeness. The invited members do not have voting rights.

If it is not possible to attend a council meeting, a full member may be represented by another full member of the council belonging to the same "college" of representatives.

## II- Admission and scientific direction of PhD students

### II. 1 Principles

The PhD student enrolled in the Galilée doctoral school is under the responsibility of a thesis director attached to the doctoral school or a co-director. During a co-directorate, the scientific direction of the doctoral project is jointly managed by a director and a co-director. The conditions for holding the position of director or co-director of thesis are defined by the decrees of 25 May and 1 July 2016. Within the framework of a co-management with another institution, the doctoral student may be placed, on an exceptional basis validated by the executive board, under the responsibility of a thesis director from outside the doctoral school. In this case, the co-director must be attached to the doctoral school.

Except for a co-direction, specific conditions subjected to an agreement or exceptional derogation granted by the doctoral school executive board, the PhD student carries out his thesis work in a laboratory at the University of Sorbonne Paris Nord attached to the doctoral school.

A thesis director can simultaneously supervise a limited number of theses with a maximum of 400% supervision rate. This calculation is based on the following rule:

- A single thesis direction is counted 100%.
- In the case of joint management, a partial direction rate of 50% can be calculated. The number of co-direction by HDR thesis director is limited to 4.

Consequently, in a situation that combines full (100%) and co-direction (50%), the number of doctoral candidates that a thesis director can supervise simultaneously is limited to 6.

In full agreement with the policy of the Research Commission, the doctoral school authorizes co-supervision by a non-HDR person. The term "co-supervisor" is applied. In this case, the direction rate assigned by the doctoral school to the HDR thesis director is 100%. The number of PhD students co-supervised simultaneously by a non-HDR person is limited to two.

The composition of a thesis direction may not exceed 3 persons according to: a thesis director, a co-director and a co-supervisor or, exceptionally, a thesis director and two co-supervisors.

Once holder of the HDR diploma, the co-supervisor can apply to be director or co-director of the thesis. This request for a change of direction can only be made under the following conditions:

- The co-supervisor's name and position are included in the application form from the first year.
- The request for the change must be made no later than 6 months before the oral defense.
- The application must be made in written form and validated by the head of the unit, the current thesis director, the future director and the PhD student.
- The favorable opinion of the Monitoring Committee

## **II.2 Accreditation within the ED Galilée, validating authorization to supervise theses.**

All professors and lecturers authorized to supervise research at the University of Paris XIII and all directors, researchers and engineers HDR of the CNRS or INSERM or of another EPCST, belonging to units attached to the Galilée graduate school and contractually associated with the University of Paris XIII, benefit from a permanent authorization by right.

These personnel cannot be attached simultaneously to another ED.

## **II. 3 Admission procedures**

### **General information**

In accordance with the decree of 25 May 2016, the doctoral school ensures that the future PhD student will have the scientific, material and financial conditions to carry out his/her thesis work.

According to article 11 of the same decree, the PhD candidate must hold a national Master degree or other diploma, equivalent to the master degree. If the students do not possess a Master degree, the Research Commission of the University of Sorbonne Paris Nord may register the student, on a proposal from the doctoral school, if he possess an equivalent title to the of an to the Master's degree validated by a research thesis and/or, depending on the discipline, by publication in an international scientific journal or conference.

Three years funding from the date of first registration in France is required for all doctoral applications. By way of derogation and in the case of a *co-tutelle*, funding must cover, at a minimum, the period of residence in France of the PhD student. In all cases, funding must be related to the research activity or doctoral degree (e. g., family funding cannot be used as a substitute for funding to justify thesis registration). The minimum amount of funding is aligned with the Ministry of Foreign Affairs grant, i.e. 760€ net per month (reference 2017). For scholarship PhD students graduated from a foreign university, their funding may be supplemented up to a maximum of €1200 by the so-called "bourse au mérite" scheme proposed by the doctoral school (see eligibility condition in the annual call). This scheme may be stopped by decision of the doctoral school council.

At the time of registration in the 1st year, the USPC thesis charter and the individual training agreement must be signed by the PhD student, the thesis director, the laboratory director and the director of the doctoral school. The training agreement can be modified at each re-registration.

### **Admission through the doctoral school competition**

The doctoral school sets up a competition for doctoral grants awarded by the University of Sorbonne Paris Nord.

The procedure is as follows:

- On the proposal of the executive board, the doctoral school council meeting in March votes an endowment of doctoral grants to each of the three disciplinary poles (see paragraph I. 1).

- At the beginning of April, the doctoral school sends a call for projects to HDR directors attached to the doctoral school, as well as to the unit directors, indicating a deadline for the submission of a project (one page) supported by at least one HDR director. The subjects, validated by the director of the laboratory, are posted on the doctoral school website. The laboratories must also make it widely distributed nationally and internationally via their distribution network(s).
- From mid-May, the candidates selected following an internal selection procedure within each laboratory are authorized by the doctoral school to submit their applications on the online application platform. Each file is validated by the candidate, the thesis director and the laboratory director and then its admissibility verified by the doctoral school. A deadline for the file validation is established.
- In June, the management of the doctoral school constitutes and preside over a jury, one each disciplinary division. The candidates present to the jury their scientific background, their Master 2 studies (or equivalent diploma) as well as their thesis project. This presentation is followed by questions from the jury. At the end of the audition, a ranking of the candidates on a main list and possibly on a supplementary list is drawn up and voted on. The doctoral school is the guarantor of the ranking voted within each jury.
- At the end of June, the doctoral school council meets to decide on the allocation of all doctoral grants. A representative of each jury present to the entire council the classification proposal drawn up by the jury. The doctoral school council is sovereign in the final allocation of doctoral grants.

### **Admission out of competition**

Each administratively admissible candidate, who has not gone through a selective process (e. g. funding under a research contract, APHP employee), must be interviewed by a jury in order to verify the quality of the candidate and the feasibility of the thesis project. This jury will be composed at least of the director of the ED or his representative, a member of the executive board or his representative and a member of the Sorbonne Paris Nord university specialist in the discipline. The auditions are organised according to a timetable defined by the doctoral school.

### **Special case of cotutelle inscriptions.**

In the case of a cotutelle application, candidates must not have been enrolled for more than 14 months at the foreign partner university at the time of the 1<sup>st</sup> year application at the University of Sorbonne Paris Nord. The cotutelle agreements are managed by the “Bureau de la Recherche et des Etudes Doctorales (BRED)” of the University.

## **III- PhD programme**

### **III. 1 PhD Registration**

The PhD student enrolled in the doctoral school must pay the registration fee at the University of Sorbonne Paris Nord. In the case of a *co-tutelle*, the PhD student must register administratively each year in both institutions. On the other hand, he will pay the registration fees alternately in one of the two establishments according to the schedule defined in the *co-tutelle* agreement.

The registration of PhD students must be renewed at the beginning of each academic year and before 1st November, including *co-tutelle*.

### **III. 2 Duration of the doctorate**

Unless otherwise agreed, the reference period for a full-time thesis is 3 years (express recommendation of the decree of 25 May 2016). In accordance with this same decree, the duration of a part-time thesis may not exceed 6 years. The full-time or part-time nature of the thesis is indicated in the training agreement.

The theses must be defended before December 31st of the registration year. Exceeding this date requires re-enrolment in a new academic year. The re-registration from the 4th year of thesis is derogatory. It must be formulated and argued by the PhD student and his thesis supervisor. Except in special cases (convention, employee), the application for re-enrolment in 4th year must be accompanied by a commitment from the thesis director to a defence no later than 31 December of the re-enrolment year. Failing this, the doctoral school will decide on the follow-up action to be taken after consulting the PhD student's monitoring committee ("comité de suivi"). The extension of the duration of the thesis must be funded and its funding must be linked to the research activity.

### **III. 3 Follow-up of the PhD student**

In accordance with the decree of 25 May 2016, an individual PhD student monitoring committee is set up from the 1st year of enrolment and its opinion is required for re-enrolments from the 3rd year onwards. Rules related to this committee were defined and voted during the doctoral school council of 4 November 2016. This information and accompanying documents are posted on the doctoral school website. Any modification of the monitoring committee rules must be validated by the doctoral school council.

### **III. 4 Doctoral training**

In addition to the training and through research acquired in the research unit, doctoral training includes individualised training in accordance with the training agreement. PhD students enrolled in the doctoral school must complete 120 hours of training on the entire thesis. These training courses are divided into disciplinary and transversal training courses. The transversal training courses aim to promote the acquisition of a broader scientific culture (article 3 of the 2016 decree) and the professional integration of future doctors. The criteria and actions that can be validated for doctoral training are posted on the doctoral school website. Validation of the 120 hours of training is mandatory to obtain the authorization of defence. PhD students are advised to distribute the hours of training requested throughout their thesis fairly.

At each re-registration, the PhD student must specify in his file the training courses he has completed together with those planned. This information may be reviewed annually, if necessary, at the time of re-registration. An assessment of doctoral training is also carried out during the interview with the PhD student within the framework of his individual monitoring committee.

### **III.5 Cumulative activities of PhD candidates excluding research activities and complementary activities associated with the doctoral contract**

- *Teaching sessions*

Contractual PhD students WITHOUT additional mission have the possibility to carry out teaching sessions within the limit of 64 hours ETD per year (decree of 29 August 2016).

PhD candidates without a doctoral contract and without any salaried activity have the possibility to carry out teaching shifts up to 96 hours ETD per year. Under no circumstances, the funding of these

teaching shifts may be used to supplement the minimum funding required to be authorized to register for a thesis or to justify funding for a 4th year of a thesis.

- *ATER positions*

Decree No. 88-654 of 7 May 1988 authorizes PhD students to benefit for one year from a position of “Attachés Temporaires d’Enseignement et de Recherche” (ATER) subject to a written commitment from the thesis director of a defence within one year. However,

- PhD candidates submitting an ATER application file (even outside Sorbonne Paris Nord University) must inform the ED management.

- the ED Council does not support ATER applications from PhD candidates enrolled in one of the first 3 years of their thesis and will systematically give an unfavorable opinion to the Academic Council of the University of Sorbonne Paris Nord, unless unexpected loss of funding occurs. In this case, justified and reasoned information must be provided to the ED direction before the ATER application file is submitted.

In addition and in order to comply with the above decree which stipulates that ATER position is subject to a commitment for a defense within one year, an unfavorable opinion will also be given for an ATER renewal request in the absence of information from the thesis director on a firm and definitive defense date within 2 months following the request.

#### **IV- Thesis defence**

The defense procedure is posted on the doctoral school website. The entire defense procedure is centralized and managed by the University Office of Research and Doctoral Studies (BRED). Irrespective of the provisions laid down in the decree of 25 May 2016, the conditions of defense requested by the doctoral school are, for the PhD student, to have at least one article (or patent) submitted or in the process of being submitted for publication in an international peer reviewed journal or conference. Referees must not have published with the PhD student or with the supervisors of the thesis on the duration of the thesis.

#### **V- Thesis abandonment situation**

Any thesis director whose doctoral student wishes to abandon his/her thesis must inform the doctoral school's director as soon as possible, so that the latter can implement all possible and useful actions to support the doctoral student. A follow-up committee should be proposed to the doctoral student as soon as possible.

#### **VI- Mediation procedures**

The rights and duties of the PhD student and his supervisor are explained in the thesis charter. This charter and its appendix, signed at the time of registration in the 1st year, specify the general modalities of mediation in case of conflict.

In the event of difficulty with his supervisor, it is advisable for the PhD student to contact his tutor in the first instance. In parallel, he can contact his unit director. If difficulties persist, the tutor and/or unit director will alert the doctoral school. The ED director then contacts the parties, listens to them and proposes solutions to resolve the conflict. In the event of major disagreement or failure of this mediation, the director of the doctoral school may ask the President of the University to appoint, on the advice of the research vice-president, a mediator external to the conflict and to the doctoral school. The latter, without relinquishing any of his responsibilities, shall confer with the various parties and propose a solution acceptable to all. He keeps the President, the Vice-President research

and the director of the doctoral school informed of the progress of the mediation. The mediator's mission implies impartiality.

When the PhD student is contracted by the institution, the director of the doctoral school alerts the institution's RH department. This mediation procedure is explained to all new PhD students during the re-entry meeting.