

# PhD STUDENT BOOKLET

## 2020-2021

*DOCTORAL SCHOOL*

*Sciences, Technologies,*

*Santé - Galilée*

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Dear PhD students,

You are now enrolled at the Doctoral School 146 "Sciences, Technologies, Health - Galilée" of the University Sorbonne Paris Nord. This structure will organize your training and prepare you for your future career.

This vademecum-type booklet brings together essential elements of a doctoral student's life (enrolment, training, "comité de suivi", defence, financial support from the doctoral school, etc.). The **English version** of the doctoral school's website (<https://ed-galilee.univ-paris13.fr/>) provides more detailed information on the doctoral school. **Do not hesitate to consult it!**

The doctoral school direction



## CONTACTS

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English version

Facebook group of the PhD students of ED Galilée :

**<https://www.facebook.com/EDGALILEE/>**

LinkedIn of the ED Galilée :

**[linkedin.com/in/ecole-doctoral-galilee-3b11a5152](https://www.linkedin.com/in/ecole-doctoral-galilee-3b11a5152)**

## PRESENTATION OF THE DOCTORAL SCHOOL

Doctoral school 146 « **Sciences, Technologies, Santé – Galilée** » is a **pluridisciplinary doctoral school** associated to the University Sorbonne Paris Nord. Its activity revolves around three main disciplinary areas :

- Mathematics, Computer science, Information and communication technology
- Physics, Materials science and processing
- Biology and health sciences, Life sciences, Medical sciences, Ethology.

Currently in the doctoral school, there are 421 professors and researchers, researchers (CNRS, INSERM) and engineers of research attached to University Sorbonne Paris Nord, among which 215 have been awarded their HDR (habilitation to direct research, the French degree which allows to supervise PhD candidates).

The doctoral school consists of 18 laboratories, 10 of which are supervised by the University of Sorbonne Paris Nord. Most of these laboratories are located on two geographical sites: the Villetaneuse campus (Institut Galilée) and the Bobigny campus (UFR SMBH).

The laboratories located at the Galilée Institute cover the disciplines of Mathematics (LAGA), Computer Science (LIPN), Treatment and Transport of Information (L2TI), Physics (LPL), Materials Science and Processing (LSPM) and Ethology (LEEC).

The CSPBAT laboratory, which develops research in chemistry, physics and physicochemistry at the interface of life, is bi-site since it is located on the Villetaneuse and Bobigny campuses.

The laboratories located at the Bobigny campus work in the fields of Biology-Medicine-Health. These are SIMHEL, LI2P, Hypoxia & Lung and LVTS (Biology, Medicine), EREN (Epidemiology, Public Health) and LIMICS (Medical Informatics) laboratories.

The Doctoral School is headed by a Director, appointed by the President of the University of Sorbonne Paris Nord, after consulting the Research Commission (CR) of the University of Sorbonne Paris Nord and the Doctoral School Council. He is appointed for the duration of the accreditation (5 years) and his mandate is renewable once.

The Director may be assisted by a Deputy Director. The latter is appointed for the duration of the accreditation by the university's research commission after consulting the doctoral school council. In agreement with the vice-president research of the University, he may be delegated the signature of the director of the doctoral school in certain non-financial areas.

The Director is assisted by a team constituted as an Executive Board, composed of the Director, the Deputy Director and three members of the Council, each representing one of the scientific and disciplinary poles of the doctoral school.

The doctoral school's management is supported by a council. This council has 26 members :

- 13 members representing the research units
- 2 members representing the staff
- 5 representatives of the elected PhD candidates
- 6 external third parties

Invited members may supplement the Board, in order to broaden its disciplinary and institutional representativeness. Guest members do not have the right to vote.

Doctoral student representatives are elected for 2 years. The University's legal department is in charge of organising their election.

If a full member is unable to attend a council meeting, he or she may be represented, by proxy, by another full member of the council belonging to the same "college" of representatives.

## LABORATORIES

Laboratory of Analysis, Geometry and Applications (LAGA) -

UMR 7539 CNRS-UP13

Director : Julien Barral

Laser Physics Laboratory (LPL) -

UMR 7538 CNRS-UP13

Director : Anne Amy-Klein

Laboratory of Materials Science and Processing (LSPM) -

UPR 3407 CNRS

Director : Dominique Vrel

Paris-Nord Computer Science laboratory (LIPN) -

UMR 7030 CNRS-UP13

Director : Frédérique Bassino

Laboratory of Treatment and Transport of Information (L2TI) -

EA 3043 UP13

Director : Anissa Mokraoui

Laboratory of Vascular Translational Science (LVTS) -

UMR U1148-INSERM

Director : Didier Letourneur

Laboratory of Chemistry, Structures and Properties of Biomaterials and

Therapeutic Agents (CSPBAT) -

UMR 7244 - CNRS-UP13

Director : Philippe Savarin

Laboratory of Experimental and Comparative Ethology (LEEC) - EA 4443 UP13

Director : Heiko G. Rödel

Laboratory of Hypoxia and Lung (H&P) -

UMR 1272-INSERM

Director : Carole Planes

Center of Research in Epidemiology and Statistics - Nutritional Epidemiology

Research Team (CRESS-EREN)-

UMR 1153 INSERM

Director : Mathilde Touvier

Laboratory in Medical Informatics and Knowledge Engineering in e-Health (LIMICS) -  
UMR 1142  
Director : Marie-Christine Jaulent

Laboratory of Physiopathology, targets and therapies of rheumatoid arthritis (LI2P)-  
UMR 1125-INSERM  
Director: Marie-Christophe Boissier

Laboratory of Signalisation, Microenvironment and B Cell Malignancies (SIMHEL)  
- UMR 978 INSERM  
Director : Nadine Varin-Blank

Laboratory of Cardiovascular Biomarkers in Stress Conditions (MASCOT) -  
UMR INSERM  
Director : Alexandre Mebazaa

Unit of Research in Biomaterials Innovations and Interfaces (URB2I) -  
EA 4462  
Director : Jean-Pierre Attal

Infection, Antimicrobials, Modelisation, Evolution (IAME) -  
UMR 1137 INSERM  
Director : Erick Demanur

Institute of Human Biomechanics GEORGES CHARPAK - ENSAM  
Director : Philippe Rouch

Laboratory of Functional Genomic of Solid Tumours-  
UMR 1162-INSERM  
Director : Jessica Zucman-Rossi



## DISCIPLINARIES

- Chemistry
- Ethology
- Computer science
- Biomedical informatic
- Computer science engineering
- Mathematics
- Physics
- Health and public health
- Materials science
- Engineering science
- Biology and health science
- Nursing Sciences
- Sciences and techniques of physical activities (STAPS)

## HOW TO SUBMIT A PhD APPLICATION ?

To enroll in a doctoral programme at Galilée doctoral school, you need to :

- Hold a “Master 2 recherche” or an equivalent degree guaranteeing that you have followed a training in research (internship in research)
- Have a means of financing over three years. The minimum amount used for reference is that of the scholarship of the Ministry of Foreign Affairs, that’s to say a monthly allowance of 760€.
- Have found a thesis adviser who is “habilité à diriger des recherches or HDR” that’s to say who has been awarded the required qualifications to direct a PhD. It may be a professor or an assistant professor with an HRD. A Phd supervisor can direct a maximum four candidates.
- Submit your application via the online platform
- Enroll at the administrative level

**The steps to submit an application on the platform are the following:**

1) The candidate (or the thesis supervisor) contacts the administration of the doctoral school providing the following information:

- Surname of the candidate (mentioning Mr. or Mrs.)
- Name of the candidate
- Email of the candidate
- Date of birth of the candidate
- Agreement of the supervisor(s) (implicit if it is the supervisor herself/ himself who sends the email)
- The name of Laboratory the candidate will be attached to
- Discipline of the thesis
- Title of the thesis project
- Source of funding

2) As a response the candidate will receive by email an Id and a password which will allow her/him to access the digital platform in order to submit the application

3) The application is then validated online after **having been checked** by the PhD supervisor and by the director of the lab

4) The application is then examined by the directing staff of the doctoral school. If it is accepted, the application is validated online by the doctoral school and then submitted to the vice president of research of University Sorbonne Paris Nord.

## ENROLMENT PROCEDURES FOR THE 1<sup>st</sup> YEAR REGISTRATION

Once registration is authorized by the Vice-President of the Research Commission, the candidate will have to register administratively online on the University's website. The candidate will have to download from the registration platform, an individual invitation to register administratively with the documents mentioned in the letter. Administrative registration can be taken by correspondence for candidates residing in the provinces or abroad.

This enrolment must be done each year if you want to defend your PhD at our university. It gives you the right to vote for the PhD students representatives in the university councils. Unless otherwise provided by agreement (cotutelle), registration fees must be paid each year.

## RE-ENROLMENT PROCEDURES

**The deadline for re-enrolment in second and third year is set by the University on November 15.** Any exceeding of this date needs an “extra tempora” request for re-registration. A letter co-signed by the PhD student and the PhD supervisor, explaining the reasons for the delay, should be sent to the ED secretariat, which will forward it to the vice-president CFVU for examination.

### **Re-enrolment for second year**

Enrolment for second year is done online via the platform for PhD students. You will need to connect with the Ids given upon the opening of your file. As part of the request for re-enrolment in the 2nd year, **an interview of about 30 minutes between the tutor and the doctoral student** (in the absence of the thesis director) must be carried out at the end of the 1st year and then a report (one page maximum), written by the tutor, submitted in the file. **Re-registration in the 2nd year is therefore subject to the submission of this report in the file.** After having received all the permissions required (from the supervisor, the director of the laboratory, the director of the doctoral school, and the vice president of research of Sorbonne Paris Nord) the doctoral candidate can re-enrol at the administrative level.

## **Re-enrolment for third year**

The request for re-enrolment for the third year is done online via the platform for PhD students. You will need to connect with the Ids given upon the opening of your file. Following the decree of May 25th 2016, the re-enrolment in third year requires **the opinion of the PhD candidate's "comité de suivi"** (supervising committee). The information relative to its composition, its conduction and the form of the supervising committee are indicated in the tab "Follow up of the PhD Candidates". After having obtained all the different permissions (PhD supervisor, laboratory director, vice president of research of Sorbonne Paris Nord) the PhD candidate can re-enrol administratively.

## **Re-enrolment in 4th year by way of exception**

Re-enrolment for a 4th year is **derogatory**. Except for part-time PhD students or other special cases, it has to be considered as **exceptional** and has to be supported by a financing system linked to the research activity (see the rules and regulations of the doctoral school). It is done online via the enrolment platform. You will need to connect with the Ids given upon opening of the file. In accordance with the decree of May 25th 2016, re-enrolment for 4th year requires **the opinion of PhD candidate's supervising committee, including for part-time PhD students**. All the information required about the composition, the conduction and the form of the committee are indicated on the tab "Follow up of the candidates".

The request must be supported by the following documents :

- A letter explaining the reasons for the request and presenting the advancement of the research work.
- The **motivated and detailed opinion of the supervisor**. Apart from mentioning the scientific aspects, this letter must explain (i) the reasons why the thesis could not be defended within 3 years, (ii) the conditions of finishing the thesis with a provisional date of defence, (iii) information concerning how the extra year is financed which must be linked with the research activity (unemployment subsidies for PhD candidates having received a scholarship is not a valid form of funding).
- A summary of the doctoral trainings done to be obtained by the BRED (formations-ecoledoc@univ-paris13.fr)

These elements should be sent **in a single file** (pdf format) and submitted on the enrolment platform.

After having obtained all the permissions (from the PhD supervisor, the director of the lab, the director of the doctoral school, the vice-president of research of Sorbonne Paris Nord), the doctoral candidate can re-enrol at the administrative level.

# **RULES OF DOCTORAL SCHOOL**

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

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 Cité and the internal regulations of the host laboratory of the doctoral 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 of University Sorbonne Paris Nord, after consulting the Research Commission of the Academic Council of the University 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, Communication and transport of information,
- Physics, Materials Science and Processing, Engineering sciences
- Science of life and health, Sciences at the interfaces of life, Medicine, Ethology.

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

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

## **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:

- 13 members representing the research units, appointed by their management, including the director and deputy director (if appointed),
- 2 representatives of engineering, administrative or technical staff,
- 5 elected representatives of doctoral students
- 6 external members proposed by the doctoral school council

The doctoral students' representatives are elected for 2 years. The legal department of the University oversees organising 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 doctoral students**

### **II. 1 Principles**

The doctoral 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 doctoral student carries out his thesis work in a laboratory at the University Sorbonne Paris Nord attached to the doctoral school.

A thesis supervisor 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.

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 doctoral students co-supervised simultaneously by a non-HDR person is limited to two.

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 defence.
- 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 doctoral student.
- The favourable opinion of the Monitoring Committee

## **II. 2 Admission procedures**

### **General information**

In accordance with the decree of 25 May 2016, the doctoral school ensures that the future doctoral 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 doctoral 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 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 is required for all doctoral applications from the date of the 1<sup>st</sup> registration at University Sorbonne Paris Nord. In the case of a co-tutelle, funding must cover, at a minimum, the period of residence in France of the doctoral 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 doctoral 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 doctoral 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 authorised 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.

## **III- PhD programme**

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

The doctoral 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 doctoral 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 doctoral 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 doctoral 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 doctoral 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 doctoral 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 doctoral 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 doctoral student within the framework of his individual monitoring committee.

### **III.5 Cumulative activities of PhD students 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).

Doctoral 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 doctoral 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 in the academic year in which the position is obtained. However,

- doctoral 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 doctoral candidates enrolled in one of the first 3 years of their thesis and will systematically give an unfavourable 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 defence procedure is posted on the doctoral school website. The entire defence procedure is centralised 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 defence requested by the doctoral school are, for the doctoral 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 doctoral student or with the supervisors of the thesis on the duration of the thesis.

If the candidate wishes to defend her/his PhD **before December 31st** of the defense year, re-enrolling is not mandatory. Foreign **contractual** doctoral students registered in the 3rd year and who defend their thesis between the end of their doctoral contract (August-September) and 31 December of their 3rd year, may apply to the DRH department for a hosting agreement allowing them to renew their residence permit. The procedure is as follows:

- the PhD student requests a certificate from his thesis director attesting that the PhD student will defend his thesis before 31 December
- the PhD student sends his request for a hosting agreement to this address: [conventionsenseignants@univ-paris13.fr](mailto:conventionsenseignants@univ-paris13.fr) attaching the thesis director's certificate
- he will receive in return his agreement allowing him to apply for his residence permit.

## **V- Mediation procedures**

The rights and duties of the doctoral 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 doctoral 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 doctoral 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 doctoral students during the re-entry meeting.

# The Doctorate Charter of the Université Sorbonne Paris Nord

## Letter of consent

Within the framework of the PhD thesis University Sorbonne Paris Nord (USPN), the signatories undertake to comply with the charter contained in the appendix and in particular :

- Each doctoral student undertakes, by registering for a doctoral degree, to carry out the research project previously defined, to follow the training actions and to comply with the follow-up procedures prescribed by his or her doctoral school. During the PhD, he or she is concerned about his or her career development.

- Each thesis director is the doctoral student's first point of contact. His or her role, as part of a research team attached to the doctoral school, is to validate the research project and to ensure its follow-up and the means to carry it out. He or she ensures that the doctoral student follows the training activities and complies with the follow-up procedures prescribed by the doctoral school. The thesis director(s) actively accompanies the doctoral student in his/her career development.

- Each research unit head is responsible for the proper integration of the doctoral student into his unit as a fully-fledged researcher, and for the quality of the working conditions necessary for the proper conduct of the research undertaken.

- Each doctoral school director ensures the validation of doctoral research projects and their follow-up. He or she also ensures the quality of the doctoral training given to the doctoral student and ensures compliance with the rules governing the conduct of the doctorate. The doctoral school undertakes to provide information on the professional future of doctors.

The signatories of this charter undertake to familiarize themselves with the procedures in force in the institutions, validated by their boards, and to apply them.

Vitletaneuse, the

The PhD student	The PhD supervisor
The head of the research unit	The director of the doctoral school

The preparation for a doctorate combines high-level training with professional experience in research. This culminates in a thesis defence after which the candidate is awarded the title of doctor. A doctoral student's work consists principally of carrying out innovative research under the supervision of one or several thesis

supervisors in the research unit of a doctoral school. The research culminates in a written thesis that is approved as a piece of scientific research. The title of “Doctor” sanctions a high level of competence applicable in a wide socio-economic context.

This Doctorate charter defines the principles adopted by the University Sorbonne Paris Nord for thesis preparation. It aims to encourage high quality scientific research in line with the highest international standards. The charter is based on:

- The decree of [25 May 2016](#) to doctoral training,
- The innovative principles of doctoral training
- the recruitment and supervision procedures set up by doctoral schools.

Doctoral training takes place in one of the Doctoral schools of the University Sorbonne Paris Nord. The doctoral school selects doctoral students through a transparent process, organises their training and provides them with guidance in career development. Doctoral students freely come to an agreement on their research topic with the thesis supervisor in a research unit of Sorbonne Paris Nord.

This agreement covers the precise definition of the research project and the working conditions (including funding) necessary for its completion. Both thesis supervisor and doctoral student are respectively subject to rights and obligations of a high standard. All doctoral students are fully recognised as researchers and treated as such.

The institutions agree to act in order that the principles set out in the charter are respected during preparation for the thesis. In the case of cotutelle or partnership with an external institution, the partner must be informed of this charter and agree to conform to its requirements

### *1 – The thesis, a step towards a personal goal and a career choice.*

The preparation of a thesis must be part of a personal and professional project clearly defined in its goals and requirements. It implies the clarity of the objectives pursued and the means used to achieve them. The supervisor and the unit shall provide the doctoral school with the information needed to justify the means that the doctoral student will benefit from to carry out his/her research project.

The doctoral school ensures that the greatest possible number of doctoral students receive funding when they have no other full-time professional activity. The objective of a thesis director and a unit director is to obtain funding covering as much as possible the preparation time of the doctoral degree for doctoral students without other full-time professional activity.

The doctoral student must be informed about all academic and extra-academic opportunities in his/her field. The career path desired by the doctoral student shall be the subject of discussions with his or her thesis director. In order to enable information on career opportunities to be provided to future doctoral students at the laboratory, all outgoing doctoral students must inform their thesis director and the head of their doctoral school of their professional future for a period of five years after obtaining the doctorate. The doctor undertakes to answer the questionnaires sent by his institution or doctoral school and to indicate any changes in his postal and e-mail addresses during this period. It is the doctoral student's responsibility to take care of his or her career development. The thesis director(s) and the doctoral school will assist the doctoral student in this process.

The doctoral student must comply with the regulations of his/her doctoral school and institution in force in terms of training. In order to broaden his or her scientific and transferable skills, training is offered to him

or her. Organised under the responsibility of the doctoral school or the training centre for doctoral students in professional initiatives, they train the doctoral student in his or her career development possibilities, including outside the academic sector. These courses are certified by the doctoral school.

The implementation of these procedures will give rise to the establishment of a training agreement signed by the doctoral student, the unit director, the thesis director, and finally the director of the ED.

## *2 – Thesis subject and feasibility*

Each doctoral school publishes its recruitment procedure and selection criteria for doctoral students as defined by the school council.

Enrolment for a thesis specifies the research subject and the associated research unit as well as the resources and amount of funding anticipated for the doctoral student (doctoral contract, CIFRE grant, employee quota for the profession or other).

The thesis topic leads to research that should be both original in nature and instructive for the candidate; it must be feasible within time limit set down by the regulations. The choice of subject depends on an agreement between the doctoral student and the thesis supervisor. It is written down when the student is enrolled. The thesis supervisor is called upon because of his/her recognised expertise in the given research field. The thesis supervisor must help the doctoral student to identify the innovative nature of his/her project in its current scientific context. The thesis director defines the resources needed to complete the research project and ensures that this funding is accessible.

To this end, doctoral students are fully integrated into their research unit where they can access the same research facilities as the other researchers: equipment, missions, resources, particularly in IT, documentation, attending seminars and conferences and presenting their research at scientific gatherings.

Doctoral students are entitled to free expression and representation in the general assemblies and councils of their unit; they are entitled to freedom of assembly and trade union membership. They are represented by elected officials within the various councils of the research unit and the doctoral school and in the assembly of the USPC college of doctoral schools. The members of the research team hosting the candidate may require him/her to respect several shared group rules and to respect scientific deontology. More specifically, the candidate must conform to the internal regulations of his/her institution and research unit when such regulations exist.

Doctoral students are not to be used to make up for any possible shortfall in technical supervision in the lab or be given tasks that are irrelevant to his/her thesis, apart from technical tasks attributed to the whole unit. If the research is undertaken as part of a partnership with a company or public authority, the doctoral student must not be expected to carry out extra work outside the scope of his/her research. Doctoral students commit to work for a certain time at a certain pace. They must inform their supervisor regularly of their research progress and of any difficulties they encounter. They must show initiative and a disposition for innovative research.

## *3 – Thesis supervision and follow-up*

The doctoral school must inform doctoral students, prior to their enrolment, of the number of theses currently being supervised by the prospective supervisor. Indeed, thesis supervisors can only provide effective supervision to a limited number of young researchers simultaneously if they are to oversee the research with the requisite attention. The maximum number of doctoral students one supervisor may oversee is set for each doctoral school by the institution's research commission (*or similar*) following the proposal of the doctoral school council. Doctoral schools ensure that these limits are respected.

Doctoral students are entitled to personal supervision from their supervisor who agrees to devote a significant amount of time to them. On the student's initial enrolment for the thesis, the principle of frequent regular meetings with a supervision committee is established. Co-supervision with a researcher (who may or may not be authorized to oversee academic research), does not dispense the thesis supervisor from regular supervision of the advancement of the research.

Doctoral students are committed to submitting as many papers as their subject requires and presenting their research in unit seminars. The thesis supervisor is committed to regular supervision of the state of the research and to discussion of any new directions it might take given the results so far. The supervisor is bound to inform the doctoral student of positive evaluations as well as potential objections and criticisms raised by the research.

The doctoral school council sets the conditions regarding doctoral student supervision and these are published on its Internet site. The doctoral student and his/her supervisor agree to conform to these conditions and to produce the required reports.

The regulations governing the organisation of the thesis defence, the appointment of rapporteurs and examining board are those set down in the decree of 25 May 2016.

After the thesis has been completed, doctoral students agree to return any material that may have been put at their disposal for their research. They agree to provide the original data that they produced or collected as well as the related written documents, in accordance with the rules of intellectual property in force in their research unit.

#### ***4 – Thesis duration***

In accordance with the Order of 25 May 2016, the reference period for preparing a thesis is three years full-time and six years part-time. Exemptions to the duration may be granted by the head of the registration establishment on the proposal of the director of the doctoral school, after a favourable opinion from the thesis director, the laboratory director and the doctoral student's monitoring committee. The doctoral student and his/her supervisor shall provide all the elements necessary for this examination in accordance with the procedures adopted by the doctoral school council. The procedures and their application are the subject of a presentation to the institution's research commission (or equivalent).

In the event of a challenge to the refusal of an extension, the doctoral student may submit a written complaint to the head of the enrolment institution, who will make the final decision.

In all cases, the preparation of the doctorate implies an annual renewal of the doctoral student's registration at his/her institution.

The cessation of a thesis must be reported and justified to the doctoral school by the doctoral student and his/her thesis director.



In order to comply with the planned duration, in the interest of the doctoral student, the doctoral student and the thesis director must respect their commitments regarding the necessary working time. Repeated breaches of these commitments shall be the subject of a joint observation between the doctoral student and the thesis director, which shall lead to a mediation procedure.

### *5 - Publication and further exploitation of the thesis*

The quality and impact of the thesis can be measured through the number of publications or patents and industrial reports that result from the research, whether from the thesis itself or from articles written during its preparation or after the manuscript's completion. Doctoral students must be named among the authors of all articles or books that refer to their research even after they have left the research unit.

Doctoral students must be aware of the requirements of the French laws relative to data protection and confidentiality. These legal requirements must always be satisfied.

Institutions have a programme for archiving and publishing theses electronically. Permission to publish a thesis is granted by the author and refers to its publication on Internet. Doctoral students receive a thesis publication contract on submission of their thesis prior to the defence.

Doctoral students must be aware that the inclusion of quotations in their research without citing sources and authors constitutes an act of plagiarism. Plagiarism is an infringement of authors' rights and of intellectual property.

### *6 - Mediation procedures*

In the event of a persistent conflict between the doctoral student and the thesis director or the laboratory director, each of the signatories of this charter may call upon a mediator who, without relieving anyone of his or her responsibilities, listens to the parties and proposes a solution acceptable to all.

The mediator is appointed by the director of the doctoral school or, in the event of a conflict of interest, by the head of the enrolment establishment. The mediator's mission implies his or her impartiality.

If this mediation fails, the doctoral student or one of the other signatories of this charter may ask the head of the registration establishment to appoint a mediator. The mediator must be external to the conflict and to the doctoral school, which does not exclude that he or she is external to the institution and may possibly seek advice from the legal services of the enrolment institution. For contractual doctoral students, the appropriate service within the institution is the advisory commission for contractual doctoral students. Finally, a final appeal may be lodged with the head of the registering institution.

In all these procedures, the doctoral student has the right to be assisted by an elected doctoral student or an association representing doctoral students at USPN level.

## INDIVIDUAL FOLLOW-UP OF PhD STUDENTS

The follow-up committee was voted on the council of November 4th 2016 along these guidelines:

### Personalised tutoring

In each laboratory, the supervisor offers the candidate upon arrival a permanent tutor in the lab. This choice must be done in agreement with the candidate and the supervisor. The name of the tutor will be done during the enrolment in the first year and should be mentioned in the enrolment file.

The tutor should not intervene on the scientific aspects of the PhD but should accompany the candidate along her or his thesis and be his main discussion partner in terms of his/hers future orientations (post-doctoral studies, ATER, i.e. temporary trainer and researcher...) and regarding the questions related to the scientific field (relationships with the permanent members of the team, with the other doctoral candidates, with the thesis director...) The tutor will inform the director of the research unit and/or the directing staff of the doctoral school in case of conflict, discrimination or harassment.

**When the tutor is designated, he must be in contact with the PhD candidate** for a quick discussion regarding the "rules and duties" of the PhD student and the general conduction of the PhD. **A 30 min discussion** between the supervisor and the director of the unit should take place **after the 1st year**. The meeting's main goal is to help the PhD candidate regarding his/her's conduct and how to maintain good relationships in the laboratory **and on aspects other than scientific**. A one page report will be required in the second year re-enrolment application.

### The individual follow-up committee

An individual follow-up committee is arranged **for all the doctoral students**.

This committee is by no means a pre-defence jury and its members should regard it as a setting to listen and accompany the PhD candidate. It should be constructive and helpful to the candidate.

This committee which does not take part in the supervising of the PhD candidate (please refer to article 13 of the May 25th decree) consists of **the tutor**, at least **one external member** of Sorbonne Paris Nord university who has the scientific competences to evaluate the advancement of the work as well as **a representative of the doctoral school**. Based on the needs, and among the permanent members of the laboratory or the "UFR/composante", the unit director names one or two representatives of the Doctoral School in charge of the organisation of the follow-up committee.

The full composition of the follow-up committee (designation of the representative of the doctoral school and of the external expert) is indicated in the doctoral candidate's file at the time of her/his re-enrolment latest and validated by all the signatory members.

This committee will gather at least once at **the end of the second year** of the PhD (between May and October) for a meeting with the candidate when she/he requests to re-enrol in the third year. This committee will meet again for each new re-enrolment request after the third year. The meeting consists of two aspects: a scientific aspect and a relational aspect. The scientific aspect will be a **maximum 20 min oral** presentation by the doctoral candidate followed by a discussion with the members of the committee. The relationship aspect is a general discussion with the PhD candidate in the absence of his supervisor.

**After the end of the second year's** follow-up committee, a form is given by the Doctoral School of the committee. In the event of **an extra re-enrolment** being needed, that's to say after the 3rd year, a specific form for the extra years is given. For the part-time PhD candidates who have the possibility to do their PhD in 6 years (2016 decree), the form of the follow-up committee given at the end of the second year should be used at each re-enrolment.

After the meeting, the form is completed by the members of the follow-up committee and then sent to the secretary ([ecole-doctorale.galilee@univ-paris13.fr](mailto:ecole-doctorale.galilee@univ-paris13.fr)) by **the representative of the doctoral school**. This form includes recommendations or a synthetic report in case issues are identified and is examined/validated by the doctoral school direction and then sent to the representative who will forward it to the PhD candidate, to the supervisor and to the director of the laboratory. If one of the parties is not satisfied with the report by the committee via the form, it can contact the directing staff of the doctoral school within 15 days upon receiving it ([directeur-ecoledoc-galilee@univ-paris13.fr](mailto:directeur-ecoledoc-galilee@univ-paris13.fr)).

**In accordance with the May 25th decree, the examination of the re-enrolment request depends on the follow-up meeting and on the reception of the form.**

**To summarise:**

Division of tasks :

- *The director of the laboratory* : for each PhD candidate, he/she organises/validates the follow-up committee.
- *The tutor* : follows the integration of the doctoral candidate and makes sure the thesis is well conducted. She/he contacts the doctoral candidate upon arrival for a first meeting. She/he meets the candidate at the end of the 1st year and writes a short report (one page maximum) which is submitted in the re-enrolment file for the second year.
- *The representative of the Doctoral School for the follow-up* : organises the committee (calls the members), sends the form to the doctoral school and after it has been

validated by the doctoral school, forwards it to the doctoral candidate, to the PhD supervisor and to the director of the laboratory.

- *The follow-up committee* : conducts the meeting, fills in the form and summarises it to the PhD candidate.
- *The Doctoral School* : validates it and reports to the representative of the.

Timeline :

- Appointment of the tutor : upon 1st year enrolment
- Meeting with the tutor : first meeting with the PhD candidate upon arrival and second meeting at the end of year 1.
- Full organisation of the follow-up committee (designation of the doctoral school representative and of the external expert) : at the time of the second year re-enrolment.
- The meeting with the committee : during the months of May and October, during the second year of the PhD. Must be done every time a re-enrolment is requested after year 3

**Contact :**

Nathacha Bessis : deputy director of doctoral school

[natacha.bessis@univ-paris13.fr](mailto:natacha.bessis@univ-paris13.fr)

## DOCTORAL TRAININGS

During their thesis, the candidates must follow trainings in order to enhance interdisciplinarity and the acquisition of a broad scientific culture which includes the knowledge of the international frame of research (article 3 of the 25th May 2016 decree).

The PhD students may follow and validate trainings offered by the Galilée Doctoral;

The doctoral training comprises both the disciplinary trainings and the transversal (non disciplinary) trainings for a total amount of **120 hours**. The transversal trainings aim at promoting the acquisition of a broad scientific culture (article 3 of the 2016 decree) and the professional insertion of future PhDs. The **completion of 120 hours is mandatory** to obtain the right to defend the PhD. Whatever the status of the PhD candidate, there is an even repartition between the disciplinary trainings and the transversal trainings, i.e., **60 hours each**. The CIFRE PhD candidates, physicians, teachers, workers, engineers do not have to complete the disciplinary trainings.

### Process for validating doctoral trainings

**The follow-up and validation of doctoral trainings is carried out by BRED and not by ED.** All certificates of follow-up/validation of doctoral training should be sent by email to Betty Veziat (BRED) ([formations-ecoledoc@univ-paris13.fr](mailto:formations-ecoledoc@univ-paris13.fr))

- For transversal training courses offered by Sorbonne Paris Nord, the attendance/enrolment list is sent to BRED by the training manager. However, it is recommended that doctoral students keep a certificate of attendance.
- For disciplinary training (see below for the complete list), get the certificate of attendance from the managers and send it to BRED

### Validation of the disciplinary trainings (exhaustive list) :

- Taking part in conferences/symposiums (at least one full day) **OUTSIDE Université Sorbonne Paris Nord**, as follows :
  - 6 hours per day for a symposium in France,
  - 8 hours per day for an international symposium
  - + 5 hours if the PhD candidates does an oral presentation her/himself
- Taking part in a summer school : 6 hours per day with a maximum of  $\frac{2}{3}$  of the total amount of hours of disciplinary trainings, i.e. a maximum validation of 40 hours.
- Organisation of a congress/conference. The amount of hours will be determined on a case-by-case assessment.
- Experimental trainings linked to the PhD work : certification for animal testing, trainings enabling the use of Sorbonne Paris Nord's salle blanche (white room). 50 hours maximum can be validated in this way.

- Taking part in the scientific days of federative structures (Maths and computer science, IISE, IFRB). A bonus will be given to the students who help organise these days.

### **Validation of the transversal trainings :**

Training courses offered by **doctoral school Galilée** grouped into 4 skill blocks (see catalogue):

- o Professionalization and languages (English, French)
- o Research training and methodology
- o Quality of research
- o Broadened scientific culture including participation in the day "a transversal vision of sciences" organized by the ED (April 2021 at the Institut Henri Poincaré).

The following candidates CIFRE, doctors, teachers, employees, engineers do not have to complete these cross-sectional trainings.

### **Validation of the training in English**

The Doctoral School offers a training in English at the Bobigny and Villetaneuse campuses. The training is adapted to the level of the student. **This training is equivalent to 24 hours of transversal training.**

In addition, the Doctoral School will pay the TOEIC registration fees for the 10 best doctoral students who have obtained a minimum of 765 points at the "white" TOEIC to be held in May. The official TOEIC will take place in June in partnership with the Galilée Institute.

The English-speaking students can follow other trainings offered by l'espace langues (the house of languages) of the University.

### **Cotutelle PhD students :**

Cotutelle PhD students validate their disciplinary trainings in proportion with the amount of time spent in France (please refer to the convention signed between the two institutions for further details. They do not need to complete the transversal training.

### **Contacts for the organization and follow-up of doctoral training :**

Betty Veizat : PhD candidates training manager

Phone : + 33 1 49 40 38 45

[formations-ecoledoc@univ-paris13.fr](mailto:formations-ecoledoc@univ-paris13.fr)

## FINANCIAL SUPPORT FOR CONFERENCES AND PhD STUDENT'S INTERNATIONAL MOBILITY

Encouraging the students' international mobility is one of the goals of the Doctoral school. Two axes have been put forward by our school :

- Supporting the students to attend symposiums and conferences, workshops etc...
- Supporting the students for missions in foreign labs.

### Financial support for conferences-workshop-summer school

Taking part and presenting their results at conferences, congresses, is an important moment for the doctoral students which enables them to integrate their scientific community and to showcase their work. The doctoral school therefore offers to sponsor part of the mission's financing to a **maximum amount of 50 %**, depending on the budget available at the time of the request ; the other half should be supported by funding from the student's lab. The doctoral school will pay the amount allotted **to the laboratory of Sorbonne Paris Nord** once the assignment is completed and provided that the bills are submitted. **No transfer will be done directly to the PhD student.**

No refund will be done if the assignment and the amount authorised have not been validated priorly by the directing staff of the doctoral school.

The doctoral school will finance mainly the doctoral students who take part in these scientific events "actively", that is to say in the form of an oral presentation or of a poster.

In order to request for funding, contact the administration of the doctoral school by email specifying :

- The date and the type of scientific event to be attended (conference, symposium, workshop..). Indicate the website if any.
- An argued letter specifying the nature and the participation to this event (oral presentation, poster ...)
- **A provisional budget** with :
  - the enrolment fees
  - the transport fees
  - the amount for the stay
- The origin of the extra funding
- The agreement of the thesis supervisor (having her/him copied in the email is sufficient proof)

After having been granted all the permissions from the doctoral school, the PhD candidate will have to liaise with her/his lab in order to complete the administrative tasks required (namely obtaining an “ordre de mission” or mission order).

### **Financial support for scientific mobility abroad**

The missions funded by these credits are missions from 1 to 4 weeks maximum for a research work, that's to say out of the school, conferences or congresses (these missions can already be partly funded, see above). These international missions should be done with existing or newly emerging partnerships with the foreign laboratory.

#### **How does this work ?**

- The doctoral school supports a **maximum amount of 50% of the mission**, the other half can be done by fundings given by the Laboratory of Sorbonne Paris Nord. The doctoral school will refund the Laboratory of Sorbonne Paris Nord the amount granted once the mission is completed and provided that the bills are submitted.
- The funds given are taken from the 2020 budget. Therefore, the bills must be sent to the doctoral school before October 2020. **No refund will be done after this date.**
- Once the doctoral school has granted permission to the candidate, she/he, will liaise with her/his laboratory in order to do all the administrative tasks required concerning her/his mission (namely the “ordre de mission” or mission order).
- For each request, the support of the doctoral school will be calculated according to the amount requested and to the number of applications submitted. The validation, and eventually the selection, of the applications will be done by the doctoral school board.

**A call is launched annually in September**



## TEACHING : MISSION, SHIFTS OR ATER POSITION

### For PhD candidates who benefit from a doctoral contract WITH a mission

Article 5 of the April 23rd decree 2009 (which was reasserted by the August 29th 2016, 2016-1173 decree) states that the contractual PhD candidate can perform an annual service consisting of one of the following activities or a combination of them for **1/6th** of her/his time :

- a **teaching** mission (maximum 64 hours, equivalent to tutorial classes per year)
- a mission in one of the fields of **scientific information** and the enhancement of the results of scientific and technical research
- a **consultancy** mission

At the beginning of each new year, the PhD candidate can apply for one of these missions. The permission for the latter is granted by the president of the university upon proposal of the director of the doctoral school, with the assent of the director of the unit and of the thesis supervisor.

These missions are granted to the PhD candidates with a scholarship in two campaigns :

- the first campaign, which is the main one, takes place at the beginning of July after the competition for the doctoral scholarships.
- the second campaign takes place in September but very little seats are left.

The applications are to be done online via de CFDIP (Centre for Professional Initiative Training for PhD Candidates) website.

### PhD candidates who benefit from a doctoral contract WITHOUT a mission

Contractual PhD students without a mission can do teaching shifts as long as they **do not exceed 64 hours per year**. This limitation is linked to the doctoral contract which states that the activities outside the contract should not exceed 1/6 of the effective working time of the PhD candidate (article 5 of the August 29th 2016 decree). The PhD candidates interested in these shifts should liaise with their department (UFR).

### PhD Candidates WITHOUT doctoral contract and who are not employed

These PhD candidates can do **96h EDT maximum per year** during their PhD. This is the maximum amount and it can by no means not be exceeded. The PhD candidates interested in these teaching hours should liaise with their department (UFR). Under no circumstances, the funding of these teaching shifts can 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.

### Teaching by the way of an ATER position

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,

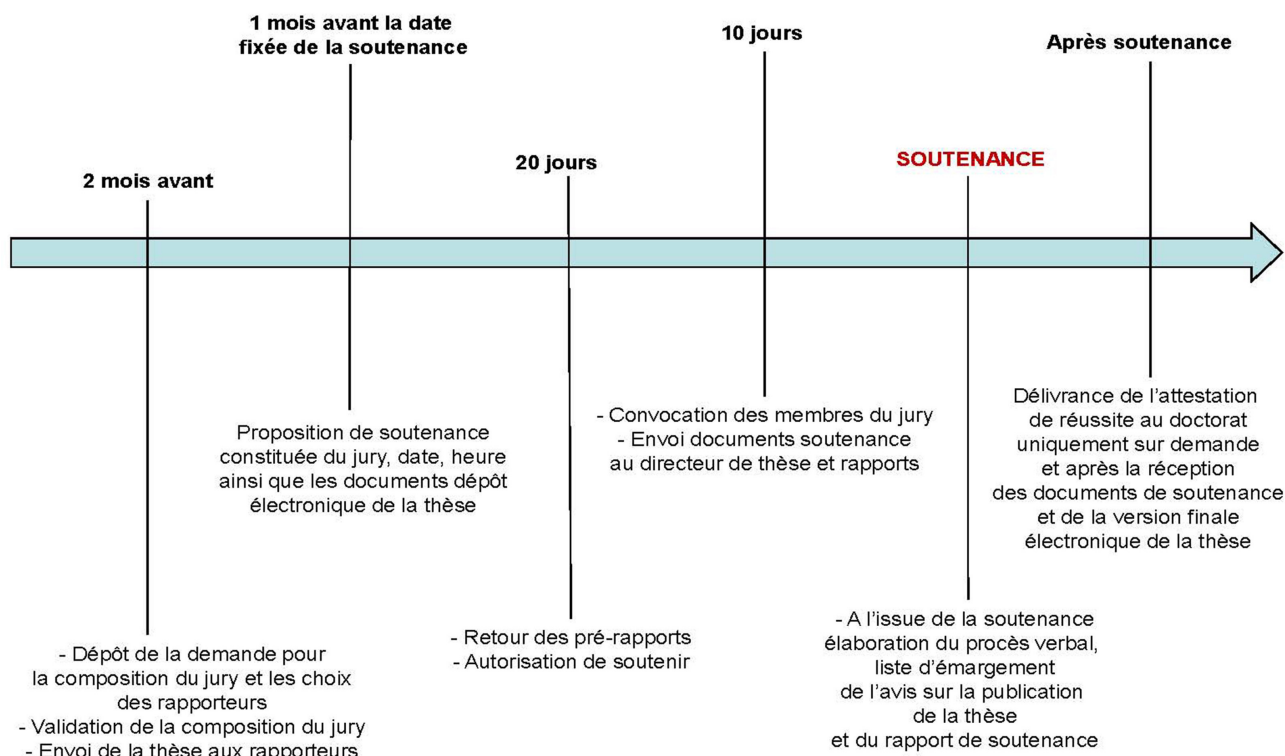
- PhD candidates submitting an ATER application file (even outside Sorbonne Paris Nord University) must inform the ED management.
- the ED Council does not support ATER applications from PhD candidates enrolled in one of the first 3 years of their thesis and will systematically give an unfavourable opinion 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.

## PROCEDURES AND DEADLINE TO DEFEND THE PhD THESIS

The viva is a public presentation of the thesis before a jury, the research work done by the candidate under the control and the responsibility of a PhD supervisor of Université Sorbonne Paris Nord. It can take place at any time of the year as long as the candidate is enrolled at the university and at the central PhD office for the academic year of the viva.

### Timeline



If the candidate wishes to defend her/his PhD **before December 31st** of the defence year, re-enrolling is not mandatory.

### Permission for PhD defence

The candidate must **get in touch with the "Bureau de la Recherche et des Études Doctorales-BRED ([bred-sou@univ-paris13.fr](mailto:bred-sou@univ-paris13.fr))** to retrieve the documents needed for the organisation of the viva.

The files to be handed at the BRED consists of :

1) The viva form completed and signed by the thesis supervisor and if necessary by the co-supervisor, and the director of the laboratory. The form indicates :

- The date, the time and the place of the viva (if the viva can't take place at Sorbonne Paris Nord University, a special request must be sent to the Vice-president of the scientific council).
- The composition of the Jury (see step 2). In accordance with the May 25th decree, the rapporteurs must be external to the **ComuE USPC** (Paris 3, Paris Descartes, Paris Diderot, Sorbonne Paris Nord, Sciences Po, INALCO, IPGP, EHESS, FMSH)

2. A temporary copy of the PhD dissertation in a digital format (pdf)

3. A copy of the thesis catalogue

4. A form with the record of the defended thesis.

5. A digital file - sent by email- (pdf format) containing the summary of the dissertation in French

6. An attestation of the validation of doctoral trainings (mandatory)

7. An electronic contract to publish the thesis online

8. Declaration of the thesis submission

9. An electronic file - sent by email (word format) listing the main publications linked to the doctoral research (it is not necessary to submit a copy of the publications).

**At least 20 days prior to the viva** the report papers must be submitted to BRED.

The permission to defend the thesis is granted by the President of the University in prior agreement with the director of the Doctoral School, upon proposal by the Phd supervisor and on the basis of the written reports by the two rapporteurs HDR.

### Composition of the jury

The thesis jury is named by the head of the institution in agreement with the director of the doctoral school and of the Phd supervisor. There can be **four to eight** members in the jury. **Half of it are French or foreign personalities** who are external members to the doctoral school and to the institution of the doctoral candidate. These people are chosen according to their scientific or professional skills in the area of research, taking into account what has been defined in the title III of this decree relative to international cotutelle.

**The rapporteurs must be external to the doctoral school and University Sorbonne Paris Nord.**

The jury **must have an equal representation of men and women. Half of the jury must consist of professors or assimilated professionals (rank A)** in the sense of article 6 of the decree 92-70 relative to the National Council of universities and to article 5 of the decree number 87-31 for the health disciplines, or trainers of equivalent ranking who do not report to the ministry of higher education.

The professors or directors of research who are professor emeritus can be members of a jury and be rapporteurs.

As mentioned in the decree : “ *The supervisor of the PhD takes part in the jury but does not take part in the final decision* “. In other words, the PhD supervisor is a member of the jury, he/she could be present at the time of the decision but he can not influence the decision of the other members of the jury. Contrary to the other members of the jury, he/she does not countersign the viva report.

The members of the jury name a president and, a viva rapporteur. The president must be a professor or a trainer of equivalent ranking.

A provision of October 7th 2008 states that each thesis jury must have at least two teacher-researchers of University Sorbonne Paris Nord or one teacher-researcher and an equivalent researcher of University Sorbonne Paris Nord.

### **The Viva**

The viva is public except when the thesis deals with a confidential topic.

Before the viva, the summary is shared in the institution or in institutions having a joint accreditation.

The jury evaluates the quality of the work of the PhD candidate, its novelty, the ability to define them in their scientific context and the way it is being presented by the candidate. In accordance with article 24th of this decree, the jury can request for corrections to be made.

In exceptional cases, the members of jury can take part in the viva through electronic means or through an electronic communication allowing them to be identified and to take part effectively in the collegial deliberation as long as it satisfies the requirements for the technical characteristics of the continuous and simultaneous transmission of the debates.

After the deliberation of the jury, the viva report which notifies the admission or the rejection of the candidate is countersigned by all the members of the jury except for the thesis supervisor. After deliberation, the jury writes another viva report countersigned by all the members of the jury who were present at the viva. This viva report is communicated to the PhD candidate maximum a month after the viva.

As it was decided by the Galilée Doctoral School council on November 4th 2016, the supervisor should take part in the decision making but does not intervene in the final decision (deliberation of the jury).

### **After the Viva**

The two viva reports and the form regarding the rights of reproduction of the PhD is given to the BRED by the president of the jury. This allows to deliver a certificate of achievement which shall be given later, once the final copies of the PhD are given.

### **Contact**

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## **FILING, REPORTING, DISSEMINATION AND STORAGE OF THESIS MANUSCRIPT**

The PhD student engaged in the preparation of a doctoral thesis submits the manuscript at least 20 days before the date scheduled for the defence. The PhD student provides his manuscript in digital form according to the prescriptions of the institution. It shall also provide paper copies for the members of the jury, when they have so requested.

The institution shall download the validated version of the manuscript in the national Star application, managed by the Bibliographical Agency for Higher Education, which performs the following functions:

- 1) Registration of the thesis as well as its metadata;
- 2) Report in the Sudoc catalogue ;
- 3) Assignment of a permanent identifier;
- 4) Sending the archival version to the « Centre informatique national de l'enseignement supérieur »
- 5) If necessary, at the institution's request, send the metadata or the circulation version of the manuscript to the sites designated by the institution.

Unless the thesis is of a proven confidential nature, its circulation is ensured in the defending institution and within the entire university community. The online distribution of the thesis beyond this scope is subject to the author's authorization, subject to the absence of a confidentiality clause.

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The international cotutelle of the thesis is a procedure whereby a doctoral candidate can obtain the doctoral degree on the basis of a unique thesis defence in France and in the foreign partnering country. It is regulated by the May 25th decree (title 3) and has the following goals :

- To support the international dimension of the doctoral schools
- To support the students travels
- To develop the scientific cooperation of the foreign and French research teams

The thesis is validated by a unique defense allowing the PhD candidate to obtain :

- Either a joint degree. In this case a framing convention must be established priorly between the two institutions
- Either a degree delivered simultaneously by both institutions.

The preparation of the thesis must be done in alternate periods of time evenly balanced between both institutions. The time of presence in France must be of **12 months minimum over the three years**.

A **three years funding from the date of first registration at University Sorbonne Paris Nord** is required. By way of derogation in the case of a co-tutelle, funding must cover, at a minimum, the period of residence in France of the PhD student. The minimum amount of funding required is €760 per month for a minimum period of 12 months.

Enrolment in both institutions **must start synchronously**, i.e. in the first academic year. In some very special cases, the university accepts that these registrations may be desynchronised, but candidates **must not have been enrolled for more than 14 months** in the foreign partner university at the time of the application for 1st year registration at the University of Sorbonne Paris Nord.

Candidates must not have been registered for more than one year in the foreign partner university to be allowed to register in the 1st year at the University of Sorbonne Paris Nord.

### Cotutelle agreement

Cotutelle thesis requires the signing of a cotutelle **convention** which sets the disposals concerning the writing of the paper, the place of the defence, the payment of the enrolment fees, the amount of time to be spent in France etc...This procedure must be initiated by the thesis directors who propose the co-supervisor and agree on the title, subject, defence and diploma delivery conditions. Given the lengthy procedure, the agreement must be filed a few months before administrative registration. It must be finalized and signed during the first year of the thesis.

The PhD student must register each year in both partner institutions for the duration of the thesis with an exemption from registration fees in one of the two institutions (on



presentation of proof of payment of university fees in the other university for the year concerned). He must pay the registration fees alternately in one of the two partner institutions.

### **Management of the cotutelle agreement**

The cotutelle conventions (French version or English/French version) are managed by the BRED and must be requested from Mrs Barul (see contact below). Before it reaches the partnering university, the completed convention must be validated by the doctoral school and the BRED. After having collected the signatures of the two thesis directors, the president of the partner university and the directors of the two laboratories, the cotutelle agreement must be returned to BRED. The agreement is then examined again by the doctoral school and the BRED before being signed by University Sorbonne Paris Nord.

A cotutelle lasts three years and can only be renewed on an exceptional basis. An extension amendment must then be drawn up and signed by all partners. The amendment request must follow the same steps as the agreement. Any request for an extension must be clearly justified.

### **Distribution of agreement copies**

- An original to BRED
- An original to the partner university
- A copy to the PhD supervisor
- A copy to the doctoral school
- A copy to the laboratory director
- A copy to the student

### **Contact**

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## EXTRA FUNDING FOR FOREIGN PhD STUDENT WITH A "BOURSE" SCHOLARSHIP

Since 2013, the doctoral school has been offering foreign students with a "bourse" scholarship, extra funding in the form of a complementary doctoral scholarship i.e. a merit-based grant.

### General principles of the merit-based grant :

- There is an annual call for proposals which is open from September to November to all the partnering laboratories of the doctoral school
- The students having been awarded a Master 2 (or equivalent) in a foreign university who are enrolling in their first year of their doctoral degree at Galilée doctoral school and already having a main scholarship covering their three years of research are eligible to the grant. There is no age limit, nor any restrictions regarding nationality for this scholarship.
- This merit-based scholarship **is not the main funding for the thesis**. In order to be granted such a scholarship, you should already have a scholarship amounting to the minimum set by the ministry of foreign affairs (760€/ month during 3 years).
- Its amount is adaptable : it completes the main scholarship so that the total amount of both scholarships is 1200€ maximum net per month.
- The amount of the merit-based scholarship is allotted for 3 years on a monthly basis. This grant can not be extended by any means beyond the 36th month of the PhD.
- In the case of a cotutelle, the merit-based grant is only given during the stays at our university. It is distributed evenly throughout the year.
- The annual list of candidates who are awarded the merit-based scholarship is set by the bureau of the doctoral school. The bureau takes into account the worth of the schooling as well as the amount requested. This list is then validated by the research commission and by the administrative council of Sorbonne Paris Nord.

### **The doctoral contract**

The doctoral school receives an endowment from the University of Sorbonne Paris Nord of about 26 doctoral grants per year. This funding is awarded following a competition organized by the doctoral school that takes place at least in June.

Beneficiaries of a doctoral grant sign a doctoral contract, the terms of which are defined by Decree No. 2016-1173 of 29 August 2016.

The application process for a doctoral grant is described on the ED website, *Competition and Thesis Subjects* page.

The doctoral contract is a public law contract, for a fixed period, concluded between the University Sorbonne Paris Nord and the PhD student. As the PhD student is a state contract agent, he or she is subject to the obligation to comply with the law on secularism. Its duration is three years.

The contractual doctoral student may carry out additional tasks defined by the decree of 29 August 2016, for example teaching tasks, which give rise to additional remuneration (see next paragraph).

### **CIFRE contract (Industrial agreement for training through research)**

The purpose of the CIFRE contract is to carry out research work between a company and a public research laboratory that will lead to a thesis defence (<http://www.enseignementsup-recherche.gouv.fr/cid22130/les-cifre.html>). The PhD student carries out his thesis in a company by conducting a research program in collaboration with a research laboratory outside the company and his time is shared between the two organizations.

The CIFRE doctoral grant is co-financed by the State and the company.

The CIFRE doctoral student is an employee under a private law contract. The PhD student is recruited by the company on permanent or 3-year fixed-term contracts.

For other types of thesis funding, see the *Doctoral Funding* page of the ED website.