

Charter of the Doctoral Thesis

College of Doctoral Studies

Doctoral Schools

ED536 *Agrosciences & Sciences*

ED537 *Culture & Heritage*

The University of Avignon

Hannah Arendt Campus

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Introduction

The Charter of the Doctoral Thesis of the University of Avignon is based on the principles set out by the Ministry of Higher Education and Research and specifies the need to take into account the policy and the thesis support mechanisms established by the College of Doctoral Studies (CED).

The thesis charter specifies **the rights and duties of the doctoral student and his/her thesis supervisor, as well as their mutual commitments**. It is co-signed by the latter and by the director of the host laboratory at the time of the first thesis registration, under the aegis of the director of the Doctoral School (ED) who guarantees its application.

The preparation of the university doctoral thesis is the prerogative of the EDs. It is based on the agreement freely concluded between the doctoral student and the thesis supervisor. This agreement covers the choice of subject and the working conditions necessary for the progress of the research. The thesis supervisor and the doctoral student therefore have respective rights and duties of a high standard. This charter defines these mutual commitments while respecting the diversity of the disciplines. Its aim is to guarantee a high scientific quality.

The preparation of a thesis must be part of a professional project. It requires clear objectives and adequate means to achieve them.

The provisions of this charter do not prevent each ED of the institution from adopting its own provisions which would be more binding, **and which are defined in their respective internal regulations**.

For further information:

Website: <http://univ-avignon.fr/recherche/la-formation-doctorale/>

E-mail gestion-ed@univ-avignon.fr

Thesis registration

Article 1

At the time of the first registration, the thesis subject, proposed by the thesis supervisor and accepted by the doctoral student, is submitted to the director of the ED who validates the registration subject to the admission of the candidate in a host laboratory of the ED (agreement of the laboratory director) to carry out an original research project.

Article 2

Before enrolling in a doctoral programme, the candidate may be informed about the professional opportunities that he or she can reasonably expect to have after completing the doctoral programme. The House of Orientation and Integration (MOI) of the institution is able to answer questions relating to the future of doctors and to present statistical data on their professional integration, both at the academic level (universities, public research) and in the business world.

Article 3

The authorisation to register for a doctoral programme is given by the head of the institution, on the proposal of the director of the ED. The candidate must hold a French master's degree or another degree conferring the grade of master, following a training programme establishing his/her aptitude for research. By way of derogation, the head of the institution may register students who have completed studies of an equivalent level abroad or who benefit from the accreditation of prior experiential learning. An equivalence commission decides on requests for derogations.

Supervision and funding of the thesis

Article 4

Doctoral students carry out their work under the responsibility of a thesis supervisor, who may be associated with a co-supervisor, all of whom must hold a Habilitation to Direct Research (HDR) but may be exempted from this requirement in exceptional cases on the proposal of the director of the Doctoral School and after consulting the Research Commission. Scientists who do not hold the HDR may also participate in the supervision of the thesis, in which case they are called co-supervisors. The total number of supervisors (supervisor, co-supervisor(s)) must not exceed 3. The full number of staff and the percentages of staff must be specified in the **registration form** and in the **training agreement**.

Article 5

By their signatures, the thesis supervisor and the director of the research unit to which the student is assigned undertake to provide the doctoral student with all the elements necessary for the conduct of the research and professional integration project.

Article 6

To guarantee the quality of supervision, the maximum number of doctoral students per supervisor (supervisor, co-supervisor) is set at 3 for the physical sciences and 7 for the humanities, social sciences, literature, linguistics and law. These figures are established taking into account the percentage of staff.

Article 7

The financial resources of the doctoral student during his/her thesis must be notified in the **registration form** and the **training agreement**.

The minimum funding criteria are specified in the statutes specific to each ED (see their internal regulations available on the ED website). ~~Particular attention is paid to the funding of foreign doctoral students.~~

~~In the case of a derogatory re-registration, the doctoral student will have to justify the funding conditions covering the period for which the extension of registration is requested.~~

Article 8

At the time of their first registration, each doctoral student appoints, with their thesis supervisor, a **doctorate thesis supervisory committee** (CST). The committee's mission is to ensure the progress of the work and the follow-up of the training courses. It is composed at minimum of the thesis supervisor, the director of the unit (or one of his/her representatives) and a member external to the ED. Each meeting (at least 2 during the thesis) is the subject of a short report submitted to the ED secretariat. Re-registration authorisations are conditional on compliance with the CST procedure.

Article 9

The duration of the preparation of a thesis is 3 years for a full-time thesis and 6 years for a part-time thesis (with justification). Re-registration at the beginning of the academic year is compulsory. An additional year ~~delay~~ may be granted in exceptional cases, on the basis of a justified request from the doctoral student.

~~by way of derogation following the opinion of the derogation committee (ED/CED office) on the basis of a reasoned request from the candidate.~~

~~The derogation agreement is based on the progress of the work and the opinions of the CST.~~

Progress of the thesis

Article 10

The doctoral student undertakes to provide sustained work to enable the thesis to be completed within the allotted time. He/she also undertakes to comply with all safety regulations in force in the laboratory.

Prior to registration, the doctoral student must be informed of possible confidentiality conditions that could delay the publication of results. In this case, he/she undertakes to respect the confidentiality clauses. The conditions for the doctoral student's possible participation in the benefit of intellectual property must be defined before the start of the work and the filing of potential patents.

In application of the French Order of 26 May 2016, a **training agreement** (which can be modified during the course of the programme) sets out all the conditions for the completion of the thesis. It defines:

- the status of the doctoral student: full-time/part-time
- the research project: timetable & material conditions
- the terms of integration into the research unit
- the doctoral student's professional project
- the individual training pathway in relation to the professional project
- the objectives of the valorisation of the research work.

Article 11

The doctoral student has a duty to inform his/her supervisors about the progress of his/her work and the difficulties encountered. In this respect, he/she undertakes to produce a full activity report for each CST, and even additional progress notes at the request of his/her thesis director. He/she also undertakes to present his/her work in the laboratory's seminars and doctoral students' days.

As soon as possible and by letter, the doctoral student and the thesis supervisor undertake to inform the director of the ED in the following cases: change of supervisory staff, change of subject, abandonment of thesis.

Article 12

The doctoral student undertakes to follow the minimum amount of 60 ECTS credits of training courses offered by the ED and the CED. All the training courses attended constitute the **training passport** for each doctoral student. This aims to broaden the doctoral student's field of competence towards interdisciplinarity, to train him/her in the dissemination of scientific culture and to prepare his/her professional insertion, including and especially outside the field of academic research.

Training in research ethics is mandatory for all doctoral students.

Article 13

In the context of the ED/CED quality approach, the evaluation of training courses by doctoral students is mandatory (questionnaire to be filled in anonymously during the last session).

Article 14

A contractual doctoral student may carry out complementary expertise and teaching activities. If they accept a teaching load (for a maximum annual service of 64 hours tutorial/seminar equivalent), they are obliged to follow the specific training courses for introduction to higher education.

Apart from the doctoral contract, a doctoral student may also have paid ancillary activities. These activities are subject to the authorisation of the President of the University. All applications must be accompanied by the opinion of the thesis supervisor and the laboratory director.

Article 15

Publications, patents or industrial reports related to the doctoral student's research must show the doctoral student as one of the co-authors and possible beneficiaries.

Defence of the doctoral thesis

Article 16

The conditions necessary for the defence of the thesis are detailed on the website of the ED/CED **and in their respective internal regulations**. In the case of joint supervision theses, the composition of the committee and the place of the defence must be in accordance with the terms of the joint supervision agreement.

Article 17

Before requesting the opinion of the rapporteurs, the ED checks that the candidate has completed his/her training passport and that the minimum conditions in terms of scientific production (publications, patents, acts, etc.) have been met.

A derogated defence authorisation may be granted to a doctoral student who has not fulfilled all the formal requirements above, upon request of the interested party and after the opinion of the ED director.

Article 18

~~The candidate's work is examined beforehand by 2 HDR rapporteurs from outside the ED and the candidate's institution of registration. The rapporteurs give their opinion in written reports on the basis of which the defence is authorised by the director of the ED.~~

~~These reports are communicated to the committee and to the candidate before the defence.~~

Article 19

~~The number of committee members is between 4 and 8. At least half of the committee is made up of French or foreign people, external to the ED and to the candidate's establishment of registration and chosen for their scientific competence, subject to the specific provisions relating to international joint supervision of the thesis. At least half of the committee must be composed of professors or equivalent. The committee should strive to achieve gender parity among its members.~~

~~The members of the committee appoint a chairperson from among themselves (a professor or equivalent, excluding supervisory staff).~~

Article 20

The defence is public, except in the case of exceptional dispensation granted by the head of the institution if the subject of the thesis is of a proven confidential nature.

Before the defence, the summary of the thesis is circulated within the institution. After the defence, the dissemination of the thesis is ensured by the legal deposit of the thesis in electronic form.

Article 21

Staff involved in the supervision of the thesis may participate in the committee but not in the private deliberation.

In its deliberations, the committee assesses the quality of the candidate's work, his or her ability to place it in its scientific context, and his or her presentation skills. After deliberation, the committee pronounces the admission or deferment of the doctoral student.

~~The chairperson of the committee draws up a report on the defence, countersigned by all the members of the committee.~~ This report is communicated to the candidate, who, if admitted, receives the degree of Doctor of the University of Avignon.

Conflict management

Article 22

The CSTs, and in particular the final interview between the doctoral student and the members of the CST in the absence of the supervising staff, provide an opportunity for the doctoral student to point out possible relational difficulties with his/her supervisors. ~~If necessary, a mediation procedure at 2 successive levels can be set up: a) under the aegis of the laboratory director, b) under the aegis of the ED director.~~

~~In the case of doctoral students on a doctoral contract with the institution, a^{3rd} mediation may involve an advisory board.~~

Future of doctors

Article 23

For at least 5 years after the defence of his/her thesis, the doctor formally undertakes to respond to any request from the ED/CED manager or the MOI on his/her professional situation.

Article 24

The thesis supervisor and the laboratory director undertake, as soon as they deem it appropriate, to provide the doctor with their support in the qualification, post-doctoral

contract search, and recruitment procedures.

Article 25

If the quality of the thesis justifies it, the supervisors undertake to assist the doctor to the best of their ability to ensure that his/her work is promoted through publications in international peer-reviewed journals and/or proceedings of conferences with a wide audience.

In all circumstances (publications, communications, interviews prior to recruitment, etc.), the doctor undertakes to explain the institutional context in which the thesis work was carried out.

The Doctoral student	The Thesis Supervisor	The Co-Supervisor
Surname, first name:	Surname, first name:	Surname, first name:
Date:	Date:	Date:
Signature:	Signature:	Signature:

The Head of the Laboratory	The Director of the Doctoral School
Surname, first name:	Surname, first name:
Date:	Date:
Signature:	Signature: