



DOCTORAL WELCOME BOOKLET

2021 - 2022

Welcome to the University of Avignon!

<p>2 Doctoral Schools: ED 536 "Agro&sciences" and ED 537 "Culture and Heritage"</p>	<p>230 doctoral students</p>	<p>40 theses defended per year</p>	<p>20 international joint supervisions per year</p>	<p>2 campuses: Hannah Arendt and Jean-Henri Fabre</p>
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Welcome by the Directors of the Doctoral Schools

Welcome to the University of Avignon and congratulations on your entry into the doctoral programme.

The University of Avignon is a higher education and research institution that brings together several research units and laboratories covering broad and varied fields around the themes of 'AgroSciences & Sciences' and 'Culture & Heritage'. These themes are supported by the 2 doctoral schools of the University of Avignon, which welcome more than 250 doctoral students every year on both campuses.

Supporting the thesis project

The main mission of the EDs is to provide the best possible support for the thesis, which is an exciting and challenging piece of long-term research. For this, the doctoral schools of the University of Avignon, accompanied by the College of Doctoral Studies, offer disciplinary and vocational training courses for doctoral students. These courses enable students to strengthen their knowledge of the subject in their chosen doctoral discipline and to deepen their knowledge of research methods used in his/her field. Doctoral schools are also setting up programmes to support mobility (internships during the thesis), participation in international conferences, and more, which are tools of interest for a successful thesis project.

Facilitating the professional integration of young doctors

Doctoral schools also aim to facilitate the professional integration of young doctors, both in the academic world and in the industrial world. The "doctoriales" and other events, such as the ED days, are moments of strong conviviality that allows you to make your thesis project known inside and outside the institution.

To conclude, writing a doctoral thesis is an exciting intellectual activity that develops a sense of responsibility, autonomy, but also teamwork. We wish all our future doctors, and to their thesis supervisors, successful and fulfilling research within the doctoral schools of the University of Avignon.

Yezekael HAYEL
Director of ED 536

Johnny DOUVINET
Director of ED 537

Doctoral training

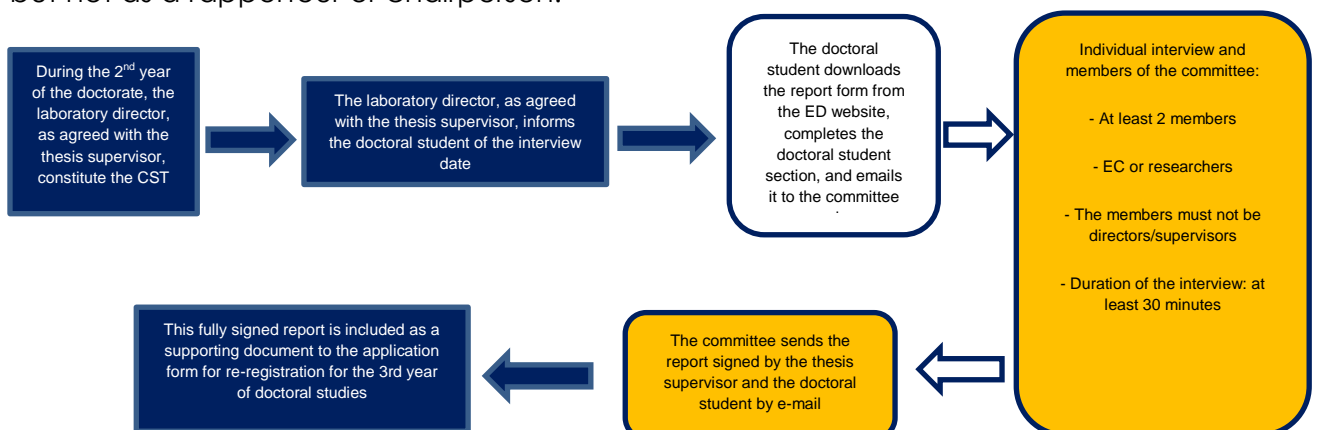
The Individual Doctorate Thesis Supervisory Committee (CST)

Its role: to ensure the progress of the work and the follow-up of the training courses, to be informed of possible difficulties, to envisage possible reorientations of the subject, to examine the prospects of defence, publications...

The 1st meeting of the Supervisory Committee must be held before re-registration in the 2nd year, the 2nd meeting of the Supervisory Committee must be held before re-registration in the 3rd year. In the event of a request for a 4th registration, a 3rd meeting of the Supervisory Committee must be organised beforehand (compulsory notice for full-time doctoral students). A CST is also required in Year 6 for part-time doctoral students who plan to apply for a derogation for exceptional registration in Year 7 (mandatory opinion of the Supervisory Committee for the derogation committee).

Re-registration authorisations are conditional on the completion of the CST.

Composition of the CST: thesis supervisor (and possible co-supervisors), laboratory director or his/her representative and at least one scientific expert external to the ED and the thesis project. The thesis supervisor must withdraw at the end of the meeting for an interview of the doctoral student with the external member and the laboratory director (*the laboratory representative must not be involved in the thesis supervision*). A standard supervision committee report per Doctoral School must be submitted to the ED. In the case of confidential theses, a confidentiality agreement may be signed between the university and the external expert. An external member may sit on the defence committee as an examiner but not as a rapporteur or chairperson.



The re-registration procedure

When registering for a 2nd and 3rd year for the thesis, only the application form for authorisation to register must be returned. This form must be uploaded to ENT in the "registration authorisation request" tab.

Derogated re-registration

- For full-time doctoral students: from the 4th year onwards
- For part-time doctoral students: from the 7th year onwards

Procedure and documents to be provided by the doctoral student:

- a letter from the doctoral student addressed to the President of the University of Avignon requesting a new registration and explaining the reasons that lead him/her to ask for a derogation
- the application for authorisation to register signed by the thesis supervisor and the laboratory director
- the form from the thesis supervisory committee of the last year of registration
- a letter from the thesis supervisor supporting the application
- a progress report
- the training portfolio
- supporting document in case of illness

The committee is particularly attentive to amount of progress made in the work and will base its decision on the opinion issued by the 3rd year or 6th year thesis committee. Re-registration will be done directly through the Digital Working Environment (ENT).

An additional period of time may be granted by way of derogation by the head of the establishment on the proposal of the director of the ED after the advice of the ED/CED office.



Training courses

The training courses offered to doctoral students are divided into two main areas: some are delivered by the CED in the context of resource sharing between the two EDs, the others are specific to each of the EDs and are particularly supported by the laboratories that are attached to each of them.

The doctoral diploma requires the validation of the equivalent of **60 ECTS credits** in each of the following two streams

- Professional integration assistance (40 ECTS)
- Disciplinary training, in connection with research themes (20 ECTS)

Registration for a course:

The terms and conditions of registration for a course are sent by the EDs when the course is opened. For any questions, send an email to johanne.gutierrez@univ-avignon.fr

The ECTS credits of a course are validated:

- When the entire course is completed. In case of justified absence from a part of the course, a lower number of ECTS credits may be awarded to the doctoral student.
- When the evaluation questionnaire (sent to each participant at the end of the training by electronic means) is completed.

For validation of credits for non-degree courses, you must send to gestion-ed@univ-avignon.fr:

- Before the training:
 - a request for prior authorisation (available on the website)
 - course description/programme
- After the training: a certificate issued by the organisers (specifying the purpose and number of hours of training).

The list of open courses for the current year and the table to be completed and returned every year are available here:

<https://univ-avignon.fr/recherche/le-doctorat/formations-1124.kjsp?RH=1615287634904>

Support schemes for doctoral students

Perdiguier programme

Support for the international mobility of doctoral students registered at the University of Avignon. This concerns doctoral students (excluding joint supervision) registered at the University of Avignon who wish to carry out a research trip of at least 2 months at a host institution abroad. Please note that foreign doctoral students going on mobility to their country of origin are not eligible.

Three application review sessions are organised per year.

Applications must be submitted to the College of Doctoral Studies of the University of Avignon at the following address bourse-perdiguier@univ-avignon.fr.



Co-supervision support programme

The Aide Aux Cotutelles programme supports the international mobility of doctoral students registered at the University of Avignon as part of a joint supervision. It aims to encourage the establishment of thesis joint supervision by guaranteeing a minimum income for doctoral students during the periods of mobility foreseen in the context of the joint supervision, and by contributing to travel expenses.

This support depends on the situation of the doctoral student:

- For doctoral students whose thesis is mainly carried out in Avignon: this grant aims to support outgoing mobility to the joint supervision institution;
- For doctoral students whose thesis is mainly carried out abroad: this support aims to support incoming mobility to the University of Avignon.

This support covers a mobility period of between 2 months (minimum) and 12 months (maximum).

The file to be submitted to the Doctoral School must include

- The application form duly completed and signed by the doctoral student, the thesis supervisor, and the relevant laboratory director at the UofA;
- Proof of scholarships or other financial support already received during the mobility period;

All applications must be submitted at least 2 months before the first mobility.



ED mobility programme

Trips of 15 days to 2 months abroad. Subject to a favourable opinion from the ED/CED office, the doctoral student can benefit from a grant of 700 Euros to implement his/her project.

Support for participation in an international conference abroad

Any doctoral student presenting at an international conference abroad may request a contribution from the ED/CED to the expenses. This lump sum is granted only once during the thesis. The amount of support granted varies according to the country of destination (countries bordering France: 200 euros / Europe and Maghreb: 350 euros / beyond: 500 euros).

Services to know about

The University Library (BU)

The University of Avignon has two libraries: the Maurice Agulhon library (Hannah Arendt campus) and the Agroparc library (Jean-Henri Fabre campus). Registration is automatic for the University of Avignon students and allows them to borrow documents and consult the electronic library.

Electronic library

This consists of:

- 74 databases in all fields of knowledge giving access to more than 410,000 electronic books and 50,000 electronic periodical titles.
- A digital media library with over 6,000 fictional and documentary films.

Ariane, the library's search engine, allows you to search the library's physical and electronic collections simultaneously. You can also search the various electronic resources directly via the library website.

The Maurice Agulhon library offers different types of spaces:

- a silent zone where no talking is allowed;
- a quiet zone where quiet discussion is allowed;
- two group work rooms;
- two convivial spaces;
- a space dedicated to images (comics, videos) and the press
- Three rooms available by reservation (meeting, training or screening).

Interlibrary loans

This service allows you to obtain documents not available in the library.

On site (at the library information desk or by appointment) or online (UBIB), librarians will guide you in your research and explain how the catalogue or databases work.

Human Resources

The main tasks of the HRD are divided into 4 areas:

- Management Division: Administrative and financial management of administrative and teaching staff (contractual and permanent)
- Quality of Life at Work Division: Quality of life at work, Preventative Medicine, Social Action, Harassment, discrimination, low well-being
- Jobs and Skills Planning Division (GPEC): Professional training of staff, Organisation and follow-up of competitions and recruitment of administrative and teaching staff, Professional interview, Internal mobility campaign, Professional development advice
- Steering Unit: Social reports, Payroll coordination, Management of CHSCT, CT, CPE, CAr, CACr and CCP ANT, social dialogue, HR management controller: in charge of studies and analyses/job monitoring

List of documents to be provided:

- Valid national identity card/passport
- A bank account number in your name
- A copy of your *carte vitale*
- Proof of address (less than 3 months old)
- Copies of diplomas/qualifications
- Information sheet
- The school's IT charter
- A copy of your military status certificate (*if necessary*)
- *Ma demande de Supplément Familial de Traitement* [My application for Family Salary Supplement] (SFT) with a copy of the family record book indicating dependent children (*if necessary*)
- A copy of your residence permit (*if necessary*)
- A copy of your valid work permit (*if necessary*)
- An extract of your birth certificate translated into French (*if necessary*)

You will be contacted by your manager a first time to validate the terms of the contract and sign it, and then a second time to take possession of your copy signed by Management. When you sign your contract, your manager will give you a digital identity to access your Digital Working Environment. The day you take up your post at the University of Avignon, you must sign your Procès-Verbal d'Installation (PVI). This is done directly in your department/laboratory. Finally, you must create your timetable on your Digital Working Environment (ENT). Once validated by your line manager, you will have access to your annual leave calendar for the current academic year.

The CROUS Aix-Marseille

Objectives: The objectives of the Crous d'Aix-Marseille Avignon are to support students in their daily life in order to contribute to their academic success, to the establishment of their citizenship and to their fulfilment, and to accompany the development policies of the higher education establishments of the academy.

The Crous d'Aix-Marseille Avignon particularly supports the development of the University of Avignon, especially in the areas of student social housing and catering.

Since the start of the 2018 academic year, students have had to pay the student and campus life contribution (CVEC), collected by the Crous and paid in part to higher education institutions. The proceeds of the CVEC are used to finance activities adapted to the needs of students to improve their living and studying conditions.

The Crous d'Avignon branch office is committed to being involved in the events of University of Avignon and to listening to the student associations of Avignon, whose initiatives it supports and which it naturally welcomes in its accommodation and catering facilities.

The Crous is home to the Radio Campus Avignon studio.

The social service of the Crous d'Aix-Marseille Avignon, which jointly examines applications for specific allowances from the Crous and individual aid from the university's FSDIE, plays an important role in listening to students in hardship and referring them to preventive medicine services and charitable associations, which provide professional support to students.

The Research and Innovation Support Department (DARI)

The Research and Innovation Support Department (DARI) supports the research activities of its 17 laboratories and service units around the two identity axes of "Agro&Sciences" and "Culture, Heritage and Digital Societies".

It participates in the implementation and operational management of the University's scientific policy alongside the Vice-President of the Research Commission and the Vice-President of Research and Economic Development.

It assists research actors (teacher-researchers, researchers, federative research structures, doctoral students) in their relations with the various partners in the socio-economic world.

Its activity is organised around 6 areas of expertise:

- Partnership, Valorisation and Technology Transfer Division
- Communication, Research, Mediation and Dissemination of Scientific, Technical and Industrial Culture Division
- International Research and Development Project Engineering Division
- Shared Research Structure and Infrastructure Division:
 - The University Research School (EUR) Implanteus
 - The 3A Platform
 - The RF Agorantic
 - The SFR Tersys
- Doctoral School Management Unit
- Administrative and Financial Management Unit

Contact us: maison-recherche@univ-avignon.fr

Resources available to doctoral students

Culture

The Culture Patch

Every day, on the Hannah Arendt campus and at the Jean-Henri Fabre campus, get your Culture Patch (*le Patch culture*) validated and develop your cultural practices.

The Culture Patch allows you to benefit from €5 or €6 tickets in each of the 60 partner institutions.

Created in 2010, it allows members of the university community (students and staff) to discover the various cultural structures and programmes in the area: cinema, theatre, festivals, music, restaurants, scientific culture, dance, etc.

The Culture Patch card is free of charge and is available at your campus reception.

It is to be collected and validated at the reception desk on the Hannah Arendt campus (Monday to Friday), or on the Jean-Henri Fabre campus (during the opening hours from mid-October) with an identity photo.

The House of Culture and Campus Life

This aims to contribute to cultural and university life by disseminating knowledge and information and by organising artistic and cultural events.

It has been operating since the 1995/1996 academic year. The law of 26 January 1984 clearly defines the cultural mission of higher education institutions. Moreover, on 14 January 2002, a five-year cooperation protocol was signed between the Ministry of National Education, Higher Education and Research and the Ministry of Culture and Communication.

The priorities are:

- dissemination of knowledge
- the creation of student and staff achievement
- the organisation of artistic and cultural events



These guidelines are based on the need to encourage the development of students' amateur activities and their active participation in defining the institution's cultural policy.

Although it has fostered the emergence of many cultural events, it can still continue to establish and develop its orientations.

One of the five priority areas for the university set by the government is the living conditions of students. (OJ n°185 11 August 2007). The promotion of culture has its place alongside sport and community life.

Today, the House of Culture and Campus Life organises the monitoring of all the cultural activities of the University, which has become one of the leading cultural and scientific players in the region. The actions and values that we must continue to carry out together have two aims: on the one hand, culture as a binding and identity-building factor for our community and, on the other hand, recognition in its local, but also international territory.

Organisation:

Director of Culture: Myriam DOUGADOS

Deputy Director: Alexandra PIAUMIER

Administrative manager, in charge of the CVEC commission: Carine GANZIN

Secretariat: Baia PONTIER and Karinne MORIN

mission-culture@univ-avignon.fr

Reception of foreign doctoral students

The University of Avignon is the local contact point for the EURAXESS network and a member of the Euraxess France association. The network [EURAXESS Researchers in Motion](#) is a European Commission initiative launched in 2004 to facilitate the mobility of researchers in Europe. It is a network of more than 500 service centres in over 40 countries. It is designed to support mobile researchers, whether they are EU or non-EU nationals. The French network has been involved in the European activities since 2001 and has cooperated actively with the Commission, particularly in the implementation of the Talent Passport visa for researchers.

The Euraxess Local Contact Point can be contacted throughout the process, in English and French, at euraxess@univ-avignon.fr

Digital services

The University of Avignon provides its students and staff with numerous digital tools to facilitate their work.

Access to tools

The Operational Management of Information Systems (DOSI) provides students with:

- 12 rooms equipped with computers connected to the network, 3 of which are freely accessible, for the Hannah Arendt Campus;
- 15 rooms equipped for the Jean-Henri Fabre Campus.

Access to the University network and more generally to the Internet is also possible with one's own laptop, by Wi-Fi in many areas of the University (libraries, gardens, ground floor, halls) or in some rooms with a wired connection (sockets with blue dots).

The use of rooms and computer equipment requires a digital identity (login and password) issued to students by the Student Services Department when they register.

Digital and audiovisual resources

Video projections of lectures can be made in all rooms of the University, using fixed or mobile equipment. The Audiovisual and Information and Communication Technologies for Education (ICT) missions can assist teachers in setting up and using the equipment and in designing their audiovisual or digital course materials.

Video conferences can be arranged by prior organisation.

A rich Digital Working Environment (ENT)

The ENT at the University of Avignon takes the form of a web portal. It is therefore accessible 24 hours a day from any computer connected to the Internet.

All digital services offered to students and staff of the University of Avignon via the ENT are accessible thanks to their digital identity (login and password).

Each student registered at the University of Avignon has an email address valid for life in the form **firstname.surname@alumni.univ-avignon.fr**. This is the official address for students. Its purpose is to facilitate exchanges between students and teachers, and between students and the university administration, even after the end of their studies.

Health on campus

The Crous social service

The mission of the Crous social service is to help students to integrate into their studies as best as possible and to learn to be independent in the best possible conditions. The social assistants are subject to professional secrecy. They are in charge of taking into account all social problems (economic, family, health, orientation) that students may encounter.

The social assistants only receive people by appointment made online via the following portal: MESSERVICES.ETUDIANT.GOUV.FR

Two specific types of aid can be granted to cope with financial difficulties:

- one-off aids;
- annual allowances.

The relais handicap

The Relais Handicap disability service will accompany you, guide you and advise you so you can organise your studies as best as possible and to find solutions adapted to your own situation.

Please do not hesitate to contact us for accommodations for your exams and/or studies.

- FOR YOUR EXAMS: extra time, examination secretariat, individual room, loan of PCs with software, reformulation/proofreading of the subject.
- FOR YOUR STUDIES: on-campus support, educational support, note-taking, curriculum planning. As soon as you register, ask to benefit from the special study regime (students with disabilities). It is important to inform the Relais Handicap as soon as possible so that the adjustments, after being validated during a medical check-up at the preventive medicine department, can be put in place as soon as possible.

Since 2018, in order to continue to support students with disabilities, an email address has been created: REFERENT-ETUDIANT-HANDICAP@UNIV-AVIGNON.FR

This allows you to meet another student with a disability. This in no way replaces the medical examination procedure and any arrangements that the university may make with your agreement.

Preventive medicine

A doctor and a nurse are available for any questions or problems relating to your state of health or having an effect on it.

They offer you free of charge:

- medical consultations;
- preventative campaigns throughout the year (AIDS testing, nutrition, addiction, etc.);
- prevention advice.

They issue various medical certificates (fitness for sports, work...), check vaccinations... The doctor, approved by the *Maison départementale des personnes handicapées* (MDPH), will be your contact for the organisation or adaptation of your course in the event of a disability. In partnership with numerous institutions, preventive medicine is at your disposal to answer your questions and, if necessary, to guide you in issues concerning sexuality, contraception, STIs, abortion, free and anonymous screening, alcohol, tobacco, drug addiction, depression, psychological disorders, eating and sleeping disorders, and any medical, social, family or emotional problems that may hinder your studies.

PREVENTION AND SCREENING CAMPAIGNS

Preventive medicine offers prevention and screening campaigns. These concern the university community, in conjunction with a network of partners in the region. Its objectives are:

- *awareness of the impact of nutritional dysfunctions on physical and psychological health: obesity, anorexia, malnutrition, psychological support, proposal of personalised dietary advice;*
- *awareness of the impact of addictive behaviours: alcohol, drugs, various addictions;*
- *organisation of information campaigns on AIDS, STIs and screening;*
- *nutrition education in the form of dietetic activities in university catering facilities.*

Associations, by and for doctoral students

The ACACIA association aims to create a network between young researchers from INRAE and the University of Avignon and offers its members scientific and cultural activities to facilitate their integration. Through its members and their knowledge, the ACACIA association also aims to organise events to share science in these research centres but also with the general public. Indeed, ACACIA participates in the science festival, the Pint of Science festival, and organises English forums, as well as outdoor activities, escape games, lasergames and after-work events (partnership with the 2J, l'explosion, le beer district).

If you would like more information on this association and to learn more about the events that have already taken place, please visit their website <https://assoacacia.wordpress.com/>

or contact the association directly at the following address acacia.asso@gmail.com or ask to join the Facebook group: ACACIA - Association des jeunes chercheurs d'Avignon

To subscribe to the mailing list and receive all the information on the activities proposed by ACACIA, go to:

<https://framalistes.org/sympa/subscribe/acacia>



The elected representatives of doctoral students

Doctoral student representatives are elected by and from among the doctoral students belonging to the doctoral school, for a two-year term of office. The mandate ends in case of resignation or loss of doctoral status (at the end of the academic year of the thesis defence).

The election is carried out by a single round of voting based on proportional representation with the seats to be filled distributed according to the rule of the greatest remainder, without any split voting. All doctoral students regularly registered at the university and belonging to the ED are eligible to vote. No one may take part in the vote unless they are on the voters' list. Voter status is determined on the date of the election.

Any voter registered on the electoral register is eligible.

Every two years, doctoral students are asked not only to vote but also to stand for election.

For each ED, there is a list ballot with 4 members and 4 substitutes. Candidates for this election must therefore make a proposal for a list of 8 members (specifying for each one who is the main candidate and who is a substitute). This list should be as representative as possible of disciplines and laboratories, men and women.

Who to contact in case of a problem

Director of the College of Doctoral Studies (CED)

Ms Magali RAULT

Director of ED 536

Mr Yezekael HAYEL

direction-ed536@univ-avignon.fr

Director of ED 537

Mr Johnny DOUVINET

direction-ed537@univ-avignon.fr

CED and ED Manager

Ms Aude de SAINT SALVY Telephone: (+33) 04 90 16 25 30

gestion-ed@univ-avignon.fr

Financial manager of the Research and Innovation Support Department (DARI) and doctoral courses

Ms Johanne GUTIERREZ Telephone: (+33) 04 90 16 25 23

gestion-ed@univ-avignon.fr

Director of the Research and Innovation Support Department (DARI)

Mr Jean-François BLANCO

Vice-President of the Research Commission of the Academic Council

Mr Georges LINARES

School contact:

Sylvie Crombez sylvie.crombez-lecoeuve@univ-avignon.fr

Human Resources contact:

Lukas Le Mignon lukas.le-mignon@univ-avignon.fr

Library contact:

Isabelle Auriol isabelle.auriol@univ-avignon.fr

List of useful addresses

The DARI and the Doctoral Schools Secretariat

The University of Avignon
Research and Innovation Support Department (DARI)
74 rue Louis Pasteur
Hannah Arendt Campus
North Building - Office 0w42
84029 Avignon

2 sites: Hannah Arendt and Jean-Henri Fabre Campus
CERI: in CO51 on Thursday mornings from 9am to 12pm
Website <https://univ-avignon.fr/recherche/le-doctorat/>

The City Centre Library

HANNAH ARENDT CAMPUS, CITY CENTRE SITE
SOUTH BUILDING. 2ND FLOOR
MONDAY TO FRIDAY FROM 7.45AM TO 7.50PM
(+33) 04 90 16 27 87
bu@univ-avignon.fr

The Maurice Aguilhon Library

Agroparc Library
JEAN-HENRI FABRE CAMPUS
BUILDING B, AGROSCIENCES DIVISION
MONDAY TO FRIDAY FROM 7.45AM TO 6PM
(+33) 04 90 84 35 22
bu-agroparc-@univ-avignon.fr



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