

Doctoral School for Physics, Engineering Sciences, Materials, and Energy (ED PSIME, n° 591)

Internal Rules approved by the Doctoral School Council on 5 July 2017 and examined by the College of Doctoral Schools on 31 August 2017

The Ministerial Decree of 25 May 2016 establishes the national framework for doctoral training and the conditions under which national doctorate degrees may be awarded. It applies to all doctoral students and thesis supervisors of the Doctoral Schools of the Community of Faculties and Institutions of the University of Normandy (henceforth: ComUE Normandie Université). The present Internal Rules complement the Decree but do not substitute it. The framework detailed below specifies the terms under which the Decree applies to all the users of the PSIME Doctoral School and details the roles, attributions and functioning of the Doctoral School.

It must be noted that the term “doctoral student” used throughout the present document is generic and represents both female and male students.

The rules and regulations set out in the present Internal Rules are completed by the procedures which are in force in the institution where the doctoral student is enrolled for doctoral training and work on his/her thesis. Any rules which are not specified in the relevant legislation, in the Doctoral Charter, in the present IR, and in the procedures of the institute where the doctoral student is enrolled for the preparation of his/her doctoral degree, fall under the authority of the Director of the PSIME Doctoral School, except when the competence lies legally with another part of the institution where the doctoral student is enrolled.

Glossary (French and English):

ADUM: Accès Doctorat Unique et Mutualisé - internet portal providing information, services and communication for doctoral students and doctors ; <http://www.adum.fr/>)

CED: Collège des Ecoles Doctorales - College of Doctoral Schools

ComUE: Communauté d’Universités et établissements de Normandie - Community of Faculties and Institutions of the University of Normandy (ComUE *Normandie Université* in the text), comprises the University of Caen, Normandy, the University of Rouen Normandy, the ENSA Normandy, the ENSICAEN Normandy and the INSA Normandy.

CIFRE: Convention Industrielle de Formation par la Recherche - Industrial Agreement on Training Through Research

COFIL: Comité de Pilotage de la ComUE - Piloting Committee of the ComUE

CSI: Comité de Suivi Individuel du doctorant - Individual Supervision Committee of a doctoral student

CPU: Conférence des Présidents d’Université - Assembly of University Presidents

CTM: Continuum Terre-Mer (Strategic Center for Research and Training of the ComUE)

DSPT: Direction Scientifique Pédagogique et Technique - Pedagogical, Technical and Scientific Supervision, allowing listing of the discipline and of the research field to which the doctorate is linked.

ED: Ecole Doctorale - Doctoral School

EP2M: Energie, Propulsion, Matière, Matériaux (Energy, Propulsion, Matter, Materials (Strategic Research and Training Center of the ComUE)

HDR: Habilitation à Diriger des Recherches - Qualification to supervise research at doctorate level

Pôle Scientifique: Any research center which practises a scientific discipline identified by the Doctoral School (ED).
For the PSIME Doctoral School these are DSPT2: Physics, Nuclear Physics and Materials, DSPT 3 and 4 : Chemistry, Chemistry of Solids, Earth Sciences, DSPT8: Energetics and Engineering Sciences.

RIN: Réseaux d'Intérêt Normand - Normand Networks of Interest

SIREDO: Système d'Information de la Recherche et des Ecoles Doctorales - Information System for Research and Doctoral Schools.

TOEIC : Test of English for International Communication

UR : Unité de Recherche - Research Unit

Article 1 - Functioning of the PSIME Doctoral School

1-1 Disciplinary framework

The PSIME Doctoral School brings together research centers in Physics, Engineering Sciences, Materials and Energy ([Annex 1](#)).

It represents disciplines in fundamental and applied physics, the mechanics of fluids and solids, energetics, combustion, acoustics, civil engineering, procedures engineering, electric engineering, electronics, microelectronics, optics and lasers, optoelectronics, chemistry of solids, earth sciences.

The Research Units of the PSIME Doctoral School are grouped together in Federative Research Structures (Structures Fédératives de Recherche - SFR) in Normandy or belonging to an institute.

The L'ESITC (School for Engineering in Construction Works) and the GANIL are associate institutes who can host doctoral research only if an agreement is signed with an institute which is a member of the ComUE *Normandie Université* qualified to deliver doctoral degrees.

Any changes brought to a structural component of a Research Unit shall cause Annex 1 to be updated, after approval by the Doctoral School Council.

1-2 Management of the Doctoral School

The PSIME Doctoral School is managed through

- i)* a **Board of Directors** ;
- ii)* a **Council**.

1-2-1 Board of Directors of the PSIME Doctoral School

Members:

The Board of Directors of the PSIME Doctoral School consists of one Director and two Vice-Directors. The Director is selected by the Doctoral School Council and appointed by the President of the ComUE *Normandie Université*, for as long as the Doctoral School retains its accreditation. Moreover, an alternation of the directors of the doctoral schools of all the sites of the ComUE in Normandy is to take place every five years, coinciding with the change in their five-year contract, and this changeover must be prepared during the course of the preceding mandate. However, if no other candidate is available the current director has the right to renew his/her mandate once.

In accordance with the Ministerial Decree of 26 May 2016, which establishes the conditions under which national doctorate degrees may be awarded, the Director implements the PSIME Doctoral School's programmed activities

and presents an annual activity report to the Research Commission of the Academic Council of the ComUE *Normandie Université*.

The Director is assisted by two Vice-Directors (see Annex 2), selected and proposed by the Doctoral School's Director and approved and appointed by the Doctoral School Council, whose composition allows for geographic representation (in order to ensure proximity missions), and the term of these appointments is 5 years.

Any changes to a component of Annex 2 will cause an update thereof, after approval by the Doctoral School Council.

Functions and competences:

The PSIME Doctoral School's Board of Directors must oversee the daily management of the Doctoral School. They manage the Doctoral School's main missions as outlined and approved by the Doctoral School Council (organizing individual supervision committees (CSI) (cf. Article 5), preparing recruitment examinations, calls for tender on student mobility or training programs, etc.). They give counsel on Joint International Supervision for lecturers (or people holding equivalent titles) who request it.

The members of the Board of Directors are the driving force of the PSIME Doctoral School Council and participate in the projects developed by the College of Doctoral Schools (CED) of the ComUE *Normandie Université*.

The Board meets whenever necessary, primarily through electronic communication (videoconference, email) in order to rapidly treat any point concerning the Doctoral School's functions. One or several members of the Board deal with the reception of doctoral students, mediation and contacts with other institutions.

1-2-2 The Doctoral School Council

Members:

In accordance with the relevant regulations, the Council consists of 21 members, 60% of whom represent the university's institutes, research units or teams connected to the school, and includes two representatives of the staff of tenured engineers/administrative/technical personnel working in the research units (see list in Annex 1). They are elected by the representatives of the institutes, research units or teams connected to the Doctoral School after a call for applications is made in their research unit for candidates to represent the unit on the PSIME Doctoral School Council.

20% of its members will consist of *i*) four doctoral students elected among the school's doctoral students and *ii*) members who are not a part of the Doctoral School and who are proposed by elected members of the Council, and selected among people qualified in the relevant scientific domains and socio-economic sectors.

The Council is therefore composed as follows:

9 representatives of the scientific centers appointed by the research laboratories

- 3 representatives of the sector of Physics, Nuclear Physics and Materials
- 2 representatives of the sector Chemistry, Chemistry of Solids and Earth Sciences
- 4 representatives of the sector of Energetics-Engineering Sciences

2 Representatives of the Engineers, Administrative staff and Technicians

1 Representative of the ComUE *Normandie Université*

5 external representatives who are not part of the PSIME Doctoral School

- 2 representatives of the industrial sector, networks and centers of excellence
- 3 representatives of the academic world, chosen among one of the three main groups

4 representatives of the doctoral students

- 1 representative for the Caen campus
- 1 representative for the Rouen campus
- 1 representative for the Le Havre campus
- 1 alternating representative Caen (even years) / Rouen (odd years)

The details of the composition of the Council of the PSIME Doctoral School are set out in Annex 3. Any changes to a component of Annex 3 will cause an update thereof, after approval by the Doctoral School Council.

Other possible guest members of the Council with advisory functions:

- the directors of research units of the Doctoral School who do not sit on the Council,
- a representative of the regional council of Normandy,

- a representative of the regional directors of the CNRS (Centre National de Recherche Scientifique - French National Scientific Research Center)
- the Vice Presidents in charge of research of any of the institutes where PSIME Doctoral Degrees are prepared,
- the Boards of Directors for Research Commercialization and Exploitation of any of the institutes where PSIME Doctoral Degrees are prepared,
- the administrative managers of the Doctoral School
- the Board of Directors of the PSIME Doctoral School.

Role and competences:

In general terms, and after internal deliberation, the Doctoral School Council

- i) defines the school's policies and action program,
- ii) proposes a distribution of the funds allotted to the institutes in each one of its centers and research units,
- iii) makes proposals to the CED (College of Doctoral Schools) and applies the recommendations resulting from CED research work,
- iv) judges the recruitment of doctoral candidates proposed by the research centers and laboratories,
- v) proposes the distribution of thesis research subjects among doctoral candidates,
- vi) votes on the provisional budget,
- vii) participates in the development of doctoral training courses and programs,
- viii) makes propositions regarding the Doctoral School's communication with national and international interlocutors,
- ix) draws up an annual assessment of the Doctoral School's activities.

Practically speaking, the Council meets at least four times a year:

- October: to study the requests for derogations and subsequent registration of doctoral candidates (for instance, a dispensation from the Master's program), to discuss and confirm other propositions emanating from the Board of Directors;
- January: to emit the call for applications on subjects, to discuss specific doctoral training, mobility assistance for those who leave (international travel, residences in foreign laboratories), doctoral projects subject to entrance examinations, etc.
- March-April: to select the doctoral projects that will be subject to examinations determining the attribution of Institutional Doctoral contracts;
- End of June: to organize selection rounds and determine the attribution of research funds, with a jury that may be completed by external experts.

For each of these meetings, other points can be added to the agenda.

The Council can only sit when 50% of its members are present (or represented, in the case of the representatives of other institutes, research units or teams, or in the case of external members to the Council). Each member who is present or represented can only cast one proxy vote.

The Director of the Doctoral School can have the Council's decisions approved and validated through a preceding ballot among the members. The modalities of this ballot are previously determined in the meeting during which the vote takes place (secret or public ballot, unanimity, majority vote, ...). The official minutes of the meetings are published on the PSIME Doctoral School's website and sent by email to all the members of the Council, doctoral students, Directors of research units, thesis supervisors and directors or presidents of institutes.

1-3 Administrative and other resources of the Doctoral School

The following resources are put at the disposal of the Doctoral School by the institutes:

- secretarial office
- rooms
- logistic assistance
- budgetary funds

It is the institute which runs the Doctoral School (for the 2017-2021 contract this is the Rouen campus site) to ensure the management of the PSIME Doctoral School's main secretarial office, charged among other things with

the management of budget allocations. Its mission is to manage the database of doctoral students and future doctors and to answer queries concerning tutelage, or questions emanating from the ComUE and from the Ministry.

On the campuses of Rouen, Le Havre and Caen there is also on-site management for the reception and administration of the doctoral students' administrative dossier (enrollment, defense).

The budget is managed by the Board of Directors of the PSIME Doctoral School, under the executive supervision of its Director and in cooperation with the school's administrative offices and the accounting department of *Normandie Université*.

The operating budget of the PSIME Doctoral School is mainly used to the benefit of its doctoral students or in order to develop the Doctoral School's policies and activities. It can be used for the following purposes:

- financial assistance attributed to doctoral students for their travels as part of their professional project;
- study days;
- various meetings and seminars organized by the Doctoral School;
- various missions directly linked to the Doctoral School's functioning and activities;
- specific training courses organized by the Doctoral School;
- administrative costs of the Doctoral School.

1-4 Communication policy (internal and external)

All internal and external communication happens via the website of the PSIME Doctoral School, via emails addressing information to the doctoral students, to the supervisors and or to the directors of research units, as well as through regular meetings (more specifically: the start-of-term meeting, meetings with the Faculty deans, meetings concerning the Doctoral School's study days) aimed the School's various users and agents. The doctoral student representatives who sit on the Doctoral School Council are also invited to communicate with all the doctoral students of the School.

Doctoral School website : <http://ed-psime.normandie-univ.fr/>

Generic email to write to the Board of Directors, administrative offices and management: edpsime@liste.normandie-univ.fr

Article 2 - Conditions for enrollment as a doctoral student (first-year enrollment)

The files and forms that must be included in the enrollment dossier are accessible on the PSIME Doctoral School's website and/or on the website of the institute where the doctoral student is planning to enroll.

As the Research Units that are a part of the PSIME Doctoral School are spread out over the three university campuses of the ComUE, doctoral candidates must be enrolled in one of the following institutes:

- University of Rouen Normandie
- University of Le Havre Normandie
- University of Caen Normandie
- INSA Rouen Normandie.

2-1 Request for enrollment as a first-year doctoral student

Enrollment dossiers for first-year doctoral candidates have to comply with a number of conditions concerning the funding of the thesis, the academic level and qualifications of the candidate, and the approval by a thesis supervisor and the director of the host research unit in which the doctoral student will be integrated. All applications must be approved by the PSIME Doctoral School's Board of Directors.

Funding:

Applications must show funding equivalent to the monthly salary established for an institutional doctoral contract (set by official Decree), as well as social coverage that is compatible with medical and hospital costs in France, for a minimum period of three years.

Salaried doctoral students must also provide a recruitment/appointment certificate, an attestation from their employer's Human Resources Department, or any other document allowing verification of the extent of their funding.

For foreign doctoral students, students sponsored through foreign scholarships and students who prepare their thesis under international co-supervision, a monthly income of at least 1000 euros per month of residence in France is required.

Required Qualifications:

Candidates must have a Master's Degree delivered by a French or European university (or engineering college or institute), after an academic trajectory that demonstrates their aptitude to pursue research in the Doctoral School's scientific disciplines.

Approval of the thesis supervisor:

Candidates must have obtained the written approval from their thesis supervisor who is qualified to supervise research at doctorate level (HDR), and a written approval of the Dean of the Faculty or Institute in which they plan to enroll for their thesis.

Every application for enrollment considered and approved by the Doctoral School will be allowed to proceed to the final administrative enrollment. The PSIME Doctoral School must ensure that its students' linguistic competence allows them both to communicate within their host Research Unit, and to be able to prepare their doctorate in optimal conditions.

● **Special enrollments**

Candidates may request a derogation of the enrollment rules in the following cases:

- the candidate has a Master's degree delivered by a non-European university
- the candidate does not have a Master's degree in any of the Doctoral School's specialties but has an equivalent degree issued by a French or foreign university.

In both cases, the request for enrollment is evaluated by the PSIME Doctoral School's Board of Directors, who will take into account the candidate's previous experience in terms of research in the Doctoral School's scientific specialties (experience should cover a period of at least five years). A request for special enrollment implies that the candidates anticipate such requests, possibly as soon as they obtain their Master's degree.

● **Thesis supervision**

In accordance with the Ministerial Decree of 25 May 2016, the thesis supervisor should be a researcher with the qualifications allowing him/her to supervise research at doctorate level (HDR). Supervisors should be officially connected to the PSIME Doctoral School.

Co-supervision:

In accordance with the rules and regulations, thesis supervision can be jointly ensured by two thesis directors. In accordance with the recommendations of the College of Doctoral Schools of *Normandie Université*, the level of co-supervision should not exceed 50%.

Joint International Supervision:

Joint International Supervision of doctoral theses is aimed at researchers and lecturing researchers who want to have their experience in supervision recognized in order to enhance their chances for qualification to supervise research at doctorate level (HDR). This system does not aim to recognize all the members of a research center as having contributed to the supervision of a doctoral student, but is a recognition that is decided by the research unit director.

To avoid having too many people involved in the supervision and tutelage of a thesis, it is only possible to have three directors (two co-supervisors and one co-tutor, or one supervisor and two co-tutors) when this is justified by the thesis projects (for instance, a transversal thesis which requires several different competences). In this case, the tutelage charge attributed per person is 33%.

A thesis supervisor cannot supervise more than three theses at 100% supervision, i.e. an accumulation of up to 300%, as a CIFRE thesis counts for 50% (Industrial Agreement on Professional Training Through Research, see Glossary).

Article 3 - Attribution of doctoral research funding contracts

3-1 Attribution of institutional doctoral contracts

The attribution of institutional doctoral research contracts within the PSIME Doctoral School happens on the basis of an examination round organized by the Doctoral School Council.

Choosing a thesis subject

The following stages must be respected:

- The subjects that are open for institutional thesis funding are proposed to the PSIME Doctoral School by the directors of the research units, calculated according to 1) the number of publishing members qualified to supervise research at doctorate level (HDR) and 2) the number of degree-holding members per research unit.
- The thesis subjects are sent to the Doctoral School by the directors of each research unit, before a date that is fixed each year by the Doctoral School Council.
- The PSIME Doctoral School Board of Directors and Council participate in the selection of subjects to be proposed. This evaluation depends on the amount of theses already under supervision of the supervisor, the research team and the research unit, and of the supervisor's performance on previously supervised theses (more specifically concerning duration, valorization, doctoral training, and insertion on the labor market), and also takes into account the ranking of the subjects per research unit. When a candidate for a subject has been identified, the research unit sends his/her CV to the PSIME Doctoral School.
- The subjects selected annually are publicized on the PSIME Doctoral School website. The thesis supervisor also ensures that the subjects are made known as widely as possible (both nationally and internationally).
- In order to avoid excesses, in cases where a supervisor receives two thesis contracts (one from the institute and one from the regional council) the Board of Directors will incite him/her to co-supervise.
- The directors of research units and centers who have been selected to supervise one or several of the thesis subjects will have to send, via an email addressed to the PSIME Doctoral School's Board of Directors, on a date that is fixed by the Doctoral School Council, a dossier for each of their candidates which should include:
 - a *curriculum vitae*;
 - a letter of application from the doctoral candidate;
 - the results and rankings obtained by the candidate in the last year of his/her Bachelor's course, and in the two years of his/her Master's course (or equivalent courses for engineering students);
 - a letter of assistance composed and signed by the proposed thesis supervisor;
 - a letter of recommendation from the candidate's internship tutor.
- Applications whose dossier is not complete cannot be considered, and this counts for documents such as the results obtained by the candidate in their Master's course, to be submitted at least five working days before the selection jury is due to meet.

3-2 Attribution of doctoral contracts linked to funding by the Regional Council of Normandy

The strategic research and training centers of the ComUE (mainly EP2M and CTM) rank the subjects proposed by the research centers of the PSIME Doctoral School before sending them to the COPIL (Piloting Committee) of the ComUE. Once approved, the list of proposed subjects is sent by *Normandie Université* for selection by the RIN (Normand Networks of Interest). During this procedure, the doctoral school makes recommendations concerning supervision and tutelage of the proposed doctoral research.

The selection stage for doctoral candidates proceeds according to the criteria set out in section 3-3.

The lists of selected candidates who will receive regional funding are sent to the institutes so that the doctoral contract may be established in the name of *Normandie Université*.

3-3 Procedure and criteria for the evaluation of candidates

Both in the case of institutional funding and of funding allocated by the regional council of Normandy, candidates' dossiers are examined by the Doctoral School Council with the aim to ensure fair and equitable treatment of all the Doctoral School's future doctoral students.

For each candidate, three main criteria are taken into account:

- academic trajectory,
- quality and structure of the audition organized by the research center,
- relevance and coherence of answers given during the Q&A.

3-4 Other types of doctoral enrollment

All other cases where a student enrolls for a doctoral degree (with funding through external contracts, either public, non-profit or private funding, or in the case of salaried doctoral students, CIFRE, etc.) are evaluated by the Board of Directors of the PSIME Doctoral School.

In the case of doctoral students who are under a research contract or convention, the proposed thesis supervisor will have to commit to previously publicize the thesis subject on the PSIME Doctoral School's website, and to proceed to an international or at least European publication of the call for applications specifying the main selection criteria.

3-5 Attribution of complementary missions added to doctoral contracts or of teaching positions

The attribution of complementary missions added to doctoral contracts, or of teaching positions, is organized according to the procedures in force in the institute where the doctoral student is enrolled.

Article 4 - Enrollment and re-enrollment as doctoral student, gap-years, Joint International Supervision

4-1 Enrollment in the first year

For first-year enrollment in a doctoral course, the elements described in Article 2 must be submitted to the PSIME Doctoral School administrative office or sent to the school's Director or one of its Vice-Directors. Once the application is declared valid by the Doctoral School, and subsequently by the institute where the doctoral student will be enrolled, the candidates proceed to ensure their online enrollment on the website of their institute, and pay their tuition fee. At the same time doctoral candidates must send two copies of the Doctoral Charter and their Doctoral Training Convention, duly filled in and signed, to the school.

4-2 Re-enrollment in the 2nd or 3rd year

Re-enrollment does not happen automatically. For re-enrollment in the 2nd or 3rd year, doctoral students must send their form requesting enrollment in the second or third year (this form is delivered each year by the institutes where the doctoral student is already enrolled), duly filled in and signed by the thesis supervisor (and the co-supervisor if there is one), and by the director of the host research unit, to the PSIME Doctoral School's administrative office, and to the Director or one of the Vice-Directors of the PSIME Doctoral School. Approval of the request for re-enrollment in the second or third year will be based on the report of the CSI (Individual Supervision Committee), see Article 5.

4-3 Special re-enrollment

From the fourth year onwards, doctoral students have to address, to the PSIME Doctoral School's administrative office, and to its Director or one of its Vice-Directors, their request for special permission to re-enroll. This request must be duly motivated and justified, and signed by their thesis supervisor (and co-supervisor if there is one), and by the director of the host research unit. The request must also contain a commitment from both the doctoral student and the supervisor concerning the deadline for the defense. The procedure for special re-enrollment is detailed by the institute where the doctoral student is enrolled.

This special permission for re-enrollment can only be given on the condition that the doctoral student can ensure and prove funding until the defense.

Re-enrollment in a fifth year of doctoral studies will not be allowed on principle.

Requests for special re-enrollment are evaluated by the PSIME Doctoral School's Board of Directors and can also take into account recommendations issued by the Doctoral School Council. More specifically, the decision to approve requests for special re-enrollment in a fourth year will depend on the report of the CSI (Individual Supervision Committee). In certain specific cases an interview may have to be organized with the doctoral student, the thesis supervisor, the director(s) of the host research unit and a member of the PSIME Doctoral School's Board of Directors. It should be noted that a list of all the beneficiaries of permissions for special re-enrollment is presented each year to the Doctoral School Council and sent to the Research Commission of the Academic Council of the ComUE *Normandie Université*.

4-4 Gap year

In exceptional cases, and upon presentation of a coherent professional project, a doctoral student may ask for an indivisible gap period of no more than one year. During this period, the doctoral student temporarily suspends his/her doctoral training and research, remains enrolled in his/her institute but is not integrated in his/her host research unit. This period of time is not calculated as part of the duration of the doctoral training. A motivated request signed by the thesis supervisor (and co-supervisor if there is one), and by the director of the host research unit, must be submitted to the administrative office of the PSIME Doctoral School or sent to its Director or one of its Vice-Directors. Requests for a gap year will be evaluated by the Doctoral School Council. The procedures for such requests are specified by the institute where the doctoral student is enrolled.

4-5 Joint International Supervision of a thesis

According to the Ministerial Decree of 25 May 2016, the system of Joint International Supervision of theses has been established with the aim of enhancing the international visibility of doctoral schools, to facilitate student mobility and to develop scientific cooperation between French and foreign research teams. Joint International Supervision is thus contracted between two institutes of different countries. A convention must be signed to define the principles governing the Joint International Supervision agreement.

Doctoral students will be enrolled in both institutes. They will carry out their research work under the responsibility of a thesis supervisor in each of the countries. The supervisors commit to fully monitor and supervise the thesis in collaboration with the other thesis supervisor(s). The doctoral student has to spend at least 9 months in either of the two countries. The thesis will result in a single defense. After the defense, the graduate will have a doctorate that carries the name of both partner institutes. Joint International Supervision of theses thus allows students to obtain double degrees.

The convention for Joint International Supervision must be established within 12 months after enrollment as a first-year doctoral student. The procedure for Joint International Supervision is specified by the institute in which the doctoral student is enrolled.

Article 5 - Supervision modalities

5-1 Procedures upon arrival and first enrollment (meeting with the supervisor and start-of-term meeting)

● Plenary start-of-term meeting

Programmed every year in November on the campuses of Le Havre, Rouen and Caen, this plenary meeting is obligatory for first-year enrollments. Thesis supervisors and co-supervisors or co-tutors are invited to attend, as well as all other users of the PSIME Doctoral School. The meeting is presided over by the Director of the Doctoral School, and if necessary, the Vice-Director, and aims to inform the students about the following elements:

- presentation of the various interlocutors for doctoral students (members of the Board of Directors, secretaries and administrative managers, assistance services, heads of training programs, student representatives on the Doctoral School Council, representatives of non-profits linked to the school, etc.);
- characteristics (number and profiles of doctoral students, research units linked to the doctoral school, supervision and tutelage potential, types of funding, etc.) and the statistics on doctorates in general;
- organization and functioning of the Doctoral School

- available training programs: training modules (both thematic and professional), accessibility, approvability, access to external training modules;
- Training Conventions (aims and objectives, functioning and evolutions during the course of the doctoral training)
- CSI - Individual Supervision Committee (aims and objectives, composition and functioning)
- assistance for student mobility (travels linked to professional insertion, collaboration);
- results produced by the Doctoral School in terms of thesis duration, professional careers of alumni (statistics and evolutions in professional profiles and positions of alumni);
- presentations of non-profit student organizations;
- other activities organized by the Doctoral School.

5-2 CSI - Individual Supervision Committee

The Ministerial Decree of 26 May 2016 concerning doctoral studies stipulates that Doctoral Schools must put in place a CSI (Individual Supervision Committee) to ensure that the doctoral training of every student runs smoothly. The CSIs of the PSIME Doctoral School consist of an individual framework accompanying each student, and should not entail considerable extra work for either the student or the supervisor. To this end the CSI is organized in the shape of regular interviews to be held with the doctoral student (at least once a year, at 9 and 20 months into the course, and in the case of a defense), whose aim is to measure and follow their work and training conditions, the progress made regarding the provisional program for their doctoral research, and regarding the preparation of their future career.

After each one of these interviews, and following a list of items described in the “Doctoral supervision booklet” (Livret de suivi du doctorat, see Annex 4.2), delivered by the PSIME Doctoral School, the CSI will make comments and recommendations to be sent to the Doctoral School Board of Directors, to the doctoral student, to the thesis supervisor and to the head(s) of the student’s host research unit.

Composition of the CSI (Individual Supervision Committee)

In order to fulfill its mission of accompanying every doctoral student during the course of their doctoral training, any PSIME Doctoral School’s CSI is composed of at least two members, appointed for the entire course of the doctoral training and upto the defense, who are independent from the people who supervise the doctoral student’s work.

The composition should be as follows:

- One member can be a member of the student’s host research unit
- One external member, i.e. someone who is not a member of the student’s host research unit

These members can be proposed by the doctoral student, and at least one of them should be an academic (a lecturing researcher or tenured researcher) qualified to supervise research at doctorate level (HDR).

The CSI must be approved by the PSIME Doctoral School’s Board of Directors, who may take into account, if necessary, recommendations of the Doctoral School Council.

If one of the members can no longer sit on the CSI he or she must be replaced.

The members of the CSI and the PSIME Doctoral School agree to respect the confidentiality of scientific and non-scientific information shared during interviews. A confidentiality agreement may be signed if a doctoral student and/or his/her thesis supervisor makes a motivated request for it.

The members of the CSI can sit on the doctoral student’s defense jury but cannot be referees.

The doctoral student, the supervisor and the director of the doctoral student’s host research unit or one of the members of the Board of Directors can seize the CSI at any moment.

Functioning of the CSI (Individual Supervision Committee)

All doctoral students must appropriate their CSI, by inviting its members to the auditions programmed at 9 and 20 months (see paragraph 5-3), and possibly through the use of videoconference tools. In order to facilitate the organization of these meetings, and to ensure equitable treatment of all doctoral students, this interview will follow the protocol set out in the “Doctoral supervision booklet” (“Livret de suivi du doctorat”), which is adapted to the annual evolutions in the doctoral student’s trajectory, and which will deal, specifically, with the following elements:

- material conditions (professional and personal);
- integration in the host research unit and the doctoral school;
- appropriation of the thesis subject;
- progress made on the thesis research (results and valorization);
- past, present or future training programs (academic and scientific/professional, approval/evaluation);
- mobility and presentations at conferences and at postgraduate conferences, Doctoriales®, etc.;
- acquisition of professional skills and competences (practical and intellectual), doctoral student portfolio, preparations for professional career development;
- balance with regards to the Doctoral training convention (concerning contents and evolution).

Transition modalities

- For the academic year 2016-2017, only first-year doctoral students organize their CSI. Students enrolled in the 3rd year (and who were auditioned in 2016 for their mid-course defense) or those who are in their special enrollment year will have their request for re-enrollment examined by the Board of Directors, who may have first consulted the PSIME Doctoral School's Scientific and Pedagogical Commission.
- From 2017-2018 doctoral students in the first and second year must have a CSI.
- From 2018-2019 doctoral students in the first, second and third year must have a CSI. Requests for special re-enrollment (in a fourth year or more) will be examined by the Board of Directors, who may have first consulted the PSIME Doctoral School's Scientific and Pedagogical Commission.
- From 2019-2020 all doctoral students of the PSIME Doctoral school must have a CSI.

5-3 Thesis supervision by the host research unit

This procedure completes the role of the CSI. Audition committees are set up by the PSIME Doctoral School Board of Directors and by the host research units, in order to evaluate the scientific progress made on the thesis. Each audition committee meets twice, once at 9 months into the doctoral training course (during the first year) and once at 20 months (before the end of the second year), if possible in the presence of the members of the doctoral student's CSI. The evaluation is based on a written report (which may be a copy of a publication or a paper given at a conference), a brief oral presentation (10 minutes) and a discussion with the audition committee. A short report is drawn up after each audition following the model set out in Annex 4.1, and is added to the "Doctoral supervision booklet" (Livret de suivi du doctorat); one copy will be sent to the Directors of the Doctoral school.

5-4 Assistance for doctoral students (professional project, mobility, etc.)

A substantial part of the budget of the PSIME Doctoral School is to give doctoral students financial assistance to travel both on a national and international level, as part of their professional project. These travels may be justified because:

- students do part of their doctoral research or internship in a research center abroad,
- students need access to training dispensed by institutions outside the PSIME Doctoral School
- students need access to training dispensed by the College of Doctoral School (CED) of *Normandie Université*
- students need to travel for their professional project (trade fairs, interviews, ...)
- students participate in a national or international conference (only once during the preparation of their doctoral thesis), on the condition that the student presents a paper at the conference.

Students who wish to apply for financial assistance should deposit an application that includes justification of the objectives of the trip, accompanied by a provisional budget and an indication of how they will finance any other expenses. Requests are examined by the Board of Directors of the PSIME Doctoral School. A report will have to be submitted to the Board of Directors of the PSIME Doctoral School regarding the mission, the training, etc.

5-5 Mediation

Any major unresolved conflict between doctoral students and their thesis supervisor (or the director of their host research unit) must be brought to the attention of the Directors of the Doctoral School. The directors of the Doctoral school will adapt to the problems or difficulties encountered by the student in order to mediate between

the parties, in accordance with the rules and dispositions laid out in the Doctoral Charter of the ComUE *Normandie Université*.

The supervisor(s) and/or tutor, the director of the host research unit and the doctoral student (who may be accompanied by another doctoral student) are consulted separately and the Director(s) of the Doctoral School propose a way to end the conflict in the course of a meeting with all those concerned. The doctoral student, his/her supervisor and the director of the host research unit are informed of the procedure and receive copy of the reports of the interviews.

Article 6 - Doctoral training

By enrolling as a doctoral student, doctoral students commit to a training course that includes both work on their thesis and activities put in place by the doctoral school and / or the College of Doctoral Schools (CED), whose aims are to contribute to the student's thesis work and to the student's professional career after graduation (training, seminars, postgraduate study days, etc.)

6-1 Requirements concerning supervision of doctoral training courses

All doctoral students and their supervisors must sign the Doctoral Training Convention drawn up by the ComUE *Normandie Université*.

Students must follow at least 50 hours of transversal course modules (equaling 30 credits). Moreover students must either publish a scientific article, present a paper at a conference, or obtain a patent (15 credits). In all students must obtain 75 credits before they can receive approval of the director of the Doctoral School before being allowed to proceed to the defense. Competences developed during work on the thesis and that allow commercialization of the research in the private sector may be taken into account, such as for instance involvement in the life of the Doctoral School, or an elective mission in one of the institutes, or the organization of a scientific event within the institute.

There will be a yearly update of Annex 5, which stipulates the training courses proposed to students and their attendance requirements.

These training activities are part of the framework that defines the doctoral student's professional project. The Doctoral School will take into account the sum of all the activities followed by the doctoral student based on certificates testifying their presence, to be delivered by the College of Doctoral Schools (CED) and possibly by external training institutions.

If the training course which the doctoral student wishes to attend requires travel, the doctoral school can cover the costs of such a mission, on the condition that the request is made before the student enrolls in the training program.

Salaried doctoral students (who receive funding outside of their doctoral research work) are not under the obligation to follow these training courses but they are strongly advised to participate in any type of training that may further their research activities and their professional future.

The training courses are proposed by the College of Doctoral Schools of *Normandie Université* (joint and professional courses), by the PSIME Doctoral School (academic and scientific courses) or by any other body.

In the case of training proposed by other institutions the doctoral student can ask for financial assistance with the PSIME Doctoral School by submitting a request form (cf. Annex 5 - Aides apportées aux doctorants) that presents detailed justification of the objectives, of the training institution, as well as a provisional budget and an indication of how they will finance any other expenses. Such requests are examined by the Board of Directors of the PSIME Doctoral School.

In order to assist doctoral students in the organization of their training program and in the evaluation of the number of courses or modules they still have to follow, students will receive an annual assessment concerning the training modules they have already followed and validated. At the end of their doctoral training course, and in order to be authorized to proceed to the defense, doctoral students must themselves present an assessment of the training modules they have validated.

6-2 Joint Doctoral training courses of the College of Doctoral Schools (CED)

Information about joint doctoral training courses managed by the College of Doctoral Schools (CED) of *Normandie Université*, can be found on the website of the ComUE and on the webpages of the institutes where the doctoral students are enrolled, as well as through the ADUM interface (the internet portal providing information, services and communication for doctoral students and doctors), the future doctoral studies management tool.

The PSIME Doctoral School will cover only one TOEIC registration per doctoral student.

6-3 Specific modules linked to the Doctoral school, conferences, etc.

Information about specific training modules and conferences aimed mainly at doctoral students of the PSIME Doctoral School can be accessed on the school's website.

6-4 Other types of training or courses

Doctoral students can follow and qualify in training programs outside of the modules offered by the doctoral school or the College of Doctoral schools (CED), and have these validated by the Directors of the Doctoral School. The details of these modules must be included in the doctoral student's individual training program. Students can request financial assistance from the Doctoral School to co-finance their participation in these training modules (*cf* Article 5, Assistance for doctoral students).

Students can participate in any of the training modules organized by the Doctoral Schools, whichever the geographical location, subject to availability.

Article 7 - Thesis defense

All doctoral thesis defenses must proceed according to the rules established in the Ministerial Decree of 25 May 2016. The same applies to the conditions of submission, notification, diffusion and archival storage.

7-1 Scientific integrity

Integrity: the thesis manuscript must conform to the elementary rules of scientific writing (containing only authentic text and scientific results, showing respect for intellectual property, ...)

Principle of control and supervision: the doctoral student and his/her supervisor can use plagiarism verification tools, for instance the application proposed on the ENT platform of *Normandie Université* <https://ent.normandie-univ.fr/>

Sanctions: the director of the Doctoral School has the right to issue a negative assessment for re-enrollment or for the defense to proceed, if one of the above principles has not been respected, and after having requested that corrections be made.

7-2 Authorization to defend

Before undertaking any steps towards organizing their thesis defense, doctoral students and their supervisors should verify that the following conditions are met:

- part of the work done for the thesis should be published in an internationally recognized review, presented in a paper at a conference whose proceedings are published, patented or accepted and submitted for publication or patenting (except for particular confidential theses);
- doctoral students must be able to prove that they have followed the required training courses that match their professional project;
- requests for possible corrections must have been complied with if elements have been detected that did not match the principles of scientific integrity;
- doctoral students have to submit their competence assessment dossier : a portfolio and a CV (see annex 4.2)

The administrative procedure in force in the institute where the doctoral student is enrolled gives precise details concerning the stages and schedule along which the defense is to be organized, and the necessary elements of the thesis defense dossier. The request for authorization to proceed to the defense should be sent to the PSIME Doctoral school before the deadline imposed by the institute in which the doctoral student is enrolled.

7-3 Specific aspects of the thesis manuscript

The thesis manuscript must be written in French or in English. If the thesis is written in English, it should be accompanied with an “elaborate” summary in French of at least three pages.

If the thesis has to be written in another language, a French or English version must also be submitted.

The thesis manuscript must carry a cover that corresponds to the common model presented and accessible on the PSIME Doctoral School website, and on the webpages of the ComUE *Normandie Université*.

7-4 Appointing the referees and jury members

Thesis work is examined by at least two referees, who are not members of the ComUE *Normandie Université*, and who are qualified to supervise research at doctorate level (HDR), or who belong to any of the following categories:

- University Professors and assimilated teaching staff, or teachers with the same rank and qualifications, emanating from foreign institutes for higher education, or from public research bodies (French and international);
- People who hold a doctorate degree and who are selected by the head of the institute for their scientific competence, upon proposition by the director of the PSIME Doctoral School and recommendation of the Academic Council’s Research Commission.

The members of the thesis jury are appointed by the head of the institute and after consultation with the Director of the PSIME Doctoral School (or one of its Vice-Directors), and the thesis supervisor. The jury must comply with the following criteria:

- it must comprise between four and eight members;
- men and women must be equally represented;
- at least half of its members must be people (French or foreign) who do not belong to the PSIME Doctoral school or to the ComUE *Normandie Université*;
- at least half of its members should be university professors, assimilated teaching staff or teachers with the same rank and qualifications.

The thesis supervisor (or supervisors) also sits on the jury. He/she attends the discussions and his/her participation is important in order to facilitate understanding of the subject which he/she has supervised. If necessary he/she can intervene in decisive debates that might need clarification. The supervisor does not lead the debates and, when attending the deliberations, cannot take part in the final decision.

The thesis supervisor:

- is taken into account in the ratios that may be considered in the doctoral college, as members that are either external or internal to the institute where the student is enrolled,
- signs the thesis defense report as a sitting jury member,
- does not sign the official deliberation minutes.
- wherever the thesis defense report discusses the deliberation, it must specify that the decision was taken by the jury members excluding the thesis supervisor(s).
- the name of the thesis supervisor is on the list of the jury members, including when the legal deposition of the thesis is made.

7-5 Thesis defense and jury deliberation: modalities and procedures

Except in the case of special permission given by the head of the institute (if the thesis clearly requires confidentiality), thesis defenses are public events. The language of communication during the defense is French. However, if the doctoral student does not speak French or if there are non-francophone members on the jury, the defense can be held in English. If the thesis is defended in a country where neither French nor English are spoken (in the case of Joint International Supervision), a pre-defense must be organized in French or in English.

The jury members elect a president among themselves who is a professor or an assimilated teaching staff member or a teacher with the same rank and qualifications. Except for the president, members of the jury may exceptionally participate in a jury via videoconference (or a similar communication tool) which must allow for their identification and effective participation and for a deliberation that is collegial and uninterrupted. The internet connection on which the videoconference runs should therefore be fast enough during the entire proceedings of the defense, in order to guarantee a high level of interactivity between the candidate and all the jury members, on the one hand, and among the various jury members on the other hand.

The president of the jury signs the defense report, and all the members of the jury countersign. The defense report is sent to the doctoral student in the month following the defense.

The formalities involved in submitting a request to defend one's thesis, as well as the conditions in which the manuscript should be sent to the jury members, and the deposition of the registration form for the thesis, are drawn up by the institute in which the doctoral student is enrolled.

7-6 European Doctorate label

Doctoral students can receive a "European label" (or a "European Doctorate"). This system is based on the Ministerial Decree of May 2016 and on the principles emanating from the Assembly of University Presidents (CPU) regarding the "European Doctorate". This consists in a classic doctoral degree with the addition of an attestation indicating "European label" which is delivered by the President of the University. In order to obtain this label, four conditions must be fulfilled, so that the request can be made during the organization of the thesis defense:

- the doctorate has been prepared for at least three months in a European country that is not the country where the defense takes place;
- the authorization to proceed to the defense is delivered in accordance with the reports established by at least two Professors who belong to institutions of higher education which are not in the same European country and which are not the same as the country where the defense takes place;
- at least one of the jury members belongs to an institution of higher education that is not the same as the one in which the defense takes place;
- a part of the defense must happen in a national European language that is not (any of) the national language(s) of the country in which the defense takes place.

This system differs from the system of Joint International Supervision, and can superimpose the latter. The label does not feature on the doctoral diploma, but it constitutes a strong element for the valorization of doctoral training on an international level. Doctoral students who wish to obtain the "European label" should warn the PSIME Doctoral School about this, before their defense, and following the procedures that are in force in the institute where they are enrolled for doctoral training.

Article 8 - Follow-up of the professional insertion of doctors

Post-doctoral follow-up is put in place in order to improve knowledge about the further careers of the doctors coming out of the PSIME Doctoral School and in order to exploit these data as a tool to direct the overall functioning of the Doctoral school. This allows for better responses to the yearly inquiries of the MESRI (enquiries by the SIREDO, see Glossary) and to improve the quality of the information given to doctoral students concerning the further careers and professional success of the doctors coming out of the university.

All doctoral students, doctors and supervisors commit to contributing to the yearly communication, for the duration of at least five years after the thesis is finished, of any relevant information concerning their professional situation as doctors. This database is updated via the online directory of the ADUM (the internet portal providing information, services and communication for doctoral students and doctors, see Glossary), during the annual inquiry organized by the Doctoral School, or at any other moment when the doctor's situation changes.

More specifically, on the start-of-term day which is organized every year (cf. Article 5) the PSIME Doctoral School informs its doctoral students about the further professional careers of its doctors during the preceding three to five years.

Article 9 - Evaluation of the doctoral school by its users

Every year the PSIME Doctoral School will carry out an anonymous online inquiry among its users (doctoral students, supervisors) in order to evaluate

- availability of the Board of Directors, of the administrative offices and the school management, and of the doctoral student representatives;
- proposed modules and courses (academic, scientific and professional) : accessibility, contents, format, etc.

- information on the functioning of the Doctoral School;
- CSI (Individual supervision committee) ;
- guidance on the doctoral student's professional project ;
- etc.

The outcome of these evaluations will be analyzed and discussed by the Council, and will be exploited to improve the overall functioning of the PSIME Doctoral School and of the College of Doctoral Schools (CED).

Article 10 - Approval of the Doctoral School's Internal Rules

The Internal Rules of the PSIME Doctoral School are submitted for approval to the Academic Council of the ComUE *Normandie Université*, after having been previously discussed and approved by the PSIME Doctoral School Council and the College of Doctoral Schools of the ComUE. These rules can be revised whenever necessary and following evolutions in the rules and operational regulations of the PSIME Doctoral School Council and the College of Doctoral Schools (*Normandie Université, Région*, etc.). If necessary the Annexes must also be updated and new ones may have to be added.

Article 11 - Commitment by the doctoral student

All doctoral students of the PSIME Doctoral School commit to respecting:

- the Internal Rules of the institute when these are available,
- the internal rules of their host research unit,
- the elementary principles of secularism : reference can be made to the guide edited by the CPU "La laïcité dans l'enseignement supérieur" ("Secularism in higher education")
<http://www.cpu.fr/actualite/lancement-du-guide-la-laicite-dans-lenseignement-superieur/>
- rules concerning hygiene and safety,
- the Doctoral Charter, which the student signs,
- the Internal Rules of the Doctoral School, which the student signs.

All supervisors and tutors (or co-supervisors and co-tutors) of the Doctoral School commit to respecting the working conditions defined in the Doctoral Training Convention. Doctoral students cannot begin their research activities in their host research unit before having enrolled in their institute (thus obtaining their doctoral student card), except when a specific convention has been duly established.

Form of acceptance the Internal Rules of the PSIME Doctoral School

I, the undersigned,....., declare having been informed about the Internal Rules of the PSIME Doctoral School and declare accepting all of its clauses.

At on

Signature of the doctoral student :