**Request for Derogatory Registration**

**Excerpt from the Internal Regulations**

4-3 Re-registration for an additional year

From the 4th year, the PhD students must send to the secretariat of the ED PSIME, to the director or to one of the deputy directors, a request for exemption motivated and signed by the thesis director (and the co-director if any) and the director of the host laboratory, and with a commitment from the student and the thesis director on the date of the defense. The procedure for requesting re-registration in an exceptional year is specified by each establishement of registration.

This exemption can be granted only if there is a financial support to the PhD student till the defense.

In principle, registration in the fifth year will not be accepted.

Requests for authorization to register in an exceptional year are examined by the ED PSIME Directory and possibly with an opinion from the ED council. The decision to re-register in an exceptional year will be based in particular on the CSI report. An interview between the doctoral student, the thesis director, the head of the laboratory and a member of the ED PSIME Directory may be requested depending on specific cases. Please note that the list of beneficiaries of these exemptions is presented each year to the ED Council and transmitted to the Research Commission of the Academic Council of ComUE Normandie University.

**PhD student :**

**Laboratory :**

**Thesis director(s) :**

**Date of 1st registration :**

**Comments :**

*■ Administratively, a 4th registration is always regarded as being derogatory (a fortiori a 5th). However, there are several cases for which a 4th registration is necessary while there is no time overrun with regard to the rules of the ED (for example, in the event of a 1st registration in the spring, for a salaried doctoral student, or in the case of a joint supervision with a country where the thesis duration exceeds 3 years). Filling the pages 3-4 is thus only asked to those having a 3-year doctoral contract, and for which the defense cannot take place before the end of the calendar year containing this 36-month deadline.*

*■ There is no unspoken rule that would make the granting of a first year of derogation almost systematic. In the absence of duly documented specific reasons (mainly medical), registration may be refused if the degree of progress of the thesis is not sufficient. In this case, the ED proposes to deliver a “Certificate of Research Activities” – written jointly by the doctoral student, the thesis director and the head of the laboratory – which gathers all the skills acquired during the 3 years of thesis, so that this period appears in the CV as a fixed-term contract of research. Although the degree of progress of the thesis and a firm, realistic date for the defense are the essential elements to judge the relevance of this derogatory year, the ED will also take into account the financing of the months till the defense as well as the background of the thesis director in previous requests of that type (in terms of respecting commitments on the defense date and additional financing).*

**Reason leading you to apply for enrollment in a xth university year (x ≥ 4)**

■ x =

■ Employed doctoral student ……………………………………………………………………………………………………□

What type of job?.....

■ Joint supervision (cotutelle) with a thesis duration of more than 3 years ………………….……□

Which country ?.....

What is the total duration of the thesis recorded in the co-supervision agreement? .....

■ Registration at the beginning of a calendar year ……………………………….………………………..………..□

What type of doctoral contract  ?.....

***If your request corresponds to one of the 3 cases above, just fill the box below without taking into consideration the rest of the file (if your request corresponds to a particular case not listed here, please contact your site manager)***

**Signatures PhD student Thesis director Head of the lab.**

**Application submission date : / /**

**To be sent to :  gestionnaires-edpsime@liste.normandie-univ.fr**

■ I have a funded 3-year doctoral contract, but I am unable to defend within the 36-month period, not even before the end of the calendar year containing this 36 month deadline

**The remainder of the form only concerns those corresponding to this situation.**

**►Request of reregistration for which year ?**

4th □ 5th □

***►*** **Reasons explaining this delay from the PhD viewpoint**

**►Argument from the supervisor(s)**

**►** **Argument of the CSI (based on the interview which had to be held before the end of June of this year, and during which the CSI issued a positive opinion for this derogatory registration)**

**►Scientific production**

**►Present state of the manuscript (separate .pdf file to be joined to the request )**

**Funding for the period following the end of the doctoral contract. Distinguish financing that is certain from that which is just envisaged.**

**Firm commitment to a defense date (this date commits each party and must therefore be realistic).**

**Signatures PhD student Thesis director Head of the lab.**

**Application submission date : / /**

**To be sent to :  gestionnaires-edpsime@liste.normandie-univ.fr**