



Welcome Meeting of the ED PSIME

Caen site

19th October 2023

Outline



- 1- What is an ED ?**
- 2- What is the ED PSIME ?**
- 3- Labs and Topics**
- 4- Some figures**
- 5- PSIME structuration**
- 6- The rules**
- 7- Main steps over the 3 years**
- 8- CSI (Individual Monitoring Commitee)**
- 9- Activity Reports**
- 10- Trainings**
- 11- Financial support for Mobility and Trainings**
- 12- PhD thesis**
- 13- In case of problems...**
- 14- Events**

1- What is an ED ?

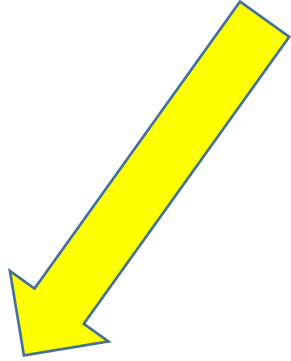
- **An ED is an administrative structure responsible for monitoring doctoral students**
- **The EDs were established in 2006**
- **In France, there are 90 EDs in Sciences and Techniques**

Missions of an ED

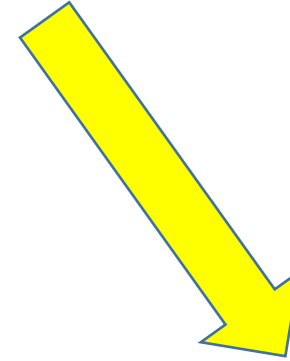
- **Organize the competitive recruitments**
- **Manage all the other types of enrollments**
- **Prepare the registration process & Supervise the entire journey of each doctoral student**
- **Rule on re-registrations**
- **Organize and monitor the actions of the CSI (Individual Monitoring Committee)**
- **Set up specific trainings**
- **Manage aids for mobility and training**
- **Participate in the creation of events**
- **Check compliance with defense requirements**
- **Assist/Advise doctoral students on a daily basis**
- **Participate in the compilation of statistics**
- **Look at the professional integration of young doctors**
- **Represent our topics in places of decision and arbitration**

2- What is the ED PSIME?

Each ED covers a territory and encompasses a field of topics



Normandy



What PSIME means ?

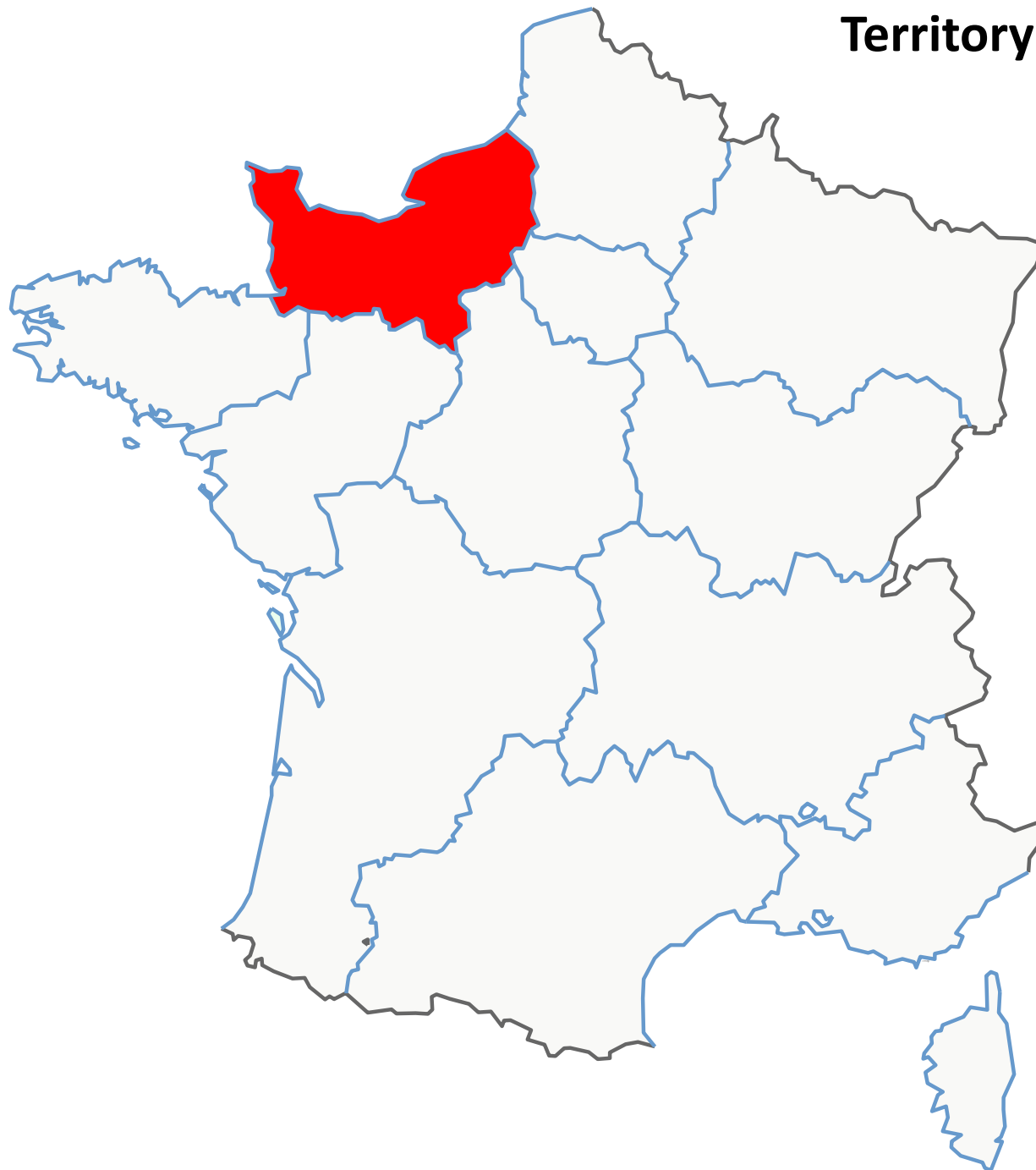
PSIME :

Physique, Sciences de l'Ingénieur, Matériaux, Énergie



Physics, Engineering, Materials, Energy

Territory for the ED PSIME

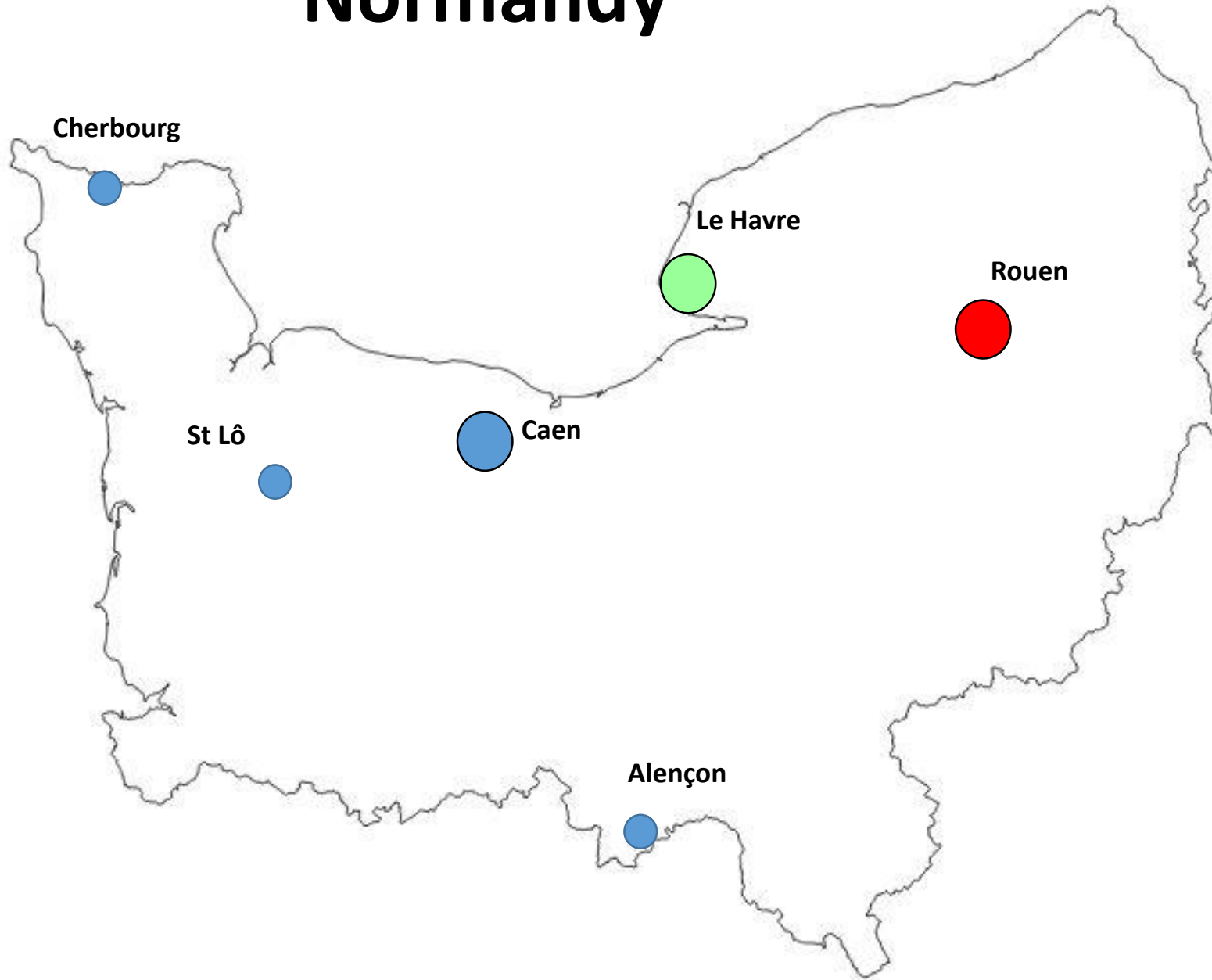


Normandy

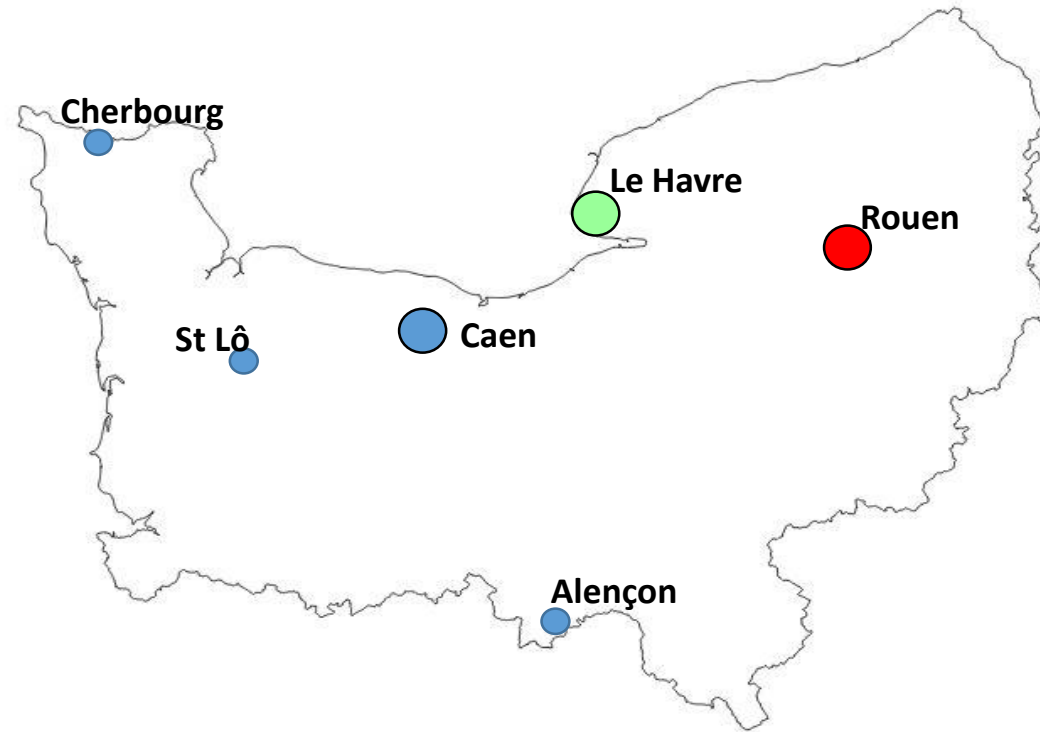
« Land of the **Northern Men** »



Normandy



Normandy



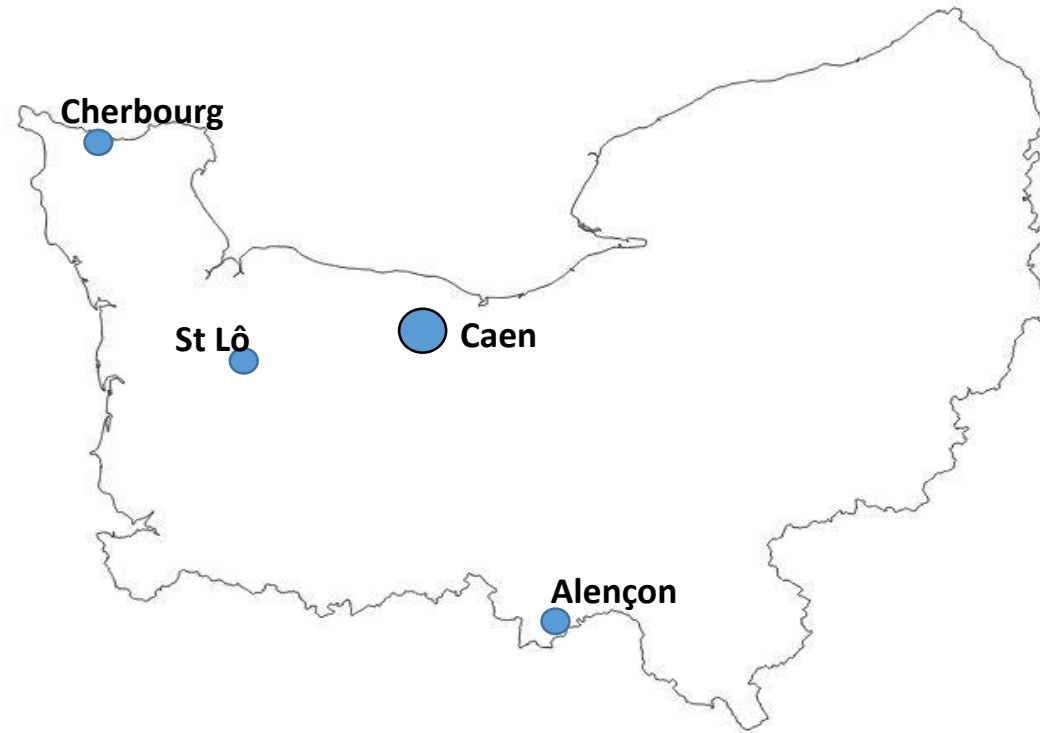
Three « Sites »

-site of Caen

-site of Rouen

-site of Le Havre

Normandy



Three « Sites »

Here, Today ⇒

-site of Caen

~~-site of Rouen~~

~~-site of Le Havre~~

There are 8 EDs in Normandy

- Biologie Intégrative Santé Environnement (NBISE)
Biology, Health
- **Physique, Sciences de l'Ingénieur, Matériaux, Energie (PSIME)**
Physics, Engineering, Chemistry (inorganic), Earth sciences
- Mathématiques, Information, Ingénierie des Systèmes (MIIS)
Mathematics, Computing, Electronics
- Chimie (NC)
Chemistry (organic)

- Droit (DN)
Law
- Economie-Gestion (EGN)
Economy, Management
- Homme, Sociétés, Risques, Territoire (HSRT)
Sociology, Psychology, Geography, Education
- Humanités (NH)
Literature, Languages, History, Philosophy

What topics in ED PSIME ?

Physics and Materials sciences

Nucleus, Corpuscles, Solid state physics,
Atomic physics, Optics and Lasers, Fluid mechanics



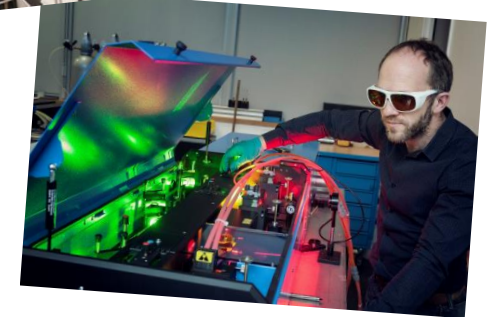
Chemistry and Earth sciences

Synthesis, Cristallography, Catalysis, Earth sciences



Energy and Engineering sciences

Combustion, Acoustics, Optoelectronics,
Geo-environment, Civil engineering, Electrotechnics,
Process Engineering, Components, etc



3- Labs and Topics

⇒ 15 labs spread over 3 sites



CAEN



Centre de recherche sur les Ions, les Matériaux et la Photonique



Laboratoire de Cristallographie et Sciences des Matériaux



Laboratoire de physique corpusculaire de Caen



Grand Accélérateur National d'Ions Lourds



Laboratoire universitaire des sciences appliquées de Cherbourg



Laboratoire catalyse et spectrochimie



Morphodynamique Continentale et Côtière



Laboratoire de Recherche Builders

ROUEN



Complexe de Recherche Interprofessionnel en Aérothermochimie



Groupe de Physique des Matériaux



Laboratoire de Sécurité des Procédés Chimiques



Sciences et Méthodes Séparatives



Laboratoire de Mécanique de Normandie

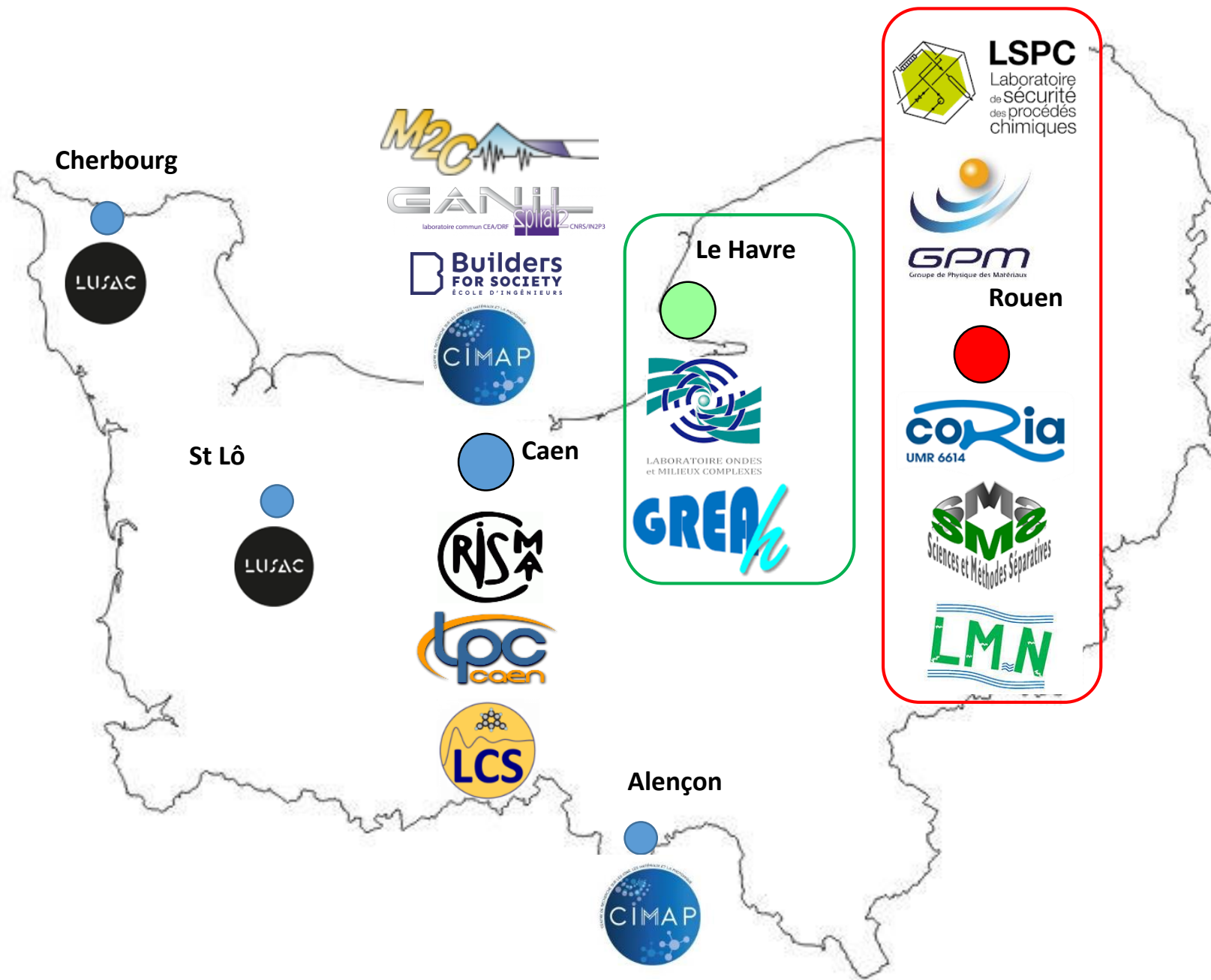
LE HAVRE



Laboratoire Ondes et Milieux Complexes



Groupe de Recherche en Électrotechnique et Automatique du Havre



Eight laboratories attached to the site of Caen



Excited matter and defects/ Materials and optics



Solid state science (synthesis, cristallography, physics)
Materials with applicative properties



Structure of the atomic nucleus / Fundamental interactions
/ Nuclear applications in medical projects



Nuclear physics/ Ion beams / Irradiation



Thermal transfers / Energy storage / Marine Renewable Energies



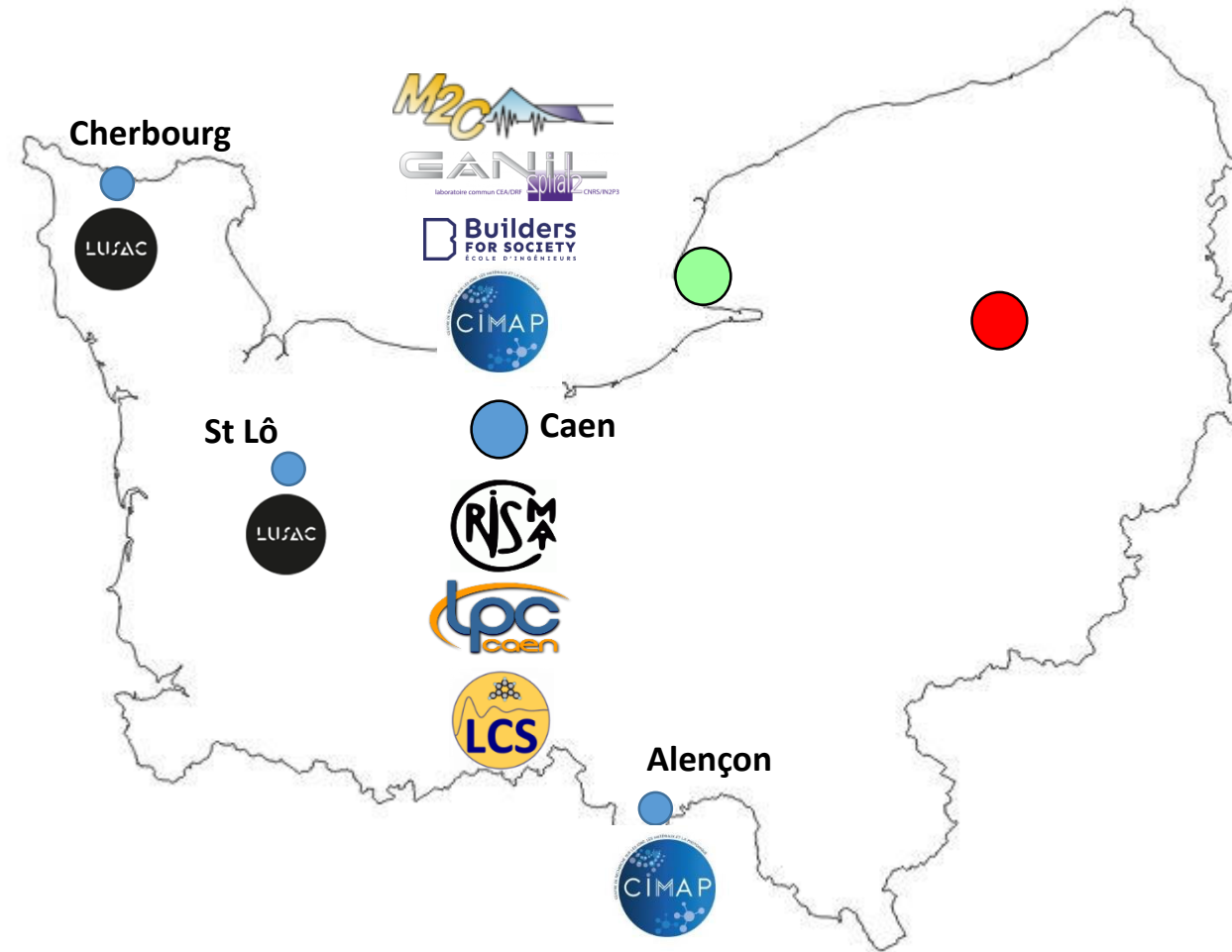
Solid catalysts for applications in energy management/
Operando spectroscopies



Land-Sea Continuum / Hydrogeology / Streams



Ecological and smart materials in building



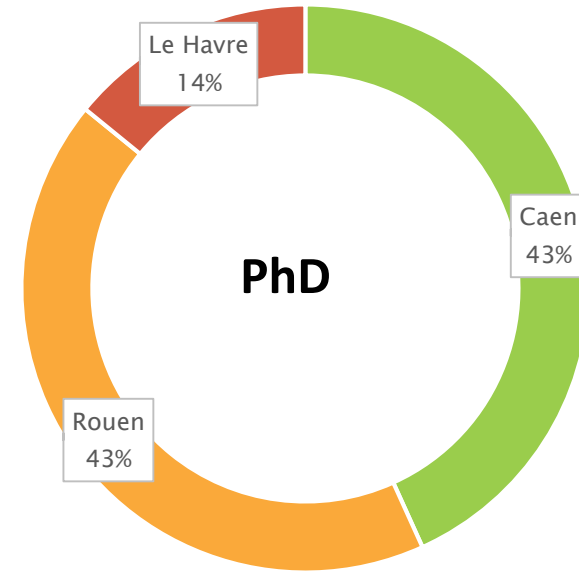
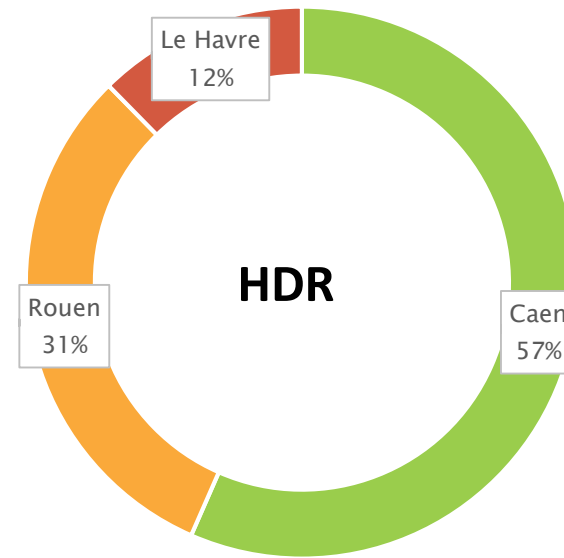
Some examples of thesis projects: a huge diversity !

- ❖ *Towards a better experimental characterization of the iso-vectorial component of the state equation of nuclear matter*
- ❖ *Feasibility of prefabrication of earth-fiber panels*
- ❖ *Global and generic optimization of energy management in a microgrid for telecommunication*
- ❖ *Micro-oxide and SOS sintering of an alumina-SiC composite for ballistic applications*
- ❖ *Morphosedimentary trajectoire of the Normandy estuaries over the last two centuries*
- ❖ *Thermoelectric sulphides with sphalerite structure*
- ❖ *Dynamics of deformation of a liquid reservoir used for the stabilization of a floating structure in complex movement*
- ❖ *Electroluminescent diodes based on vanadates*

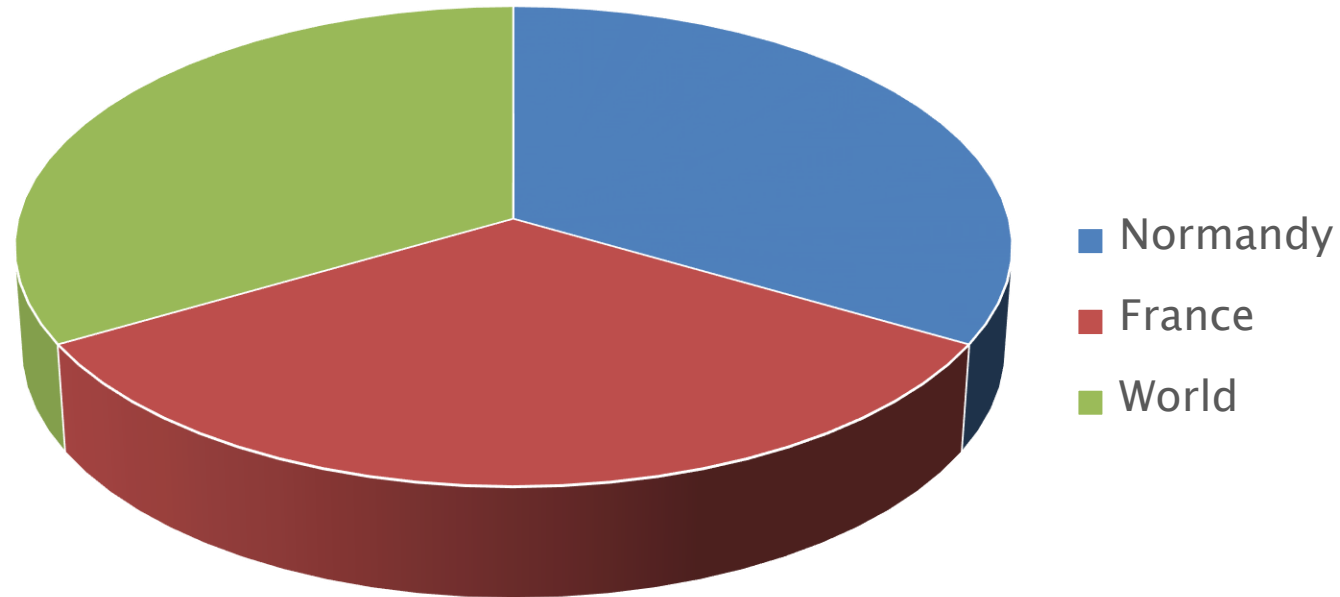


4- Some figures about PSIME

- ❖ 251 HDR researchers
- ❖ 350 PhD Students
- 110 enrollments per year



**Where do you
come from ?**

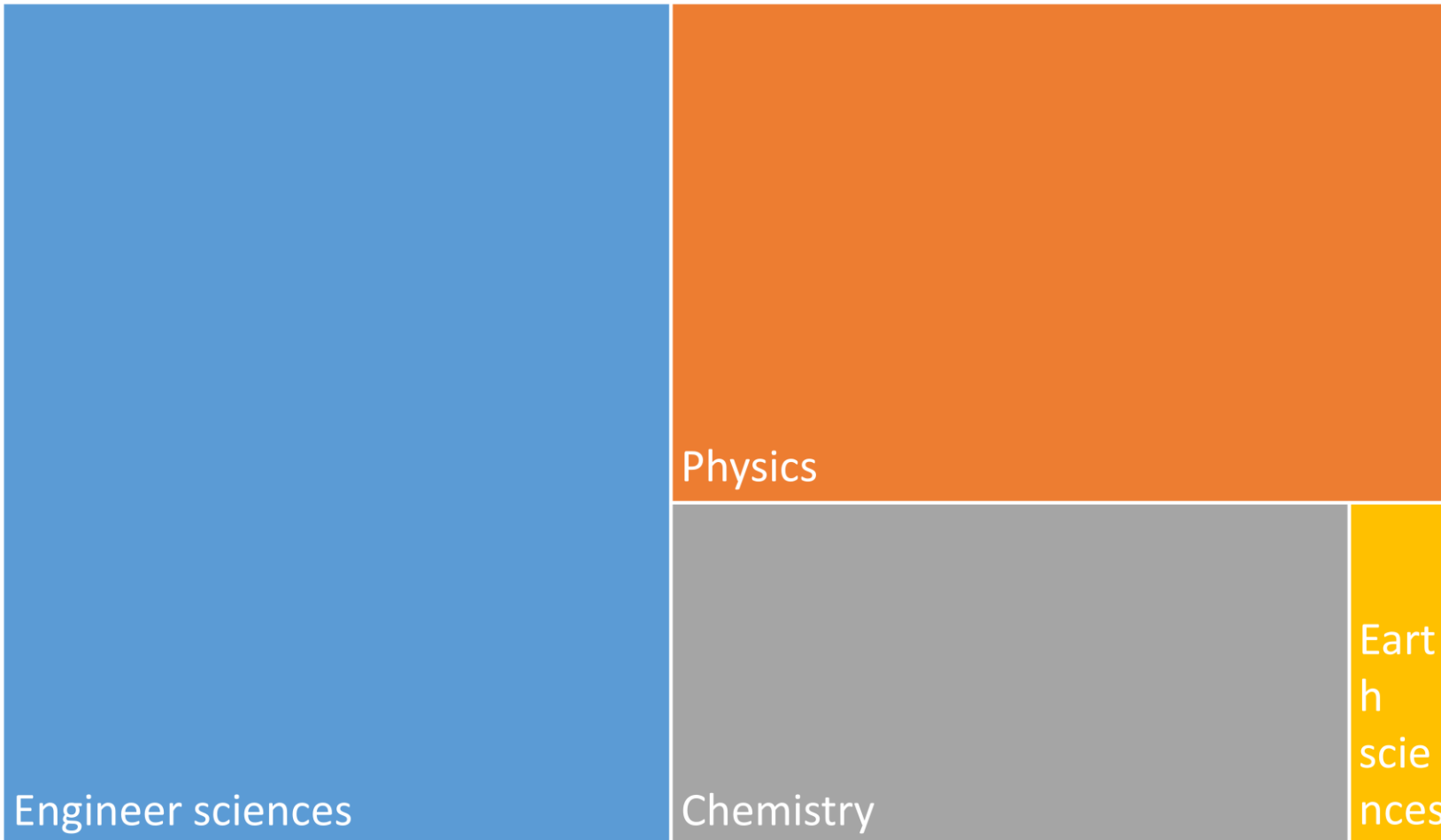


4- Some figures about PSIME

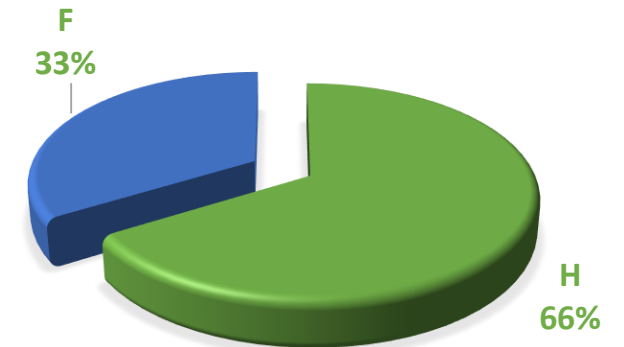


% Fields

- Engineer sciences
- Physics
- Chemistry
- Earth sciences



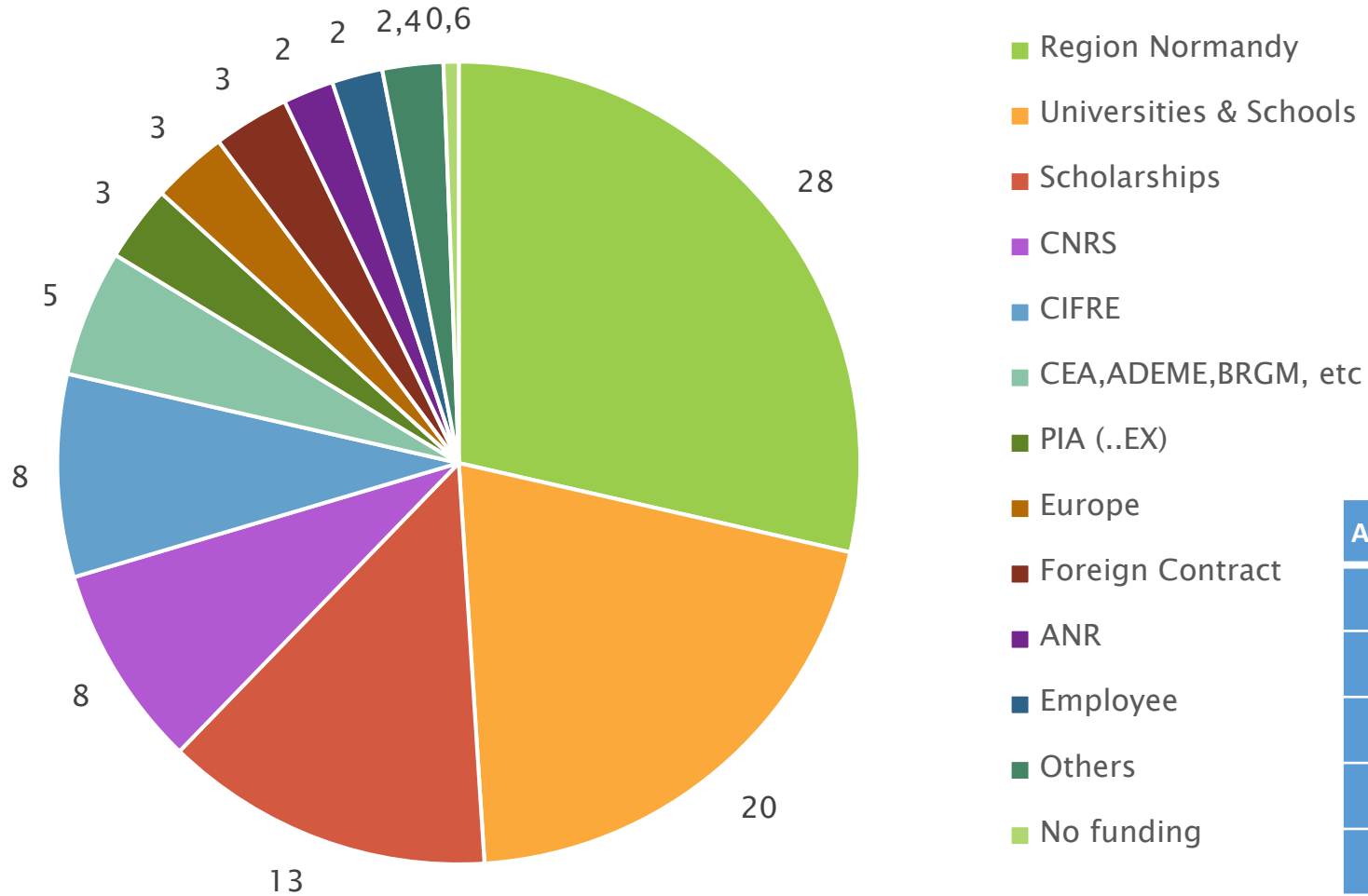
% Gender



4- Some figures about PSIME



Different status and types of Doctoral Contract



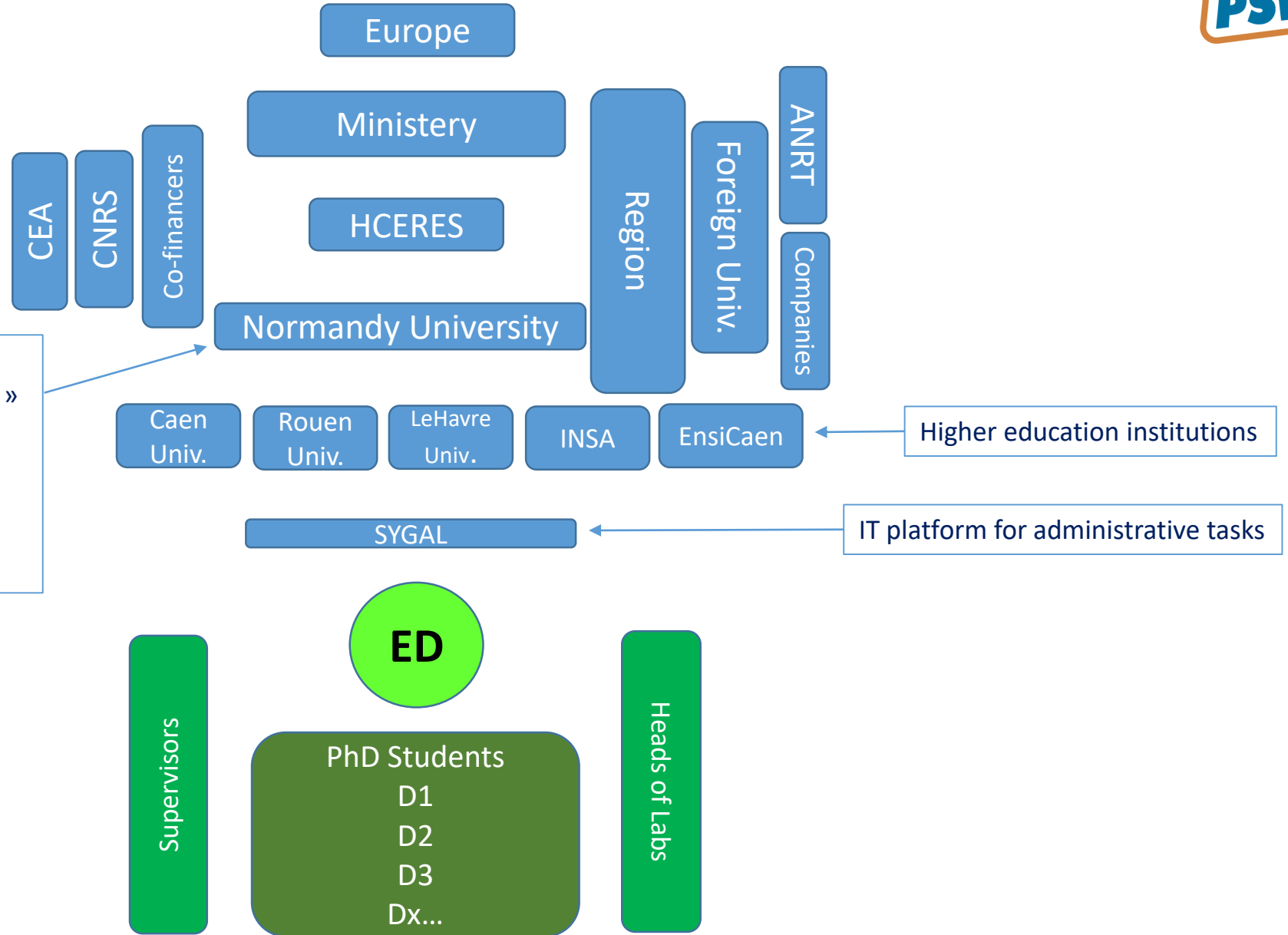
Reference salary for doctoral contracts

Année	Brut annuel	Brut mensuel	Date effet
Actuel	21 096 €	1 758 €	
2021	22 397 €	1 866 €	01/09/2021
2022	23 698 €	1 975 €	01/09/2022
2023	24 998 €	2 083 €	01/09/2023
2024	26 299 €	2 192 €	01/09/2024
2025	27 600 €	2 300 €	01/09/2025

5- Structuration



Eco-system of PSIME



Normandy University (COMUE)
It drives the « Collège des Ecoles Doctorales » which :

- coordinates the regional doctoral policy
- organizes the transversal doctoral trainings
- organizes some events
- delivers the diploma



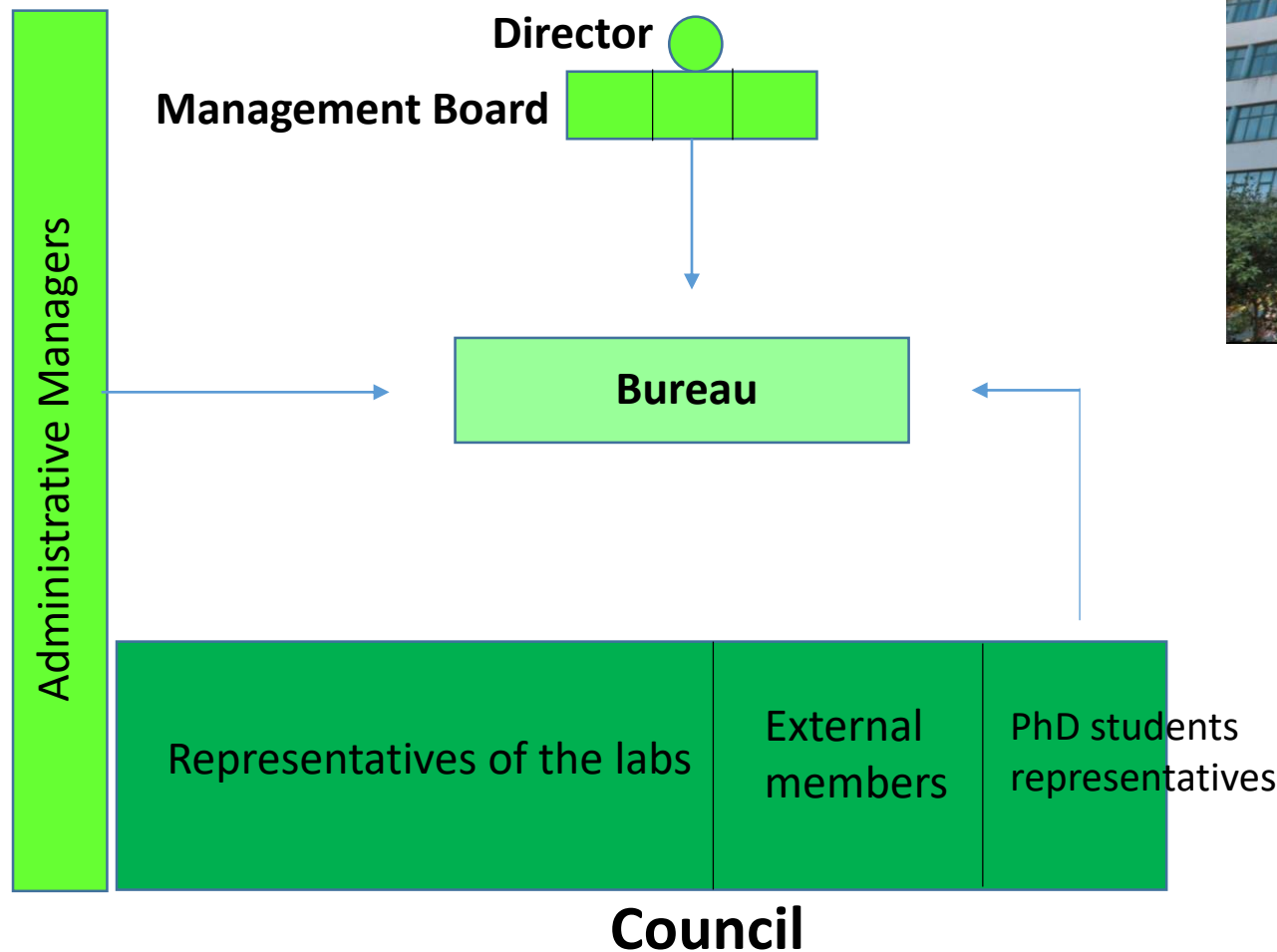
5- Structures of PSIME

Maison du Doctorat (MDD)



For the site of Caen
Your Contact is Marie:

MDD
Marie LEGAY
Monday & Thursday
8:30 -12 13:30-17
Phone : 02 31 56 74 08
Email : marie.legay@unicaen.fr



PhD representatives
Caen :
Axel Rouvillier
Ignace Bouchard de la Poterie
Rouen:
Robin Noury
Nouha Lyagoubi
Le Havre:
Olivier Maston

4 Council meetings per year



5- Structures of PSIME

Site of Rouen

Dep. Dir. :

J. Juraszek

Admin :

C. Meley

V. Cappa

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Resp. Doc. Center

E. Despois

E. Leblanc

Site of Caen

Dep. Dir. :

V. Hardy

Admin :

M. Legay

A. Collin

T. Boué

S. Maviel

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Resp. Doc. Center

E. Camus

Site of Le Havre

Dep. Dir. :

A. Saoub

Admin :

A. Kharmich

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Resp. Doc. Center

S. Mandeville

Executive Management

Dir :

V. Hardy

Admin :

M. Legay (general)

C. Meley (fundings)

6- The rules

❖ Ministerial Decrees

(France)

-
-

❖ Charter

(Normandy)

-
-

❖ Internal Rules

(PSIME)

2016



2022



Doctoral Charter



Having regard to the decree of 25 May 2016 establishing the national framework for doctoral training and the modalities allowing the awarding of national doctorate degrees;
Having regard to the amending decision of 2015 of the MENESER allowing for the transfer to the Community of Faculties and Institutions of the University of Normandy (ComUE Normandie Université) of doctoral colleges and institutions in Normandy and their accreditation to award certified doctorate degrees;
Having regard to the decision of 28 November 2016 of the Academic Council of the University of Normandy;
Having regard to the charter of 28 November 2016 concerning the submission and the diffusion of doctoral theses awarded by the University of Normandy.

The present doctoral charter defines the principles established by the Community of Faculties and Institutions of the Normandy University (ComUE Normandie Université) in delivering national doctorate degrees. Doctoral students are registered in a member institution of the Normandy University, designated below as the "higher educational institution."

The terms "doctoral student" and "thesis supervisor" used in the present charter are generic and respectively represent both female and male doctoral students, and both female and male thesis supervisors. With "thesis supervisor" the present charter refers to single thesis supervisors or, in the case of co-supervision, co-supervisors.

ARTICLE 1 – AIMS OF THE DOCTORAL CHARTER

The preparation of a doctoral thesis is based on a freely concluded agreement between the doctoral student and the thesis supervisor during the recruitment of the new researcher. This agreement establishes a precise definition of the research topic and the working conditions required to carry out the research, including the financial conditions.

The doctoral charter formalizes the reciprocal commitments of the doctoral student, the thesis supervisor, the director of the research unit, the director of the doctoral school and the head of the institution where the doctoral student is registered. It is signed by all parties when the student registers as a doctoral student.

The parties committed by this charter are:

- the doctoral student, who commits to applying any means at his/her disposal to successfully complete the previously defined research project and to carry out any training activities required both to conduct the research work and to complete his/her professional project.
- the thesis supervisor, who bears the scientific responsibility for the work, supervises it and ensures that the doctoral student can take part in the training activities offered by the doctoral school and by the College of Doctoral Schools (Collège des Ecoles Doctorales, CED).
- The director of the research unit in which the doctoral student carries out the research, who ensures that the doctoral student is properly integrated in the unit and that the necessary working conditions to allow a successful completion of the research project are fulfilled.
- the doctoral school, which is supported by the University of Normandy, and which brings together the research units that receive doctoral students, participates in their recruitment, organizes their training, helps them to prepare for their further professional career and oversees compliance with the provisions established in the present charter.

You signed it !

ARTICLE 1- AIMS OF THE DOCTORAL CHARTER

ARTICLE 2 - THE THESIS: A STAGE IN A PERSONAL AND PROFESSIONAL PROJECT

ARTICLE 3 – TOPIC AND FEASIBILITY OF THE THESIS

ARTICLE 4 – THESIS SUPERVISION, FOLLOW-UP AND FEEDBACK

ARTICLE 5 – FUNDING OF THE THESIS

ARTICLE 6 – DURATION OF THE THESIS

ARTICLE 7 – TRAINING CONTRACT

ARTICLE 8 – MEDIATION PROCEDURES

ARTICLE 9 – DISCONTINUATION OF REGISTRATION FOR DOCTORAL TRAINING

ARTICLE 10 - SUBMISSION AND DIFFUSION OF THE THESIS

ARTICLE 11 – THESIS VIVA

ARTICLE 12 – CONFIDENTIALITY

ARTICLE 13 – PROTECTION OF COPYRIGHT – QUOTATION RIGHTS

ARTICLE 14 – INTELLECTUAL PROPERTY

ARTICLE 15 – SPECIFIC PROVISIONS

Sure you read it ?....

Ex 1: What is planned in case of conflict between the PhD student and the supervisor(s) ?

Ex 2:

ARTICLE 12 – CONFIDENTIALITY

The doctoral student recognizes that he/she is bound by an obligation of secrecy towards the University of Normandy and any third parties involved. He/she commits to retaining confidentiality and to refraining from divulging any information for the entire duration of the doctoral training and for ? years following the end of the doctoral training.

Ex 1: What is planned in case of conflict between the PhD student and the supervisor(s) ?

ARTICLE 8 – MEDIATION PROCEDURES

The director of the doctoral school must be given notice of any unresolved conflict between the doctoral student and the thesis supervisor, or between the doctoral student and the director of the research unit, and must, in concertation with the parties involved, try to mediate and find a solution acceptable to all parties.

If the mediation fails or if the conflict implies the director of the doctoral school, any of the signing parties of the present charter can appeal to two mediators appointed by the Research Commission or by the Scientific commission of the institution, one of whom works in the same field as that concerned by the thesis research, and one who works outside of the field. This procedure can also be used when a suspension or a cancellation of the research work is considered. During the mediation process, the doctoral student can choose to be accompanied by a teacher-researcher who is member of one of the boards of Normandy University or of a higher educational institution.

Ex 2:

ARTICLE 12 – CONFIDENTIALITY

The doctoral student recognizes that he/she is bound by an obligation of secrecy towards the University of Normandy and any third parties involved. He/she commits to retaining confidentiality and to refraining from divulging any information for the entire duration of the doctoral training and for five years following the end of the doctoral training.



Internal Regulations



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.

Updated very soon ...

- Article 1 – Functioning of the PSIME Doctoral School**
- Article 2 – Conditions for enrollment as a doctoral student**
- Article 3 – Attribution of doctoral research funding contracts**
- Article 4 – Enrollment and re-enrollment as doctoral student, gap-years, Joint International Supervision**
- Article 5 – Supervision modalities**
- Article 6 – Doctoral training**
- Article 7 – Thesis defense**
- Article 8 – Follow-up of the professional insertion of doctors**
- Article 9 – Evaluation of the doctoral school by its users**
- Article 10 – Approval of the Doctoral School’s Internal Rules**
- Article 11 – Commitment by the doctoral student**

PLEASE READ IT

Duration = 36 months = 3×12 mois

PhD work = Research & Training

PhD student = Student & Employee

**Go to your supervision team. Be proactive. Ask questions
Address the relational difficulties as soon as possible**

It is one of the basic tasks of the doctoral school to help and support you in the event of difficulties. Do not hesitate to ask.

**There are mutual rights and duties between you and the thesis supervisor
You must feel comfortable with your CSI**

Think of the financial support from the ED for your mobility and external trainings

Don't wait for the last year to consider your trainings

Schedule well in advance the CSI meetings

Obey all the dealines !

The « Training and Production » requirements are mandatory

Don't wait for the defense to think of your post-doctorate position

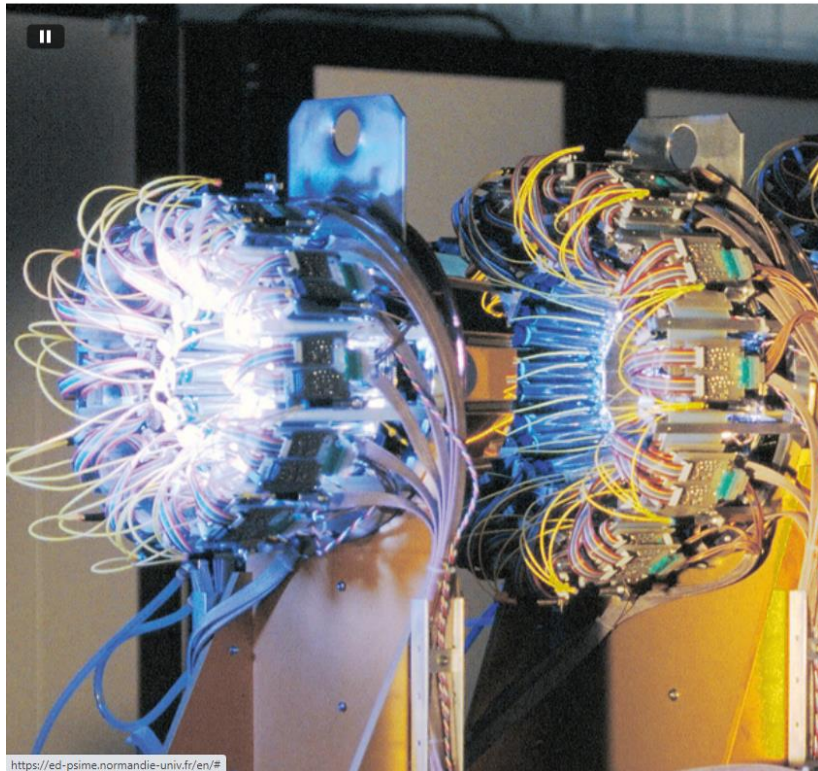
Sick leaves are mandatory in case of illness
Any absence must be declared
Take care of your health



Web Site



<https://ed-psime.normandie-univ.fr/en/>



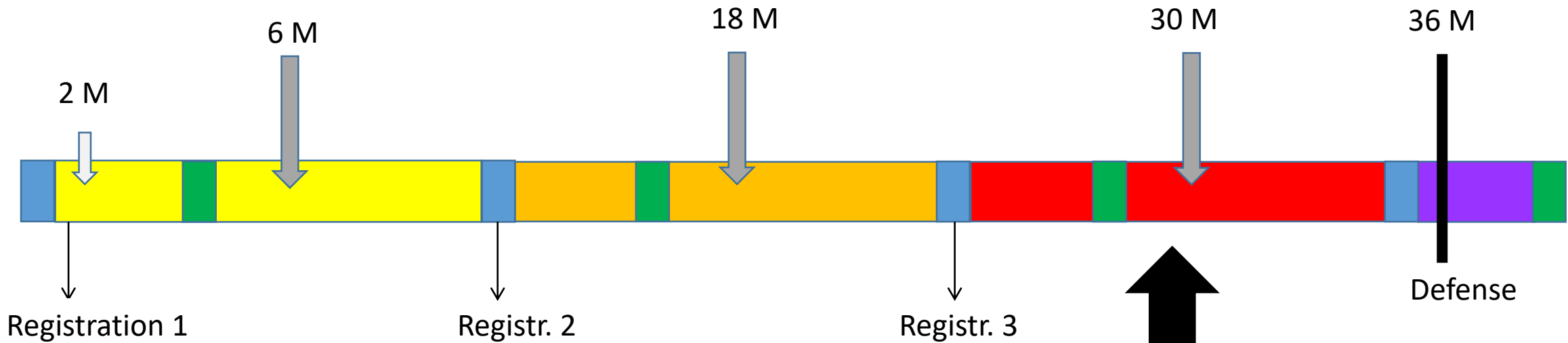
It is the only place to get the up-to-date forms to be filled

7- Main steps of the 3 years



Different « years »:

- Civil years
- Academic years
- Your « own » years



**Complete the training requirements
Start the PhD thesis writing**

SYGAL: SYstème de Gestion et d'Accompagnement doctoral



Doctoral Management and Support System

- **Information**
- **Training (registration, surveys, etc.)**
- **Reports of the Individual Monitoring Committee (CSI)**
- **Annual reports (Activity Reports)**
- **Portfolio (in principle)**
- **Thesis submission and defense**

Informations

[Le doctorat](#)

[Guide d'utilisation de SyGAL](#)

[Les Écoles Doctorales](#)

[Guide de la thèse](#)

8a- CSI « Comité de Suivi Individuel »= Individual Monitoring Committee



➤ System introduced in 2016

➤ What for ?... **The CSI has been settled to help you !**

- But to be efficient, it must be neutral (\Rightarrow “ in between ”)
- It takes a distanced look checking that everything is going on smoothly
- It can remind each party of its duties and help them to get their right obeyed, if needed
- It relays the rules of the ED to each doctoral “couple” : student-supervisor.
- It systematically reviews a series of basic questions (work, relationships, results)
- It assists the (student-supervisor) couple in finalizing the thesis project towards the defense
- It encourages the doctoral student to prepare his/her post-thesis professional future

8b- CSI : CONSTITUTION



The CSI is made up of at least two members independent of the thesis supervisor and of the research project.

Its minimum constitution is as follows:

- A member who can belong to the doctoral student's host laboratory (but not to the same team)
- A member from outside the doctoral student's host laboratory.

- The composition of the CSI must be co-constructed by the doctoral student and his/her supervisory team.
 - At least one of them is an academic (professor or researcher) holder of the HDR.
 - One of the members must know the field of the thesis well, while the other may be very far from it.
-
- The ED recommends that the PhD student suggests at least one of the members.
 - The ED recommends that at least one of the members be geographically close to the student's lab.

- ❖ **There are 3 mandatory interviews at 6 , 18 and 30 months (+ 42 in case of derogation)**
- ❖ **The CSI agreement is required for each reregistration**
- ❖ **Beyond the (6,18,30M) meetings, additional interviews or contacts are possible at any time !**

8c- CSI : The interviews (6M , 18M , 30M)



Documents on the website

The course of a CSI interview takes place in at least three stages:

1 - Scientific presentation by the PhD student (the supervising staff is invited to attend but it should not interfere in the discussion at this stage)

- Oral presentation by the PhD student
- Discussion between the CSI and the PhD student

2 - Interview between the PhD student and the CSI (without the supervising staff nor any representative of the lab.)

- Monitoring of the working conditions

3 - Interview between the supervising staff and the CSI (without the PhD student)

- Monitoring of the working conditions

A final session involving all the attendants (PhD student, Supervising staff, CSI) may also be held. This is left to the discretion of the CSI.

To be prepared by the PhD student:

- schedule of the meeting
- scientific report (maximum 3 pages, in french or in english)
- oral presentation (for about 15 min at 6M, till about 30 min at 30M)
- update of the form gathering the trainings and productions (excel sheet available on the website)
- last but not least, all the questions you would like to ask or problems to be raised. Examples: “How to have a teaching experience or attend a conference ? “

You should also think about your professional future after the thesis.

To be sent to the CSI at least one week before the meeting:

- “Thesis Projet” and “PhD Training Agreement”, i.e. the documents provided to the Doctoral School along the registration process
- The scientific report
- The summary of trainings and productions

To be done after the meeting:

Once the CSI gave you their Meeting Report, you have to deposit it in the SYGAL system



-----MONITORING OF THE WORKING CONDITIONS-----

The following questions aim at making sure that all the conditions are met to ensure a good start of the doctoral work

Is the situation clear about the aims the doctoral work (in the student's mind) ?

YES – NO (comments if needed)

Is the situation clear about the strategy that will be followed (in the student's mind) ?

YES – NO (comments if needed)

Are all the required means available to carry out the targeted doctoral work ?
If necessary ,what should be done to improve the situation?

YES – NO (comments if needed)

Is the scientific background of the student well suited to carry out the doctoral work ?
If necessary, what should be done to improve the situation ?

YES – NO (comments if needed)

The quality of the relationship between the PhD student and his/her Supervising staff is crucial. All risk of misunderstanding should be addressed as soon as possible.

Are the modalities of the interaction between student and staff clearly defined ?

YES – NO (comments if needed)

Is there any wish from the PhD student about the involment of the Supervising staff?

YES – NO (comments if needed)

-----CONCLUSIONS-----

Does the CSI consider the Doctoral work has started on the right track?

YES – NO (comments if needed)

Does the CSI plan to organize additional meetings (before the next mandatory interview at 18 months) ?

YES – NO (comments if needed)

Would it be useful to organize a meeting with the staff of the Doctoral School to address some issues ?

YES – NO (comments if needed)

Does the CSI ask for the organization of a probationary period to judge the relevance of a new annual registration? Contact the secretariat for more details about this procedure.

YES – NO (comments if needed)

The CSI members:

Name & Affiliation

Signature

Name & Affiliation

Signature

All ideas from the CSI, the Ph student or the Supervising staff aiming to improve the efficiency of the monitoring process are highly welcome! The ED thanks you in advance.

----- CONDUCT OF THE INTERVIEW -----

Date & Place :

PhD student (First Name, Name) :

Supervising staff (Names, labs) :

CSI members (Names, labs) :

----- REPORT & ORAL PRESENTATION -----

It is reminded that the primary role of the CSI is not to evaluate the scientific level of the PhD student. The main goal of both the report and oral presentation is to provide the CSI with an overview of the thesis project. However, the report and the talk are also expected to reflect the level of involvement of the PhD student (which is an element of importance for the CSI) and they constitute an opportunity for the PhD student to show his/her skills in terms of scientific communication.

Quality of the Report Poor – Average – Good – Very good

Quality of the Presentation Poor – Average – Good – Very good

Clarity of the Replies to the CSI Poor – Average – Good – Very good

General comments about the report, talk and replies

Is there any wish from the Supervising staff about the involvement of the PhD student ?

YES – NO (comments if needed)

Is there any change planned within the supervising staff (in terms of co-supervisor and/or co-tutor) ?

YES – NO (comments if needed)

Suggestions of the CSI to improve the quality of the working relationship between the student and his/her supervising staff (if necessary)

Extrait de l'arrêté du 25 mai 2016 (modifié 26 août 2022): " Le comité de suivi individuel du doctorant assure un accompagnement de ce dernier pendant toute la durée du doctorat. Il se réunit obligatoirement avant l'inscription en deuxième année et ensuite avant chaque nouvelle inscription jusqu'à la fin du doctorat."

The CSI must decide each year on the relevance of a new reregistration. The CSI may declare itself unfavorable to this reregistration if the progress of the work is deemed unsatisfactory, owing to a manifest "professional inadequacy" of the doctoral student. To be able to provide objective elements on this point, a probationary period should be organized before the next registration deadline. This period, which typically lasts 2 months, consists of producing and presenting the results of a list of tasks drawn up jointly by the thesis director, the committee and the doctoral school.

Let us emphasize that the purpose at this stage is not to give a definitive opinion on the next reregistration but rather to decide whether a probationary period prior to the rendering of this opinion must be organized. If the CSI decides to activate this procedure, please tick the corresponding box in the conclusion part of the report.

Does the CSI ask for the organization of a probationary period to judge the relevance of a new annual registration? If yes, please shortly list the reasons which led you to make this decision

YES – NO (comments if needed)

8f- 30M Interview

In case doubts remain about the inclusion of some parts still "under work", it must be realized that a decision has to be made very shortly (keep in mind that the manuscript must be sent at 34M !).

Is the perimeter of this manuscript well defined ? What are the CSI recommendations to reach a consistent document ?

----- TRAINING PLAN & PROFESSIONAL PROJECT-----

Article 7.2 of the PSIME Internal Rules:" Before undertaking any steps towards organizing their thesis defense, doctoral students and their supervisors should verify that the following conditions are met:(i)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 submitted for publication or patenting (except for particular confidential theses); (ii) doctoral students must be able to prove that they have followed the required training courses that match their professional project"

It should be remembered that the requirements in terms of training and production are mandatory. No defense authorization will not be granted without compliance with these rules.

Is the form "Summary of trainings and productions " properly completed (one talks about the excel sheet "Fiche Bilan Formation Doctorale" available on the website)?

YES – NO (comments if needed)

Are the conditions met in terms of "Trainings" and "Productions"? If not, this must be organized as soon as possible

YES – NO (comments if needed)



----- CONCLUSIONS -----

What is the CSI's advice to ensure a defense within the limit of 36 months ?

Does the CSI plan to organize additional meetings to closely follow the last stage of the thesis project ?

YES – NO (comments if needed)

Would it be useful to organize a meeting with the Doctoral School to address some issues ?

YES – NO (comments if needed)

The CSI members:

Name & Affiliation

Signature

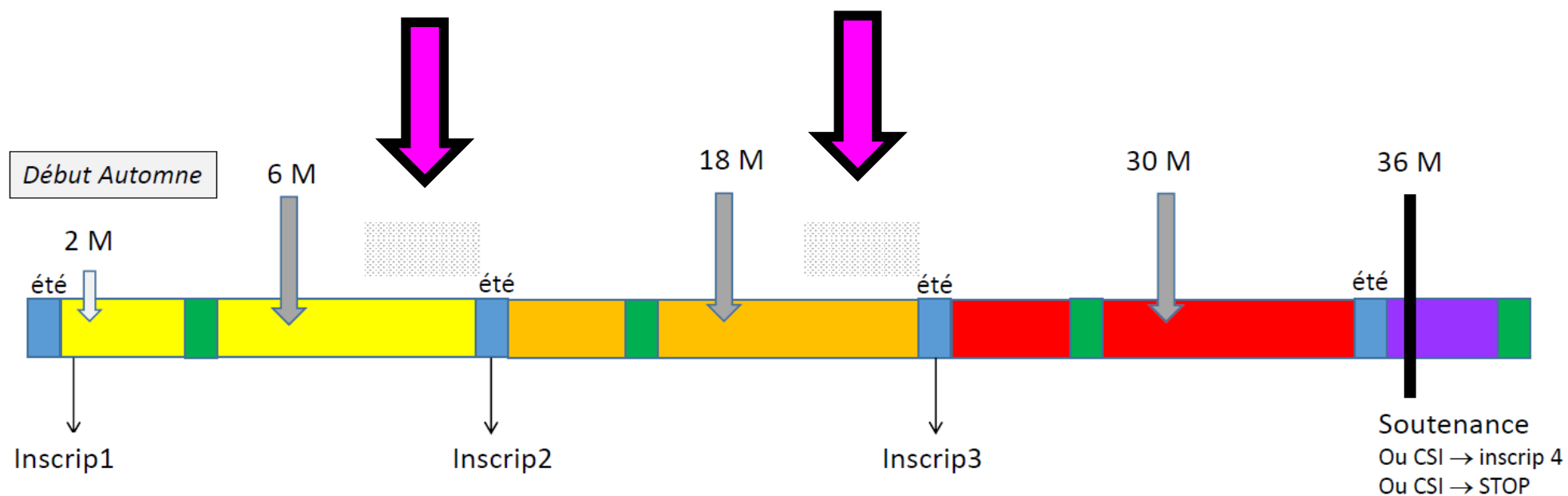
Name & Affiliation

Signature

All ideas from the CSI, the Ph student or the Supervising staff aiming to improve the efficiency of the monitoring process are highly welcome! The ED thanks you in advance.

8g- Possibility of « Probationary Periods »

- ❖ The CSI may declare itself unfavorable to the reregistration if the progress of the work is deemed unsatisfactory, owing to a manifest “professional inadequacy” of the doctoral student.
- ❖ To be able to provide objective elements on this point, a probationary period should be organized before the next registration deadline.
- ❖ This period, which typically lasts 2 months, consists of producing and presenting the results of a list of tasks drawn up jointly by the thesis director, the CSI and the ED.



MENTORAT

System aimed at helping the (female) doctoral students :

→ supporting them throughout their thesis via a mentor

→ facilitating their professional integration

See presentation by U. Lüders

9- ACTIVITY REPORTS

- System completely distinct from that of the CSI
- Purely administrative (Normandy University)
- To be done every year online with SYGAL (< 30th June)
- Specify the trainings and scientific productions
- It takes less than 15 mins to do it
- Final report 1 month before defense

Warning:

CSTI actions are mandatory for the Regional CDs (NR 100)

...the candidate undertakes to devote several days per year to scientific, technical and industrial culture activities...

Activités scientifiques / <i>Scientific activities</i>	
Description du projet de recherche / <i>Description of the research</i>	
L'objectif de cette étude est de qualifier cette nouvelle approche d'environnements miniers en activités ou fermés. Cette qualification n'analyse chimique et minéralogique de référence effectuées en labo acquises via un appareil transportable sur site et dont le traitement provenant de 6 contextes miniers présentant des teneurs en élément d'une exploitation minière (e.g. Ni) ou soit toxiques pour la population sites après- mines (e.g. As, Pb, Sb, ...) ont été prélevés et analysés.	
Principaux résultats obtenus / <i>Main results obtained</i>	
- Caractérisation en laboratoire d'échantillon après-mine par diverses combinés ID1 et ID2B - Création d'échantillon standard pour une calibration instrumentale - Mise en évidence du choix du modèle de texture modèle sur les positions atomiques et les paramètres structuraux de détermination structurale) - Cartographie XRD-XRF sur échantillon m	
Productions scientifiques / <i>Scientific product</i>	
- Congrès : RX et matière 2021 - Aix-En-Provence (National) - Congrès 2021 - Visioconférence (National) - Congrès : European Crystallography Congrès : Matériaux 2022 - Lille 2022 (International) - Webinaire : R - Réunion européenne du projet H2020 SOLSA avec le comité européen Visioconférence (International) - Papier en cours de rédaction : Atom model on the textured corundum NIST standard - Journal of applied révisión mineur : B. MAESTRACCI et al. (2023) Simultaneous combin methodological approach for on-site analysis on New-Caledonian Ni-Exploration	
Volume horaire total : 86 h	
Actions de diffusion de la culture scientifique, technique / <i>the framework of the promotion of scientific, technical</i>	
Nature	Ambassadrice du Développement Durable
Public	Tous public
Temps consacré	15 h
Date	01/06/2022
Volume horaire total : 15 h	
Formations doctorales thématiques et transversales / <i>Other activities</i>	
Formations spécifiques/thématiques / <i>Specific training</i>	
Intitulé	Workshop MAUD
Volume horaire	32 h
Intitulé	Spectrocat
Volume horaire	25 h
Intitulé	Characterization of the surface of functional crystals
Volume horaire	12 h
Volume horaire total : 69 h	
Formations transversales/professionnalisantes / <i>Transversal training</i>	
Intitulé	Module pédagogique INSPE
Volume horaire	30 h
Autres activités / <i>Other activities</i>	
Nature	Enseignement à l'UT
Lieu	Caen (FRANCE)
Public	Etudiants
Temps consacré	64 h
Date	03/01/2021
Nature	Workshop MAUD
Lieu	Caen (FRANCE)
Public	Scientifiques, Ingénieurs, Techniciens, ...
Temps consacré	15 h
Date	05/07/2021
Nature	Encadrement Stagiaires
Lieu	Caen (FRANCE)
Public	Etudiants
Temps consacré	35 h

Actions undertaken within the framework of the promotion of scientific, technical and industrial knowledge

The Dôme



**Scientific Mediation
In Caen**

« Fête de la Science »

Relais d'Sciences

Atelier du chercheur

Pint of science

A researcher, a teacher, a class

Lundis de l'Université Populaire

MT180s (My Thesis in 180 s) (and just 1 slide !...)

Communications to high school or middle grade students

Inter-age universities

Press, media

Open days

CNRS Com'Lab

Etc...



10a- TRAININGS



❖ Disciplinary / Scientific →

PSIME

❖ Cross-training / Professionally oriented →

CED

❖ Other local trainings →

Ex: Master Courses
Supercomputing CRIANN (Rouen)
FLE (Caen)
CPE (Caen)

❖ Other trainings elsewhere →

Ex: Summer schools
Master courses outside Normandy
ED courses outside Normandy

❖ Other experiences can also be regarded as « trainings »
in particular « Teaching » and « Supervision of trainees »

10b- Trainings from our « INSTITUTIONS OF HIGHER EDUCATION »



Those proposed by the hosting Institutions, specifically for the PhD students

❖ **Disciplinary / ScientificPSIME**



❖ **Cross-training / Professionally orientedCED**



- **Evaluation by the doctoral students via a satisfaction survey**
- **Annual updating of the training offers**

10c- Interdisciplinary Trainings by CED



53 training courses divided into 8 modules

- Communication and interpersonal skills
- Thesis methodologies and tools
- Protect, promote and disseminate research results
- Support for becoming a professional
- Dissemination of scientific, technical and industrial culture
- Research and Higher Education
- Entrepreneurship
- Sustainable development and social responsibility

Integrity/Meeting/Scenic expression/Languages

ESR structure/Project financing/Educational modules at INSPE (National Higher Institute of Teaching and Education)



OFFRE DE FORMATION DOCTORALE
ÉDITION 2022-2023

GÉRER SES FLUX D'INFORMATIONS - ZOTERO : UN OUTIL LIBRE POUR STOCKER/ORGANISER SES RESSOURCES NUMÉRIQUES ET CRÉER/GÉRER DES BIBLIOGRAPHIES ET CRÉER/GÉRER DES BIBLIOGRAPHIES

OBJECTIFS

Vous avez du mal à vous repérer dans la masse de vos références bibliographiques ? Vous voulez gagner du temps lorsque vous publiez un article en y insérant de manière automatique vos références bibliographiques ? Vous en avez assez de perdre du temps à saisir vos références bibliographiques manuellement ou par copier/coller lorsque vous faites vos recherches bibliographiques ? Cette formation peut certainement vous être utile... Son objectif est en effet de permettre d'optimiser la gestion de ses sources numériques (articles de périodiques, signets, livres...) par l'apprentissage de l'utilisation de Zotero.

Les participants peuvent apporter leurs ordinateurs portables personnels pour réaliser les exercices (borne WIFI disponible dans la salle de formation).

PRÉREQUIS

Navigation sur Internet

REMARQUE

Gestion administrative (inscriptions, enquêtes...)
Sandrine MAVIEL : doctorants de Caen
Emmanuel AVRIL : doctorants de Rouen
Christine LE BODO : doctorants du Havre

PROGRAMME INTERVENANTS

Caen : Christophe BOUDRY, MCF Université de Caen Normandie et URFIST de Paris, Normandie Université
Rouen/INSA : Ghislain CHASME, INSPE Université de Rouen Normandie.
Le Havre : BU

CONTENU DE LA FORMATION

- ♦ Intérêt des outils de gestions bibliographiques
- ♦ Présentation des différents types d'outils existants et fonctionnalités
- ♦ Présentation de Zotero :
 - ◊ Stockage des données bibliographiques (articles, livres, sites web, vidéos...)
 - ◊ Gérer ses données et rechercher dans ses données bibliographiques
 - ◊ Utilisation de Zotero pour la rédaction de documents textuels (articles, thèse...) incluant des références bibliographiques
- ♦ Présentation théorique, travaux pratiques sur PC

2 groupes site de Caen
1 groupe site de Rouen Mont-Saint-Agnan
1 groupe site du Havre

6h

Doctorants de 1^{ère} année préférentiellement

CAPACITÉ D'ACCUEIL
Ouverture d'un groupe à partir de 10 inscrits.
15 personnes maximum par groupe

2 groupes site de Caen
1 groupe site de Rouen Mont-Saint-Agnan
1 groupe site du Havre

6h

Doctorants de 1^{ère} année préférentiellement

CAPACITÉ D'ACCUEIL
Ouverture d'un groupe à partir de 10 inscrits.
15 personnes maximum par groupe

October :
Training booklet
Information online

October → May
Registration on SYGAL
Do it asap !
Limited staffing

Contact pour l'Université de Caen Normandie :
Mme Sandrine MAVIEL
Pôle formation doctorale
Direction de la Recherche et de l'Innovation (DRI)
sandrine.maviel@unicaen.fr
recherche.ecoles.doctorales@unicaen.fr
Tél : 02.31.56.64.87

10d- Specific Trainings by PSIME



- ❖ **Advanced Laser Diagnostics (Rouen)**
- ❖ **Nanomaterials (Rouen)**
- ❖ **Characterization of the surface of functional crystalline materials: from fundamental to application (Caen)**
- ❖ **Luminescent materials and lasers (Caen)**
- ❖ **Multiphysics approach of Energy Systems (Le Havre)**
- ❖ **LaTeX (à Rouen et Caen, proposé par ED MIIS)**
- ❖ **Python (Rouen, et Le Havre ?)**

WebSite

Luminescent materials and lasers (4H lecture, 20H Practical Work)

Coordinator : A. BRAUD, Professor, CIMAP
alain.braud@ensicaen.fr
Speakers : A. Braud (Professor, UCN), C.Labbé (Associate Professor, UCN), Julien CARDIN (Research Engineer CNRS), Philippe MARIE (Associate professor UCN)
Course Location : Caen, Campus II (Bâtiment F)

This course focuses on the optical properties of luminescent materials and their application to lasers. The practical part of this course will aim at the implementation by the PhD students of fabrication and characterization techniques of these materials and the realization of a solid-state laser. It is intended for PhD students of the ED PSIME wishing to develop their knowledge in this field.

Course (4 hours)

- Spectroscopic properties of luminescent materials
- Materials for optics and lasers
- Spectroscopic measurement techniques

Small group practical work (20 hours)

- Growth of massive single crystals (Czochralski, Bridgmann-stockbarger methods) and in thin layers (Liquid Phase Epitaxy)
- Cutting and polishing crystals and glasses
- Absorption and transmission spectroscopy
- Emission and excitation spectroscopy
- Time-resolved emission spectroscopy (spectra and fluorescence dynamics)
- Simplified modeling (on PC) of a laser (rate equations, laser gain, threshold determination and laser slope efficiency)
- Practical realization of a solid-state laser emitting in the visible

October → Spring
Registration on SYGAL
Do it asap !



How many of you would be interested in a Python training in Caen ?

Annuaire des thèses Formations Administration Aide

Accueil / Formations / Modules / Affichage d'un module de formation

Formation spécifique PSIME

[Retourner à la liste des modules](#)

Informations sur le module

Libellé : Formation spécifique PSIME
Code : M12

Liste des formations associées au module

[Ajouter une formation](#)

Libelle
Advanced laser diagnostics (Diagnostics lasers avancés)
Approche multiphysique des systèmes énergétiques
Characterization of the surface of functional crystalline materials : from fundamental do application
Initiation LATEX
Materials and optical characterization
Nanomatériaux
Python

Materials and optical characterization

[Retourner à la liste des formations](#)

Informations sur la formation

Module : Formation spécifique PSIME
Formation : Materials and optical characterization
Description de la formation : Formation dispensée en anglais
Code : M12P97

Valeurs par défaut transmises aux sessions

Site organisateur : UCN
Responsable : MAVIEL Sandrine
Type : Spécifique ED 591 PSIME
Effectif de la liste principale : 16
Effectif de la liste complémentaire : 3

Liste des sessions

Index	Site organisateur	Responsable	Modalité	Type	État	Séances
1	UCN	MAVIEL Sandrine	Présentiel	Spécifique ED 591 PSIME	Close	8 séances - 19 h. <ul style="list-style-type: none">• 05/06/2023 09:00 — 12:00• 05/06/2023 13:30 — 15:30• 06/06/2023 09:00 — 12:00• 06/06/2023 13:30 — 15:30• 07/06/2023 08:30 — 10:30• 08/06/2023 09:00 — 12:00• 08/06/2023 13:30 — 15:30• 09/06/2023 08:30 — 10:30

10e- Other Trainings

Different modes of registration

❖ For some of those present in the CED offer:

-FLE ⇒ Ask Sandrine Maviel

-CSTI ⇒ Directly contact the local actors (see booklet)

-MT180s ⇒ Managed by NU (see booklet)

-CPE ⇒ Managed by « Builders for Society » / Ask Marie Legay

❖ The ED can also support external training in the frame of the « Financial support for Mobility and Trainings”
Ask Caroline Meley

10f- COMPULSORY TRAININGS



Research ethics and scientific integrity.....MANDATORY in 1st year (D1)

Prevention of all forms of violence and discrimination.....MANDATORY

- **These trainings are included in the CED offer / However there are not enough places for everybody...**
- **External trainings are eligible**
- **For instance the MOOC from Bordeaux for « Ethics »**

10g- GOOD PRACTICES



- **Registering for training is a firm commitment !**
- **No last minute cancellation !**
- **Unjustified absence will result in losing your rights to mobility aids !**
- **Archive your training documents as you go !**
(you'll need them as supporting document to authorize the defense)
- **Do not wait until the third year to complete these “trainings” requirements !**

3 categories of PhD students are not subject to the requirements of Trainings (except « Ethics ... » and « Prevention... »)

- Employee (job without relation with the PhD work)
- CIFRE (researcher within a company with a fixed-term contract)
- Scholarship in the frame of a Joint International Supervision

TRACKING TABLE FOR THE TRAININGS



Training requirements before PhD defense

		Fill in : Name, First Name	fill in
		Courses, Specific Training, Cross training	time in hours (or equivalent)
50H minimum in T0-T6 *T0 : mandatory	T0*	Research Integrity in scientific professions https://ed-psime.normandie-univ.fr/en/training-program/	XX
	T1	Modules proposed by Normandy Univ. https://ed-psime.normandie-univ.fr/en/training-program/	XX
	T2	Modules proposed by ED PSIME https://ed-psime.normandie-univ.fr/en/training-program/	XX
	T3	Modules proposed by a Master or by another Doctoral school	XX
	T4	Module proposed by INSPE	XX
	T5	Thematic/summer school	XX
	T6	Training in relation with the professional project	XX
Other activities	T7	Involvement in the doctoral school life (eq. 16H Max)	XX
	T8	Elected member in a PhD association (eq. 16H)	XX
	T9	Organization PhD Days (eq. 16H Max)	XX
	T10	Elected member in a council (lab. Univ...) (eq. 16H)	XX
	T11	Other administrative work (eq. 16H Max)	XX
	T12	Training within a company (CIFRE)	XX
	T13	Teaching, consultant to companies	XX
	T14	Science dissemination (fête de la science) (eq. 16H Max)	XX
	T16	Scientific Training (GDR, Workshop,...)	XX
	T17	Supervision of trainees (eq. 8H)	XX

Training in research integrity mandatory

50H in T0-T6 minimum

TOTAL Training (minimum 100 h) :

0

Training non validated

TRACKING TABLE FOR THE PRODUCTIONS



Scientific production requirements before PhD defense

Scientific production			Number of items (or equivalent)
1 production mandatory (S1-S3)	S1	Article in a peer-reviewed journal (accepted or submitted)	XX
	S2	International conference as a speaker	XX
	S3	Patent, Licence	XX
Other scientific production	S4	Thesis Award (eq. 1 production)	XX
	S5	Other article, conference, poster (eq. 0.5 production)	XX
	S6	Speaker in a national conference or a GDR (eq. 1 production)	XX
	S7	Seminar other lab. (eq. 1 production)	XX
	S8	Deliverables related to Funding (CIFRE,...) (eq. 0.5 production)	XX
	S9	Seminar in my lab. or team (eq. 0.5 production)	XX
	S10	Attending event (JDD, Doctoriales, MT180...) (eq. 0.5 production)	XX
	S11	Internship other lab, except cotutelle (eq. 0.5 production)	XX

1 scientific production S1-S3 minimum

TOTAL Scientific production (minimum 3 scientific production) :

0

Scientific production non validated

11- Financial support for Mobility and Trainings

The ED can provide financial support for actions aimed at promoting your professional integration

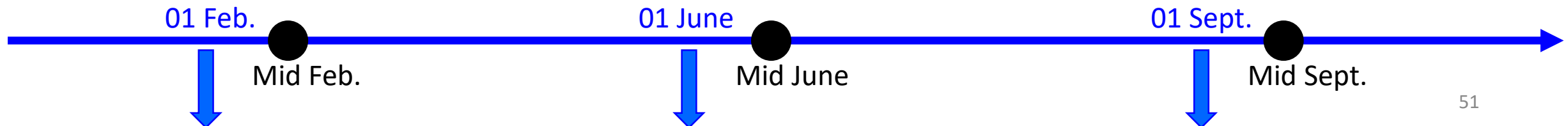
This may include travel and/or registration costs for events such as trade fairs, workshops, conferences, laboratory visits, job meetings, etc.) or cost of specialized trainings (even on-line).

➤ Costs are always advanced by the laboratory / Then ED transfers this aid to the laboratories via NU

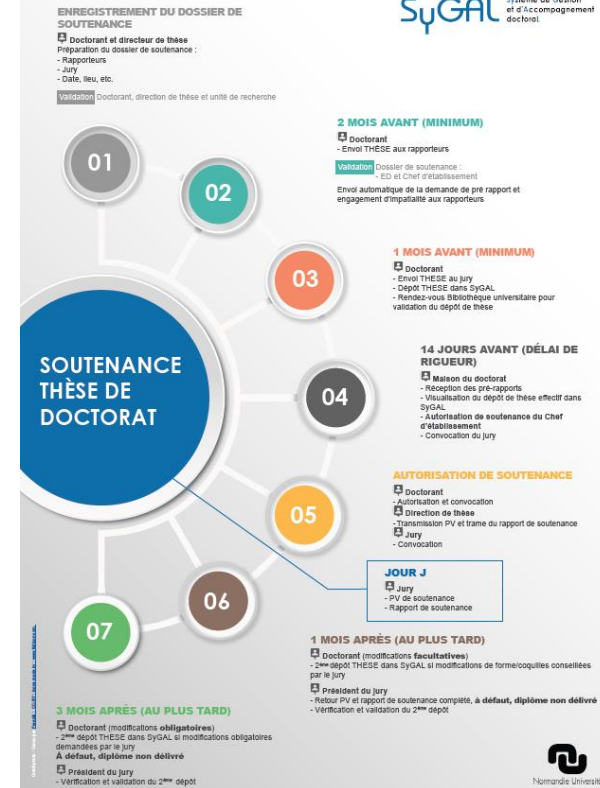
ED Training	Normandy	France	Europe	World	Training
50 (automatic)	50	200	400	800	< ¾ cost & < 800

****SEND YOUR REQUEST AT LEAST ONE MONTH BEFORE THE EVENT****

- Requests on a rolling basis / **Form sent to caroline.meley@insa-rouen.fr** / No retroactive requests
- Board meeting each month / Decision sent to the PhD, supervisor and lab
- Three times a year, NU asks a list of payments to be made
 - ED lists the missions accepted and actually carried out (attested to by a statement of expenses)
 - Summary table sent to NU & Specific tables sent to each laboratory



12a- PhD Thesis : Manuscript and Defense



Manuscript:

- Start at least 6-8 months before the contract end
- Think of the 2 required months between submission and defense
- Think of the “Summer Effect” & Possible need of additional experiments...
- Make regular backups and organize the exchanges with your supervisors

- No article-based PhD dissertation
- Monograph but 100 pages is enough (and you can add your papers at the end if you like)
- No plagiarism
- Keep energy to think about post-thesis

Defense:

- Too early to talk about it. See website later
- Think about the possibility of a European Label
- DO NOT FORGET the Training and Production Requirements.

12b- Assessment of the Training and Production Requirements



- Pre-defense folder gathering all the supporting documents associated to each items of the follow-up tables
- It is examined by the Directors before signature by the ED of the Thesis Defense File

It is mandatory - The defense can be postponed

13a- In case of problems



➤ **Problems related to the progress of the thesis and/or relationship with the supervision team**

Start discussing with the management team / Then possibly the group leader / Then the laboratory management / **Contact the CSI** / Inform the ED secretariat

Then, the ED can organize a mediation including all parties

➤ **Health problems**

Provide a **“work stoppage”** in case of illness or accident (to your employer)

Notify the lab. management and the ED in the event of long-term leave (more than one month)

In addition to the private doctors, there are dedicated structures at UniCaen!

For medical problems : **service-universitaire-de-medecine-preventive-et-de-promotion-de-la-santé**

For psychological difficulties : **bureau-daide-psychologique**

➤ **Problems related to violence, harassment or discrimination. At UniCaen:**

lutte-contre-les-violences-sexistes-et-sexuelles

For this type of problem, you will also have to notify the ED. It is in the law.

➤ **Everyday life problems**

MDD / Euraxess / PhD students union

All the contact information are available on the website

13b- In case of problems



There is also the possibility that your supervisor has a problem with you !

- Your CD is 3x1 year and subject to agreement for extension each year (summer)
- Your CD is an employment contract so it can be terminated for professional misconduct or deficiency

But there are procedures :

- The CSI opinion is an essential element
- If the conflict hardens, the ED comes into play
- Result of the probationary period is decisive. The ED is involved in this procedure
- In the event of a decision not to renew or interrupt the contract, there are also appeals.
See the charter.

In practice, there are almost no terminations due to fault or misconduct.

In practice, there are approximately 2 shutdowns per year (Caen site) for professional deficiency , following probationary periods. The ED can provide a Certificate of Research Work in this case.

14- Joint actions / Events / Activities



- ❖ Specialized trainings (implemented by PSIME)
- ❖ Exchange with your representatives to prepare the council meetings
- ❖ Surveys organized by your representative or the ED

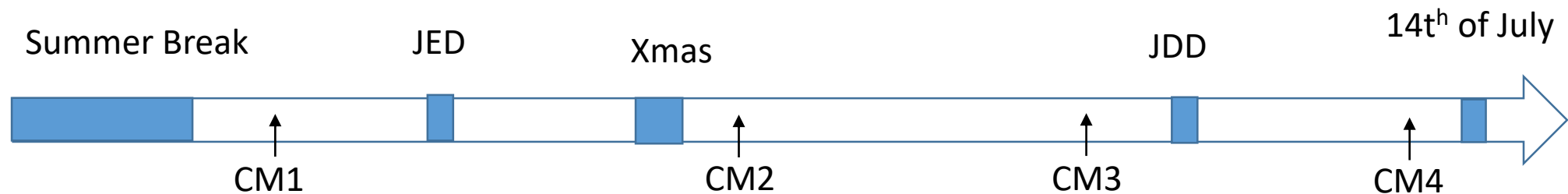
❖ Welcome Days

❖ PhD association



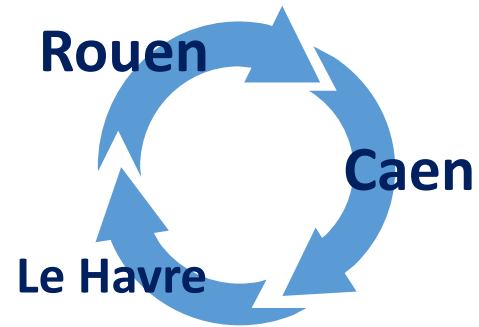
❖ JED: Journée de l'Ecole Doctorale (Doctoral School Day): Fall Meeting

❖ JDD: Journée des Doctorants (PhD Day) : Spring Meeting



CM: Council Meeting

Janvier	Février	Mars	Avril	Mai	Juin	Juillet	Août	Septembre	Octobre	Novembre	Décembre
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9
10	10	10	10	10	10	10	10	10	10	10	10
11	11	11	11	JDD	11	11	11	11	11	JED	11
12	12	12	12	12	12	12	12	12	12	12	12
13	13	13	13	13	13	13	13	13	13	13	13
14	14	14	14	14	14	14	14	14	14	14	14



	JDD	JED
2023	(Le Havre)	Caen
2024	Rouen	Le Havre
2025	Caen	Rouen
2026	Le Havre	Caen

Welcoming Ph.D. Day

November 8th

Normandy University
Amphi 500

Program :

10:00 – 10:30 :

Welcoming Coffee & Breakfast

10:30 – 11:30 :

Welcoming Speech

11:30 – 12:15 :

Former PhD Discussion

12:15 – 13:30 :

Formidable Buffet

13:30 – 14:45 :

To be determined

15:00 – 16:15 :

Environmental Management

Evaluation Tools

16:30 – 17:45 :

Global Warming

Special Guests :

To be determined

Alexandre Vivet

Olivier Cantat

Welcome Meeting CED 2023 in Caen
(for the D1 of the 8 EDs)

Campus 1

Bâtiment E (Annexe de Droit)

Amphi D2

2 pm : 5 pm

9th November 2023



- **Start working**
- **Don't stay on your side**
- **Ask questions**
- **Establish a regular schedule of meetings with your supervisors**
- **Build your CSI**
- **Look at the trainings offer**

C'est parti !