



Normandie Université

## PSIME Doctoral School (ED 591)

### Physics, Engineering Sciences, Materials, Energy

#### Internal Regulations validated by the ED Council of April 08, 2024

The decree of 25 May 2016, amended by the decree of 26 August 2022, sets the national framework for training and the procedures leading to the award of the national doctoral diploma. It applies to all doctoral students and thesis directors from the Doctoral Schools (EDs) of the Community of Universities and Institutions (ComUE) Normandie Université. The internal regulations (RI) detailed below complement it and do not replace it. It specifies the terms and conditions for the application of this decree to all users of the PSIME ED and explains the role, attributions and operation of the ED.

The provisions of this RI are supplemented by the procedures in force of the institution preparing the doctorate. Provisions not provided for in the legal texts, in the Doctoral Charter, in this RI, nor in the procedures of the Institution preparing the doctorate, fall under the authority of the director of the PSIME doctoral school, unless the competence lies legally with another body of the Institution preparing the doctorate.

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For all lists of elements (such as laboratories or representatives) that are likely to change or evolve regularly, please refer to the website which gives the current status.

#### LEXICON

<b>CD :</b>	Doctoral contract ( <i>Contrat Doctoral</i> )
<b>CED:</b>	College of Doctoral Schools ( <i>Collège des Ecoles Doctorales</i> )
<b>ComUE:</b>	Community of Universities and Institutions ( <i>Communauté d'Universités et d'Etablissements</i> )
<b>CIFRE:</b>	Industrial Convention for Training through Research ( <i>Convention industrielle de formation par la recherche</i> )
<b>CR:</b>	Report ( <i>Compte-rendu</i> )
<b>CSI:</b>	Individual Monitoring Committee ( <i>Comité de Suivi Individuel</i> )
<b>ED :</b>	Doctoral School ( <i>Ecole Doctorale</i> )
<b>HDR :</b>	Habilitation to Supervise Research ( <i>Habilitation à Diriger des Recherches</i> )
<b>MDD :</b>	Doctoral House ( <i>Maison du Doctorat</i> )
<b>NR:</b>	Normandy Research, acronym given to the contracts funded by Normandy ( <i>Normandie Recherche</i> )
<b>NU:</b>	Normandy University (name of the Normandy ComUE)
<b>RI:</b>	Internal Regulations ( <i>Règlement Intérieur</i> )
<b>SIREDO:</b>	Research and Doctoral School Information System ( <i>Système d'Information sur la Recherche et les études doctorales</i> )
<b>SyGAL:</b>	Doctoral Management and Support System ( <i>Système de Gestion et d'Accompagnement doctoral</i> )
<b>UR :</b>	Research Unit ( <i>Unité de Recherches, ie other name for Laboratory</i> )
<b>SMIC:</b>	Minimum monthly salary ( <i>Salaire Minimum de Croissance</i> )

## Article 1: MODE OF OPERATION

### 1-1: Disciplinary Scope

The PSIME Doctoral School brings together all the URs of the Normandy region in "**Physics, Engineering Sciences, Materials and Energy**". The ED also includes Normandy research entities working in these fields, and associated within the framework of an agreement with Normandie University and one of the universities or engineering schools included in NU.

*The complete list is available on the ED's website.*

The disciplinary fields represented are mainly those of fundamental and applied physics, fluid and solid mechanics, energetics, combustion, acoustics, civil engineering, process engineering, electrical engineering, electronics, microelectronics, optics and lasers, optoelectronics, chemistry and physics of materials, and earth sciences.

### 1-2: Governance

The governance of the PSIME Doctoral School is ensured by:

- i) an **Executive Board**
- ii) a **Bureau**
- iii) a **Council**

#### 1-2-1: Executive Board

##### Members:

- The members of the Council of each of the three sites (Caen, Rouen, Le Havre) propose a candidate for the management of their site, who must then be approved by the majority of the Council in plenary session. An election is held within the Council to appoint the candidate for the main management from among the three site directors. He/She is then appointed by the President of NU, for the duration of the accreditation of the doctoral school. **The management is therefore made up of a director and two deputy directors, who together form the Executive Board.**
- An alternation of ED management on the different sites is planned for each change of contract, and must be prepared during the previous mandate. However, the director has the possibility of renewing his term of office once .

##### Roles and Skills:

- The Executive Board of the ED PSIME is in charge of the day-to-day management of the ED. It carries out the fundamental missions of the Doctoral School, the principles of which have been defined by its Council (organisation of individual thesis monitoring committees, preparation of recruitment competitions, mobility or training aids, etc.). The members of the Executive Board lead the Council of the ED PSIME and participate in the work of the College of Doctoral Studies (CED) of the ComUE *Normandie University*. The Executive Board meets as necessary, favouring digital tools (videoconferencing, emails) to quickly deal with any point concerning the operation of the ED.
- A certain number of responsibilities are exercised locally by each of the site directors, such as the management of registration files (excluding those of doctoral contracts submitted to the competition) and defense files, the follow-up of the CSI, mediation actions, etc. Other responsibilities are exercised collectively at the level of the Board or the Council. This is the case, for example, for requests for derogatory registrations or those for co-supervision.
- The main secretariat of the ED PSIME, in charge of administrative and financial management, is carried out at the level of the site of practice of the director of the ED. Its mission is to prepare the doctoral school competition, update internal

documents, monitor annual projects, update the website, disseminate information to doctoral students, monitor mobility assistance and respond to the various surveys requested by the supervisory authorities, the ComUE and the Ministry. Each year, the director presents an activity report to the Research Commission of the Academic Council of the ComUE *Normandie Université*.

#### **1-2-2: Bureau**

##### Members:

**The Bureau is made up of the Executive Board, the managers of the various sites and the doctoral students elected to the doctoral school council.** It meets at least four times a year, usually before the plenary council meetings.

##### Roles and Skills:

This body allows for free exchange on all the subjects that doctoral students wish to discuss. It allows the management team and managers to become aware of the material, human and organizational conditions experienced by the doctoral students of each site. The Bureau is also a source of proposals to put on the agenda of the council subjects that doctoral students would like to see addressed.

#### **1-2-3: Council**

##### Members:

The Council comprises 21 members, 60% of whom are representatives of the research establishments, units or teams, including two representatives of the permanent engineering/administrative/technical staff, working in the Urs associated to the ED. The Council is also composed of doctoral students elected from among the PSIME staff (up to 20% of its total members), and it includes members from outside the ED, chosen from among qualified personalities in the scientific fields and in the socio-economic sectors associated with PSIME.

The constitution of the Council is as follows:

##### **9 Representatives of the scientific fields (appointed by the laboratories)**

- 4 representatives from the "Energy, Engineering Sciences" sector
  - 3 representatives from the "Physics, Nuclear Physics and Materials" sector
  - 2 representatives from the "Chemistry, Solid State Chemistry, Earth Sciences" sector
- See on the website which sector each of the URS is attached to*

##### **2 Representatives of Engineers, Administrative and Technicians (elected)**

##### **1 Representative of the COMUE Normandie University (appointed)**

##### **5 Representatives from outside the PSIME Doctoral School (elected)**

- 2 personalities from the industrial sector, sectors and competitiveness clusters
- 3 personalities from the academic world, corresponding to each of the three sectors

##### **4 PhD student representatives (elected)**

- 1 representative of the Caen site
- 1 representative of the Rouen site
- 1 representative of the Le Havre site
- 1 representative alternating between Rouen (even years) and Caen (odd years)

## Elections

The "Engineers, Administrative and Technicians" members are elected by the representatives of the institutions, units or research teams of the Doctoral School Council, after a call for applications within the laboratories.

Doctoral representatives are elected by their peers within each site. The process is managed by the site secretariat. It begins with a solicitation of applications, reminder if necessary, collection of professions of faith, sending of applications, vote by email. For Rouen and Caen, any of the two elected officials can participate in the council as a voter in years for which there is only one member of this site on the council.

External members are first proposed by the members of the Council. After the CVs have been collected by the Executive Board, the applications are discussed in the council and then a vote is organised.

In all cases, there is only one round of voting, and the person with the most votes is elected. In the event of a tie, the Executive Board makes a choice on the basis of the following criteria: parity, diversity of laboratories and themes (as well as diversity of seniority for doctoral students).

### ***The composition of the ED PSIME Council is kept up to date on the ED website***

The following persons shall be invited to each meeting of the Council in an advisory capacity:

- the directors of the research units of the Doctoral School who do not sit on the Council,
- a representative of the Normandy region,
- a representative of the CNRS,
- the vice-presidents in charge of research from each of the Institutions preparing the doctorate,
- the heads of the Research, Valorisation and Doctoral Studies departments within each of the Institutions preparing the doctorate
- ED managers,
- the Executive Board.

## Roles and Skills:

The Doctoral School Council:

- i) defines the general policy of the school and its programme of actions,
  - ii) decides on the level of recruitment of doctoral students,
  - iii) gives an opinion on the supervisors in terms of good practices,
  - iv) defines the limits in terms of the ratio of supervision,
  - v) proposes the assignment of candidates to thesis projects,
  - vi) votes on the provisional budget,
  - vii) participates in the development of the training offer,
  - viii) suggests proposals on the communication approaches of the ED at the national and international level,
  - ix) makes proposals to the CED and implements the recommendations resulting from the work of the CED,
  - x) discusses the granting of derogatory registrations,
  - xi) decides on requests for co-supervision,
  - xii) defines the conditions required to access the defense.
- The Council meets at least four times a year, at the following periods: January/April/June-July/September-October. The terms and conditions for holding these meetings for year n (face-to-face or remote) are defined at the last council meeting of year n-1. The Director of the Doctoral School draws up the agenda, which is sent to all participants one month in advance.

Council members may have additional items added by notifying the Director of the ED at least two weeks prior to the meeting date.

- The Council can only be validly held if 50% of its members are present (or represented). Each member present or represented may not hold more than one proxy. The Director of the Doctoral School may have the decisions of the Board validated by a vote, the voting procedures of which (secret ballots or not, unanimity or majority) will be defined before each vote.
- The records of the decisions of the meetings are published on the website of the ED PSIME and sent by email to all the members of the Council. Personal information concerning re-registrations, derogatory registrations, withdrawals and co-supervision is sent to the relevant departments of the registration institutions. The documents presented during the meetings are deposited on a download site, the link to which is sent to all the HDRs and doctoral students dependent on the ED via the laboratory directions.

### **1-3: Means made available**

The resources made available to the ED by the institutions concern the secretariat (staff and premises), logistical assistance (SYGAL, various computer systems), and an annual budget allocation managed by Normandie Université. At the level of each institution, in addition to the shared services for all the EDs, a manager is in charge of PSIME. These staff make themselves available for a substantial part of the week to welcome doctoral students and thesis supervisors in person within the MDDs. Of course, questions and problems can also be dealt with by email and telephone.

The institutions define a budget envelope entrusted to NU, most of which is earmarked for the EDs.

The operating budget of the PSIME Doctoral School finances the following operations:

- financial aid granted to doctoral students for travel as part of their professional project or for certain paid courses;
- financial aid granted to doctoral students to participate in scientific meetings;
- organisation of the Doctoral Days;
- mission expenses for the holding of the Doctoral School councils;
- expenses of the Executive Board's missions (preparatory meetings, CED meetings);
- REDOC-SPI membership;
- secretarial expenses of the ED.

### **1- 4: Budget Management**

Budget management is carried out by the Executive Board, in conjunction with the site secretariats and the accounting management of *Normandie Université*. The signatory of the expenses is the director of the ED, and a manager is specifically responsible for monitoring the expenses. Each year, the Director presents to the Council the budget implemented for year n-1 and proposes the provisional budget for year n, which is discussed and then voted.

### **1-5: Communication Policy**

The communication of the ED is carried out through different channels

- the website of the ED PSIME. It has been designed to answer most of the practical questions that doctoral students and their supervisors may have. He was also directed towards Master's or Engineering School students, from all backgrounds, potentially interested in a thesis subject managed by PSIME.
- information mailings addressed to doctoral students, thesis directors and/or UR directors,
- regular meetings (Welcome meetings and ED days, in particular) for the various users of the school

- the representatives of the doctoral students who sit on the Council are also asked to communicate with all the doctoral students of the school.
- similarly, it is expected that the representatives of the laboratories within the Council will act as a link between the ED and the staff of their laboratory (researchers, engineers, technicians and administrators, doctoral students).

*All the emails and telephone numbers of the ED managers are available on the website.*

A few generic emails can be useful in certain specific cases, defined by the managers of the ED

Generic e-mail with all the managers of the ED, on all sites: [edpsime@liste.normandie-univ.fr](mailto:edpsime@liste.normandie-univ.fr)

Generic email from managers on all sites: [gestionnaires-edpsime@liste.normandie-univ.fr](mailto:gestionnaires-edpsime@liste.normandie-univ.fr)

It is recalled that, for the vast majority of requests, the most relevant email (and to be preferred) is that of the site manager.

## 1-6: Forms

The ED forms that must be used (CSI, Mobility Aids, Application Files, etc.) are those found on the website. These are the only ones that are by definition up to date and therefore the only ones that will be taken into consideration.

## Article 2: CONDITIONS FOR ENROLMENT IN DOCTORAL STUDIES

PhD candidates must be enrolled in one of the following five institutions:

- University of Rouen Normandy
- University of Le Havre Normandy
- University of Caen Normandy
- INSA Rouen Normandy.
- ENSICAEN

You must use the registration institution's files/forms, which are accessible on their website.

### 2-1: Request for authorization to enrol in the 1st year of a doctorate

Applications for registration in the 1st year of a doctorate must meet several requirements, concerning the level of study of the candidates, the agreement of a supervisory team, and the existence of funding.

Supervision ratio:

• Each Normandy supervisor (regardless of his or her position within the management team) must respect a maximum supervision rate of 300%, which means the equivalent of three full supervisors in parallel. The ratio of staff is counted on the basis of the following rules:

- Direction only → rate: 100%
- Director + Co-director → rate: (50%, 50%)
- Director + Co-supervisor → rate: (50%, 50%)
- Director + Co-director + Co-supervisor → rate: (33%, 33%, 33%)
- Director + Two Co-supervisors → rate: (50%, 25%, 25%)

- For a CIFRE thesis, even in the absence of an official co-director on the company's side, the rate applicable to the thesis director is 50%, or 25% in the presence of a NU co-director and/or co-supervisor. For a thesis under joint international supervision, the rate applicable to the thesis director is 50%, or 25% in the presence of a NU co-supervisor.
- The presence of three people in the management team requires special reasons and may be refused (whether at the level of the ED or the institution of registration), even more so in the case of the configuration of two co-supervisors.
- To judge compliance with the ED rules concerning the maximum ratio of supervision, it is the status visible on SYGAL on the day of the application for registration that is authentic.
- The ERC grant holders are exempt from this limit in terms of supervision rate.

#### Financing:

- Applications must be associated with a salary of a level at least equivalent to the monthly salary of a doctoral contract of an institution (set by decree) and with social security coverage compatible with medical and hospital expenses in France, for a period of three years.
- For salaried doctoral students, an appointment/recruitment order or a certificate from their employer's human resources department will certify the reality of their funding.
- For doctoral students funded by a foreign scholarship, as well as for doctoral students in international co-supervision, minimum resources equivalent to the net monthly full-time minimum wage per month of presence in France are required. Reference should be made to the value of the SMIC on the day of enrolment in the 1st year in France.

#### Required diplomas:

- Candidates must hold a Master's degree from a French or European university (or an engineering school) at the end of a course establishing their aptitude for research in the scientific fields of the ED.
- A derogatory registration may be requested in the following cases: (i) candidates holding a Master's degree issued by a foreign non-European university ;(ii) candidates who do not hold a Master's degree in the scientific fields of the ED but who hold a diploma from a French or foreign university of equivalent level. In these two cases, the admissibility of the application is assessed by the ED's site director, taking into account the candidates' previous experience in terms of research in the scientific fields of the ED. The examination of derogatory registration files (on the nature of the diploma) implies that candidates must anticipate their application.

#### Agreement of a thesis director:

Candidates must have obtained the written agreement of a thesis director holding the HDR and attached to the PSIME ED (plus possibly that of a co-director), and that of the director of the UR in which they plan to prepare the thesis.

The ED agrees to grant supervision or co-supervision of a thesis to a researcher holding a "Chaire de Professeur Junior" even if he or she does not hold the HDR (the decision remains, however, subject to the agreement of the registration institution).

#### The co-directors:

- The thesis may be supervised jointly by two thesis directors. However, a distinction will always be made between a director (who will assume administrative and scientific responsibility in the event of disagreement between the two parties) and a co-director.

- It is possible to have a co-director from outside the academic system, who does not hold the HDR, if his or her scientific and/or technical skills correspond to the subject of the thesis work. To do this, a specific file must be completed, accepted by the ED and then by the CaC of the institution of registration.

#### Co-supervision:

- The co-supervision of a thesis is aimed at researchers or teacher-researchers associated to PSIME (therefore dependent on NU) wishing to obtain recognition of a supervisory experience with a view to obtaining the HDR. This system is not intended to recognise the involvement of any member of a laboratory in the supervision of a doctoral student. Having three people in the supervisory team requires detailing how the thesis project justifies it.
- Applications for co-supervision can be submitted at any time of the year to the site secretariat; they are studied at each of the four annual councils; the results are sent to the doctoral services of the institutions to which the applicants belong. These requests are then studied by the research commission (or equivalent) of each of the institutions. It is up to each applicant to ensure that his or her application has been completed and that his or her status as co-supervisor has been transferred to SYGAL.

#### Administrative registration

The acceptance of an application by the Doctoral School does not exempt the student from finalising his or her own administrative registration, as soon as his or her application has been validated by the registration institution.

### **2-2: Joint International Co-supervision**

- The joint supervision was established to strengthen the international dimension of doctoral schools, promote the mobility of doctoral students and develop scientific cooperation between French and foreign research teams. **A joint international co-supervision is concluded between two institutions from different countries.** An agreement must be signed to define the principles that will govern this co-supervision. The drafting of these agreements is the responsibility of the doctoral departments of the registration institutions, the ED being only one of the signatories of this type of document.
- In a co-supervision, the doctoral student enrolls in both institutions (the distribution of registration fees is one of the points detailed in the agreement). It carries out its work under the responsibility, in each of the two countries, of a thesis director who undertakes to fully exercise his supervisory functions in collaboration with the other thesis director(s). A stay of at least 9 months over the three years of thesis preparation must be carried out in each of the two countries. The thesis gives rise to a single defense. After the defense, the new graduate holds a PhD from each of the partner universities.
- The co-supervision agreement must be signed within 12 months of the date of registration for the first year of the thesis at the Normandy university. In addition, it is imperative that the co-supervision agreement is still in progress at the time of the defense. It is possible to sign an amendment to extend the period of the agreement, but the request must be made in advance.

### **2-3: Regulatory obligations of the doctoral student**

- PhD students must comply with the rules of their host laboratory in terms of daily hours and annual closure periods for holidays.
- Any absence must be declared; if it is planned, it must be anticipated and subject to hierarchical authorisation; if it occurs unexpectedly (illness, accident), it must be justified a posteriori by a medical certificate.
- Registration for a training course should be seen as a firm commitment. If you are unable to attend, you must immediately notify the person in charge of training so that someone on the waiting list can benefit from the withdrawal. Failure to comply with these "good practice" rules may result in a temporary or permanent suspension of mobility aids and training.



## **2-4: Application for authorisation to register for a VAE**

The Doctorate, like any national diploma, can be obtained by the Validation of Assets of Experience (VAE). A procedure for the award of the Doctorate by VAE has been built by the ComUE. It has several phases: administrative admissibility, scientific admissibility and finalization of the doctorate by VAE. Candidates are invited to contact the research department of the institution of registration for more details on the procedure.

## **Article 3: AWARDING OF DOCTORAL FUNDING CONTRACTS**

There is a wide variety of possible doctoral fundings. As far as doctoral contracts are concerned, the rules of attribution are not the same in all cases, and the PSIME Doctoral School makes an essential distinction between doctoral contracts governed by a competition and others.

### **3-1: Different types of CDs and ED PSIME competition rules**

Apart from the case of salaried doctoral students (by an employer having nothing to do with the thesis) and scholarship holders (generally funded by the governments of foreign countries), PSIME doctoral students are beneficiaries of doctoral contracts. The main ones are those financed by the institutions, those financed or co-financed by the Normandy Region, European contracts, ANR contracts, those resulting from the PIA, CIFRE agreements, etc. Only part of these doctoral contracts is governed by a competitive examination by the doctoral school, the main reason being that the funder reserves in many cases a decisive right of control over the selection of the candidate.

**For the PSIME doctoral school, engaging in a competitive process requires compliance with the following two prerequisites:**

1/ A sine qua non condition is a wide display of the thesis subject on sites visible at least on a European (or even worldwide) scale, and for a sufficient period of time (1 month at least). These offers must be maintained until the posting deadline announced at the time of their submission. At the moment, the minimum required is a display on the Campus France website, as well as on the ED website. The ED verifies the actual existence of this display.

2/ Secondly, the existence of a competition is considered incompatible with a processing of applications on an ongoing basis. All the files must be examined at the same time. This corresponds to the date of the council of June/July.

Once these two conditions have been met, the role of the ED during these competitions can be detailed as follows:

- As far as the subject is concerned, the PSIME ED does not carry out any prioritization. It is at the level of the funders that this parameter is taken into account, and then possibly by the management of each UR.
- As far as supervision is concerned, the Doctoral School evaluates the performance of the director (and co-director if applicable) on past theses taking into account 3 criteria: duration of the theses, future of young PhDs, scientific production related to the thesis work.
- As far as the doctoral candidate is concerned, the ED evaluates academic performance, motivation and suitability with the subject, on the basis of a file. The scientific hearing part is delegated to the research project leader, who then formulates his/her position in writing to the doctoral school. To ensure that all the essential elements of the thesis project have been addressed, the doctoral candidate is asked to personally send a detailed report of the interview with the thesis project supervision team.

**It is on this basis that the ED organizes its competition, selecting the best couples (doctoral student/supervisor), within the limits of the constraints on the choice of subjects defined by the funder.**

Currently, the 3 types of CDs that are subject to the terms and conditions of the ED PSIME competition are as follows:

- Doctoral contracts provided by the Higher Education Institutions (Universities and Engineering schools).
- NR100 "Region" doctoral contracts.
- NR50 mixed contracts with co-financing by a Higher Education Institution.

### **3-2: Procedure common to all cases**

Regardless of the type of doctoral fundings, the ED verifies the following elements:

- adequacy between the thesis subject and the thematic scope of the doctoral school
- validity of the student's diploma allowing her/him to enrol in a doctorate
- compliance with the limit of the supervision rate by each member of the management team under the ED
- Presence of a clear and nominative proof of financing for the entire three years

### **3-3: Doctoral contracts governed by a competitive examination by the Doctoral School**

The procedures for selecting subjects by funders (Institutions or Region) have been constantly evolving in recent years. It is necessary to refer to the information available at the end of year n-1 on the ED website to have the precise terms and conditions for year n.

Broadly speaking, the current process is as follows:

- The project leaders send their subjects directly to the funders
- The funders call on external evaluators to give an opinion on the quality of the subjects
- The ED is called upon at the same time to verify the eligibility of potential supervisors and evaluate their past supervision practices. To judge compliance with the ED standards concerning the maximum supervision ratio, the rule is that on the day of the council dealing with the competition, we find on SYGAL a supervision ratio not exceeding 250% if we project ourselves to October 1st of the current year (i.e. taking into account the upcoming thesis defenses, but already reported in SYGAL). Concerning the evaluation of "good practices", the three criteria are the duration of the thesis (negative point if > 40 months or abandonment), the professional status of the doctors (just after the defense and about two years after), and the production related to the doctorate (existence of articles, communications, patents, etc.). These criteria are taken into account for all theses started between years n-7 and n-4.

A dedicated form is available on the website.

- From the opinions of external experts and the verification of the eligibility conditions made by the doctoral school, the funder provides the doctoral school with an ordered list of subjects/supervisors. It also entrusts the ED with the task of selecting a candidate for each of these CDs.
- The selected project leaders send the ED one or more candidate files, while the latter send their audition report at the same time. The file sent by the holder must contain the following information (form available on the website):
  - Candidate's CV and cover letter
  - Transcripts including S3 of the Master's degree

- Ranking including S3 of the Master's degree
- Letters of recommendation including S4 internship manager
- Reasoned opinion of the thesis director and the laboratory director

At the same time, the doctoral candidate sends a report of the interview he or she had with the supervisory team (and possibly with the laboratory director). The required thresholds in terms of grades and ranking are specified on the ED's website.

➤ For each of the eligible thesis subjects, all the information "candidate file(s) + supervisor file" is studied by the Executive Board and then discussed by the Council.

Note: With this type of procedure, there is no direct competition between couples (subjects/supervisors). However, a couple (subject/supervisor) may be rejected in the absence of a satisfactory candidate, which leads to the first file (subject/supervisor) being brought up from the complementary list. In addition, inversions on the list of topics provided by funders are possible (including between the main and complementary lists) but must be clearly justified by significant differences in quality at the level of doctoral candidates.

➤ At the end of this process, the Council proposes a candidate for each of the selected files (subject/supervisor). This set constitutes the main list of winners. All the triplets (subject/supervisor/candidate) of value, but not retained in the main list, are classified in a complementary list. At the end of the council, the ED draws up for each institution, the list of candidates selected from the main list and from the complementary list. It also contacts each of the selected candidates individually.

➤ In the event of withdrawal of a candidate from the main list, the doctoral contract is immediately offered to the candidate of the triplet (subject/supervisor/candidate) ranked first on the complementary list.

● If during the process, one point or another relating to the concept of a competition (such as insufficient display) is not respected:

- the application is eliminated from the competition, if it is a "Institution" or "Region 100%" CD
- the management is switched to the category "CDs not governed by an ED competition", if it is a "Region 50%" CD co-funded by an Higher Education Institution.

### **3-4: Doctoral contracts not governed by a competitive examination by the Doctoral School**

For "CDs not governed by an ED competition", the file that must be submitted to the ED by the candidates must contain:

- CV and cover letter
- report of an interview with the thesis director, or even the laboratory director
- letters from the thesis director and the laboratory director
- grades and ranking of the Master's degree (but without application of thresholds on these two elements)
- letters of recommendation (optional)

These "non-competitive" CDs are not subject to the obligation to post, which is nevertheless recommended because experience has shown that making a thesis offer visible on certain sites such as Campus France or Euraxess makes it possible to recruit good candidates.

For these "CDs not governed by an ED competition", the authorization to enrol in a doctorate is processed by the ED's site director.

### **3-5: Teaching missions**

The allocation of additional teaching assignments to doctoral contracts or teaching sessions is organized according to the procedure in force in the institution of registration for the doctorate. These procedures are not the same in all these Institutions.

## **Article 4: REGISTRATION AND RE-REGISTRATION**

### **4-1: Duration of the doctorate**

- The duration of the thesis is 3 years for doctoral students with a full-time contract associated with the thesis, and a maximum of 6 years for those employed in a structure that has nothing to do with the thesis.
- For joint co-supervision with countries where the standard thesis duration exceeds 3 years, special provisions may be made and indicated in the co-supervision agreement.
- If the doctoral student has been granted maternity, paternity, childcare or adoption leave, parental leave, sick leave of more than four consecutive months or leave of at least two months following an accident at work, the duration of the preparation for the doctorate is extended if the person concerned submits a request to the human resources department of his or her institution registration fees.
- Extensions may be granted by way of derogation by the head of the preparation Institution in accordance with Article 14 of the Decree of 25 May 2016 (see 4.4).
- In all cases, the preparation of the doctorate implies an annual renewal of the doctoral student's registration with the institution of preparation of the doctorate. Any non-renewal of the registration is considered to be abandonment.

### **4-2: Enrolment in the 1st year**

For a first registration in a doctorate, the following documents must be submitted to the ED site secretariat in a single file:

- registration file from the institution duly completed and signed by the doctoral student, the thesis director(s), and the head of the UR.
- diploma giving access to the doctorate, with additional supporting documents if necessary
- proof of funding over 3 years
- CV
- thesis subject
- two copies of the Doctoral Charter and the Training Agreement, duly completed and signed by all parties

After validation of the file by the ED, then by the preparation Institution, candidates proceed with the registration procedures online on the website of their institution and pay the registration fees.

### **4-3: Re-enrolment in the 2nd or 3rd year**

Re-registrations are not automatic. For re-registrations in the 2nd and 3rd years, doctoral students must send to the ED's site secretariat and upload in SYGAL the "Agreement for Re-registration" form (available on the ED's website) signed by the doctoral

student, the thesis director (and thesis co-director if applicable) and the members of the Individual Monitoring Committee. If all the protagonists are in favour, the ED sends the school an authorisation to re-enrol. It is then up to the doctoral student to personally finalize the administrative steps of re-registration. In the event of no response and after a reminder, the doctoral student will not be re-enrolled and his or her funding will be interrupted. He or she will be considered in a situation of abandonment. In the event of "refusal of re-registration by the thesis supervisor and/or the CSI", the ED must be contacted immediately.

#### **4-4: Re-registration in a derogatory year**

- Applications for authorisation to register in a derogatory year are examined by the Executive Board, which requests an opinion from the Council. The students must send a request for exemption to the site secretariat (form available on the ED's website). This includes the arguments of the doctoral student, the thesis supervision, the opinion of the CSI, the scientific production, the current state of the manuscript, the description of the funding envisaged over the period outside the contract, and a firm commitment on a defense date, signed by the doctoral student, the thesis director and the laboratory director.
- Administratively, a 4<sup>th</sup> registration is considered to be derogatory (a fortiori a 5<sup>th</sup>). However, there are several cases in which a 4<sup>th</sup> registration is necessary without exceeding the duration with regard to the rules of the ED (for example, in the case of a 1<sup>st</sup> registration during the spring, or for a salaried doctoral student, or in the case of a co-supervision with a country with a thesis duration of more than 3 years). However, it will be necessary to follow the derogatory registration procedure, but only the first part of the ED file will have to be completed, and the derogation will be systematically granted if there is no problem elsewhere.
- Most of the requests for derogation are studied during the autumn council. The Executive Board manages the few late requests that may arise. An interview between the doctoral student, the thesis director, the head of the UR and a member of the Executive Board may be requested for specific cases.
- The list of beneficiaries of these derogations is sent to the Institutions. Then, it is up to the doctoral student to re-enrol in the derogatory year by filling in the administrative file of the Institution of registration.
- In the vast majority of cases, derogatory registrations are pronounced in the fall of year n with a view to a defense to be organized before the summer of year n+1. Due to very frequent exceptions to this commitment (defenses often postponed to the end of calendar year n+1), the ED has adopted the following rule: "For a given thesis director, if twice the thesis defense corresponding to a derogatory re-registration granted in year (n) is not completed before the end of July of year (n+1), the ED will not authorize this thesis director to begin any new thesis supervision for a period of one year starting on September 1st of year (n+1)."
- As a matter of principle, enrolment in the 5<sup>th</sup> year will not be admitted.

#### **Article 5: GAP YEAR**

Exceptionally, and as part of a coherent professional project, the doctoral student may request a non-breaking gap period of up to one year. During this period, the doctoral student temporarily suspends his doctoral training and research work. He or she may remain enrolled in his or her institution but is no longer integrated into his or her host UR. This period is not counted in the duration of the thesis. A reasoned request signed by the thesis director (and the thesis co-director if any) and the director of the UR must be submitted to the ED's site secretariat. Gap year requests will be examined by the ED Council. Consult the website of the institution where you are registering to find out more about this gap year application procedure.

## Article 6 - TERMS AND CONDITIONS OF MONITORING

### 6-1: Welcome Meetings

- A back-to-school meeting is scheduled each year in autumn at each of the three sites (Le Havre, Caen and Rouen). These meetings are led by the site manager and are conducted in English, on the basis of an overall presentation drawn up by the Executive Board. This meeting is mandatory for first-time registrants (D1). Absences and their reasons are monitored. This meeting provides an opportunity to detail the following elements: (i) presentation of the various potential interlocutors for doctoral students (members of the Executive Board, managers, doctoral students' representatives on the Council, reception and listening structures, etc.) ;(ii) characteristics (number and profile) of doctoral students, topics, UR attached to the doctoral school, supervision potential, nature of funding, etc.), and statistics on the doctorate in general; (iii) organization and functioning of the doctoral school; (iv) training offer: available modules (thematic and professional), access procedures, validation procedures, access to external training; (v) Individual Monitoring Committee (objectives, constitution and functioning); (vi) mobility assistance; (vii) the school's results in terms of thesis duration and career progression; (viii) presentation of doctoral student associations; (ix) the manifestations of the ED.
- At the same time, each of the registration institutions is organising a welcome meeting with Normandie University, bringing together the D1 students of all the Normandy doctoral schools. It deals with more general and transversal points such as a presentation of the institution and the Comue, the complementarity of their missions, the functioning of the library, the existence of referents on various issues (such as scientific integrity and parity), the places of scientific mediation, etc.

### 6-2: Individual Thesis Monitoring Committee (CSI)

- The CSI evaluates the conditions of the doctoral student's training, the progress of his research and the preparation for career continuation. Its role is also to be particularly vigilant in identifying any form of conflict, discrimination, moral or sexual harassment or sexist acts.
- A new mode of operation of the CSIs takes effect for PSIME from registrations after 01/09/2023. (PhD students registered before this date remain subject to the rules of the previous operation, which is recalled on the website). These new rules incorporate the amendments to the 2022 decree, institute at least one meeting per doctoral year, and modify the calendar. Henceforth
  - the CSI must be set up between 2 and 3 months after the 1<sup>st</sup> registration
  - 3 mandatory meetings will be held at 6 months, 18 months and 30 months after the 1<sup>st</sup> registration
  - an opinion from the CSI is necessary for standard D1→ D2 and D2→ D3 re-registrations , as well as for D3→ D4 for doctoral students whose 1<sup>st</sup> registration was made at the beginning of the calendar year. This opinion may be based on the last regulatory meeting. This opinion is reported in the re-registration or derogatory forms.
  - a specific meeting of the CSI is necessary for all other derogatory registrations.
- At the end of each interview, the CSI formulates comments and recommendations sent to the site secretariat, the doctoral student, the thesis director and the director of the doctoral student's host laboratory.

#### Composition of the CSI

The CSI is made up of at least two members, independent of the direction of the doctoral student's work and the research project. The composition of the CSI must be co-constructed by the doctoral student and his or her supervisory team  
Its minimum constitution is as follows:

- A member who may belong to the doctoral student's host laboratory (but not to the same team)
  - A member from outside the doctoral student's host laboratory.
- at least one of the members is an academic (teacher-researcher or researcher) holding the HDR.
  - one of the members must be familiar with the scientific field of the thesis, while the other may be distant from it.
  - the ED recommends that the doctoral student be at the initiative of the proposal of at least one of the members.
  - the DT recommends that at least one of the members be geographically close.
- The CSI is submitted for validation to the Executive Board of the ED PSIME. If one of the members can no longer sit on the CSI, he or she must be replaced. The members of the CSIs and the Executive Board of the ED PSIME undertake to respect the confidentiality of the information (scientific or not) resulting from the interviews. A confidentiality agreement may be signed at the request of the doctoral student and/or his/her thesis supervisor.
  - The members of the CSI may be part of the thesis jury but may not be rapporteurs.
  - The CSI may be referred to at any time at the request of the doctoral student, the thesis director or the Executive Board.

### **How the CSI works**

- It is up to the doctoral student/supervisor couple to plan the 6M, 18M and 30M meetings sufficiently in advance so that they can be held at the expected period. Interviews can be organized by videoconference even if face-to-face mode is strongly recommended.
- At least one week before the day of the meeting, the doctoral student must send to the CSI a document summarizing the subject of the thesis, the Doctoral Training Agreement, the progress of the research program, the training followed, the scientific production, and the portfolio of skills.
- A CSI interview takes place in at least three stages:
  - 1- Scientific presentation by the doctoral student (the supervisor is invited, but must not interfere in the discussion)  
Oral presentation of the doctoral student followed by discussion between the CSI and the doctoral student.
  - 2 - Interview between the doctoral student and the CSI (without supervision or any representative of the laboratory.)
  - 3 - Interview between the management and the CSI (without the doctoral student)
 A final session involving all participants (PhD students, supervisors, CSI) may also be organised. This is left to the discretion of the CSI.
- During each interview, the CSI will review a number of issues: (i) material conditions (professional and personal); (ii) integration into the host team; potential existence of problems or difficulties (iii) appropriation of the thesis subject ;(iv) progress of the thesis work (results obtained and valorization) ;(v) training followed (thematic or professional) ;(vi) mobility, participation in conferences, workshops etc. ;(vii) the doctoral student's portfolio, and (viii) preparation of the future professional career
- The Doctoral School has set up reporting forms that allow these different points to be addressed, in a differentiated way for each of the three regulatory interviews.

### ***Forms available on the ED website***

After each interview, it is up to the doctoral student to submit the CR on SYGAL, while the CSI sends a copy by email to the thesis director, the laboratory director and the site secretariat of the ED.

All the CRs are examined by the site management, but the CSI is asked not to hesitate to contact the ED in case of difficulties. Additional CSI meetings in between the mandatory ones (6, 18 and 30M) can be organised at any time

### **6-3: Probationary periods**

The CSI must decide each year on the appropriateness of a new registration (Articles 4.3 and 4.4). It may declare itself unfavourable to this re-registration if the progress of the work is deemed unsatisfactory, due to a manifest or apparent "professional inadequacy" of the doctoral student. In order to be able to provide objective evidence on this point, a probationary period may be organised. This period, which typically lasts 2 months, consists of producing and presenting the results of a list of tasks developed jointly by the thesis supervisor, the CSI and the ED. It is intended to assist the CSI in making its decision on the authorization of re-registration. It is therefore generally held shortly before the summer.

### **6-4: Follow-up by the host laboratory**

The URs of the ED PSIME are encouraged to ask their doctoral students to present their work in the laboratory. The ED also recommends a "mid-term hearings" type system, i.e. about 18 months after registration, in front of a limited audience of permanent members, making it possible to take stock of the progress of research and the ability of the doctoral student to report on it (whether in writing or orally). The aim is to complement the action of the CSI by focusing on the purely scientific aspect, and to give a first overview of what the writing and defense work will be.

### **6-5: Activity reports**

Doctoral students are asked to fill in an annual activity report (on SYGAL) indicating the achievements in terms of scientific production and training. In the year of the defense, this report takes the form of a global report that must have been submitted in order to be able to collect one's diploma.

### **6-6 : Portfolio**

The doctoral student keeps an up-to-date portfolio in which she/he records all the actions carried out in terms of training (followed or given), productions (scientific, dissemination, mediation, etc.), as well as all types of responsibilities taken in the context of his work (organization of events, elective functions, etc.). The impact in terms of "Professional Skills" acquired must be highlighted. This portfolio is sent to the members of the CSI during each interview.

### **6-7: Mediation**

- Any unresolved conflict between the doctoral student and his or her thesis supervisor must be brought to the attention of the site director of the doctoral school, if the answers provided internally or by the CSI have proved insufficient. In consultation with the parties, the management of the Doctoral School will set up mediation to seek a solution acceptable to all. The supervisors, the director of the UR, the CSI and the doctoral student (who may be accompanied by another doctoral student) are first consulted separately and the ED management proposes a method of conflict resolution during a meeting bringing together all the protagonists. The establishment of a probationary period can be a useful element in a number of cases.
- If mediation fails, the dispute may be brought before the Research Commission or the Scientific Council of the institution of registration. The procedure consists of appointing two people (among the members of this body) who will examine the file, one in the discipline of the thesis, the other in another discipline. The doctoral student may be accompanied by a member of his or her choice, elected from a Normandy University council or from an Institution preparing the doctorate, among the professors or associate-professors.



- In the event of a decision to stop the thesis, the doctoral student may be given, at his request, a "Certificate of research activities" co-signed by the thesis directors, the UR and the ED. It will specify the nature and duration of the work carried out, as well as the context of the research.

### **6-8: Refusal of re-registration**

- If the thesis director refuses the re-registration of a doctoral student for a thesis, the ED organizes (if it has not already been done) an attempt at conciliation that may involve the completion of a probationary period. If the decision not to renew is confirmed, it is notified to the doctoral student by the director of the doctoral school.
- A second opinion may be requested by the doctoral student from the Research Commission or the Scientific Council of his or her institution of registration, following the procedures described in article 6.7.
- The final decision not to renew is taken by the head of the institution and notified to the doctoral student.
- In any event, a decision not to renew the thesis registration may only be pronounced in the event of a breach by the doctoral student of the commitments of the charter or of this RI, and on the basis of proven facts.

### **6-9: Withdrawals**

The ED asks that no abandonment process be initiated without a prior interview with the ED. If this desire is the result of a conflict, the ED will offer its help to resolve it. If the option of abandonment is confirmed, the Doctoral School will offer a "Certificate of Research Activities" and will send the abandonment form to be completed.

In addition, supervisors are asked to report very quickly the case of doctoral students who seem to be in a situation of de facto abandonment, but not declared.

## **Article 7 - FINANCIAL AID PROVIDED TO DOCTORAL STUDENTS**

- Most of the budget of the ED PSIME is used to facilitate doctoral students' access to events that can be used in the construction of their professional project. These are most often mobility aids, but the ED can also participate in the financing of certain paid training courses.
- The trips can concern training provided by the ED or the CED on another Normandy site, a training course provided by a ED from another region, participation in a trade fair, a thematic school, a GDR-type meeting or organized by a learned society, a trip for a job interview or a contact for a post-doc. The most common requests are to participate in a congress, workshop or conference. As a matter of principle, the doctoral school limits its support to one event of this type per doctoral student, but exceptions are possible, especially if the doctoral student makes an oral presentation.
- The financing of experiments on large instruments is excluded from the framework of this aid. On the other hand, the ED can participate in the travel to another laboratory for one-off experiments or to give a seminar.
- Any interested doctoral student must submit an application specifying the desired objective and the estimated budget.

*File available on the ED website*

The application must be submitted at least one month before the start of the event to be financed. Applications are examined each month by the Executive Board.

- Mobility aids correspond to a lump sum depending on the place of travel (excluding the partner country in the case of joint supervision). There are four categories of travel: (i) within Normandy (all requests concerning ED or CED training are automatically accepted); in France; in Europe; for the rest of the world. Aid for paid training cannot exceed 3/4 of the cost

(while remaining below a certain ceiling), and can only be granted if similar training is not already offered as part of the NU or PSIME training.

*The sums corresponding to these different cases are available on the ED website*

- The trips must be made within the framework of a mission order established by the doctoral student's UR. In all cases, the ED aid comes in the form of a posteriori payments, which means that it is the laboratories that have to advance the costs. Payments to the laboratories' accounts are made via NU, on the basis of lists drawn up by the ED, three times a year: February, June and September. To improve the readability of the system, the ED sends each laboratory a detailed list of the payments it will receive at each due date.
- Finally, note that the ED can only trigger the repayment after receiving confirmation that the mission has been carried out (typically, a statement of expenses).

## Article 8 - DOCTORAL TRAINING

By enrolling in a thesis, doctoral students engage in a path that includes both the work of the thesis and the follow-up of training. The objective of the latter is not only to contribute to the realization of the thesis project but also to prepare for professional integration after the doctorate.

### 8-1: Doctoral training agreement

- All doctoral students must sign, with their thesis director, the Doctoral Training Agreement set up by the ComUE *Normandie Université*. This sets out the conditions for the monitoring and supervision of the thesis; it also indicates the training courses that should be followed according to the professional project discussed in the same document
- This agreement serves as a reference in the event of difficulties between the doctoral student and his or her supervisory team on the modalities of interaction between them.

### 8-2: CED training and ED training

Institutions finance two types of training

- Doctoral training shared and managed by the CED

All the shared doctoral courses, managed by the CED of *Normandie University*, can be consulted on the ComUE website and on SyGAL.

- Specific doctoral training offered by the ED PSIME

Information on the specific training modules set up by the PSIME ED is available on the ED's website.

Validation of these trainings courses required the filling of the associated satisfaction surveys.

### 8-3: Other training and actions taken into account

- Doctoral students may request to make validated training courses organised outside the scope of the ED or the CED. Aid can even be granted to co-finance such training courses. Obviously, they must be related to the doctoral work or contribute to promoting future professional integration.
- These trainings can be academic courses provided in a Master or an ED outside Normandy, a thematic school, training on an apparatus/instrument or even professional training.

- Other training activities may be counted, such as teaching experience or supervising internships, attendance at seminars organized by one's laboratory, collective responsibilities within associations or for the organization of events, elective positions or mediation actions.

Other actions not listed here may be submitted to the Executive Board.

## Article 9 - RULES AND CONDITIONS OF DEFENSE

### 9-1: Rules concerning the thesis manuscript

- The ED considers writing ability to be one of the important skills that can be expected of a PhD. The writing of a monography therefore remains the norm, and the ED does not accept so-called "article-based" manuscripts.
- The manuscript is written either in French or in English. In the case of an English-language brief, it must be accompanied by a summary in French of at least three pages. In the case of a manuscript in a language other than English or French, a version in one of these two languages must be produced.
- The manuscript must have the cover generated by SYGAL. A cover page in a freer format can be inserted but only behind the official cover.

### 9-2: Training requirements

The requirements of the PSIME Doctoral School in terms of training are broken down into three criteria

- Two mandatory training courses:
  - "Ethics and scientific integrity" (to be followed in D1)
  - "Prevention of all forms of violence and discrimination"
- Minimum of 50 hours from a first batch of training courses including:
  - the two mandatory training courses mentioned above
  - CED training (shared on all EDs) including pedagogical training (INSPE)
  - the training courses of the ED (specific to PSIME)
  - the courses offered by a Master's degree or another ED
  - thematic schools
  - interdisciplinary trainings given outside the CED
- Minimum of 100 hours in total, in an expanded list that includes, in addition to those above, the following actions:
  - elected member of the ED Council
  - elected member of a board (laboratory, institution, ComUE)
  - Member of the Doctoral Students' Association
  - Organizing committee of the JED or JDD, or other similar events
  - dissemination action or scientific mediation
  - in-house training (the case of CIFREs)
  - Teaching hours
  - Supervision of trainees
  - Follow-up of scientific seminars

*A file facilitating the inventory of these actions is available on the ED website  
(with the equivalences in hours and any associated ceilings for each type of action)*

- The accounting of the courses followed by doctoral students is carried out by the ED on the basis of certificates of participation or any other type of proof. If in doubt, contact the ED secretariat as you go along, to find out if the training in question can be taken into account. Distance learning and paid courses, organised by entities outside Normandy University and outside the National Research Organisations cannot be counted beyond a ceiling of 25 hours.
- There are three categories of doctoral students who are not subject to the "Training" requirements (apart from "Ethics and Scientific Integrity" and "Prevention of all forms of violence and discrimination"). These are (1) doctoral students with external salaried funding (i.e. having nothing to do with the laboratory, thesis, or institution of registration); (2) CIFRE contracts; (3) joint international co-supervisions. Obviously, all these doctoral students have the right to all the training offered, and it is even strongly recommended to follow them, but they are not obliged to respect the targets set in order to be able to support.

### 9-3: Production requirements

The requirements of the PSIME Doctoral School in terms of production are broken down into two criteria

- except in the special case of a confidential thesis, it is first necessary to have completed at least one of the following three elements:
  - co-author of an article in a peer-reviewed journal (at a minimum, proof of receipt of a submission by a publisher),
  - speaker at an international conference,
  - co-signatory of a patent or license.
- second, it is necessary to have produced at least three items from a list of the previous point and adding:
 

- thesis distinction	1 unit
- speaker at a national congress, conference or workshop	1 unit
- seminar in a laboratory other than one's own	1 unit
- participation in MT180s	1 unit
- co-author of an article	0.5 unit
- presentation of a poster in a conference or workshop	0.5 unit
- seminar in his/her own laboratory	0.5 unit
- participation in doctoral student events (JDD, JED, etc.)	0.5 unit
- stay in a laboratory (>1 week, excluding joint supervision)	0.5 unit
- funding progress reports	0.5 unit

All doctoral students are subject to the same "Productions" requirements.

## Article 10 -DEFENSE

The administrative procedure in force in the thesis preparation Institution specifies in detail the phases of the process, the timetable and the formalities to be respected. The rule is that the defense proposal file must be accepted and signed by all the protagonists two months before the defense date. It is therefore necessary that the file is submitted to SYGAL one month before (i.e. three months before defense), in order to be able to verify the constitution of the jury and the respect of the conditions in terms of training and productions.

## 10-1: Scientific Integrity

- Doctoral students are subject to the rules of ethics and deontology related to research professions.

*See documents explaining these rules on the ED website*

- The doctoral student must respect the procedures put in place concerning the oath of doctors.
- The thesis manuscript must comply with the basic rules for the dissemination of scientific work (authenticity of the text and scientific results, respect for intellectual property, etc.)
- The doctoral student and his thesis supervisor are encouraged to use software to check the risks of plagiarism, for example by using the compilatio resource, an application made available on the ENT of Normandy University: <https://ent.normandie-univ.fr/>
- The management of the Doctoral School reserves the right to issue an unfavorable opinion on a thesis defense following non-compliance with these principles.

## 10-2: Authorization to defend

- To validate the requirements of the ED in terms of training and production (which make it possible to launch the defense procedure), doctoral students must send to the site secretariat the supporting documents concerning the information reported in the "Training" and "Productions" tables provided by the doctoral school.

*Dedicated form available on the ED website*

- The Doctoral School does not sign the "Proposal" file for a defense on SYGAL before all the information necessary to validate compliance with these requirements has been provided. Do not forget that the validation of the CED and ED trainings requires responses to the satisfaction surveys. It is advisable to send them to the Doctoral School as soon as possible, at the latest at the same time as the submission of the jury proposal on SYGAL (i.e. about 3 months before the planned defense date).
- To ensure equal treatment at the three sites, randomly selected files will be regularly examined by the Executive Board.

## 10-3: Appointment of rapporteurs and composition of the jury

- The doctoral students' work is examined by (at least) two referees, external to the ComUE *Normandie Université*, holders of the HDR or belonging to one of the following categories: (i) university professors and equivalent staff or teachers of equivalent rank, higher education institutions, public research organizations (French or foreign); (ii) personalities, holders of a doctorate, chosen because of their scientific competence by the head of the institution, on the proposal of the director of the ED and after the opinion of the Research Commission of the Academic Council (which requires a very early approach).
- The thesis jury is appointed by the head of the institution after consultation with the director of the ED. It must meet the following conditions:
  - it has between four and eight members;
  - it shows a balanced representation of women and men. For PSIME, at least one member of each gender is required. If this criterion cannot be met, it is requested to provide proof of three refusals of the participation proposal.
  - at least half of the members of the jury are personalities from outside the ComUE *Normandie Université*. Excluded from this category are staff belonging to the same laboratory as a possible co-director located outside the region.
  - at least half are professors or equivalent staff, or foreign researchers of equivalent rank (rank A). To decide on this last point with regard to people outside the French university system, it is necessary to collect a CV and send it in advance to the site ED director.

- Concerning the status of emeritus holders in thesis juries, the Institutions (Universities and Engineering Schools) and Normandy University have agreed on the following rules:
  - Emeritus holders of an HDR can be part of a defense jury as examiner or rapporteur.
  - These emeritus members cannot be president of the jury (chairman).
  - These emeritus members are not regarded as “rank A” (to be taken into consideration for compliance with the rule requiring that the jury must be made up of a minimum of 50% rank A members).
  - The percentage of these emeritus members in a defense jury cannot exceed 25%.
- The thesis director participates in the jury. He/she attends the discussion and may, if necessary, enlighten the debates if the President invites him/her to do so.

The thesis supervisor:

- is on the list of members of the jury, including for the legal deposit of theses,
- is taken into account in the internal/external and A/B rank ratios,
- does not sign the minutes of the deliberations,
- signs the defense report as a member of the jury.

The above provisions also apply to the case of a possible co-director and/or co-supervisor.

#### **10-4: Defense procedures and jury deliberations**

- Unless an exemption is granted on an exceptional basis by the head of the institution (if the thesis is of a proven confidential nature), the defense is public.
- The language of thesis defense is in principle French. However, if the doctoral student does not speak French or if the jury includes non-French-speaking members, the defense may be conducted in English. In the case of a defense in a non-French-speaking and non-English-speaking country (case of cotutelle), a pre-defense in French or English must be organized.
- The members of the jury appoint from among themselves a president of rank A. Except in exceptional circumstances, the president participates in person in the defense and deliberation.
- The members of the jury may participate in the defense by using videoconferencing (or equivalent device) which allows them to identify and participate effectively in a collegial deliberation. They will have previously provided a delegation of signature to the president of the jury.
- At the end of the defense, the jury must decide on the admission and on the notice of reproduction of the thesis by signing the Minutes. The thesis director may attend the deliberation and, if invited to do so by the president, shed light on the debate if necessary. However, he or she must not take part in the final decision and does not sign the minutes. The same applies to a possible co-director and/or co-supervisor.
- The defense report must be written by the president of the jury after the defense. This report must have the term "defense report" as its header and mention the name of the doctoral student and the institution of defense. If the report includes several pages, they must bear the stamp of the institution and be numbered. The document must include the list of the members of the jury, specifying the President of the jury, and all the original signatures. In the event that a member of the defense jury is present by videoconference, the President of the jury must sign the Minutes and the Defense Report on his behalf, in accordance with the delegation of signature that will have been previously made.
- Oath of the Doctors

At the end of the defense and in the event of admission, the doctor takes an oath. The text that should be read aloud is as follows:

*"In the presence of my peers, having reached the end of my doctorate in [xxx], and having thus practiced, in my quest for knowledge, the exercise of demanding scientific research, by cultivating intellectual rigor, ethical reflexivity and in respect of the principles of scientific integrity, I commit, for what depends on me, to the rest of my professional career whatever the sector or field of activity, to maintain an honest conduct in my relationship to knowledge, my methods and my results."*

The fact of having taken the oath is recorded by the President of the jury in the Minutes.

## **Article 11 - EUROPEAN DOCTORATE LABEL**

For the issuance of the "European label" (or "European Doctorate"), four conditions must be met:

- the doctorate must have been prepared for at least one term in a European country other than the country of defence;
- at least two professors belonging to higher education institutions in two different European states and other than the one where the thesis will be defended must be referees;
- at least one member of the jury must belong to a higher education institution of a European state other than the one in which the doctorate is defended;
- part of the defense must be carried out in a European national language other than the national language(s) of the country where the PhD is defended.

It is a classic doctoral degree to which is added a certificate of "European label" issued by the President of the University. This system is distinct from that of the co-supervision, to which it can be superimposed.

This label does not appear on the doctoral degree, but it is a strong element in promoting doctoral training internationally. Any doctoral student who wishes to obtain the "European label" must notify the ED PSIME before the defense, and follow the procedure in force in his or her thesis preparation institution.

## **Article 12 - MONITORING OF PROFESSIONAL INTEGRATION**

- All doctoral students undertake to communicate all information concerning their professional situation every year and for at least five years after their thesis. This information is updated during surveys organised by the ED.
- The doctor also undertakes to answer the questionnaires sent by Normandie Université, to inform [enquetedocteurs@normandie-univ.fr](mailto:enquetedocteurs@normandie-univ.fr) of any changes in email address and telephone number during this period.

## **Article 13 - EVALUATION OF THE DOCTORAL SCHOOL BY ITS USERS**

On a regular basis, an evaluation survey will be carried out among the users (doctoral students, thesis directors) of the PSIME doctoral school, anonymously and using digital tools. This investigation will include the following:

- availability of the Executive Board, secretariat and management, representatives of doctoral students;
- availability of laboratory representatives on the Council;
- information on the functioning of the ED;
- relevance of decisions taken and actions taken;
- communication of these elements to users;
- modalities on the functioning of individual monitoring committees;
- offer of training (thematic and professional): accessibility, content, format;

- procedures for granting mobility and training aid;
- support for the doctoral student's professional project;
- monitoring of the future of young doctors.

This information will be analysed by the Executive Board and then discussed in the Council.

They will be used to improve the overall functioning of the ED.

## **Rule 14 - APPROVAL OF THE RULES OF PROCEDURE**

- The internal regulations of the PSIME Doctoral School are submitted for approval to the Academic Council of the Normandy University ComUE, after discussion and prior approval within the PSIME Council, then within the CED of NU.

This regulation may be revised as many times as necessary according to regulatory and operational changes in the ED and the CED.

- If changes are adopted by the Council but not yet validated by a new version submitted to the UN, it is agreed within the Council of the ED PSIME that the updated version available on the ED website is a reference.

## **Article 15 - COMMITMENT OF THE DOCTORAL STUDENT**

- All doctoral students at the ED PSIME undertake to respect:

- the Doctoral Charter,
- the rules of procedure of the ED,
- the internal rules of the host laboratory,
- the internal rules of the Higher Education Institution (if available),
- the elementary principles of secularism (see the guide "Secularism in higher education" <https://franceuniversites.fr/actualite/lancement-du-guide-la-laicite-dans-lenseignement-superieur/>).
- health and safety regulations.

- The supervisor of any doctoral student (director, co-director, co-supervisor) of the ED undertakes to respect the working conditions defined in the doctoral student's training agreement.

- No doctoral student must start his or her activity in the host UR before being enrolled in the institution (obtaining his or her doctoral student card), unless a specific agreement has been duly established.