

# Request for Derogatory Registration 2025

## Excerpt from the Internal Regulations 2024 of the Doctoral School PSIME

### 4-4 Re-registration for an additional year

Requests for authorization to register in a supplementary year are examined by the Directory, which requests an opinion from the Council. Doctoral students must send a request file to the site secretariat; it gathers the justification and arguments of the PhD student, the supervisors, the opinion of the CSI, scientific production in the thesis period, current state of the manuscript, description of the funding after the doctoral contract, and a firm commitment on a date of defense, signed by the doctoral student, the thesis director and the laboratory director.

On principle, a registration in a 5th year will not be allowed.

**PhD student :**

**Laboratory :**

**Thesis director :**

**Date of 1<sup>st</sup> registration :**  /  /

### Comments :

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

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

## Reason leading you to apply for enrollment in a $x^{\text{th}}$ year ( $x > 3$ )

$x =$

- Employed doctoral student (employer totally disconnected from the thesis work) .....  
 Which employer ?
- Joint supervision (cotutelle) with a thesis duration of more than 3 years .....  
 Which country ?   
 What is the total duration of the thesis recorded in the co-supervision agreement?
- Registration at the beginning of a calendar year (from january to the end of june) .....  
 What type of doctoral contract ?

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

### Signatures

PhD student

Thesis director

Head of the lab.

Submission date :  /  /

Registered at UNICAEN or ENSICAEN  
 Registered at UNIROUEN  
 Registered at UNILEHAVRE  
 Registered at INSA

Send to  
 Send to  
 Send to  
 Send to

marie.legay@unicaen.fr  
 oriane.remadna1@univ-rouen.fr  
 alexane.kharmich@univ-lehavre.fr  
 caroline.meley@insa-rouen.fr

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

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

► Request of reregistration for which year ?

4<sup>th</sup>  5<sup>th</sup>

► Reasons explaining this delay from the PhD viewpoint

► Argument from the supervisor(s)

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

► Scientific production

**► PRESENT STATE OF THE MANUSCRIPT**

**\*\*\* separate .pdf file to be joined to the request \*\*\***

**► Funding for the period following the end of the doctoral contract. Only consider the secured fundings.****► DATE OF DEFENSE**

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

**TARGET DATE OF THE DEFENSE :**  /  / 20

**PhD student**Name : First name :   
**ThesisDirector**Name : First name:   
**Head of the lab.**Name : First name:   
**Signatures**

PhD student

Thesis director

Head of the lab.

**Submission date :**  /  /

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Registered at UNIROUEN  
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