

Doctoral School 3M Rules of procedure (Matter, Molecules & Materials)

(Edition voted in the council of 30/01/2018)

Reference texts

- ◆ The doctoral charter of the Université Bretagne Loire and the training agreement signed by the doctoral student and his / her thesis director
- ◆ The decree of 25 May 2016 setting the national training framework and the procedures leading to the issuance of the national doctoral diploma
- ◆ The decree of 29 August 2016 concerning the doctoral contract
- ◆ The decree of 6 January 2016 establishing the university and university community "Université Bretagne Loire" and approval of its statutes
- ◆ Accreditation and association agreements in progress

Article 1: Function of the Doctoral School Council

The council of the doctoral school meets at least three times a year upon convocation by the director of the doctoral school who sets the agendas of the meetings in consultation with the deputy directors. As part of the scientific policies of the accredited institutions of the Université Bretagne Loire, the council of the doctoral school defines the policy of doctoral training and scientific animation of the school. Every year, he evaluates the various reports of the doctoral school and he approves the rules of procedure of the doctoral school.

Each meeting shall be the subject of a report approved by all present members and circulated to the members of the Council, to the heads of the accredited institutions and associates, to the directors of the attached units and published on the school website and thus rendered accessible to everyone.

Article 2 : Function of the Doctoral School Director

The director of the doctoral school implements the program of actions of the doctoral school and submits each year a report of activity to the academic council of the Université Bretagne Loire. This activity report is sent for attribution by the president of Université Bretagne Loire to the heads of accredited institutions.

He ensures the implementation by the doctoral school of a policy of doctoral students admission within the school, based on explicit and public criteria. It also ensures that the doctoral school gives all students an access to the information on the conditions of access, the skills required, the financing likely to be obtained, the nature, quality and rates of professional activity after obtaining the doctorate.

For information, it presents every year before the council of the doctoral school the list of doctoral students in which, for each of them, is specified the financing of which he or she benefits. He informs the academic council of the Université Bretagne Loire and this list is transmitted for information to the heads of institutions, by the president of the Université Bretagne Loire.

The director of the doctoral school represents the school within the School of Doctors of the Université Bretagne Loire.

The director is a scientific manager: he ensures the quality of the recruitments and the theses supported.

The director of the doctoral school is appointed by the President of the UBL after joint nomination by the heads of accredited institutions, on the proposal of the doctoral committee and after consulting the council of the doctoral school, the academic council of the University Bretagne Loire and research commissions of accredited institutions or bodies that take their place. He is appointed for the duration of the accreditation of the doctoral school. His mandate may be renewed once at most. In the event of management vacancy during the course of the contract, a new director is appointed following the same appointment process. The appointment is made as soon as possible, in the year following the vacancy. To ensure the interim, one of the deputy directors is appointed by the president of the Université Bretagne Loire, on proposal of the doctoral committee, as temporary director.

Article 3 : Function of the Doctoral School Deputy Directors

The deputy directors assist the director on each sites of the doctoral school (ED).

In order to be closer to the doctoral students, the director of the doctoral school may, in accordance with national regulations and subject to the agreement of the heads of accredited institutions, delegate all or part of the prerogatives related to the direction to the Deputy Directors and one or more members of the School Council, in particular:

- PhD proposal on the site
- Notice for non-derogatory reinstatement or for registration authorizations for an additional year, the actual duration of the thesis not exceeding 39 months.
- Opinion of the ED on the validity of the thesis defense file (validation of the courses, composition of the jury ...)
- According to the sites, the opinion of the ED for the calls for tenders of the scientific council of the establishments and the inscription in HDR

They represent the school within the *pôle doctoral* of their site. They animate on each site a *cellule de site* of the doctoral school when it exists.

The deputy directors of the doctoral school are appointed by the President of the UBL after joint nomination by the heads of accredited institutions on the proposal of the doctoral committee and after consulting the council of the doctoral school, the academic council of the Université Bretagne Loire and research commissions of accredited institutions or bodies that take its place. The deputy directors are appointed for the duration of the accreditation of the doctoral school. Their mandates can be renewed once at most. In the event of a Deputy

Director's vacancy during the term of a contract, a new Assistant Director is appointed following the same appointment process.

Article 4 : Instances of the doctoral school

The doctoral school has a council provided for by the national regulations, an office and possibly other commissions. The director can propose to the council of the doctoral school to create cells of site or other commissions to assure daily its proximity management. The general composition of these cells, decided by the board in connection with the host laboratories, ensures a disciplinary balance, a balance between the institutions, and their members must contribute to the different missions of the doctoral school and be present regularly to meetings. Two successive absences may motivate a replacement.

Article 4.1 : Composition of the council of the doctoral school

The council of the doctoral school has 26 members plus the director and assistant directors if they are not members. The council of the doctoral school is chaired by the director of the doctoral school.

The distribution of these members is as follows:

- 14 members are representatives of the institutions, units or research teams concerned;
- 2 representatives of the engineering, administrative or technical staff;
- 5 doctoral candidates elected from and by the doctoral students enrolled at the doctoral school;
- 5 members from outside the doctoral school chosen from among the qualified persons, in the scientific fields and in the socio-economic sectors concerned.

The director of the School of Doctors or his representative is a permanent guest of the council of the doctoral school.

Subject to the agreement of the boards of directors of the accredited institutions, the election and appointment of the members of the board follow the following principles: the appointment of the members of the first two colleges will be made by the doctoral committee of the Université Bretagne Loire; the members of the third college are elected by the doctoral students of the doctoral school by a list system, in turn, at the highest rest and without any mix; the appointment of external members will be made by the doctoral committee of the Université Bretagne Loire on the proposal of the members of the first three colleges of the council of the doctoral school.

Each board member is appointed for the duration of the accreditation. His term may be renewed once and he leaves the board when he loses the capacity in which he sits.

The above nomination or election rules apply to fill vacancies that are vacant during the course of the contract.

Article 4.2: Office of the doctoral school

The office of the doctoral school includes its director and assistant directors, to whom may be added guests for their skills. The office prepares the program of actions of the doctoral school

and the meetings of the council. The members of the office of the doctoral school prepare the meetings of the council of the doctoral school and take part in it, without the right to vote if they are not members of the council. The office meets at least once a month.

Article 5 : Affiliation of units, teams and HDR to the doctoral school

In the first quarter of each calendar year, each director of units and teams attached to the doctoral school will give the director of the school an exhaustive list of members, specifying for each of them first and last name, position (MC, Pr. , CR, DR, ...), possession of the HDR or the state thesis, unit (laboratory, team or department), unit of research of attachment of the unit when it exists, establishment of attachment. The membership of a team in several doctoral schools must be the exception and is only possible with the agreement of the director of the unit and the directors of the doctoral schools concerned.

This list of teacher-researchers and researchers who are members of the doctoral school is accessible to the public on the school's website.

Article 6 : Determination of the registration establishment of a doctoral student

The accredited institution for the registration and awarding of the doctorate is linked to the origin of the funding, to the reception unit, and possibly to the location and establishment of the thesis supervisor in which the doctoral student (s) perform their research work, especially the thesis supervisor.

Article 7 : Financial resources of doctoral students

The thesis supervisor (s), the research unit director and the director of the doctoral school ensure that each doctoral student who is in the thesis class has sufficient resources for the realization of the thesis. For a full-time thesis, a level of funding comparable to that of a doctoral contract must be sought, and priority must be given to funding in the form of employment contracts for a period of at least 3 years from of the thesis registration. If the resources of the doctoral student come from a professional activity not directly related to the thesis (eg teaching or liberal profession), it will be a question of ensuring that this activity leaves him enough time to the successful completion of the part-time thesis in no more than six years.

The minimum level of funding required for PhD enrollment in the doctoral school is the SMIC (legal minimum net growth wage defined legally) net monthly taking into account all the benefits that may be offered to the student (case of French government scholarship holders exempt from registration fees and social security). For doctoral students in international cotutelle, this rule applies to periods of stay in France.

Article 8 : Selection procedure for doctoral students

The institutions mandate the council of the doctoral school to implement an open, readable and fair procedure for the selection of candidates wishing to do a thesis, and which will be based on the following rules:

- ◆ Each thesis subject receives the widest possible publicity through a publication on dedicated sites. In particular, all topics must be submitted on the "theses in Brittany-Loire" platform, specifying the funding method, and the centralized applications on this platform.
- ◆ Recruitment and selection conditions are identical for all candidates for the same thesis project
- ◆ As a general rule, competitions are organized by the doctoral school for the award of doctoral school contracts.
- ◆ On each site the doctoral school will participate in the selection process, avoiding conflicts of interest, from the school council and site cells, in line with the scientific policy of each laboratory or each institution, while involving a maximum of young researchers in the management. However, this process (hearing committee members for example) may vary depending on the specificities of each site and the types of funding; in all cases, a posteriori validation of the files and the methods of awarding the contracts will be systematically carried out at the doctoral school councils, also depending on the history of possible incidents in the frameworks and a comparison of the quality records of successful candidates.
- ◆ The scope of the contest is defined by the financier. This scope can be for example the entire doctoral school, a site, an institution, a unit, a given theme, a specific set of topics, a single subject ... depending on the origin of the contracts.
- ◆ The purpose of the competitions is to recruit the best French or foreign candidates. If a competition is partially unsuccessful, the funder will decide on the redeployment of unallocated funding for all or part of it.
- ◆ The selection procedure includes an interview with the candidate (possibly by videoconference) by a group of experts or a jury of competitions proposed by the doctoral school and whose composition will take into account the doctoral subject (s). concerned by the selection.
- ◆ The evaluation of the candidates is summative, and takes into account at the same time by study of the file and by an interview of the academic course, of the mentions obtained (a mention quite well in master and / or a ranking among the first being obligatory with the exception of a reasoned exception), of the motivation of the candidate, of the professional projects, of the opinion of the future PhD supervisor (s) and co-presenters, in the opinion of supervisors of the master's research internship on the opportunity to pursue a thesis, the answer to general questions of physics and chemistry related to the course, as well as the adequacy between the course of the candidate and the subject of the thesis.

When a thesis project emerges in a way other than that accessible through a competition organized by the doctoral school, it is examined by a commission, appointed by the management of the doctoral school to ensure the quality of the subject, the supervisory ratio

of the thesis supervisor (s), the academic level of the candidate and the terms of funding. The selection procedure includes an interview with the candidate (possibly by videoconference), which can be delegated by the doctoral school to the supervisor (s). If the interview is done by the supervisors, the latter write a short report.

Article 9 : Individual follow-up committee

Each doctoral student will be accompanied by an individual follow-up committee, composed of at least two people not involved in the thesis, who are not members of the PhD supervisor's team. at least one is external to the registration establishment, and appointed at the time of registration by the director of the doctoral school on the proposal of the unit management in consultation with the thesis directors. The monitoring committee will ensure consistency of the work with the professional project of the doctoral student (evolution of the work, choice of training, preparation of the post-thesis). If one of the members of the committee resigns, he will be replaced following the same process.

The monitoring committee may be convened by solicitation of the doctoral student or his (her) co-supervisor (s), at any time during the course of the thesis.

- ◆ For PhD students in first year of PhD (first enrollment after September 1st of the current academic year):
 1. Before May 15th: the doctoral student must have written and sent his report to both members of his CSI with a copy to the ED.
 2. By June 15th, each CSI member completes the last page of the report and forwards the full report to the ED, the PhD student and his / her supervisors.

- ◆ • For doctoral students in 2nd year: Before the end of April (April 28th): the doctoral student must have written and sent his report to the two members of his CSI with a copy to the ED. The frame of the report is essentially the same as that of the first year. The report should be sufficiently detailed to allow a review of the progress of the thesis in relation to the initial program. A precise list of the courses followed will have to be provided.
 1. 1. Between May 15 and June 15: the PhD student and his thesis supervisors schedule an interview with CSI members (videoconferencing possible). This interview aims to make a report on the progress and progress of the thesis, the results obtained, training followed, etc. The doctoral student is invited to present these points on the basis of a formal presentation. Thesis supervisors are invited to participate in this interview, but it is mandatory that the doctoral student speak alone with his CSI during part of the interview. Supervisors may have an exchange with CSI members in the absence of the doctoral student.

2. Before June 21st: each member of the CSI completes the last pages of the report and sends the full report to the ED, the doctoral student and his / her supervisors.
- ◆ For doctoral students in the 3rd year :
1. If the defense is scheduled before the deadline for re-enrollment in the 4th year, the doctoral student is exempted from sending the report to his CSI members.
Registration in year 4 must be subject to the opinion of the CSI in accordance with the Ministerial Order.
 2. If the defense is not scheduled or if the date is not fixed: the doctoral student must send a report to its CSI members before May 15 of the current year, for a return to the ED, to the doctoral student, and to his (her) thesis director, before June 21st.
 3. In the event of a delay in submitting the application for a defense authorization (ie no document received by June 21st of the current year), the ED reserves the right to request a CSI report before re-enrolling at the beginning of the year. the next academic year

The dates given in these regulations may be slightly modified.

The individual monitoring committee will thus have at least one interview with the doctoral student during the second year of the thesis. For the first and third year, the CSI will receive an activity report from the CSI, to which it can propose an interview if it deems it useful. On this occasion, it will evaluate the training conditions and research progress of the PhD student, and will verify that the scientific, material and financial conditions are ensured to ensure the smooth running of the research work of the PhD student. doctoral student (e) and preparation of the thesis. It will formulate recommendations and a detailed opinion of re-inscription which it will transmit to the director of the doctoral school, to the registration establishment, to the doctoral student and to the director of the thesis.

Article 10 : Annual doctoral enrollments

At the end of the selection process described in Article 8, the first year of doctoral studies shall be pronounced by the head of the accredited institution on the proposal of the director of the doctoral school, after the opinion of the thesis director and the director of the unit or research team. The first entry in the thesis is subordinated to the quality of previous academic results and the existence of funding for the thesis as described in Article 7.

The preparation of the thesis involves an annual renewal of the registration of the doctoral student in his institution. On this occasion, the director of the doctoral school, verifies that scientific, material and financial conditions are ensured to ensure the smooth running of the research work of the doctoral student and the preparation of the thesis in drawing on the conclusions of the individual monitoring committees.

Applications for registration in the 2nd or 3rd year are subject to the favorable opinion of the Individual Monitoring Committee and to the verification of the training courses taken. The director of the doctoral school proposes registration to the head of the accredited institution as soon as these opinions are favorable.

Applications for enrollment in the 4th year (or more) as well as contentious enrollment cases in 2nd or 3rd year will be subject to the receipt of a report on the progress of the thesis work and the training courses followed, and the result of a possible mediation organized in accordance with the charter of theses signed by all stakeholders. This report written by the doctoral student includes the opinions of the thesis supervisor (s), the management of the reception unit and the individual monitoring committee. The director of the doctoral school offers the head of the accredited institution the registration in the 2nd or 3rd year or in the 4th year (and more) if these opinions are favorable.

Article 11 : (Co) Thesis Direction

A thesis is directed by a thesis supervisor to whom can be added up to two co-directors. With the exception of the exception of the doctoral school, the maximum number of doctoral students under the responsibility of the same (co) thesis supervisor is 5, each doctoral student counting for 1, and the Total supervision rate must not exceed 300%.

Except justified exception and accepted by the direction of the doctoral school, three persons, including the (co) director (s) can be regarded as participating in the frame of a thesis and the participation rate to the supervision of each must be at least 30% per thesis.

The Ph.D. supervisor of the doctoral school must be at least half assured by members of the doctoral school, unless otherwise duly argued and accepted by the management of the doctoral school.

The doctoral school also records for each thesis the list of persons participating in the supervision and their rates of participation in the management.

The rates of supervision and the number of (co) supervised doctoral students of each professor-researcher or researcher of the doctoral school are accessible.

There is no specific rule for international cotutelles. A cotutelle thesis will have a co-director in each of the two partner institutions and may involve up to four colleagues.

Article 12 : Training courses

The doctoral school will offer disciplinary training. The training catalog will be available on the ED website. Professional training (cross-curricular / complementary) as well as language courses (French and English) and training in research ethics and scientific integrity will be offered as part of the École des Docteurs de l'Institut. Brittany Loire University and PhD site centers.

The website of the doctoral school will allow doctoral students to evaluate all the courses taken.

A review of the evaluation of disciplinary and cross-disciplinary training is carried out in a quality approach to improve the training offer and support PhD students in their choice.

PhD students must complete a minimum of 100 hours of training or equivalent during the preparation of their thesis, all of which must be followed during the first 3 years, except for salaried doctoral students completing their thesis in 6 years.

This number of hours and the balance between cross-curricular training and disciplinary training will be modulated according to the specificities of the prepared thesis and the PhD student's project. Thus, in the case of a co-supervision thesis or a CIFRE thesis, the doctoral student may ask to see his or her reduced hours in proportion to the length of the stay. A minimum of hours of cross-training for doctoral students who are not in CIFRE contract or directly employed by a company is 40 hours for example.

PhD students must keep their thesis supervisors and supervisors informed of the disciplinary or transversal courses they wish to take.

Any absence from a training to which the doctoral student is registered must be reported and justified to the secretariat of the doctoral school.

Finally, a doctoral student exercising or having held a salaried activity as an engineer, a non-temporary secondary school teacher or a salaried or liberal activity with a level of qualification equivalent to these may be dispensed by the director of the school. doctoral or his deputies, on request, some of the actions (complementary training, mobility ...).

Each doctoral student is free of his training program, with the respect, however, of the above rules, and his or her thesis supervisors are the guarantors of the relevance of the choices made when selected courses are out of the offer of the doctoral school, the School of Doctors and the doctoral colleges of sites.

Any ED doctoral student is required to participate in the annual Scientific Days of the ED during his first and second year of his thesis. Participation in the third year of the thesis is encouraged but is not compulsory. These days are intended for the information, the exchange and the practice of the scientific communication between the doctoral students and the members of the Units of Research on which the ED is based. These days are organized alternately or in parallel on the site of one of the 4 co-accredited institutions following the themes.

Article 13 : Thesis defenses

Article 13.1 : Rapporteurs and Thesis Jury (except joint thesis)

The rules described in the order of 25 May 2016 setting the national training framework and the procedures leading to the award of the national doctoral degree apply.

Article 13.2 : Application for authorization of defense

When a doctoral student and his (her) thesis director (s) consider that the work deserves to be supported, the thesis director transmits a proposal of jury and rapporteurs, the possible publications, the list the formations followed . It is requested to have at least the equivalent of a publication or a communication of international level having been validated by a process of peer evaluation (program committee, editorial committee, communication in a congress ...), or patents. On this basis, the director or deputy director of the doctoral school gives his opinion on the application for the defense to the head of the registration establishment, and

ensures that the rapporteurs and the jury proposed comply with the regulations. and the recommendations of the doctoral school.

Article 13.3 : Thesis defense

The director or deputy director of the doctoral school relies on the opinion of the rapporteurs, chosen in accordance with article 13.1, to formulate a final opinion on the authorization of defense, which is then transmitted to the school head the doctoral student's registration for decision.

Article 14 : Accredited establishments

The institutions ensure the implementation, within them, of the orientations of the doctoral school. They make sure that the files of their doctoral students are submitted to the doctoral school where the scientific management of all the doctoral students' files of the doctoral school is carried out.

Article 15 : Mediation

In the event of a major conflict between the doctoral student and the thesis supervisor (s), a mediation procedure is set up according to the terms of the doctoral charter signed at the beginning of the thesis.

Article 16 : Career tracking

The doctoral school ensures, in cooperation with the observatory of the University Bretagne Loire, its mission of monitoring the professional integration of PhDs and PhD students it has hosted.

Each doctoral student commits himself during his thesis registration to give to the School of Doctors of the University Brittany Loire all information necessary for a good use of the doctoral database of the University Brittany Loire, in particular the information concerning his integration and his career and that for a period of five years after obtaining his doctorate.

Article 17 : Broadcast list

PhD students are asked to ensure that they are registered on the mailing lists of the doctoral school, the doctoral pole they belong to and the School of Doctors of the University of Brittany Loire under an email address that they consult regularly and report by email to the doctoral school as soon as a modification of this address is necessary.

Article 18 : Website

The website of the doctoral school is used for internal and external communication of the school. In particular, the reference texts, these rules of procedure, the complete organization chart of the school, the list of researchers and teacher-researchers of the school with their rates of supervision, the minutes of the meetings, the results of recruiting campaigns for

doctoral students, the operating principles of disciplinary training, a description of each stage of a thesis and the school's contact details.

Article 19 : Modification of the rules of procedure

These rules of procedure are modifiable by the council of the doctoral school on proposal of the office of the doctoral school and after opinion of the council of the School of Doctors of the University Brittany Loire.