

Internal rules

- In view of the decree of 7 August 2006 relating to doctoral training,
- In view of the decree of 23 April 2009 relating to contractual doctoral students in public higher education or research institutions,
- In view of the thesis charter of the University of Strasbourg and the decree of 3 September 1998 relating to the thesis charter,
- In view of the PhD thesis charter of the University of Strasbourg and the decree of 3 September 1998 relating to the thesis charter,
- In view of the Decree of 25 May 2016 establishing the national training framework and the procedures leading to the award of the national doctorate diploma

it is agreed to establish the present internal rules. The purpose of these rules is to define the practical arrangements for the working of the doctoral school. It is adopted by the Doctoral School Council and may be amended on a proposal from the ED Board and adopted by the same Council.

1. Organization of the doctoral school

Governance of the doctoral school

The director of the doctoral school shall implement the school's program of actions and present an annual report on the activities of the doctoral school (ED) to the council of the doctoral school and the scientific council of the institution(s) concerned.

After deliberation by the Doctoral School Council, he/she proposes the awarding of doctoral contracts devolved to the Doctoral School and, where applicable, other types of funding devoted to the Doctoral School and which may be allocated to doctoral students

The council of the doctoral school may nominate a deputy director among the members of the council. The Deputy Director shall represent the Director in his/her absence and assist him/her in his/her functions. The Director and the Deputy Director for Strasbourg doctoral students and the Head of the UHA Antenna of the Doctoral College of Site for Mulhouse doctoral students are the only people authorized to sign thesis registration files and any document committing the Doctoral School's management to the exterior.

A bureau handles day-to-day operations. The bureau is composed of the director, his or her deputy and the head of the UHA Antenna of the doctoral college of Site

The Doctoral School Council is made up of 21 members, in line with the decree of 25 May 2016:

- i) the Director of the doctoral school (DS)
- ii) 10 members representing the research units of the doctoral school
- iii) 2 members representing IATOS
- iv) 4 representatives of doctoral students
- v) 4 external members and representatives of the socio-economic world
- vi) the person in charge of the UHA Antenna of the doctoral college of Site is a permanent guest of this council

The pedagogical commission

It is composed of the heads of the masters, the director and deputy director of the DS and the head of the UHA Antenna of the doctoral college of Site. It meets to examine the admissibility of applications for UdS doctoral contracts and to rule on requests for exemptions from candidates who do not hold a Master's degree delivered in France.

The thesis committee

The pedagogical commission acts as a thesis commission. This commission examines in particular the thesis defense files.

2. PhD student's recruitment

Online publication of research topics

The doctoral school is in charge of the diffusion and publicity of the thesis topics proposed by the researchers and the member teams of the laboratories attached to it. It establishes a regularly updated list of these topics on the DS website indicating whether it exists, the possibility of funding or co-funding by a local authority, a private law company, a organization or agency such as CNRS, CEA, DGA, ANR, etc... It provides information on the priority topics proposed by the laboratories and which are likely to be supported by a DS doctoral contract.

The DS Board pays particular attention to the conditions of supervision of future doctoral students and to the balance of support provided to the various themes that fall within the scope of the DS. The thesis director(s) must hold a habilitation to direct research (HDR) and supervise the doctoral students themselves. In particular, an HDR cannot be used as a nominee if the actual supervisor of the thesis does not hold the HDR. An HDR can only propose one thesis subject in the same year. The DS ensures that an HDR does not supervise too many theses at the same time. In particular, an HDR that already supervises 3 doctoral students, whatever the funding, cannot benefit from an additional contract from the UdS.

Admission conditions

To be eligible for registration in the first year of the PhD program, candidates must hold a Master's degree from a French university and have an average grade equal to or greater than 12/20 over 2 years (M1+M2). Candidates with an average (M1+M2) of less than 12 but more than 10 can only be admitted exceptionally on the advice of the pedagogical commission.

For candidates who do not hold a Master's degree or for those who hold a foreign Master's degree, the pedagogical commission gives its decision after examining the candidate's file. It may, if necessary, propose to the UdS presidency or the UHA presidency to grant a master's degree exemption. The request for derogation must be submitted by the candidate to the DS secretariat.

The research and further training work described below constitutes, unless there are exceptional circumstances, a full-time professional activity. Only applications from persons who can demonstrate sufficient income to carry out this activity will be considered. The DS Board sets a minimum remuneration threshold. It is 1,250 euros per month on 1 February 2020.

3. Doctoral contracts at the University of Strasbourg

Each year, the research units belonging to the DS provide it with a list of priority research topics. Their total number is limited to the number of doctoral contracts available, multiplied by a factor, fixed each year, but equal to a maximum of 3. The number of priority subjects per research unit is calculated in proportion to the number of HDRs in the research unit. Subjects are selected according to scientific criteria and must also be distinguished by the quality of the host team, evaluated by the research carried out there, and the quality of its supervision, as evidenced by the successful completion of past or current theses, as well as by the future of the PhDs it has previously trained.

3.1 The call for applications for candidates for an UdS doctoral contract is posted each year on the DS website. It specifies the procedures for submitting applications and the deadline for receipt at the DS secretariat. Each thesis subject includes a description with the email and telephone contact details of the thesis director(s). Candidates can then enquire about the proposed subjects and indicate their interest to the responsible HDRs. Master's degree students applying for a doctoral contract are invited to send their application to the thesis director of their choice, who will forward it to the DS for examination.

The guidelines for submitting an application as well as the adopted calendar are available on the doctoral school's website.

3.2 Procedure:

The Bureau of the DS examines the admissibility of the files and establishes a list of candidates who will be interviewed. The Bureau shall designate two referees for each of the candidates. They may intervene during the session to introduce the candidate or to inform the Board and also to ask questions after the audition.

- Candidates who have been invited to the audition will send to the DS secretariat a 2-page summary of their master's internship. These summaries will be distributed to the members of the Council prior to the auditions.
- At the audition, candidates will make an oral presentation on their master's internship and answer questions from the council.

In addition, when a candidate wishes to work under the direction or co-direction of a council member, the council member does not participate in the audition.

3.3 The awarding of doctoral contracts of the University of Strasbourg is done on the basis of merit. The ranking of candidates is carried out by the internal council of the DS, taking into account in particular:

- The level of the candidate estimated on the basis of the file submitted; results of semesters 1, 2 and 3 of the master.
- Elements taken during the audition such as the quality of the presentation, the motivation and the answers to the questions.

Only Council members who have participated in all of the auditions will be able to take part in the jury's deliberations. The procedures for taking into account the various evaluation elements are adopted each year by the DS Council before the files are examined.

The doctoral contract is only definitively granted to a doctoral student after deliberation of the DS council. Following the award of the contract by the Director of the DS, the doctoral student may not, on his or her own initiative, change team or subject.

4. Follow-up of the doctoral student during the thesis

On the second and third registration, the director or deputy director of the DS asks each doctoral student at the University of Strasbourg to draw up an assessment of the past year based on a report on the progress of his/her thesis. He discusses the DS courses that have been followed during the year and draws up his roadmap and individual training plan (ITP) for the coming year.

The head of the UHA Antenna of the doctoral college of Site will receive all the doctoral students at of the DS 182 at the end of the first year in order to review the progress of their thesis work and discuss their ITP. In addition, he will receive all doctoral students of DS 182 at the end of their 3rd year in order to validate their ITP and to discuss their future insertion in the industrial or academic world.

The composition of the Monitoring Committee (MTC), consisting of two experts, will be defined at the first registration and will be recorded in the Individual Training Agreement (ITA). However, the composition may be modified if necessary. One of the experts will come from the doctoral student's research unit but will not be directly involved in the thesis work; the other will be external to the research unit. The thesis director and the doctoral student will choose the experts jointly. Each doctoral student must have had an interview with the monitoring committee at least once, before his/her third registration and then annually for

any derogatory registration. The monitoring committees will therefore have to meet before the doctoral schools' pre-registration campaign. The doctoral student presents his/her work to the monitoring committee and then answers questions from the committee members. The thesis director(s) attend(s) the presentation and discussion. This discussion is followed by an individual interview with the doctoral student and an individual interview with the thesis director. The completed and signed report of the monitoring committee must be sent to the doctoral school to which the doctoral student is attached within a maximum of 15 days.

For the 3rd (and in principle last) registration, particular attention is paid to the state of progress of the thesis: publications published or in progress, oral presentation at conferences, etc. Finally, the doctoral student is asked to give an outline of his/her post-thesis project. It is a question of specifying, as far as possible, which career he or she wishes to pursue: basic or applied research, industrial or commercial sector, choice of a postdoc. In these different cases, he or she will have to specify the strategy he intends to implement to achieve this.

The duration of a thesis upon a doctoral contract is 3 years.

5. Training of doctoral students

5.1 Research-based training

During his or her thesis work, the doctoral student acquires professional experience through research. The main part of the doctoral activity consists of innovative research work, supervised by one or more thesis directors, within a research unit. The preparation of a thesis must be part of a personal and professional project that is clearly defined in terms of its aims and requirements. It implies the clarity of the objectives pursued and the means used to achieve them. To be admitted to defend a thesis, the doctoral student must also complete his/her training within the framework defined below.

5.2 Mandatory training courses

The training courses offered by the DS have a twofold objective: to broaden the PhD student's field of scientific competence and to prepare him/her for professional integration. In accordance with his or her career plan, each doctoral student draws up an Individual Training Plan (ITP), which he or she will submit for approval to the Director of the DS during the annual interview.

During his 3-year thesis, the PhD student has the obligation to follow 108 hours of training divided as follows:

5.2.1 Scientific training (equivalent to 54 hours) consisting of 3 courses to be chosen from a list labeled by the doctoral school:

- Specific courses in DS given by external or internal speakers at the UdS.
- Schools organized over 2 days by the DS on current topics.

- Summer/winter schools, especially those offered by the doctoral colleges attached to the DS (e.g. Franco-German doctoral colleges).
- Courses of the doctoral school of physics in Les Houches.

5.2.2 Professional training (equivalent to 54 hours) offered by the doctoral college of the "University of Strasbourg" site. Other offers can be validated, particularly if the doctoral student spends a significant amount of time away from his or her home laboratory. In this case, the training provider must sign a certificate of participation. The monitor service will be counted as 8 hours of training per year of monitoring.

The doctoral school considers it necessary for each PhD student to present the work carried out during his/her thesis at national or international conferences or symposia in the form of oral or poster contributions. In addition, these works must be published in international peer-reviewed journals. The thesis commission pays particular attention to these elements when examining the defense files. It only examines the defense files of doctoral students who have completed the mandatory training.

5.3. Individual Training Agreement

Within the framework of the application of the decree of 25 May 2016 setting the national training framework and the procedures leading to the award of the national doctoral diploma, and more particularly Article 12 thereof, the Doctoral College - University of Strasbourg is implementing an individual training agreement for all doctoral students.

The purpose of this **individual agreement** is to define and plan the entire doctoral program (research project and individual training plan) of the young researcher and to identify his/her professional project. It involves the doctoral student, his/her thesis director, the director of the research unit and the director of the doctoral school. It can be revised at each re-enrolment and must be revised for a derogatory registration.

A "pre-filled" agreement, based on the administrative information communicated by the doctoral student and the thesis director, will be sent to each doctoral student by e-mail, with a copy to his/her director. It must be completed during a meeting between the doctoral student and his/her thesis director.

6. Defense and thesis jury, procedure

The methods of constitution of the thesis jury, the deadlines for the transmission of documents (thesis, report, authorization) and the procedures for the thesis defense can be consulted on the DS website: <http://edpcp.u-strasbg.fr> for Strasbourg doctoral students and on the Moodle course of the UHA Antenna of the doctoral college of the site for Mulhouse doctoral students.

Text adopted in DS Council on 13 September 2011

Amended by the internal board of the ED on April 23, 2012

Amended by the internal board of the ED on December 6, 2013

Amended by the internal board of the ED on January 16, 2020