

Nice, 20 February 2017

## DOCTORAL THESIS CHARTER

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### Preamble\*

Doctoral training is regulated by the Decree of 25 May 2016, which stipulates in Article 12 that, “as part of the responsibility of the accredited institutions, the Doctoral School sets the conditions for the framework and supervision of doctoral students in a doctoral thesis charter, whose terms the Doctoral School specifies.”

The College of Doctoral Studies (CED) of the Université Côte d'Azur (UCA) has adopted this charter, whose conditions it has collectively agreed upon. The conditions were approved by the UCA Executive Board after a favorable opinion from the ComUE Paris Sciences et Letters (PSL), one of the administrators of Doctoral Schools 84 (STIC) and 364 (SFA).

By signing this charter, the doctoral student and his or her thesis supervisor commit to respect its terms. Pursuant to this charter, they must also sign a training agreement, which specifies the conditions and follow-up specific to each thesis as well as the rights and duties of the parties involved.

The internal bylaws of the UCA College of Doctoral Studies complete the whole structure, thus responding to the recommendations and principles of the European Charter for Researchers, the European Code of Conduct for the Recruitment of Researchers, and the National Charter for Ethics in Research Activities.

*The provisions of this charter and of the common bylaws shall not preclude the adoption by each Doctoral School of its own more binding provisions, provided that these do not contravene the terms of the joint documents approved by the institution.*

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### The doctoral thesis – general principles

The objective of conducting **original research** is the fundamental aspect of doctoral training and thus constitutes the basis of the respective commitments of the co-signatories of this charter. The Ph.D. thesis must meet demanding academic criteria and be pursued in a supportive research environment.

Doctoral education combines high-level training with research activities and leads to the awarding of the Ph.D. degree after a successful thesis defense. The main activity of a doctoral student consists in conducting innovative research supervised by a thesis supervisor or two co-supervisors, affiliated with a Doctoral School within a research unit under the ægis of this Doctoral School. Part of the research can also be carried out within a commercial or cultural organization. The research concludes with the writing of a thesis whose defense is the last stage of validation of the research work. Doctorates in the arts support the writing of a dissertation with a concomitant work of creation and/or original interpretation.

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\* Herein, the term *thesis supervisor* may refer to one or more people supervising or co-supervising the doctoral student.

**Ethical principles** – All doctoral activities and the thesis must be in accordance with the ethical principles governing all research activities. Training on these principles must be given to Ph.D. students. In particular, publications related to the research work carried out by the doctoral student, including the thesis, should always have the goal of producing original research and offering a new and personal interpretation of a subject.

Plagiarism is the appropriation of the work of others, i.e. using and reproducing the result of such work (e.g. text or part of text, images, graphics, photos, data) without specifying that it has been obtained from someone else. Plagiarism is an extremely serious violation of scientific ethics. The signatories of this charter commit themselves to cite, in accordance with best practices in the field, the works they use or partially reproduce, including documents from the Internet when applicable. Failure to do so may result in disciplinary action. Disciplinary proceedings do not preclude possible legal prosecution in cases where the plagiarism is characterized as counterfeiting.

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## Ph.D. participants – duties and commitments

**The Ph.D. student** – By enrolling in a Ph.D. program, the Ph.D. student commits him/herself to:

- ◇ carry out the research project within the established time frame, by: providing adequate work time and pace; bringing the necessary rigor; and proposing new ideas, methods, or techniques,
- ◇ respect all the safety and disciplinary rules in place at the research unit hosting him/her,
- ◇ follow the training courses recommended by his/her Doctoral School, especially those aimed at broadening his/her area of expertise with regard to interdisciplinarity and preparing for his/her professional career,
- ◇ submit to his/her supervisor(s) intermediate reports necessary to monitor the progress of the work,
- ◇ publish work related to the doctorate only with the prior consent of its director(s) while also respecting the confidentiality agreements imposed by the laboratory or contractual commitments made with possible external partners,
- ◇ participate in the life of his/her research unit and Doctoral School and to present his/her work during seminars held at the laboratory,
- ◇ inform the Doctoral School about his/her professional situation for at least three years after the defense.

**Director or co-directors of the Ph.D. thesis** – Directors are part of a recognized or emerging research team attached to the Doctoral School supporting the thesis. They are responsible for the definition of the research project and its supervision. As experienced researchers, directors must maintain a constructive relationship with the doctoral student to foster an effective transfer of knowledge and a successful development of the doctoral student's career. By accepting the position as a doctoral advisor, the director undertakes to:

- ◇ devote a significant part of his/her time to the Ph.D. student by organizing regular interviews with him/her, ensuring that the research is progressing, and discussing new directions for the research in light of the acquired results,
- ◇ make certain that the Ph.D. student respects the rules of research ethics and integrity and that his/her work is original research,

- ◇ ensure that the PhD student has the necessary means to complete his/her research project,
- ◇ actively contribute to the writing of articles resulting from the doctoral work, of which the doctoral student is an author or co-author and which will be submitted for publication in peer-reviewed journals or proceedings,
- ◇ encourage the Ph.D. student to carry out activities to promote and disseminate research work (conferences, colloquia, etc.) from the local to the international level,
- ◇ help the Ph.D. student to integrate him/herself into his/her field of research and to provide him/her with useful information and contacts both nationally and internationally that will help him/her to continue or complete the research and, if necessary, to develop his/her academic career,
- ◇ ensure that the Ph.D. student takes the training courses proposed by the Doctoral School and to advise him/her regarding career plans,
- ◇ check that the thesis manuscript is progressing well, inform the Ph.D. student about the defense procedure, and participate in the preparation of the defense.

**Administration of the research unit or host institution** – The administration commits to consider the doctoral student as a full member of the laboratory with the status of a doctoral student researcher and guarantees the Ph.D. student:

- ◇ good integration into the unit and welcoming working conditions (especially a dedicated workspace),
- ◇ access to the same facilities as tenured lecturers and researchers (equipment; means; documentation; opportunities to publish, attend seminars and conferences, and present work at scientific meetings) within the limits of the unit's financial and material resources and in accordance with the funding procedures established in its bylaws,
- ◇ representation on the laboratory board attesting to the presence of at least one doctoral member.

**Doctoral School** – The Doctoral School is responsible for implementing doctoral training courses and accompanying doctoral students in the development of their careers. Its missions are to:

- ◇ fully promulgate its activities (regulation, composition of the Doctoral School Council, training courses); disciplinary fields; the conditions and process for recruiting doctoral candidates; funding opportunities; the timetable of recurrent calls for thesis proposals; and indicators such as the annual enrolment, annual number of thesis defenses, and the maximum number of doctoral candidates a thesis advisor may supervise at one time,
- ◇ ensure compliance with the rules governing the administration of doctoral programs, in particular by respecting the policy of recruitment, approval of thesis subjects, and the supervision and monitoring of doctoral students,
- ◇ guarantee the quality and diversity of doctoral training courses,
- ◇ define a process of conciliation and mediation in case of difficulty between the doctoral student and the thesis supervisor and make doctoral students aware of this process,
- ◇ define a process to support the career development of doctoral graduates and organize the follow-up of their professional careers.

These commitments will be the subject of an annual review presented to the Academic Council of the Université Côte d'Azur.

**The Université Côte d'Azur** – plays a supervisory role for all doctoral training through its Academic Council. The institution is responsible for:

- ◇ guaranteeing the principle of non-discrimination and the recruitment of the best candidates,
- ◇ implementing career development training for all Doctoral Schools,
- ◇ fully listing and disseminating the various offers for financing doctoral contracts,
- ◇ defining a global policy for doctoral studies in consultation with the College of Doctoral Studies,
- ◇ stimulating doctoral student life and establishing a sense of belonging to the institution.

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### Conciliation and mediation procedures

Any difficulties between the different participants in the doctoral program may lead to a conciliation or mediation procedure.

**Conciliation** between the Ph.D. student and his/her supervisor is in principle carried out by the thesis supervisory committee. The Doctoral School may also be asked for conciliation by one of the signatories of this charter or, possibly, by the director of the host institution.

If conciliation fails, the plaintiff may resort to **mediation**. First, the Doctoral School Council, or one of its committees, deliberates on the application by appointing at least two of doctoral student representatives belonging to research units different from those of the parties involved. The Council shall listen to the parties impartially and propose a solution to resolve the dispute.

In the event that this first stage of mediation fails, the Doctoral School will appeal to the Academic Council of the Université Côte d'Azur, which will appoint an *ad hoc* mediation committee from within its ranks. External experts may be asked to join for additional support. The committee should include at least two habilitated (HDR) advisors from the Academic Council of the UCA, one Doctoral School director, and two doctoral students. No sitting member can be subject to bias. This commission gives reasoned opinions to the President of the Université Côte d'Azur, who will propose a solution to be applied to the different parties.

Date and signatures:

Doctoral student

Ph.D. supervisor(s)



*A signed copy of this charter must be provided to the Ph.D. student.*