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Nice, 20 February 2017

# Bylaws of the Université Côte d'Azur College of Doctoral Studies

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## Preamble\*

The College of Doctoral Studies (CED) of the University Côte d'Azur (UCA) has adopted these joint bylaws, whose conditions it has collectively specified and which were approved by the UCA Executive Board on 20 February 2017.

These bylaws supplement the Doctoral Thesis Charter provided for by the Decree of 25 May 2016.

The provisions of these joint bylaws do not preclude the adoption by each Doctoral School of its own more stringent provisions, provided that these do not contravene the terms of the joint regulations approved by the institution.

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## Recruiting doctoral students

The doctoral student is recruited to carry out an original research project conceived beforehand, possibly in collaboration with other doctoral candidates.

A doctoral project defines both:

- the research problem and the precise objectives of the doctoral work,
- the local, national, and international scientific environments in which the project will take place,  the resources envisaged, including the funding of the doctoral student,  and the profile of the candidate.

Doctoral projects with funding are part of an announcement that is distributed as widely as possible by the thesis supervisor, the future employer, the research unit and/or the Doctoral School which will host the Ph.D. student.

The selection procedures may vary depending on the type of contract but must always clearly be displayed.

When these policies provide the Doctoral School's Council the possibility of issuing an opinion on the doctoral project, this opinion must be formulated according to explicit, objective, and transparent criteria, which are defined beforehand by each Doctoral School and take particular account of the:

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

- scientific aspects of the project (quality, innovative character, feasibility, adequacy of resources, agreement with the scientific policy of the research unit, etc.),
- integration of the Ph.D. student in the research unit (resources, safety, support for research promotion, etc.),
- conditions of supervision (number of doctoral students of the supervisor, supervision procedures, etc.),
- suitability of the candidate's profile and the process that has been or will be implemented for his or her selection.

The final selection of a candidate to carry out a doctoral project allows his or her administrative enrollment in the doctoral program and, if necessary, the drafting of an employment contract. The selected candidates are monitored during their integration at the Université Côte d'Azur. They are informed about the: operation of their Doctoral School and the Center for Doctoral Studies, training available to them, internal rules of their research unit, and other administrative procedures. Each Doctoral School organizes an annual reception day for new doctoral students.

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## The Ph.D.

**Doctoral training agreement** – Starting from the first year of registration, the doctoral student and thesis supervisor sign a Doctoral Training Agreement. This document contains the subject and specialty of the doctorate and specifies:

- whether the doctorate is carried out full-time or part-time, as well as the doctoral student's professional status,
- the timetable of the research project and the material conditions available for its implementation,
- the methods for supervising and monitoring the progress of the Ph.D. student's research work,
- the conditions for integrating the Ph.D. student in the research unit,
- the doctoral student's career plans,
- the training program as well as the procedures for monitoring it,
- the research promotion objectives (dissemination, publication, confidentiality, intellectual property). If necessary, this agreement may be amended at the time of re-registration and whose implementation is guaranteed by the Doctoral School.

**Doctoral training** – By decision of the College of Doctoral Studies, all doctoral students must take a minimum of 90 hours of training, which will provide them with disciplinary and transversal knowledge useful for their thesis project and their future professional career. These training hours are divided as follows:

- At least 30 hours of theoretical or academic training (seminars, colloquia, etc.),
- At least 30 hours of career development training,  The rest are optional.

A specific arrangement is provided annually for Ph.D. students with teaching responsibilities. Exceptions may be granted on a case-by-case basis by the Doctoral School.

**Monitoring committee** – An individual monitoring committee for the doctoral student is established by the Doctoral School. Its composition, organization, and operation are determined by the board of the Doctoral School Council.

The monitoring committee ensures that the curriculum is carried out on the basis of the Doctoral Thesis Charter and the Doctoral Training Agreement. In an interview with the doctoral student before the enrollment in the third year, the committee evaluates the state of his or her training and research progress. It then formulates recommendations and transmits a report to the administration of the Doctoral School, the doctoral student, and the thesis supervisor.

**Duration and re-registration** – According to the Decree of 25 May 2016, the doctorate is generally completed in three years (full-time equivalent) devoted to research. In other cases, it may not exceed six years. Doctoral enrollment must be renewed at the beginning of each academic year. The re-registration is confirmed by the President of the institution, based on a proposal from the Doctoral School director. Failing this, the doctoral student will be subject to being removed from the staff of his or her Doctoral School.

In the event of non-renewal, in consultation with the thesis supervisor and the student's monitoring committee, the Doctoral School director will notify the doctoral student of the reasons. The doctoral candidate may request a second opinion from the Université Côte d'Azur Academic Council within one month of notification. The President of the institution will make the final decision and notify the doctoral student of it.

At the end of the second year of full-time equivalent research, the upcoming defense deadline must be discussed between the Ph.D. student and his/her supervisor. The results of this analysis are to be presented to the monitoring committee. The same procedure applies at the end of the fifth year for doctoral students without a funded doctoral contract who, having to work elsewhere, are considered as being able to devote only half their time to their doctoral research.

Beyond the third year of full-time equivalent research, annual extensions may be granted by exception by the President of the institution upon a well-supported request from the doctoral candidate, based on a proposal from the thesis supervisor with the opinion of the monitoring committee and the administration of the Doctoral School. Such extensions can only be granted in *exceptional* circumstances. Extensions occur in specific situations and may not in any way substantially modify the requirements of the research work defined in the Doctoral Training Agreement. The same provision applies beyond the sixth year for doctoral students without a funded doctoral contract who, having to work elsewhere, are considered as being able to devote only half their time to their doctoral research.

If the doctoral student has been granted maternity, paternity, child, adoption, parental, or sick leave for a period of more than four consecutive months or if the doctoral student leaves for at least two months following an accident at work, the duration of the doctorate is extended by right by the duration of the leave if the person concerned makes the request. The head of the institution may extend the duration of doctoral training for a handicapped doctoral student if the doctoral student makes a well-supported request.

**Interruption of the PhD** – In accordance with the Decree on doctoral training, a break of up to one year, which may not be split up, is possible after agreement of the employer and head of the

institution as well as on the advice of the thesis supervisor, monitoring committee, and the Doctoral School administration. This period will not be taken into account in the duration of the doctorate and must necessarily correspond to an interruption of the doctoral student's research activity. The request must be supported by a personal or professional project. This break will not hinder the recognition of the doctoral student's scientific work. During the break, the Ph.D. student will remain registered as a student and continue to benefit from all the advantages associated with this registration.

**Defense and thesis deposit** – The authorization to defend a thesis is granted by the head of the institution, based on a proposal from the thesis supervisor with the opinion of the Doctoral School director. The thesis supervisor or co-supervisors, in agreement with the doctoral student, propose the composition of the defense jury as well as the defense date to the President of the University. The jury must be composed of at least four members (and no more than eight members), at least half of whom are professors or equivalent. Half of the jury must also be composed of people outside the institution and Doctoral School, chosen for their scientific or professional expertise or their notoriety in the field of research concerned. The principle of gender parity is strived for in the composition of the jury. The report-preparing jury members should not have taken an active part in the doctoral student's research and are required to maintain a critical and objective view of the doctoral work. The thesis supervisor sits on the jury, attends the deliberations, but does not take part in the decision.

In accordance with the legislation in force, the theses are filed with the appropriate services in digital format for reporting, archiving, and dissemination purposes. Doctoral students commit to respect the procedures and deadlines specified by the Université Côte d'Azur. The thesis supervisors accompany the doctoral students in these steps and pay close attention to the corrections requested by the jury at the time of the defense.

The doctoral student is encouraged to allow the Université Côte d'Azur to disseminate the reference version of his or her thesis as soon as possible by means of free access on the Internet. This free access not only facilitates wide dissemination of the doctoral student's research results, but also constitutes protection against plagiarism.

**Promotion and publication of the thesis results** – The doctoral student's research should be accompanied by activities to enhance its quality and impact. For all research output, the doctoral student must appear as author or among the co-authors. In addition, each individual or institution involved in the research must respect intellectual property law, whereby the institution employing the doctoral student manages the intellectual property. In the absence of an employment contract, the intellectual property is managed according to the rules applicable to the research unit which the doctoral student is affiliated with.