

Université Fédérale



Toulouse Midi-Pyrénées

Doctorate charter

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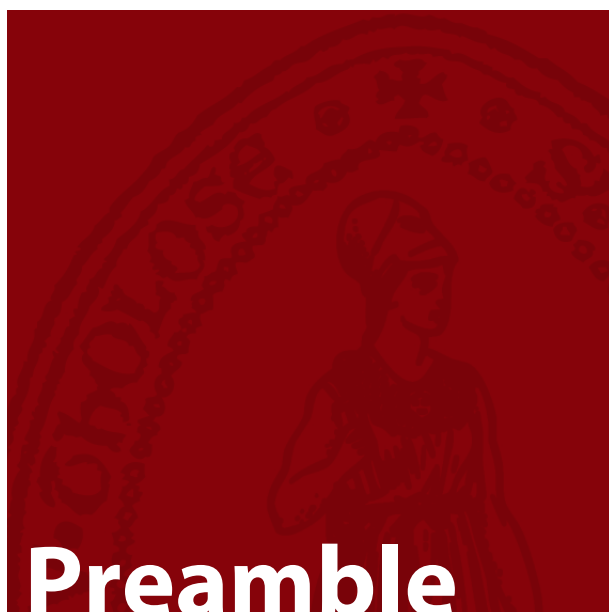
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Charte des thèses

Université de Toulouse



This Charter is a formal statement of the agreement between the doctoral student, the research supervisor*, the director of the research unit, the director of the Doctoral School, and the institution at which the student is enrolled.

This Charter is based on the principles set out by the French Ministry of Higher Education and Research in its regulatory texts (decree of 25 May 2016 which establishes the national framework for doctoral studies and the conditions for awarding a Doctorate), and clarifies those in accordance with the established policy and thesis support mechanisms within the Doctoral College of the Université de Toulouse (Higher Education and Research Cluster).

This Doctorate Charter is rounded off by an Individual Training Agreement.

* the term supervisor refers to one supervisor or two co-supervisors, where there is co-supervision.

The purpose of this Charter is to establish the responsibilities and define the rights and duties of all partners.

The different partners bound by this Charter are:

- **the doctoral student ;**
- **the research supervisor**, who has scientific responsibility for the student's work, guiding and monitoring its quality, and who is recognised by the relevant scientific community, which should include those who are responsible for the thesis report and members of the thesis defence panel;
- **the host team and the research unit**, in which the doctoral student conducts their research and whose internal regulations and rules governing the use of tools and any confidentiality practices must be respected as a minimum;
- **the Doctoral School**, supported by the institutions awarding the Doctorate, where the teams hosting students in their doctoral studies are based;
- **the institution** at which the doctoral student is enrolled, regarded as the legal entity with administrative responsibility for doctoral studies.
- **L'École des Docteurs**, which promotes the sharing of work and training programmes among all stakeholders across the Midi-Pyrénées site.

Preparing a thesis is part of a training programme defined by the Doctoral School of each doctoral student and must comply with the supervision and assessment criteria defined by the School.

Doctoral studies provide training in and through research, offering professional research experience and leading to the generation of new knowledge. The Doctoral Schools determine supplementary related training to support their students' career development.

Students working towards a Doctorate under an international joint supervision agreement have the same rights as other doctoral students and must comply with the requirements set out in the relevant signed agreement.

Each Doctoral School provides its students with information on its training portfolio and the research units it encompasses.

This Charter must be signed when the student first enrolls, by the student, the research supervisor(s), the director of the research unit and the director of the Doctoral School.

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CONTRACT OF AGREEMENT



1. The Doctorate: a personal and professional milestone

Doctoral research should form part of a personal and professional development plan that has clearly defined goals and requirements. It provides professional research experience.

Article L 412-2 of the Research Code recommends that doctoral studies should be funded.

The doctoral student is therefore bound by a contract to the legal entity providing the funding, the terms of which must be compatible with doctoral research and are binding on the doctoral student. The Institut National Polytechnique de Toulouse (INPT), the Institut National des Sciences Appliquées de Toulouse (INSA), the Institut Supérieur de l'Aéronautique et de l'Espace (ISAE), the École Nationale Supérieure des Mines d'Albi-Carmaux (part of the Institut Mines Télécom) and the Université Paul Sabatier - Toulouse III (UPS) require compulsory minimum monthly funding of €1000 net for doctoral students; however, at UPS, exceptional dispensation may be granted by the institution's Academic Council at the proposal of the director of the Doctoral School. In the other institutions, the research supervisor and the host team must seek to obtain funding.

Identifying ways to support future Doctorate holders' career paths is based on each student's individual career plan. This plan should therefore be clarified as soon as possible, in consultation with the research supervisor, so that the student's training can be tailored accordingly. These elements will be detailed in the Individual Training Agreement, which appears in the appendix to this Charter. Information on the career development of current holders of Toulouse Doctorates is provided to students through their Doctoral School and/or institution.

At the same time, with the support of their Doctoral School and research unit, doctoral students must take responsibility for their own career progression, by making contact with potential future employers (businesses, laboratories, and universities in France or internationally and participating in "Doctoriales" and other available supplementary training..

2. Before enrolment

The choice of subject, the working conditions required to advance research and the nature of the tasks to be carried out at the research centre must be agreed between the candidate and their research supervisor when the candidate submits their application. The research supervisor specifies the subject, its academic context, and the team within which the research will be conducted. Doctoral studies must lead to a piece of work that is both original and informative, and that can feasibly be completed within the set period, which is three years full time. The research supervisor must inform the candidate of possible funding opportunities for their doctoral studies (such as doctoral contracts, international mobility bursaries and CIFRE contracts), and let them know how many students they are currently (co)-supervising. They should also provide students with information on the career development of new Doctorate holders they have previously supervised. The research supervisor should also advise the candidate about career opportunities in their respective field.

The director of the Doctoral School ensures that future doctoral students have access to information on the training available to them and on the career development of Doctorate holders who have graduated from the School.

Where doctoral studies are funded, the source, amount and duration of the funding and the associated rights and responsibilities must be clearly stated. Tuition fees and social security cover must also be specified.



3. During doctoral research

Partners' rights and duties

The doctoral student must comply with the administrative requirements of the institution at which they are enrolled. They are full members of their research unit and as such, they have the same rights and duties as other members of the unit and take part in the shared tasks inherent to the scientific life of the unit. They cannot however be expected to compensate for inadequate technical support from the research unit or carry out tasks that are not related to their own research. The doctoral student undertakes to work over a set period and at an agreed rate. They have a duty to keep their research supervisor informed of any results they obtain and any problems they encounter in the course of their research. They undertake to submit progress reports as required by their subject and to present their work at team seminars.

The doctoral student must follow a certain number of supplementary training hours offered or validated by the Doctoral School, which has two objectives:

- to increase students' skills in their respective field of research and broaden their scientific culture (through participation in seminars and workshops for example),
- to prepare students for working life (such as through language training, "Doctoriales", specific modules and lectures of general interest).

The research supervisor is responsible for providing the doctoral student with academic support and undertakes to devote a significant amount of time to this. With recognised expertise in their respective field of research, the supervisor helps the student to tap into the innovative aspects of their research within its scientific context and ensures its contemporary relevance. In consultation with the student, the supervisor identifies the different steps involved in the development of the thesis and provides regular supervision. In particular, the supervisor monitors any potential evolution in the research project, until the thesis defence panel has been established. They must also ensure the student demonstrates initiative and creativity.

The research supervisor informs the Doctoral School of any unforeseen events affecting the progress of the work, and ensures that the student re-enrols and applies to defend their thesis within the relevant deadlines. The research supervisor also organises publications.

The director of the research unit ensures that doctoral students integrate fully into their team and have access to the same facilities as the permanent researchers in carrying out their research work, including equipment, workspace, resources and documentation, with the opportunity to attend seminars and conferences and to present their work at research seminars.

Before signing the student's re-enrolment in the Doctorate, the director of the research unit checks the academic monitoring and progress of the student's research.

The director of the Doctoral School implements a doctoral training programme and makes sure that students have access to information on available courses and on the career development of Doctorate holders that have graduated from the Doctoral School.

The director ensures the Doctorate Charter of the Université de Toulouse is respected and, in particular, that students receive appropriate supervision. They shall set up an individual monitoring committee for each student.

The director also undertakes to provide the Doctoral College with information leading to the establishment of a Research Observatory on campus.

The host institution provides the student with administrative and academic support, organises the thesis defence procedure and awards the Doctorate.

It is responsible for the submission, notification, distribution, intellectual property and archiving of the thesis presented.

Publications, communications and patents

The quality and impact of doctoral research can be measured through the publications, patents and industry reports derived from it, concerning either the thesis itself or articles and papers completed during or after the writing of the thesis. When publishing the results of their research work, the rights of doctoral students must be respected. The student must be acknowledged among the co-signatories of any publication to reflect the contribution they have made to the work. The research supervisor and, where applicable, the director of the research unit and/or the director of the Doctoral School, must encourage and assist the doctoral student to publish and present one or more scientific papers at an international conference.

Completion

A Doctorate is a stage in a research process, and in accordance with the spirit of doctoral studies and in the student's own interests, should be completed within the allotted timeframe. The standard duration of doctoral research is three years full time. In all other cases, the duration can be up to six years. After the third enrolment, exceptional dispensation may be granted for annual extensions by the head of the institution and at the proposal of the research supervisor, after seeking the opinion of the monitoring committee and director of the Doctoral School. The student must submit a request for this, explaining their reasons for the delay and setting a provisional date for the thesis defence. Thesis defence dossiers are prepared by the Doctoral School. They must meet the requirements set by the Doctoral School and/or the institution concerning academic production and the training plan.



4. After defence of the thesis

Awarding the degree

In order to obtain the Doctorate (or corresponding diploma), the doctoral student must have submitted the final version of the thesis to the defence institution, completed and amended in accordance with the recommendations of the thesis defence panel (within a maximum period of three months from the defence of the thesis).

Publicising the thesis

After the defence of the thesis, the research supervisor and the doctoral student work together to publish, as soon as possible, the results of any research work that has not yet been publicised.

The doctoral student will be named among the co-authors of any papers, publications, patents or industrial reports presenting the results of the doctoral studies for the first time.

The documentation department of each Doctorate-awarding institution will make theses available online, subject to the Doctorate holder's signature of an authorisation form containing the necessary guarantees of their intellectual property rights.

Monitoring the employment of Doctorate holders

The Doctoral schools and/or the Doctoral College carry out surveys of the career progression of their graduates. As a result, Doctorate holders undertake to respond to the surveys for at least five years after defending their thesis. The analysis of the results of these surveys is available on the University website.



5. Mediation

Any conflict arising between the doctoral student and their research supervisor must be brought to the attention of the research unit and Doctoral School director(s), who together will try to resolve it. Should the conflict persist, each signatory to this Charter can call on a mediation group who, without relieving any individuals of their responsibilities, will listen to the parties involved and offer a solution to enable the Doctorate to be completed. To fulfil its role, the mediation group must remain impartial.

It comprises five members:

- the vice-president of the Academic Council of the host institution plus another Council member authorised to supervise doctoral research, appointed by the vice-president;
- two of the elected doctoral student representatives on the Council of the host institution, the Doctoral School or the Université de Toulouse, who will be appointed by the head of the host institution;
- the director of the Doctoral School;
- at least one person who has attended the individual monitoring committee.

This commission may also be convened at the request of any party that has been involved in the development of the thesis.

If any of the individuals mentioned above are party to the conflict, a replacement representative will be appointed by the other members.

Should mediation fail, a final appeal may be submitted to the President / Chancellor of the institution.

Université Fédérale



Toulouse Midi-Pyrénées

CONTRACT OF AGREEMENT

We, the undersigned, declare that we have read all the provisions of the Doctorate Charter drawn up by the Université de Toulouse in application of the Decree of 25 May 2016 and approved by the Office of the Department for Research, Doctoral Studies and Commercialisation, on 12 June 2017;

We undertake to respect the clauses of this contract.

Toulouse,

RESEARCH SUPERVISOR

Surname, given name, signature:

RESEARCH CO-SUPERVISOR

Surname, given name, signature:

RESEARCH UNIT DIRECTOR

Surname, given name, signature:

DOCTORAL SCHOOL DIRECTOR

Surname, given name, signature:

DOCTORAL STUDENT

Surname, given name, signature:

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