



UNIVERSITÉ
EUROPÉENNE
DE BRETAGNE

Charte des thèses **Doctoral Thesis Charter**

Votée en CA le 26/04/2010

Passed in CA on 26/04/2010

Charte appliquée au sein du
Collège Doctoral de l'UEB

Charter applied within
Doctoral College of the UEB

Regroupant les 8 écoles doctorales de Bretagne

Joining together the 8 doctoral schools of Brittany

UEB MEMBER INSTITUTIONS

9 founder members:

- Université de Bretagne Occidentale
- Université de Bretagne Sud
- Université Rennes 1
- Université Rennes 2
- Agrocampus Ouest
- ENS Cachan – Brittany Site
- ENSCR
- INSA de Rennes
- TELECOM Bretagne

14 associate members:

- Centre Régional de Lutte Contre le Cancer (Centre Eugène Marquis Rennes)
- Cemagref
- CHU de Brest
- CHU de Rennes
- Ecoles de Saint-Cyr Coëtquidan
- EHESP (Ecole des Hautes Etudes en Santé Publique)
- EN (Ecole navale)
- ENIB (Ecole Nationale d'Ingénieurs de Brest)
- ENSAI (Ecole Nationale de la Statistique et de l'Analyse de l'Information)
- ENSIETA (Ecole Nationale Supérieure des Etudes et Techniques d'Armement)
- Sciences Po Rennes
- Supélec (campus de Rennes)
- UPMC Université Paris 6 (Station biologique de Roscoff)
- INRIA Rennes - Bretagne Atlantique

FOREWORD

This charter is designed to contain the formal agreement between you, the doctoral student, your supervisor*, the director of the research unit under which your doctorate is being undertaken, the head of the relevant doctoral school and the university where you are registered.**

The principles on which this charter is based come under the regulatory framework defined by the French Ministry of Education, Higher Education and Research (standing order (SO) of September 3 1998 on the charter for doctoral theses, SO of August 7 2006 on doctoral training, SO of January 6 2005 modified by the SO of August 7 2006 on joint international supervision for doctoral theses), as well as on the principles contained in the European Research Charter and the Code of Conduct for the recruitment of researchers.

* "supervisor" means either a single supervisor or both supervisors, in cases of joint supervision

** "unit" means a research laboratory, team or research unit

The purpose of this charter is to ensure that you undertake your doctorate in the best conditions possible and to provide a positive framework for your future prospects and career. It spells out the rights and obligations of all the parties to the charter.

The different parties to the charter are as follows:

- **you, the doctoral student;**
- **your thesis supervisor**, who answers for the scientific validity of the undertaking, supervises the work and vouches for its quality. A thesis supervisor is a recognized member of the scientific community, among whom will in particular be chosen the members of the defense evaluation board and co-authors of the thesis report;
- **the head of the research unit within which you are undertaking your doctorate;**
- **the head of the doctoral school**, representing institutions that deliver the national doctoral degree and federating a number of research units with graduate students to provide them with doctoral training;
- **the institution** where you are registered, i.e. the legal entity responsible for the graduate program.

A doctoral thesis is undertaken as part of a research training program defined by the relevant doctoral school and has to comply with the supervision and examination rules that the school defines.

If you are undertaking a thesis under joint international supervision, you have the same rights as other doctoral students but are subject to the specific provisions of the joint doctoral agreement.

The respective sites of the different doctoral schools provide doctoral students with information about the different training courses on offer and the research units attached to each school.

This charter must be signed when you first register for your doctorate, by yourself, your supervisor, the head of the research unit within which you are undertaking your doctorate, the head of the relevant doctoral school and the president or director of the university or other institution where you are registered.

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1. THE DOCTORAL THESIS: A STAGE IN YOUR PERSONAL AND PROFESSIONAL CAREER PLAN

As a doctoral student, your daily remit will be to work on a research project that meets the overall aims and the particular research objectives of the unit that you belong to and where you are undertaking your thesis. Your work will consist in designing and experimenting new knowledge, methodologies and know-how. You will therefore be an active contributor to the scientific output of your unit, and will be expected to publish articles in scientific journals, and to present your work in scientific conferences.

Undertaking a doctoral thesis must be part of a well thought-out personal and professional career plan, with clearly defined aims and outcomes. A doctoral thesis should be based on an original and competence-enhancing research project, which in the space of three years, should allow you to become a specialist in your particular scientific area, and help you acquire a range of technical, organizational and social competences. Once you graduate with your doctoral degree, you should be able to adapt to various professional contexts and to provide the added-value that your research experience represents.

The research bodies responsible for the doctoral research project must ensure the best possible scientific, material and financial environment in which you can conduct your research project and successfully complete your thesis. Ensuring payment for doctoral students is not only a way of recognizing their contribution to the research unit's work but also of ensuring that their work is conducted in the best possible professional circumstances.

It is particularly important that you should be provided with the right information. A bilingual English/French guide has been produced by the Université européenne de Bretagne. It describes the organization of the UEB, the different stages of a doctoral thesis and the various bodies likely to be most helpful and useful in the course of your doctoral studies.

The resources needed to help you prepare for your future professional career depend very much on your career project. You should therefore discuss this project as soon as possible with your supervisor in order to make sure your training is best suited to your aims. Your doctoral school and your institution will provide you with information on what kind of careers locally trained doctoral students take up after their doctorate. You should also consult with your research unit to find the best way of approaching future employers (businesses, laboratories, universities, in France or abroad). A series of courses organized by the various doctoral schools ("young researcher" conferences, courses designed to enhance additional skills) will also help you acquire relevant professional competences.

2. BEFORE REGISTERING FOR THE DOCTORATE

The first thing you will need to do before registering for your doctorate is to agree on the subject, the working conditions required to advance your research and the nature of the tasks you will have to carry out within your research unit, with your supervisor.

Your supervisor will help you define the subject, will set it within its scientific context and will specify the group with whom you will be conducting your research. Writing a thesis means undertaking work which must be both original and competence-enhancing, and must be feasible within the expected timeframe, i.e. three years full-time. Your supervisor should also inform you of future job prospects in the area concerned.

The doctoral school and your research unit itself must provide you with information on the number of doctoral theses supervised by each supervisor and on future career prospects. The head of the doctoral school must provide access to information on what courses are available and on the employment prospects of students of the doctoral school.

If you are to receive funding for your doctoral studies, the source, total amount and duration of the funding, as well as the relevant rights and obligations must be clearly defined. Registration fees and health and social security costs must also be specified. Finding sources of funding for the greatest possible number of students must be given priority by doctoral supervisors and doctoral school directors.

Supervisors should seek registration fee waivers from the academic authorities for doctoral students with no funding or employment.

Your registration for the doctorate will specify the subject, the context in which the thesis is being undertaken and the research unit under which the work is to be conducted.

3. FUNDING YOUR DOCTORAL STUDIES

In order to undertake research work in the proper conditions, you need to have adequate funding. Funding should ideally be at least equivalent to that available under the "contrat doctoral" (doctoral contract) and should be awarded under fixed term employment contracts.

If your financial resources are based on work that is not directly connected to your doctorate (for example: teaching), you need to make sure that your work will leave you enough time to spend on your thesis.

Academic institutions may require a minimum level of resources before they allow you to embark on doctoral studies.

If you have been awarded a three-year funding contract, this has to be finalized and specified in the doctoral agreement when you register for the first time. The research work you are expected to do must be compatible with the duration of the funding you have been awarded.

4. KEY STAGES

The doctoral student

As a doctoral student, you will be expected by the institution in which you have registered to comply with a number of administrative obligations. You must first of all be fully integrated in the research unit where you are conducting your doctoral research. You will therefore have the same rights and obligations as any other member of the unit. You will take part in all the scientific activities that your unit is involved in and comply with all the in-house rules. You cannot, however, be expected to fill in for technical staff or be asked to carry out work unrelated to your research project. You must undertake to spend a given amount of time and to work at a certain rhythm on your research. You must keep your supervisor informed of your research findings and of any problems encountered in the course of your doctorate. You must undertake to submit an annual report to your supervisor (a prerequisite in order to be allowed to register every year), to present your work in seminars organized by your unit and to allow your research unit full access to your documentation and findings in a usable form once you have defended your thesis.

Within the framework of the "Pôle de Recherche et d'Enseignement Supérieur (PRES)" « Université européenne de Bretagne », all publications of students registered in PRES member institutions based on their doctoral thesis must bear the UEB seal as well as the name of the institution where they were registered as a graduate student and any other bodies of which the research unit is a part.

The aim of the "International Doctoral College" (IDC) of the UEB is to bring together and to coordinate any international initiatives related to doctoral training in Brittany in order to develop and enhance the visibility and international attractiveness of our Universities and "Grandes Ecoles". The College undertakes to promote an international approach and to encourage future Doctorate holders to look further afield for support and exchanges of quality scientific research and international research visits. The IDC offers doctoral students a number of international mobility scholarships.

As a doctoral student, you are entitled to follow a number of additional courses provided or approved by the doctoral school and designed for a dual purpose:

- to enhance your competence in your field of research and broaden your scientific knowledge by taking part in seminars, workshops, specialized lectures, etc.,
- to help you prepare for future employment through language courses, specific "young researcher" sessions, special course modules, general conferences, competence assessments, etc.

You are free to exercise the same rights as other members of the unit, i.e. voice your opinion, vote and be represented in unit meetings and councils. You have access to the premises and general services of the institution where you are registered and to any student services (residences, catering, etc.) to which you are entitled. You will be monitored medically as other members of your unit and have the same medical check-ups as other students.

The thesis supervisor

The thesis supervisor provides scientific advice to the doctoral student and undertakes to devote a significant time to her or his work.

While the doctoral research is ongoing, the supervisor's role is to:

- provide bibliographical, scientific and methodological advice,
- plan the student's research work with her or him, setting aims and stages for the three-year period,
- discuss and validate the student's research findings,
- ensure that the student complies with the agreed timeframe,
- advise the student on how to publicize her or his findings (through publications, conferences, patents, etc.),
- make available the equipment and resources required for the student's research,
- follow up contacts with research partners, as the case may be, even when the student is in direct contact with some of these partners,
- ensure that the student gradually becomes more autonomous as the work progresses,
- ensure that the student complies with the agreed work rhythm and schedule,
- ensure that the student is well integrated in the unit,
- discuss career prospects with the student,
- allow (or encourage) the student to follow specific training sessions,
- encourage mobility,
- help the student look forward to her/his future career by putting her/him in contact with members of the supervisor's professional network.

The supervisor must also make sure the student shows initiative and creativity. He/she must inform the doctoral school of any difficulties encountered in the work in progress and make sure the re-registration and defense paperwork is duly processed. It is in particular up to him/her to plan when publications should appear.

The doctoral school

The doctoral school is responsible for implementing doctoral training courses. It makes information on these courses and career prospects available to the graduate students. It also ensures compliance with the Doctoral Charter, and in particular, ensures that students receive proper guidance. Different methods may be implemented by different doctoral schools to ensure satisfactory progress (through mentoring, or mid-term interviews, etc).

The registration institution

The institution where you are a student manages your registration, your results and the defense procedure. It will deliver your doctorate. It is responsible for registering the title of your thesis and for its identification, and for archiving the completed thesis and making it available. While you are studying for your doctorate, you will need to renew your registration every year with the university or institution where you initially registered as a doctoral student. The maximum number of theses that one supervisor is allowed to supervise is determined by the Research Council of the institution where you are registered. The number may vary according to the fields concerned, after consultation with the relevant doctoral schools.

A doctoral thesis is one stage in an overall research process. The process must be conducted according to the agreed timeline, in accordance with the principles of doctoral training and in your own interest. The usual time span allotted for writing a doctoral thesis is three years full time. If you have not completed the work within the three year period, you will need special permission to register for a further year at your institution. You must submit your request for permission to the relevant doctoral school along with a detailed cover letter and a letter from your supervisor explaining why you need extra time and specifying when the defense is expected to take place. Special permission is granted by the President or the Director of the university or institution where you are registered after approval by the head of your doctoral school. Such permission does not mean you will automatically get further funding, if you received funding for the initial three years. Special support may be available for students who face particularly difficult personal circumstances.

The defense procedure is implemented by your doctoral school and your university or institution. It must be conducted in accordance with the pre-requisites laid down by the doctoral school and by your university in terms of scientific publications, participation in the doctoral school training program, and the languages in which the thesis is written and/or defended.

Publication and dissemination

The quality and impact of your thesis will be measured according to the publications, conference papers, patents and industrial reports derived from your work, whether this means the dissertation itself or articles and papers written and/or presented while you were working on your thesis or following its defense. Any published work derived from your thesis must take into account your rights as a doctoral student. In a joint publication, your ranking among the authors should reflect your implication in the preparatory work involved. Any intellectual property rights may be spelt out in an appendix. As a doctoral student, you are encouraged to present and/or publish one or more papers at international conferences. Any international mobility is taken into account in the final assessment system.

5. DEFENDING YOUR THESIS

The examining board and the defense itself must comply with the rules defined by current legislation.

In consultation with you, your supervisor will suggest an examining board and a date for the oral defense to the President or Director of your university or institution, via the head of the doctoral school, and in compliance with current legislation (standing order of August 7 2006 regarding doctoral training and standing order of January 6 2005 regarding joint international doctoral supervision). Members of the examining board must be chosen on the basis of the scientific standing; with the exception of the thesis supervisor, academic members of the board should not have been actively involved in your doctoral research.

Your defense must take place at the university or institution where you are registered as a doctoral student (except in a few very special circumstances where prior permission from your university or institution would be required).

6. AFTER THE DEFENSE

In order to obtain your doctorate (or at least a certified copy of the doctorate), you will need to deposit a copy of the final manuscript, including any corrections requested by the examining board, with your university of registration.

Once you have defended your thesis, you must discuss with your supervisor how best to rapidly publish any research findings that may not already have been disseminated. The library of the institution where the doctorate has been delivered will be responsible for making the thesis available online, once the doctorate holder has signed a form authorizing publication and guaranteeing protection of intellectual property rights.

Doctoral schools maintain data bases on the employment and careers of their doctoral degree holders. Doctoral degree holders therefore undertake to keep the doctoral school informed of their situation and to notify their professional address for at least five years after the defense of their thesis. These data bases are centralized by the *Université européenne de Bretagne*, via the regional doctoral college, and can be accessed by doctoral students and doctoral degree holders of the *Université européenne de Bretagne*.

7. MEDIATION PROCEDURES

Should a dispute arise between you and your supervisor, the matter should be referred to the heads of the relevant research unit and doctoral school, who will jointly seek to find a solution to the problem. Should the dispute persist, any of the signatories of this charter may appeal to a mediation body, which will, without overriding the authority of any of those involved, hear the parties concerned and offer an alternative solution enabling the thesis to be completed. The mediation body must by definition be deemed impartial.

It consists of five members:

- the vice-president chairing the Research Council in the institution where the student is registered;
- another member of the Research Council in the same institution, appointed by the vice-president and approved by the council (the appointee must be a full professor or of equivalent standing or holder of an "HDR");
- the head of the doctoral school;
- two doctoral students who are members of the doctoral school board, appointed by the head of the doctoral school with approval by the student members of the board.

Should any of the above persons be personally involved in the aforementioned dispute, the other members of the mediation group shall appoint a substitute for that person. Should the mediation attempt be unsuccessful, a final appeal can be made to the President or Director of the university or institution where the student is registered.

DOCTORAL THESIS CHARTER

We, the undersigned, certify that we are aware of the provisions of the Doctoral thesis charter implemented by the *Université européenne de Bretagne*, approved by its Board of Directors and based on the proposals put forward by the respective Research Councils of its founding members;

We hereby undertake to comply with the terms herein.

Place

Date

<p>Thesis supervisor [name, first name, signature]</p>	<p>Head of the doctoral school [name, first name, signature]</p>
<p>Head of Unit [name, first name, signature]</p>	<p>President or Director of the institution where the student is registered [name, first name, signature]</p>
<p>The doctoral student [name, first name, signature]</p>	

8 écoles doctorales en Bretagne

ALL

Arts, Lettres et Langues

Arts, Literature, and Languages Doctoral School

EDSM

Ecole Doctorale Sciences de la Mer

Marine Sciences Doctoral School

MATISSE

Mathématiques, Télécommunications,
Informatique, Signal, Systèmes,
Electronique

Mathematics, Telecommunications,
Computer Science, Signal, Systems,
and Electronics Doctoral School

SCIENCES DE LA MATIERE

Sciences de la Matière

Materials Science Doctoral School

SHOS

Sciences de l'Homme, des Organisations
et de la Société

Sciences of Man, Organisations,
and Society Doctoral School

SHS

Sciences Humaines et Sociales

Humanities and Social Sciences Doctoral School

SICMA

Santé, Information-Communications,
Mathématiques, Matière

Health, Information, Communications,
Mathematics and Materials Doctoral School

VAS

Vie-Agro-Santé

Doctoral School life-agro-health

College doctoral international (CDI)

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M > secretariat-cdi@ueb.eu
www.ueb.eu/Theme/collegeDoctInter

International Doctoral College (IDC)

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