

# **Common Charter of the Lille-Nord de France Doctoral Schools**

In application of the agreement binding the 6 institutions delivering the doctorate within Lille - Nord de France (University of Lille, UVHC, ULCO, Artois University, Centrale Lille and Institut Mines Telecom Lille Douai) jointly proposing the organisation of doctoral studies within 6 regional thematic Doctoral Schools, gathered within the Doctoral College:

- **Biologie-Santé (ED 446)**
- **Sciences Economiques, Sociales, de l'Aménagement et du Management (SESAM ED 73)**
- **Sciences de l'Homme et de la Société (SHS ED 473)**
- **Sciences Juridiques, Politiques et de Gestion (SJPG ED 74)**
- **Sciences de la Matière, du Rayonnement et de l'environnement (SMRE ED 104)**
- **Sciences Pour l'Ingénieur (SPI ED 72),**

the six institutions propose a common doctoral charter for the six doctoral schools. This charter is based on the principles and recommendations of the European Charter for Researchers proposed by the European Commission and endorsed by the Lille-Nord de France institutions.

## **Preamble**

In accordance with the decree of 25 May 2016 on doctoral training, the doctorate is a professional research experience, recognised after the defence of a thesis by the award of the national doctorate diploma. This diploma, awarded by an accredited higher education institution, confers on its holder the rank and the title of doctor, the highest rank among the 4 French university degrees. Doctoral training consists of innovative research work, directed by an authorized thesis supervisor, within a recognized research unit attached to a Doctoral School, whose missions are in all respects in accordance with that set out in Article 3 of the Order. It concludes with the writing and defence of a thesis that constitutes the validation of an original scientific work that allowed the construction and acquisition of new knowledge. The doctoral degree can be obtained as part of initial training or lifelong learning. The specific skills acquired during this training enable professional integration in all fields of activity, in both the public and private sectors.

The preparation of a thesis is based on an agreement freely concluded between the doctoral student and a thesis supervisor (and/or a co-supervisor, as provided for in the decree of 25 May 2016). This agreement covers the choice of subject and the working conditions necessary to advance the research. The thesis supervisor (or co-supervisors) and the doctoral student therefore have respective rights and duties of a high standard.

The present charter defines these reciprocal commitments by recalling the deontology inspiring the regulatory provisions in force and the practices already tested in the respect of the diversity of disciplines and institutions. Its aim is to guarantee the high scientific quality of the work carried out during the thesis and the respect of the rights and duties of the parties. Each of the institutions undertakes to ensure that the principles it sets out are respected when preparing theses.

The doctoral student, at the time of registration, signs the text of this charter with the thesis supervisor (and possibly the co-supervisor when it exists), the head of the host

laboratory and the director of the doctoral school, in accordance with the principles defined below.

In application of this charter, an individual training agreement is signed at the time of the first registration by the thesis supervisor and the doctoral student. The institutions guarantee its implementation. This agreement includes information on the contractual situation of the doctoral student, the list of the doctoral student's training activities, the doctoral project, the planning and valorisation of the work resulting from the thesis, the supervision methods, the projects and training paths. It can be modified as much as necessary at the time of each annual registration for the doctoral thesis.

## **1 – The Doctoral Degree, a stage in a personal and professional project**

The preparation of a Doctorate must be part of a personal and professional project clearly defined in its aims and requirements. It implies the clarity of the objectives pursued and the means implemented to achieve them.

- **Professional integration**

The candidate must receive clear and detailed information on academic and extra-academic opportunities in his/her field of competence. National statistics on the future of young doctors and information on the professional future of doctors trained in his host laboratory are communicated to him by the doctoral school, the doctoral thesis supervisor (or co-supervisor), the competent departments of the enrolment institution. The professional integration desired by the doctoral student must be specified as soon as possible. In order to ensure that information on job opportunities is provided to future doctoral students, all doctoral students undertake, upon graduation, to inform the thesis supervisor (or co-supervisor), their doctoral school and the registration institution of their professional integration at least 5 years after the defence.

- **Resources**

The thesis supervisor (or co-supervisor) informs the candidate about the resources planned for the preparation of his/her thesis (doctoral contracts, doctoral grant, industrial contract, associative grant, international funding, etc.) and more generally about the research environment associated with the doctoral project.

The resources to be implemented to enable the professional integration of doctors also depend on the clarity of the commitments of the contracting parties. The doctoral student must comply with the rules of his/her doctoral school and in particular follow with assiduity the training courses, conferences and seminars offered by the doctoral school, the doctoral college or any other doctoral level training within the framework of his/her training agreement.

- **Training**

In order to broaden his field of scientific competence and employability, additional training will be suggested by his/her thesis supervisor (or co-supervisor), the supervisor of the host unit and the doctoral school. Depending on the scientific disciplines and laboratories, this range of additional training can usefully include a stay in a company or other institution, including international, technical training, language training, etc... These training courses, which are subject to validation by the doctoral school and the issue of training credits via the publication of a summary portfolio, broaden its disciplinary horizon and facilitate its future professional integration. At the same time, it is the doctoral student's

responsibility to take care of this integration by contacting possible future employers (laboratories, universities, companies, in France or abroad), based on his/her thesis direction, laboratory, doctoral school and registration institution. This strategy may include, for example, participation in Doctoriales®, seminars or any other training offered by the Doctoral School and the Doctoral College.

## **2 – Thesis subject and feasibility**

The thesis registration specifies the subject, the context of the thesis and the host unit. The thesis is the result of an original and formative research work, the feasibility of which is in line with the duration foreseen by the decree of 25 May 2016. In this sense, the doctoral student must respect the ethical principles linked to the research profession and, in particular, the national deontological charter for research professions. By signing this charter, the doctoral student undertakes to respect the work of others, not to appropriate it fraudulently and to quote it by respecting the rules of the art of his discipline.

- **Selection of thesis subject**

The choice of the thesis subject is based on a free agreement between the doctoral student and the thesis supervisor (and any co-direction) and is subject to validation by the supervisor of the host laboratory, the doctoral school and the enrolling institution. The subject is formalized at the time of registration and defined in the training agreement. The thesis supervisor or co-supervisor, chosen on the basis of proven scientific recognition in the field of research concerned, must lead the doctoral student to identify the innovative nature of the research subject. They must also ensure that the doctoral student demonstrates the autonomy and innovative spirit expected of a future doctor.

- **Terms and conditions of the thesis**

The thesis supervisor or co-supervisor must define and gather the human and material resources to be implemented and ensure that the scientific, material and financial conditions are met to guarantee the proper conduct of the candidate's research work and thesis preparation. The doctoral student must be fully integrated into the host laboratory with access to the same facilities as the full-time researchers to carry out their research work (equipment, computer facilities, documentation, possibility to attend seminars and conferences and to present their work in scientific meetings, whether "doctoral student congresses" or larger meetings, etc.). The doctoral student cannot compensate for the inadequacies of the technical supervision of the laboratory and be entrusted with tasks outside the advancement of his thesis.

In return, the doctoral student must comply with the provisions of the host unit's internal regulations. He/she is committed to a time and rhythm of work to achieve the objectives set. He/she has a duty to inform his/her thesis supervisor (or co-supervisor) of the difficulties encountered and the progress of his/her thesis. An individual monitoring committee (CSI) meets at a frequency set at the time of registration, in accordance with the May 2016 decree, and according to the practices of the doctoral school.

The doctoral student has the right of expression and representation in the general assemblies and councils of the research unit, the right of association and the right to be unionised. He/she is represented by elected members of the various research unit and doctoral school councils.

### **3 – Supervision and follow-up of the thesis**

- **Supervision of the thesis**

The future doctoral student must be informed of the number of current doctoral students who are supervised by the thesis supervisor. Indeed, doctoral schools set a limited number of theses per HDR holder in order to ensure effective supervision. The doctoral student is entitled to personal supervision from his/her thesis supervisor (or co-supervisor) who undertakes to devote a significant portion of their research time to the doctoral student. It is necessary that the principle of regular and frequent meetings be established in the initial agreement and specified in the training agreement.

The doctoral student undertakes to submit to his or her thesis supervisor or co-supervisor as many progress notes as his or her subject requires and to present his or her work in the laboratory seminars. The thesis supervisor or co-supervisor undertakes to regularly monitor the progress of the work and to discuss any new directions it may take in the light of the results already obtained. They have the duty to inform the doctoral student of any positive assessments or objections and criticisms that his or her work may elicit, particularly during the defence.

In the event of departure from the University (for transfer or other reasons), the thesis supervisor undertakes to ensure that the doctoral student's thesis work continues without prejudice to the latter. If the doctoral student wishes to continue his or her research work in the institution in which he or she was regularly enrolled, the thesis supervisor chooses either to maintain his or her activity as supervisor while proposing, if necessary, to the doctoral school a co-direction in the institution of enrolment, or to cease his or her activity as supervisor by proposing to the doctoral school a new thesis supervisor for the doctoral student.

- **Individual Monitoring Committee**

The Individual Monitoring Committee (IMC), made compulsory by the decree of May 2016, is an essential mechanism for the smooth running of theses and respect for their duration. The rules of composition and organization are set by the doctoral schools. The CSI ensures the smooth running of the thesis by relying on this charter and the training agreement. Designed as a constructive exchange and dialogue, it evaluates the doctoral student's training conditions and research progress. It makes recommendations. The report of the thesis monitoring committee is sent to the doctoral school director, the doctoral student and the thesis supervisor. It ensures that any form of conflict, discrimination or harassment is prevented.

- **Defence of the Thesis**

The defence of the thesis is authorised and organised in accordance with the regulations in force and according to the procedure defined jointly by the doctoral student's registration institution and its attached doctoral school.

### **4 – Duration of the Thesis**

The thesis is a step in a research process. This one must respect the deadlines envisaged, in accordance with the decree of May 2016 and with the interest of the doctoral

student. The reference duration of a thesis prepared full-time in initial training, including defence, is three years. At the end of the second year, the foreseeable deadline for the defence should be discussed, particularly at the meeting of the individual monitoring committee, in view of the progress of the research work. The doctorate may be prepared on a part-time basis by employees not financed for their doctoral training, for a maximum duration of six years (in addition to the extensions provided for in article 14 of the decree of 25 May 2016: maternity, paternity, adoption leave, etc.). An extension is automatically granted for a period of not less than one year to doctoral candidates who have had a child during the training period). Extensions may be granted, by way of derogation, by the head of the establishment at the request of the doctoral school's director, with the reasoned opinion of the thesis supervisor and the head of the host unit. The financial support of the doctoral student must be taken into consideration.

Derogatory extensions must remain exceptional in nature. They may in no case substantially alter the nature and intensity of the research work as initially agreed.

In all cases, in accordance with the texts in force, the preparation of the thesis implies a compulsory annual renewal of the doctoral student's enrolment in his or her institution.

In order to comply with the planned duration, the doctoral student and the thesis supervisor must respect their commitments regarding the necessary working time. Repeated breaches of these commitments are the subject of a joint report between the doctoral student and the thesis supervisor, which leads to a mediation procedure by the doctoral school.

## **5 – Mediation procedures**

In the event of particular difficulty or disagreement, or even breach of commitments made by the parties within the framework of this charter, the doctoral student, his or her thesis supervisor or the supervisor of the host laboratory are asked to approach the supervisor of the doctoral school in order to find an equitable solution that does not harm any of the parties involved. If it turns out that no satisfactory solution could be found and therefore that a conflict persists between the doctoral student and the thesis or laboratory supervisor, a mediator appointed by the doctoral school supervisor will be called in.

In case of failure of this mediation, the final decision rests with the management of the institution where the doctoral student is enrolled, on the proposal of the management of the Doctoral School.

## **6 – Publications and thesis valorisation**

The quality and impact of the thesis are measured through scientific productions, conference papers, publications, patents and reports that will be drawn from the thesis work. The doctoral student must be systematically integrated into the valorisation of the works that have been produced by his thesis. PhD students must commit themselves to respect the ethical principles of research, as well as the methods in force in the institution in terms of intellectual property during the duration of their thesis and after it has been obtained.

## **7 – Professional monitoring after the thesis**

After the defence, in order to enable the professional integration of the doctors to be monitored, the doctoral student undertakes to answer any request for information relating to her professional future for at least five years after obtaining the doctorate. This information

may be transmitted by responding to surveys sent to it by the institution, the doctoral school, or any other mandated body.

This charter will be applied in its entirety for new PhD students who will register in the academic year 2018-2019.

**PhD Student**  
**Last name, First name**

**Thesis supervisor**  
**Last name, First name**

**Thesis co-direction**  
**Last name, First name**

**Direction of the research unit**  
**Last name, First name**

**Director of doctoral studies**  
**Last name, First name**

**Director of the doctoral school**  
**Last name, First name**