

Nice, September 30th 2022

Internal Regulations of the College of Doctoral Studies of Université Côte d'Azur

Preamble

The terms doctoral student, thesis supervisor, research unit director and doctoral school director used here are generic and refer, respectively, to the doctoral student, the person(s) appointed supervisor or co-supervisor of the doctoral student, the person(s) appointed research unit director and the person(s) appointed doctoral school director.

The College of Doctoral Studies of Université Côte d'Azur (UniCA) has adopted these common internal regulations and has defined their terms collegially. The terms were approved by the Université Côte d'Azur Academic Council on September 15, 2022, and by the Université Côte d'Azur Board of Directors on September 20th 2022.

These rules and regulations complement the doctoral charter required by the amended decree of May 25, 2016.

The provisions of the common internal regulations do not prevent each doctoral school from adopting its own more restrictive provisions, provided that these do not contravene the terms of the common documents approved by the institution.

The recruitment of doctoral students

The doctoral student is recruited to carry out a research project that was previously defined, possibly in collaboration with the doctoral candidate.

A doctoral project specifies:

- ☐ The research problem and the precise objectives of the doctoral research work.
- ☐ The local, national and international scientific environment in which the project will take place.
- ☐ The expected resources, including the conditions for funding the doctoral student.
- ☐ The candidate's profile.

Calls for funded doctoral project proposals are circulated as widely as possible by the thesis supervisor, the future employer, the research unit and/or the doctoral school that will host the doctoral student.

Selection procedures may vary depending on the type of contract. However, they must always be clearly communicated.

When these procedures give the doctoral school council the possibility of expressing an opinion about the doctoral project, the opinion must be based on explicit, objective and transparent criteria, previously defined by each doctoral school, and must take into account:

- ☐ The scientific aspects of the project (quality, innovative nature, feasibility, adequacy of means, consistency with the scientific policy of the research unit, etc.).

- ☐ The support provided for the doctoral student within the research unit (resources, security, support for knowledge transfer, etc.).
- ☐ Supervision conditions (number of doctoral students assigned to the supervisor, follow-up methods, etc.).
- ☐ The suitability of the candidate's profile and the process that has been or will be implemented for selecting the candidate.

Once the candidate has received the final approval for a doctoral project, the candidate can proceed with the administrative registration in a doctoral program and, if applicable, sign an employment contract.

The selected candidates are offered support with their transition to Université Côte d'Azur. They are informed about the operation of their doctoral school and the Center for Doctoral Studies, about the coursework applicable to them, about the internal regulations of their research unit and about other administrative procedures. Each doctoral school organizes an annual orientation day for new doctoral students.

Different steps of the doctorate

Doctoral agreement - The doctoral student and the director sign a doctoral agreement at the beginning of the first year of enrollment. The agreement mentions the subject and specialty of the doctorate and specifies:

- ☐ Whether the doctorate involves full-time or part-time work, and the professional status of the doctoral student.
- ☐ The timeline of the research project.
- ☐ The provisions for supervising and following up the progress of the doctoral student's research work.
- ☐ The material conditions provided to carry out the research project.
- ☐ The support provided for the doctoral student within the research unit.
- ☐ The doctoral student's career objectives.
- ☐ The coursework and procedures for monitoring it.
- ☐ The objectives of knowledge transfer (dissemination, publication, confidentiality, intellectual property). If necessary, this agreement can be modified at the time of re-enrollment. The doctoral school is responsible for its implementation.
- ☐ Training and equipment provided.
- ☐ If the research work is carried out in whole or in part in an institution other than a public institution of higher education and/or research, the time of presence required in the research unit.
- ☐ A commitment to comply with the principles and requirements of scientific integrity throughout the student's research.

Coursework - By decision of the College of Doctoral Studies, all doctoral students must complete a minimum of 90 hours of coursework (140 hours for doctoral students from the SMH Doctoral School) that provides them with disciplinary and transversal knowledge useful for their doctoral project and their future career. These coursework hours are broken down as follows:

- ☐ At least 30 hours of discipline-specific or academic courses (seminars, colloquia, etc.),

- At least 30 hours of professional training.
- The remainder can be either of the above.

Specific arrangements are provided each year for doctoral students with a teaching load.

Exceptions may be granted on a case-by-case basis by the doctoral school.

Individual follow-up committee - An individual follow-up committee of the doctoral student is set up by the doctoral school. Its composition, organization and operation are determined by the doctoral school council. The follow-up committee ensures that the program runs smoothly, based on the doctoral charter and the doctoral training agreement.

The doctoral student's individual follow-up committee provides support for the doctoral student throughout the duration of the doctorate. A meeting of the committee is mandatory before enrollment in the second year and before each new enrollment until the end of the doctorate.

The doctoral school ensures that, as far as possible, the composition of the doctoral student's individual follow-up committee remains unchanged throughout the duration of the doctorate. The doctoral student's individual follow-up committee includes at least one member who is a specialist in the discipline or in connection with the field of the thesis. Whenever possible, the doctoral student's individual follow-up committee includes a member from outside the institution. It also includes a non-specialist member from outside the research field of the thesis. The members of this committee do not participate in the supervision of the doctoral student's work.

The doctoral school ensures that the doctoral student is consulted regarding the composition of the individual follow-up committee before it is convened.

The meetings are organized in three distinct phases: presentation of progress accomplished on the project and discussion, meeting with the doctoral student without the thesis supervisor, meeting with the thesis supervisor without the doctoral student.

During the meeting with the doctoral student, the committee evaluates the status of the completed coursework and the progress accomplished in the student's research. During this same meeting, the committee is particularly attentive to any form of conflict, discrimination, psychological or sexual harassment or sexist behavior. The committee makes recommendations and sends a report of the meeting to the director of the doctoral school, the doctoral student and the thesis supervisor.

In case of difficulty, the doctoral student's individual follow-up committee alerts the doctoral school, which takes all necessary measures in view of the doctoral student's situation and the progress of the doctorate. As soon as the doctoral school becomes aware of acts of violence, discrimination, psychological or sexual harassment or sexist behavior, it reports them to the institution's counseling and support unit in charge of fighting against discrimination and sexual and gender-based violence.

Duration and re-enrollment - According to the amended decree of May 25, 2016, a doctorate is generally finished in 3 years of full-time equivalent spent on research. In other cases, it cannot exceed 6 years.

Enrollment in a doctorate is confirmed by the President of the institution on the proposal of the director of the doctoral school, after recommendation by the thesis supervisor and the research unit director. Enrollment must be renewed at the beginning of each academic year. Re-enrollment in a doctorate is confirmed by the President of the institution on the proposal of the director of the doctoral school, after recommendation by the thesis supervisor. Failure to renew enrollment could cause the doctoral student to be removed from the student roll at the doctoral school.

If the doctoral student's enrollment is expected to be terminated, in consultation with the thesis supervisor and the individual follow-up committee, the doctoral school director notifies the doctoral student of the reasoned decision. The doctoral student may request a second opinion from the Academic Council of Université Côte d'Azur within one month of notification. The final decision is made by the President of the institution, who notifies the doctoral student.

Annual extensions may be granted exceptionnally, if approved by the President of the institution, and if the doctoral students makes a reasoned request, on the recommendation of the thesis supervisor and with the approval of the doctoral school's follow-up committee and the doctoral school director. These extensions are only granted under *exceptional* circumstances and should not substantially change the research requirements laid out in the doctoral agreement. The same provision applies beyond the sixth year for doctoral students without a funded doctoral contract, who must start working and can therefore only work part time on their doctoral research.

If the doctoral student has benefited from maternity leave, paternity leave, leave for a new birth or adoption, parental leave or sick leave for more than four consecutive months or a leave of absence of at least two months resulting from a workplace accident, the doctorate can be extended by that same time if the doctoral student makes the request. A doctoral student with a disability may obtain a time extension from the head of the institution if the doctoral student makes a reasoned request.

Gap year - In accordance with the decree relating to the doctorate, a leave of absence of one year, without interruption, can be taken with the authorization of the employer, the head of the institution, and the approval of the thesis supervisor, the follow-up committee and the director of the doctoral school. This period will not be taken into account in the duration of the doctorate and must correspond to an interruption of the doctorate. The request must be justified as part of a personal or professional project. The gap year will not have a negative impact on the appreciation of the student's scientific work. The doctoral student on a gap year remains enrolled as a student and continues to receive all the benefits associated with enrollment.

Thesis defense and submission – The authorization to defend a thesis is granted by the head of the institution, with the approval of the director of the Doctoral School and at the request of the thesis supervisor. The supervisor or co-supervisors, in agreement with the doctoral student, suggest to the President of the institution the membership of the defense jury and the date of the defense. The jury must have at least 4 members (and no more than 8), and at least half of them must be professors or equivalent. Half of the jury membership must also be leading figures from outside of the institution and the doctoral school, who are chosen for their scientific or professional expertise or their reputation in the relevant field of research. Gender parity must be encouraged when composing the jury. The examiners should not have taken an active part in the candidate's research and are required to maintain a critical and objective perspective on the work produced. The thesis supervisor and any other person who participated in supervising the thesis may sit on the jury and attend the deliberations, but do not take part in the decision.

In accordance with the applicable laws, theses are submitted in digital format to the competent services for purposes of reporting, archiving and dissemination. Doctoral students agree to respect the procedures and deadlines imposed by Université Côte d'Azur. The supervisors assist the doctoral students with these procedures and are particularly careful to ensure that the corrections requested by the jury at the time of the defense are taken into account.

Doctoral students have three months after the defense to submit the finalized version of their thesis with minor corrections. If major corrections are requested by the jury, the doctoral degree cannot be granted unless the corrected version is submitted within three months.

Unless the thesis is of a confidential nature, the thesis is distributed within the institution where it was defended and within the entire university community.

The doctoral student is encouraged to authorize Université Côte d'Azur to make the reference version of the thesis freely available on the Internet as soon as possible. This open access ensures a wide dissemination of the research results and is also a protection against plagiarism.

International joint thesis supervision (cotutelle)

In order to develop the international dimension of doctoral schools, Université Côte d'Azur may enter into an agreement with a foreign higher education institution for the purpose of organizing an international joint thesis supervision. The agreement can be either a framework agreement followed by an application agreement for each doctoral student, or an agreement concluded specifically for each doctorate.

The Agreement states:

- 1° The title of the thesis, the name of the thesis supervisor, the name of the contracting higher education institutions and the nature of the degree prepared.
- 2° The language in which the thesis is written; when this language is not French, a substantial summary in French is added to the thesis.
- 3° The methods for recognizing coursework completed in one or other of the higher education institutions.
- 4° The terms for paying tuition fees in accordance with the pedagogical provisions, without requiring the doctoral student to pay simultaneous fees in several institutions.
- 5° The conditions for health and insurance coverage, as well as the housing conditions and financial aid that the doctoral student may receive to ensure mobility.

Transfer of knowledge and publication of the results of the thesis –

In addition to research activities, the doctoral student must carry out activities that enhance its quality and impact (intangible assets that can be commercialized, publications, communications, various reports), in agreement with the relevant Université Côte d'Azur valorization departments. For all productions, the doctoral student will be identified as author/inventor or co-author/co-inventor.

The President of the university

Jeanick BRISSWALTER



Le Président de l'Université Côte d'Azur
Le Président

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