

Doctoral school ED413 EES Earth and Environmental Sciences rules and regulations

(modified February 1st, 2023)

- Considering the decree of August, 26, 2022 modifying the decree of 2016
- Considering the decree of August 7, 2006 and May 25, 2016 relating to doctoral training,
- Considering the decree of January 6, 2005 relating to the international co-supervision of thesis,
- Considering the decree of April 23, 2009 and August 29, 2016 relating to contractual doctoral students from public higher education or research institutions,
- Considering the decree of August 7, 2006 relating to the methods of filing, reporting, reproduction, dissemination and conservation of thesis or works presented in defense with a view to the doctorate,
- Considering the doctorate charter of the support institution (University of Strasbourg) signed during the first registration for a thesis,
- Considering the rules of good conduct (best practice) developed by the Graduate Research School of University of Strasbourg,
- given the wish to promote excellence in doctoral training within the School,

it is agreed to establish these regulations.

The purpose of these regulations is to define the practical modalities of operation of the Doctoral School.

These regulations only concern the rules specific to the EES Doctoral School (DS). It is added, without explicitly repeating it, to the general legislation related to doctoral studies and to "good practices" put in place by the graduate research school (GRS) University of Strasbourg, the supporting institution.

NB: These internal regulations complement - and do not replace - the Doctorate Charter, which applies to all doctoral students and (co)-advisers belonging to the Doctoral Schools of the University of Strasbourg.

These regulations may be modified by the DS board and are passed by the Council of the Doctoral School.

EES DS: Earth and environmental sciences doctoral school: école doctorale Sciences de la Terre et de l'Environnement

GRS: Graduate research school: Collège doctoral

Summary

- 1. DS organization**
- 2. Award of doctoral contracts**
- 3. Doctoral enrollment**
- 4. Follow-up of the doctoral student**
- 5. Training of doctoral students**
- 6. Thesis defense**
- 7. DS budget**

Appendices

- A1. Composition of ED413 council
- A2. Composition of ED413 board and thesis commission
- A3. Reference document for training validation
- A4. Example of a doctorate follow-up sheet and list of trainings
- A5. Defense procedure
- A6. Procedure relating to the viva voce examination
- A7. Implementation of the monitoring committee
- A8. Monitoring committee report

1. Organization of the Doctoral School (DS)

The DS board

It convenes to assess the thesis projects proposed by the research units (RU) and to assess the quality of candidates for Unistra doctoral contracts. It also validates thesis registrations and re-registrations.

Composition

DS director, DS Deputy Director, RU ITES and LIVE directors and deputy directors, the representatives of EOST master and of Faculty of Geography masters. The PhD students representatives are invited to the meeting of the DS board.

The DS thesis commission

The commission examines the thesis defense applications and the derogatory registration authorizations. This commission examines the documents as soon as the applications are transmitted to the secretariat. Occasionally, and if necessary, the committee can also convene. Composition: Director of DS, Deputy Director of DS, three members from UMRs of DS.

The DS Council

The council validates the attributions of doctoral contracts following the hearings. It also validates applications for other doctoral contracts from other funding (Grand Est region, local authorities, private partnerships, CIFRE, research projects, Labex, international collaborations, etc.). It evaluates the functioning of the DS during the previous year and proposes the scientific orientations of the DS at the beginning of the academic year.

Composition:

In addition to the DS board, the council brings together the director of EOST, the dean of Faculty of Geography, the vice-president of research and doctoral training of Unistra, the director of research of ENGEES, two technical staff representatives, 4 elected representatives of doctoral students, external personalities.

Permanent guests are the representatives of the 4 Masters and specialties related to the themes of the DS: the Master in Earth and Planetary Sciences, Environment and its 2 specialties, the Master in Geography and Environment, the Master in Earth Observations and Geomatics and the Master in Urban Planning and Development; representatives of other doctoral schools and members of the thesis commission.

2. Awarding of doctoral contracts

Definition and selection of thesis projects for Unistra doctoral contracts

Each year, in February-March, priority research themes are defined by the DS board on the basis of proposals from UMRs. The thesis projects are selected according to the scientific quality of the project (originality, national positioning, etc.) and the quality of supervision (good progress of past and current theses, scientific production, support resources). Only one subject per habilitated (HDR) advisor is selected, preferably without a current ministry doctoral contract. The selected thesis projects are posted on the DS website with the contact details of the supervisor. The competition calendar is posted, as well as the procedure for applying.

Selection of candidates for doctoral enrollment

It is essential to only recruit students who have obtained excellent results in their university studies. Doctoral candidates must hold a Master's degree from a French university with an average of at least 12/20 over the two years of the Master's. For applicants with an average of less than 12, the ED office decides on their eligibility. Likewise, the DS board examines the files of candidates who do not hold a master's degree or for those who hold a foreign master's degree.

The shortlisted candidates are auditioned by a jury, whose composition is decided by the DS board. Thesis directors who present candidates are not members of the jury. The hearing covers the student curriculum, the Master's project and the research project, and is followed by a discussion. The jury ranks the candidates after the hearing. The DS board informs the candidates of their ranking (main and complementary lists). The doctoral contract is considered awarded once the candidate confirms that he accepts the contract.

The contract awarding is validated by the DS Council during its end-of-year meeting.

Supervision of doctoral students

An HDR can only propose one subject per year and, beside exceptional circumstances, is not authorized to supervise more than 3 full-time PhDs. The thesis supervision by a pre-HDR requires the establishment of an HDR direction of Unistra, and to defend the HDR before the registration in the 2nd year of the PhD student ; the supervision is then formalized starting from the 2nd year.

3. Doctoral enrollment

1st year enrollment

Registration for a thesis is not possible between 15 April and end of June of the current academic year. In addition to the administrative documents, registration for a thesis will be validated by the DS upon presentation of:

- a research project of at least 3 pages (subject, originality, work plan over the 3 years).
- a document attesting to funding for the doctorate for three years, validated by the thesis director and the research unit director, with a minimum net monthly amount of 1000 euros.
- the internal regulations of the DS signed by the doctoral student, the advisor and the research unit director.
- the thesis charter signed by the doctoral student, the advisor and the research unit director.
- a document signed by the the advisor and the research unit director specifying the student recruitment procedure (number of candidates, hearing, etc.).

Registration in 2nd and 3rd year

Re-registrations in the 2nd and 3rd years of the thesis are subject to control of the scientific quality and progress of the thesis work. Re-enrollment requests are accompanied by a progress report and the work plan for the coming year signed by the advisor and the research unit director. For enrollment in the 3rd year, the provisional defense date must be indicated. The hearing conclusions of the yearly thesis monitoring committee is associated with the re-registration file.

Registration in 4th year and above

Enrollment in 4th year and above must be exceptional (except for employed doctoral students). In addition to the administrative documents, registration for the 4th doctoral program will be conditioned by the presentation:

- if the defense takes place BEFORE December 31 of a document signed by the advisor and the research unit director with an update on the work progress and a projected defense date.
- if the defense is scheduled AFTER December 31, of a document certifying funding of the 4th year signed by the advisor, the research unit director and the student
- a report from the monitoring committee

4. Follow-up of the PhD student

In the first months following registration, the doctoral student and his advisor must complete the Individual Training Agreement (CIF), which specifies the skills necessary for the thesis project and sets up the individual follow-up committee (CSI).

During his three years of thesis, the doctoral student will:

- be auditioned every year by the CSI, preferably between March and June. This hearing covers, among other things, the scientific progress of the work. The hearing report (see form in appendix A8) is sent to the DS.
- participate each year in the Doctoral Students' Congress organized by the doctoral students.

A persistent conflict between the doctoral student and the thesis advisor (and/or the thesis co-advisor) must be brought to the attention of the research unit director, who will try to solve it. If the conflict continues, the doctoral student, the thesis advisor (and/or the thesis co-advisor), or research unit director notify the DS director. The latter can call on a mediator. The mediator's mission implies his impartiality. In these procedures, the doctoral student may be accompanied by a member of the institution of his/her choice. If mediation fails, the file will be forwarded to the Research Vice-President of Unistra.

5. Training of doctoral students

The required trainings have two objectives: to broaden the doctoral student's field of scientific skills and prepare the latter for his professional integration. In accordance with his career plan, each doctoral student organizes his Individual Training Agreement, which he presents to the DS after registering.

During his thesis, the doctoral student must follow the following training courses:

- **professional or transversal training for a total of 54 hours**, offered by Graduate Research School. The duration of this training may be reduced if the doctoral student spends a significant amount of time outside Strasbourg (co-supervision for example).
- **scientific training for a total of 54 hours**, to be chosen from the events validated by the DS (specific conferences, seminars, summer schools, courses, etc.).

A doctoral student who has not followed the above training will not be authorized to defend his doctorate (see follow-up sheet below, Appendix A4).

Two transversal training courses are **compulsory** in the 1st year of the doctorate:

- training A.1: Integrity charter in scientific professions
- training A.3: MOOC Research integrity in scientific professions

The request for validation of a transversal training (other than that offered by Unistra) or scientific must be made before the training takes place. The DS board will validate or not the request and will allocate a number of hours depending on the workload and the interest of this training. Any validation request after the training will not be accepted.

Seminars and conferences are considered scientific training but the number of validated hours is capped at 27 hours (half of the total).

The activities such as organization, animation and popularization are considered as transversal trainings.

6. Thesis defense

In addition to follow the procedure defined by Unistra (see appendix A5), the doctoral student must follow the rules below:

At least two consecutive doctoral registrations are necessary to defend the thesis.

During the thesis, the doctoral student must have presented at least once an oral contribution or a poster at a national or international conference. In addition, at least one article must be submitted to a very good journal is necessary to obtain authorization for defense. The lack of publication must be justified by the advisor and the authorization request will then be examined by the DS board.

The composition of the thesis defense committee must meet the following criteria:

- the jury will be composed of 4 to 8 members;
- half of the jury must be professors or similar;
- half of the jury must be personalities from outside the University and the candidate's doctoral school;
- the jury must include two reviewers habilitated to supervise research (HDR) from outside the University and the Doctoral School, and they must not have published with the doctoral student.
- as far as possible, the jury must allow a balanced representation of women and men
- invited members are not part of the jury
- an internal reviewer can be proposed if desired (external to the research unit and not associated with the work of the candidate, not co-authoring publications).

7. DS budget

The DS budget is dedicated to:

- internal functioning of the DS: specific training of the DS, seminars, travel by members of the council, congress of doctoral students, etc.
- support the mobility of doctoral students: conferences, summer schools, short stays in an external laboratory, provided additional funding by the research unit is secured. A doctoral student receives this support once during his PhD, depending on the available budget. The amount of the support is 300 euros. The amount is transferred to the research unit after the mobility and upon presentation of supporting documents.

Date :

The doctoral
student

The thesis advisor

The director
of the research unit