



# Internal Rules of ABIES doctoral school

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## Preamble

For all general provisions relating to the role of the doctoral school and the organisation of the doctorate, every doctoral candidate and every thesis supervisor is subject to the thesis charter and to all the general procedures of the accredited institution to which they belong.

The purpose of this document is to describe the practical procedures for implementing these measures and to specify the doctoral school's policy in the following areas: scope and governance, management of the doctoral school, admission of doctoral candidates, training and monitoring of doctoral candidates, defence procedure, preparation for career development and professional mobility, etc.

For ease of reading, this text is written in the masculine gender but is addressed equally to females and males.

Of note regarding translation of French terminology associated with doctoral studies, the thesis supervisor designs the "Directeur de th se", the thesis joint-supervisor is a "co-Directeur de th se" and the thesis co-supervisor a "co-encadrant de th se".

## References

### ***Texts relating to co-accredited institutions***

- Charte des th ses de l'universit  Paris Saclay
- Charte des th ses d'AgroParisTech
- Charte des th ses de l'ENVA
- Charte des th ses de l'universit  Reims Champagne-Ardenne
- D cret n  2019-1131 du 5 novembre 2019 portant cr ation de l'universit  Paris-Saclay et approbation de ses statuts
- Arr t  du 27 juillet 2020 accr ditant l'universit  Paris-Saclay et l'Ecole Universitaire de 1er cycle de Paris-Saclay (EU1CPS) en vue de la d livrance de dipl mes nationaux,
- Arr t  du 29 juillet 2021 accr ditant AgroParisTech en vue de la d livrance de dipl mes nationaux,
- D cret n  67-330 du 31 mars 1967 portant cr ation d'une universit    Reims et approbation de ses statuts par le conseil d'administration du 15 octobre 2019
- Arr t  du 1er juin 2020 portant accr ditation de l'EnvA   d livrer le doctorat,
- R glement int rieur des  tudes doctorales de l'universit  Paris-Saclay,

### ***Regulatory texts setting the framework for doctoral training in France (in French)***

- Articles D123-13, L612-7 et 611-12 du code de l' ducation, et articles L412-1 et L412-2 du code de la recherche,
- Arr t  du 25 mai 2016 fixant le cadre national de la formation et les modalit s conduisant   la d livrance du dipl me national de doctorat, mis   jour par l'arr t  du 26 ao t 2022
- Arr t  du 22 f vrier 2019 d finissant les comp tences des dipl m s du doctorat et inscrivant le doctorat au r pertoire national de la certification professionnelle,
- D cret n 2018-372 du 18 mai 2018 relatif   la suspension temporaire des  tudes dans les  tablissements publics dispensant des formations initiales d'enseignement sup rieur,
- Article 8-1 du d cret n  2009-464 du 23 avril 2009 relatif aux doctorants contractuels des  tablissements publics d'enseignement sup rieur ou de recherche ;

**European commission. (2005).** [European Charter for Researchers](#)



## I Perimeters of the doctoral school

Doctoral courses are a training for and by research which includes the individual or collective production of original scientific work. Doctoral courses are organised by the doctoral schools in close collaboration with the research units or teams affiliated to the doctoral school, whose scientific quality is recognised by a periodic national evaluation.

### I.1 Doctoral specialities

The doctoral school ABIES covers the following research specialities

- Agro-ecology
- Reproductive biology
- Molecular and Cellular Biology
- Biotechnology
- Chemistry
- Ecology
- Ecotoxicology
- Animal genetics
- Plants genetics
- Process engineering
- Geography
- Immunology
- Applied computer science
- Applied mathematics
- Microbiology
- Political science
- Agricultural sciences
- Animal sciences
- Management sciences
- Nutritional sciences
- Life and health sciences
- Water sciences

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- Environmental sciences
- Food and Bioproducts Sciences
- Landscape sciences
- Soil sciences
- Economic sciences
- Forest and wood sciences
- Social sciences
- Plant sciences
- Applied statistics
- Toxicology

## **I.2 - Role of the institutions**

The Université Paris-Saclay is designated as the support institution for the ABIES doctoral school and is responsible for its administration.

The Université Paris-Saclay, AgroParisTech, ENVA, Paris-Est Sup and the Université Reims Champagne-Ardenne are co-accredited institutions for the ABIES doctoral school.

For the Université Paris-Saclay, the Graduate School supporting the ABIES doctoral school is the Biosphera Graduate School in which all doctoral candidates are enrolled.

Each year, a report on the doctoral school is presented to the research committees or scientific councils of the co-accredited institutions.

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## II.1 - Direction

In accordance with article 6 of the decree of 25 May 2016 on doctoral studies, the director of the doctoral school is appointed by mutual agreement by the heads of the co-accredited institutions, after receiving the opinion of the academic or scientific councils of the Université Paris-Saclay, AgroParisTech, ENVA, URCA, the UPE doctoral education council, and the scientific and pedagogical council of the doctoral school. It is appointed for the duration of the accreditation. Its mandate is renewable once. Its missions are defined in articles 7 and 8 of the decree.

## II.2 - Scientific and Pedagogical Council (CSP) of the doctoral school

The composition of the council is in accordance with Article 9 of the decree of 25 May 2016. It includes

26 members with the following distribution:

- 16 representatives of the institutions (including one representative of the Biosphera GS), research units or teams of the doctoral school, including at least two representatives of the engineering, administrative or technical staff,



- 5 doctoral candidates belonging to the doctoral school elected by their peers,
- 5 personalities from outside the doctoral school, chosen from the scientific fields and the industrial and socio-economic sectors concerned.

The members of the Council other than the doctoral candidates are appointed according to the procedures defined jointly by the boards of directors of the co-accredited institutions.

The doctoral school council meets three to four times a year.

The council defines the scientific and training policy of the doctoral school.

It is consulted on the policy for admission to doctoral programme and on the procedures for doing so.

It is consulted on the policy for selecting doctoral candidates and on the procedures for the posts allocated to the doctoral school that are the subject of a competition.

It is consulted on any question defined as falling within its competence in the thesis charters, according to the procedures defined in these charters or in the doctoral school's internal regulations.

### **III – Principles, criteria and procedures for admission of doctoral candidates**

In application of article 3 of the decree of 25 May 2016 on doctoral studies, the ABIES doctoral school implements an admission policy for doctoral candidates based on explicit and public criteria.

#### **III.1 – Principles**

The doctoral school implements a doctoral candidate admission policy which aims in all cases to respect the following principles

- explicit and public criteria and procedures, made known to host teams, potential doctoral candidates and employers of PhDs.
- a framework for this admission policy by the doctoral school's council, both upstream (approval of competition juries, procedures and processes, etc.) and downstream (reporting on admission operations);

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- taking into account the supervision capacities of the research units or teams
- open recruitment, encouraging mobility, especially international
- a possible thematic focus in the framework of the scientific policy of the partner institutions;
- a recruitment that encourages the development of new fields and that takes into account the professional integration or career prospects of the doctoral candidates.

### III.2 - Criteria

The criteria of the doctoral candidate selection policy are based on the general principles expressed in the thesis charters. They take into account, in particular, the results obtained by the candidate in the Master's programme, his research skills, the originality and feasibility (in 3 years, except in exceptional cases) of the doctoral project, the availability of the thesis supervisor, the appropriate working conditions for the doctoral candidate, and the financing arrangements of the thesis.

#### Definition of the thesis project

The quality of the initial definition of the thesis project conditions a large part of its success.

The research project must clearly specify:

- the current state of knowledge in the research field concerned,
- the scientific objectives of the project with the expected scientific advances,
- the different stages of the project,
- the means and methods to be implemented and the possible external cooperation to be envisaged,
- the possibilities of pedagogical training for the doctoral candidate, any industrial contacts,
- the opportunities of international exchange and experience.

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### **Ability of the candidate to conduct research**

According to article 11 of the decree of 25 May 2016, to be registered as a doctoral candidate, the candidate must hold a national master's degree or another degree conferring the master's degree, at the end of a training programme establishing his aptitude for research. These conditions will be verified by the doctoral school on the basis of the candidate's curriculum, his internship report from his year of specialisation (M2 or engineering diploma) or a summary and any other element enabling the candidate's background to be assessed.

If the candidate is financed by a salaried activity not dedicated solely to the PhD project, the time devoted to the thesis must be sufficient to carry out the doctoral work and, in all cases, at least two and a half days per week. The thesis schedule proposed in the application must take into account the fact that the doctorate is carried out on a part-time basis.

The candidate will be interviewed by the doctoral school.

### **Thesis funding**

Funding is compulsory for thesis registration and must be guaranteed for the entire duration of the thesis, until the defence. All documents specifying and justifying the conditions of funding must be attached to the application file, and updated, if necessary, during the thesis. The level of funding must be sufficient to cover the cost of living for a young researcher in France. It must be higher than the minimum requirement for hosting a doctoral candidate with a talent passport. The exact assessment of this minimum cost may be modulated according to the region in which the doctoral candidate's main activity is located and/or when a large part of the research work takes place abroad.

The ABIES doctoral school also requires for the enrolment in the doctoral programme that the doctoral candidate has adequate social and liability insurance.

The ABIES doctoral school will also ensure that the obligations of the doctoral candidate towards the funder are compatible with the fundamental ethical principles of research.

The assessment of particular situations is carried out by the doctoral school management in collaboration with the CSP.

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## Thesis Supervision

Researchers and lecturer-researchers, in activity, who hold an "habilitation à diriger des recherches" or benefiting from an equivalence or a derogation, that are part of one of the research units or teams affiliated to the ABIES doctoral school for their research activity may supervise or co-supervise doctoral candidates of this doctoral school, in accordance with the commitments defined in the charter of theses and in accordance with the rules set out in the present internal regulations and in the national regulations relating to the doctorate.

A thesis supervisor or a joint thesis supervisor may supervise a maximum of five doctoral candidates, in order to guarantee his availability. This number includes thesis supervision and joint-supervision, and the total joint-supervision rate of the thesis supervisor must not exceed 300% (for each doctoral candidate, the thesis supervisor may be involved in 100% supervision or 50% in joint-supervision). Co-supervision when the supervision or joint-supervision is carried out by other thesis supervisors with HDR is not taken into account for the calculation. Derogatory requests are examined by the CSP.

When the situation justifies it, a thesis supervisor attached to the ABIES doctoral school may supervise a doctoral candidate outside the doctoral school to which he is attached, subject to an exemption granted jointly by the two doctoral schools concerned, the one in which the doctoral candidate will be enrolled and ABIES. The rules applicable are those of the doctoral school hosting the doctoral candidate. In the case of joint-supervision with a director in the doctoral school in which the doctoral candidate is registered, a simple notification is sufficient.

Alternatively, a thesis supervisor not attached to the ABIES doctoral school may supervise a doctoral candidate within the ABIES doctoral, subject to an exemption granted jointly by the two doctoral schools concerned. The rules that apply are those of the ABIES doctoral school.

Co-supervisors, who may or may not hold an HDR or an equivalent qualification, may also contribute to the scientific supervision of the doctoral candidate. The minimum supervision rate for a doctoral candidate is 25% for the thesis supervisor and for each member of the supervision team. Contributions, complementarities, roles and responsibilities of each member of the supervision team must be clearly defined from the beginning of the doctoral candidate's project, explained to the doctoral candidate and specified in the individual training agreement. The

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composition of the supervisory team is specified at the time of registration and annual re-registration for the doctoral programme. The thesis supervisor is responsible for coordinating the doctoral candidate's supervisory team and supervising the doctoral project.

Emeritus professors and researchers may continue to contribute, on a voluntary basis, to the doctoral training of the ABIES doctoral school. In particular, they may take part in doctoral admission committees and juries or in individual doctoral candidate monitoring committees. They may also supervise doctoral candidates, provided that these candidates were enrolled in the doctoral programme prior to the retirement of their thesis supervisor. They may take part in defence juries as examiners or rapporteurs, but may not be president of a doctoral defence jury. They are not included in the 50% quota of university professors or equivalent for the composition of doctoral examination panels.

### III.3 – Modalities

#### III.3.1 – Doctoral proposals

All doctoral proposals (apart from the ABIES competition, for which there is a specific labelling process) must be submitted by the thesis supervisor, with the opinion of his unit director, to the host unit's correspondent within the doctoral school's direction, at least one month before candidates are selected. If the quality of the thesis subject has not previously been recognised (for example by a jury awarding funding), the doctoral school assesses it, based on the expertise of the CSP or an external expert. If the quality of the subject is judged to be good and corresponds well to one of the ABIES doctoral school's specialities, the subject is validated and may be advertised to select a candidate. In particular, the subject may be posted online on the ABIES website.

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### III.3.2 – Process of application assessment

Before initiating the registration process, each application will be examined by the doctoral school direction. A pre-registration interview will be organised by the host unit correspondent within the doctoral school direction.

The application file must include

- A curriculum
- A motivation letter
- A copy of diplomas obtained or certificates of successful completion
- The grades of the diploma giving the master's degree or an equivalent,
- Any letters of recommendation,
- A research internship report (or a summary),
- The thesis project as detailed in paragraph III.2,
- A document certifying funding for the duration of the thesis,
- An agreement from the unit director, ensuring that the resources for carrying out the thesis are available,
- A motivated opinion from the thesis director (including the list of doctoral candidates currently under supervision or joint supervision, whatever the doctoral school),
- A detailed description of the candidate selection procedure.

The selection process must be set up by the host team. It may include a pre-selection phase based on the candidate's dossier and must include a hearing of the pre-selected candidates by a selection committee comprising at least two members from outside the supervision team, at least one of whom has an HDR. For practical reasons, we recommend that these external members might be asked to take part in the individual monitoring committee (see below). The selection committee must offer all the guarantees of independence necessary for this selection.

The selection is not to be made only if the subject cannot be dissociated from a particular candidate.

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### III.3.4- Doctoral grant allocation competition

The modalities of the competition of the year N are defined during the last plenary meeting of the CSP of the year N-1. They are then communicated by email to all HDR associated to ABIES and research unit directors affiliated to ABIES.

## IV – Doctoral programme process

### IV.1 – Length of the doctoral programme

As a general rule, doctoral studies take three years of full-time equivalent research time. In other cases, the doctorate may be prepared over a maximum of six years (Article 14 of the Decree of 25 May 2016).

If the thesis of a doctoral candidate registered in the third year of his thesis is due to be defended after the 31st of December of the current calendar year, an extension of the duration of the thesis must be requested from the director of the doctoral school with a dossier including the following elements:

- a reasoned request explaining the context of the extension, signed by the doctoral candidate, the thesis supervisor(s) and the director of the host unit;
- the Individual Monitoring Committee's opinion on the extension;
- a detailed timetable with deadlines and a provisional date for the defence;
- the type of funding used to ensure the requested extension until the final examination. Unemployment benefits are not intended to finance thesis extensions.

Requests for extensions beyond the third year are examined by the doctoral school direction, which may rely on the CSP to give its opinion. All requests for extensions beyond the fourth year are systematically examined by the CSP.

Exceptionally, based on a motivated request from the doctoral candidate, a gap period, uninterrupted and of a maximum of one year may be granted once, by decision of the head of the institution in which the doctoral candidate is registered, with the agreement of the employer, if applicable, and the opinion of the thesis supervisor and the director of the doctoral school. During this period, the doctoral candidate temporarily suspends his training and research work, but may remain registered, if he wishes, at his institution. The institution guarantees that the

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doctoral candidate who suspends his studies will remain enrolled in the doctoral programme at the end of the gap period.

## IV.2 – Doctoral candidate follow-up

In accordance with the thesis charters and article 12 of the decree of 25 May 2016, an individual training agreement, signed by the doctoral candidate, his supervisors and the unit director, must be completed before registration. It enables those involved in the doctoral project to discuss the definition of the project and the procedures for carrying it out. It is filled in directly on ADUM. The agreement may be modified as needed at the time of re-enrolment, by agreement signed by the parties.

Registration of doctoral candidates must be renewed at the beginning of each academic year, before the deadline set by the enrolment institution regardless of the start date of the thesis. The re-enrolment procedure includes the opinion from the thesis supervisor and the unit director. Failure to re-enrolment for the thesis is equivalent to resignation.

The doctoral research work is monitored primarily by the thesis supervisor. The research work is subject to the opinion of an individual monitoring committee, comprising at least two members competent in the field covered by the thesis from outside the host unit, at least one of whom has an HDR. This committee is compulsory and must be set up within three months of registration. It meets once a year, the first time within six months of the start of the thesis.

The ABIES doctoral school asks for confidential discussions with the external members of the committee during each individual monitoring committee. The doctoral candidate, without the presence of the supervisors and a possible representative of the employer, and the supervisors, without the presence of the doctoral candidate, are offered a time for confidential discussions with the external members. The aim is to discuss the progress of the thesis and the various aspects of its organisation, including those concerning relations between the doctoral

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candidate and the supervisors. The discussion should be brief. The doctoral school does not propose a formalised interview outline; it is an open discussion.

An ABIES advisor is appointed by the doctoral school from among the volunteer supervisors of the doctoral school, outside the doctoral candidate's host unit(s). He takes part in at least the first two meetings of the individual monitoring committee, with the following tasks:

- He ensures that the individual monitoring committee runs smoothly, explaining, if necessary, the expectations and stages, in accordance with a framework letter sent to the members of the individual monitoring committee beforehand;
- He ensures that the doctoral candidate has the most active part in the scientific discussions;
- He leads the discussions on training, career prospects and confidential exchanges with the supervisors and then with the doctoral candidate;
- He ensures that the doctoral candidate has a good understanding of the subject and is able to communicate scientifically;
- He reports any difficulties to the doctoral school, but is not responsible for resolving them himself. If he has any suggestions for solutions, he must inform the doctoral school alone.

Following each meeting, the committee gives a general assessment, including a favourable or unfavourable opinion on the continuation of the thesis, and formulates recommendations in a summary report that the ABIES advisor sends, by email, to the unit's correspondent within the ABIES direction. The validated report is then made available to all the committee participants as well as to the head of the research unit of the doctoral candidate, and is required for the re-enrolment of the doctoral candidate in the following year.

The names of the members of the individual monitoring committee will be indicated in the registration file on ADUM. The members of this committee cannot subsequently be rapporteurs in the thesis jury, and will count as internal thesis members in the composition of the thesis jury if the case arises. The costs of regular meetings of the individual monitoring committee will be covered by the unit.

Evaluation of the work carried out during the thesis must be carried out periodically. It is strongly recommended that units arrange for oral presentations, followed by

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discussion, to be given by the doctoral candidate to members of the unit during the course of the thesis.

The doctoral school asks that doctoral candidates be invited, at the latest during the third year of their thesis, to present their research work to an audience outside the unit, if possible at an international conference or colloquium, in the form of an oral or poster presentation.

It is essential that each doctoral candidate is trained in the presentation and discussion of their results, in particular at work meetings organised periodically within the teams, in written reports requested by the thesis supervisor, and in oral or poster presentations (for example at Doctoral School days or, if possible, at national or international conferences). Each doctoral candidate must also be trained to write publications, as a publication accepted as first author is required in order to be authorised to defend the thesis.

### IV.3 – Training

In addition to personalised training through research, which is acquired through the practice of research within the research unit, doctoral training also includes collective training designed to,

- strengthen the scientific culture of doctoral candidates,
- prepare them to find their following job and prepare their career development in both public or private sectors,
- promote international culture.

#### IV.3.1 – ABIES doctoral school requirements

The ABIES doctoral school organises collective training for its doctoral candidates as follows.

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At the beginning of their thesis, each doctoral candidate will establish a training programme with his supervisor, which can be adjusted if necessary during the course of his thesis.

Depending on their previous background and their thesis programme, doctoral candidates will choose training modules offered by the doctoral school, by the Université Paris-Saclay's Maison du Doctorat, by the institution in which they are enrolled or by another organisation. Over all the years of the doctoral project, the hours of training to be validated need to correspond to a total of at least 160 hours.

The choice of training courses must be consistent with the doctoral candidate's research project and professional project. It is however required to take or participate in:

- + a training on career development after the thesis.
- + a training in written or oral communication.
- + a training in research ethics and/or scientific integrity, imperatively before re-registration for the second year of the thesis.
- + at least 5 hours of training in open science, including at least one course before re-registration for the second year of the thesis.
- + to follow a training course on environmental issues in the context of sustainable development if no training course has been followed during the training courses prior to the thesis.
- + to take part in the ABIES doctoral days at least once during the thesis.

No more than 40 hours of training may be validated for the same course. MOOC-type training courses may be validated up to a limit of 40 hours for all training courses (not including training in ethics and scientific integrity). Teaching assignments are validated at the rate of one hour for each TD equivalent hour taught, up to a maximum of 25 hours.

For training outside ABIES, a certificate of attendance will be required for validation.

### **Skill portfolio set up**

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Setting up a skills portfolio for each doctoral candidate right from the start of his thesis will enable him to keep track of his career path and the skills he has acquired, which he will be able to put to good use in his post-doctoral professional integration.

This skills portfolio, a model of which is proposed by ABIES on the basis of the Répertoire National de la Certification Professionnelle (RNCP) for doctoral candidates, will enable them to follow their professional project throughout their thesis, and to reflect on the skills they have developed during their thesis: - research skills - scientific or professional knowledge - technical skills - cross-disciplinary skills developed during the thesis, etc.

#### **IV.3.2 - Registration and validation procedures for training modules**

Registration for training modules offered by the doctoral school, Université Paris-Saclay's Maison du Doctorat or one of the co-accredited institutions is made online via ADUM.

For training courses offered outside ABIES, please check with the doctoral school direction before registering.

#### **IV.4 - Doctoral school activities**

Each year, ABIES organizes a number of events for doctoral candidates:

- doctoral candidate days (in Spring), which give second-year doctoral candidates and above the opportunity to present their work to their peers and to leading scientists, invited for the occasion. Prizes are awarded for the best presentations and to support international mobility,
- a welcome day for new doctoral candidates,
- a one-day professional forum for doctoral candidates and PhDs.

Each year, ABIES also awards ten international mobility grants, each worth 1,000 euros, in response to a call for applications.

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Elections for the five doctoral candidate representatives on the ABIES CSP take place at the beginning of each calendar year. Elections are carried out electronically, with the aim of ensuring that at least one first-, second- and third-year doctoral candidate is elected.

## VI – PhD Defence

The doctorate ends with a thesis defence, which must take place on the campus of the registered establishment (unless an exception is requested) and, as far as possible, within the allotted time.

### Authorisation to defend

Authorisation to defend a thesis is granted by the head of the institution, after consultation with the director of the doctoral school, on the basis of a proposal from the thesis supervisor. The candidate's work is examined by at least two rapporteurs qualified with an HDR, appointed by the head of the institution on the recommendation of the director of the doctoral school, after consulting the thesis supervisor, at least two months before the date of the defence. In the case of work involving people from the socio-economic world who do not belong to the academic world, a third rapporteur, recognised for his skills in the field, may be appointed on the proposal of the doctoral school director, after consulting the thesis supervisor. The rapporteurs must be from outside the doctoral school, the institution in which the candidate is registered and the research unit(s) of the doctoral candidate and thesis supervisor(s). They must not be involved in the doctoral project, must not have signed any publications with the doctoral candidate or the supervision team (during the 5 last years), and must not have been members of the individual monitoring committee.

Rapporteurs from foreign higher education or research institutions may be invited. However, the doctoral school should be consulted to ensure that they can be awarded an HDR equivalent.

The rapporteurs give their opinion at least three working weeks before the date of the defence, in written reports on the basis of which the head of the establishment

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authorises the defence, on the advice of the director of the doctoral school. These reports are sent to the jury and to the candidate before the defence.

### **Composition of the thesis jury**

The thesis jury is appointed by the head of the institution after consultation with the director of the doctoral school and the thesis supervisor. The number of jury members is between 4 and 8. The composition of the jury must be proposed more than two months before the defence.

No member of the supervisory team (neither the thesis supervisor, the joint or the co-supervisor(s)) takes part in the jury, but members of the supervisory team may be invited to the defence. They may intervene and ask questions during the examination, but do not take part in the deliberations. Other personalities may also be invited to the defence. The ABIES doctoral school recommends, however, that the president should organise a time for discussion with the thesis supervisor and supervisory team between the defence and the deliberation. This discussion time is generally informative and useful for the subsequent deliberation, which will take place without the supervisors.

At least half of the jury is made up of French or foreign personalities from outside the doctoral school and the candidate's enrolment institution, chosen for their scientific competence, subject to the provisions relating to international joint-supervisions. At least half of the jury must be made up of professors or equivalent based on the designation of members of the National Universities Council or teachers of equivalent rank who are not under the authority of the Ministry of Higher Education, Research and Innovation. At least half of the members of the jury must be external to ABIES, to the registration establishment and to the host team(s) and must not have link of interest with the doctoral candidate, his supervisors or the progress of the thesis. The composition of the jury must also ensure a balanced representation of men and women. No all-male or all-female jury will be accepted.

The members of the jury appoint a president from among them. The president must be a professor or equivalent within the meaning of the provisions relating to the appointment of members of the National Universities Council or a lecturer of

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equivalent rank who does not come from the Ministry of Higher Education, Research and Innovation.

Emeritus professors and researchers are not included in the 50% quota for professors or equivalent and may not preside over the jury.

### Thesis Defence

The defence is public, unless a derogation is exceptionally granted by the head of the institution if the subject of the thesis is clearly confidential. A request for exemption must be made at least three months before the date of the defence.

The members of the jury may take part in the defence by videoconference or electronic means of communication that enable them to be identified and to participate effectively in a collegial deliberation and that meet the technical characteristics guaranteeing continuous and simultaneous transmission of the debates.

Before the defence, the summary of the thesis is publicised within the registered institution. After the defence, the thesis is distributed throughout the university community. If the thesis manuscript is not written in French, a substantial summary (between 4000 characters including spaces and 15 pages) must be written in addition, before the thesis is published.

In its deliberations, the jury will assess the quality of the candidate's work, his ability to place it in its scientific context and his presentation skills. When the work is part of a collective research project, the personal contribution of each candidate is assessed by means of a dissertation that he writes and presents individually to the jury.

Admission or deferral is decided after deliberation by the jury. The president signs the examination report, which is countersigned by all the members of the jury present at the examination. The examination report is sent to the candidate. The minutes of the examination are signed by the members of the jury.

At the end of the defence, and in the event of admission, the doctor must take the following oath: "In the presence of my peers. With the completion of my doctorate [www.universite-paris-saclay.fr](http://www.universite-paris-saclay.fr) **Maison du Doctorat Université Paris-Saclay**, 4 avenue des Sciences, 91190 Gif-sur-Yvette, France  
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in [Specialty of the thesis], in my quest for knowledge, I have carried out demanding research, demonstrated intellectual rigour, ethical reflection, and respect for the principles of research integrity. As I pursue my professional career, whatever my chosen field, I pledge, to the greatest of my ability, to continue to maintain integrity in my relationship to knowledge, in my methods and in my results."

The oath can also be taken in French or in English.

### **Specific rules for a defence from ABIES doctoral school**

In order to approve the defence, ABIES:

- requests that a publication of at least one first-author article, directly concerning the thesis work, in a peer-reviewed journal, or in PCI (Peer Community In), has been accepted before the defence
- considers that the doctoral candidate must have completed a minimum of 160 hours of training during the course of his thesis, as evidenced by a training portfolio,
- considers that the doctoral candidate must have given an oral or poster presentation at an international conference.

### **VII – ABIES doctors' career**

In order to improve knowledge of the future of ABIES doctoral school graduates, a post-doctoral follow-up has been set up.

All PhDs are required to remain in contact with the doctoral school for a minimum of five years, to respond to any surveys for which they may be asked by the doctoral school or their awarding institution, and to update their personal space in the information system and the e-mail address at which they can be contacted after their thesis has been defended, in order to monitor the career development of PhDs from the doctoral school.

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The information is updated via the electronic directory set up via the ADUM database, during the annual survey organised by the ED or at any time during the year as soon as the PhDs' situation changes.

The doctoral school publishes statistical information on the future of its doctoral candidates on its website, in order to help doctoral candidates prepare for their future professional careers.

## **VIII - Processing of requests for exemptions and specific situations**

All requests for exemptions other than those for which a procedure has been defined within the enrolling institution are examined by the CSP in conjunction with the head of the enrolling institution.

## **IX - Mediation, handling of disputes**

In the event of difficulties or conflicts, the parties involved will seek an acceptable solution. The conflict resolution system relies on the doctoral school, which offers its services to help resolve conflicts that arise during the preparation of a doctorate. This possibility offered by the doctoral school is not exclusive: it complements other ways of resolving conflicts that may exist, within the research unit, with the employer, via trade unions, etc. The following principles guide the search for a solution:

- disagreements and conflicts are not exceptional, and calling on the doctoral school to resolve a conflict should not be stigmatising or seen as a last resort, but rather as an amicable approach to be taken as soon as possible, before the difficulties become too difficult to resolve,
- a fair balance must be achieved between the time for reflection that everyone needs to facilitate the resolution of conflicts under the right conditions, with perspective and without haste, to prepare the discussions and get the best possible conclusions from them, and the time for the solution, which must be short enough for everyone to be able to move on.

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- the best solutions are those that the people in conflict have been able to find themselves, if possible through mediation.

A mediator's role is to hear the parties in conflict, to bring them together so that they can compare their points of view and to help them reach a solution. The mediator has no authority other than that resulting from the trust that the parties place in him. The use of a mediator is strongly recommended. The doctoral school will assist in finding a mediator at the request of those involved in the dispute.

If mediation is unsuccessful or if the parties in conflict do not wish to seek a solution between themselves with the help of a mediator, the doctoral school may decide to set up a conciliation commission. The conciliation committee's task is to work out solutions and make recommendations.

The individual monitoring committee may, if necessary, inform the director of the doctoral school of the need for mediation or the need to set up a conciliation committee.

The conciliation committee is composed in such a way as to be equally attentive to the points of view of each of the parties involved. When the conciliation commission has been recommended by the individual monitoring committee, the doctoral school may rely on the individual monitoring committee to set up this commission.

The proposal for solutions or the formulation of recommendations must be preceded by an exchange between the conciliation committee and each of the players separately and by an exchange between them led by the conciliation committee.

If this procedure fails, or if a conflict also involves the doctoral school director, the doctoral school's registration institution is consulted, and will take all the opinions and set up a conflict resolution procedure outside the doctoral school.

Internal rules voted by the council of the ABIES doctoral school on 21 October 2021, adopted by the President of Université Paris-Saclay on 10 April 2022, modified with the favourable opinion of the council of the ABIES doctoral school on 25 October 2022.

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