

Rules and Regulations of the Doctoral School No. 548 “Mer et Sciences”

Preamble:

The statutes of Doctoral School No. 548 “Mer et Sciences” (“Sea and Science”), being adopted by the Board of Directors on April 6, 2017, this document defines the internal operations of the doctoral school.

Having regard to the notice from the doctoral school (ED) board of March 14, 2019.

1. Procedure for the allocation of funding granted to doctoral students

Having regard to the Decree No. 2009-464 of April 23, 2009 relating to contractual doctoral students from public higher education or research institutions.

Only research units or teams registered in the multi-year contract of the University of Toulon can apply for doctoral contracts. Other units or teams attached to the doctoral school can benefit from doctoral contracts after approval by the ED Board and the Research Commission of the Academic Council.

1.1 Doctoral contracts from University

This article applies to doctoral contracts originating from the University (call for funding of 36 months or 18 months).

The recruitment procedure for doctoral students takes place in four phases.

1. A call for subject proposals is launched by the doctoral school to all units and teams. Laboratory managements propose subjects supported by a report from their council. These subjects are scrutinized by the doctoral school board which establishes a ranking. The subjects selected and sorted by the doctoral school board are published on the doctoral school website.
2. The applications are assessed by the laboratories which propose a ranking of the candidates on the selected subjects.
A hearing procedure is organized for students sorted by subjects and meeting the requirements described in Article 11 of the decree of May 25, 2016 or in the process of validating a Master 2 or an equivalent foreign degree.
Candidates must meet the merit criteria defined by the board.
3. A commission, which may consist of members of the board, meets to interview the candidates selected by the laboratories and establishes the list of doctoral contract awarding by subject. The composition of this commission is decided by the ED board.
4. The director of the doctoral school proposes to the President the list of candidates selected by the ED board. The President decides on the recruitment of the contractual doctoral students.

1.2 Doctoral contracts from Region

The recruitment procedure for doctoral students takes place in four phases.

1. The procedure for choosing subjects is managed within the research units or teams which submit their files to the Research Commission of the Academic Council for ranking by said Commission. Once the files are sorted out by the Research Commission, they are sent to the Region administration. The thesis subjects selected by the Region are then published on the ED website.
2. The applications are assessed by the laboratories which propose a ranking of the candidates on the selected subjects.
A hearing procedure is offered to students sorted by subjects and meeting the requirements described in Article 11 of the decree of May 25, 2016 or in the process of validating a Master 2 or an equivalent foreign degree. Candidates must meet the merit criteria defined by the board.
3. A commission, which may consist of members of the board, meets to interview the candidates selected by the laboratories and establishes the list of doctoral contract awarding by subject.
4. The director of the doctoral school proposes to the President the beneficiaries of the doctoral contracts. The Region validates the names of the doctoral students proposed on each subject. The President decides on the recruitment of the contractual doctoral students.

1.3 Mobility aid

The budget allocated to mobility aid is voted on by the doctoral school board. Mobility aids are organized in two parts. The first component is related to joint supervisions and the second is for stays abroad. The doctoral school board decides on a fixed allowance for the grant and the number of grants per component. The mobility aid allocation campaign takes place once a year.

Each laboratory presents to the doctoral school the ranking of its doctoral students on 2 lists: one dedicated to aids for joint supervisions and the other to aids for stays abroad.

The doctoral school board decides on the beneficiaries of mobility aids in light of the submitted files, according to the conditions defined for each component. The doctoral school board also establishes an additional list per component which is used in the event of renouncement of a beneficiary on the main list or in the event of additional funds allocated to mobility aids.

Payment of the grant is made upon submission of proof of mobility either to the laboratory or directly to the doctoral student.

2. Registration in doctorate

Any enrollment in ED 548 requires thesis funding from a recognized organization (as opposed to personal funding). The doctoral student must be able to justify this funding and its amount to the doctoral school.

In all cases and regardless of the funding, each application for enrollment in the first year of doctorate at the doctoral school will be made by submitting a complete file within the deadline. The file is endorsed by the director of the unit and by the thesis director before being assessed by the director of the doctoral school who ensures that it is in compliance with the scientific policy of the doctoral school and that the candidate meets satisfactory merit criteria. Registration is pronounced by the head of the university.

Re-registrations are also done by submitting a complete file and within the deadline. The file includes the assessment of the thesis director and from the second registration, that of the individual monitoring committee.

3. Implementation of the thesis charter and the training agreement

The doctoral school commits to abide by, and enforce the thesis charter drawn up by the college of doctoral studies and approved by the Board of Directors of the University of Toulon. No registration for a doctorate will be considered if the Thesis Charter has not been signed by all parties.

The doctoral school is responsible for the implementation of the training agreement signed between the doctoral student and the thesis director. No registration for a doctorate will be considered if the training agreement has not been signed by all parties.

4. Duration of the doctorate

The normal duration for a doctorate is 3 years. Enrollment beyond these 3 years will only be granted with an exemption from the doctoral school board.

Exceptionally, a doctoral student may request an indivisible gap for a period no longer than one year. The aim of such a request must be to acquire personal experience, either independently or within a host organization in France or abroad. This gap requires the agreement of the thesis director, and of the director of the ED. The doctoral student then suspends his training and his research work. This gap period is not counted in the duration of the thesis.

5. Direction and supervision of the thesis

The thesis is supervised by a teacher-researcher accredited to supervise research (HDR) and attached to a research team or unit of the doctoral school. The scientific direction of the doctoral project can possibly be provided jointly with an HDR co-supervisor. Within the terms set by regulations, a non-HDR PhD holder can supervise a thesis after approval from the Research Commission of the Academic Council. In addition, a thesis can be co-supervised by a teacher-researcher not owning the HDR. In this case, a written request must be attached to the first registration.

A maximum supervision rate is defined for each teacher-researcher. It is 200 % for an HDR and 100 % for a non HDR. Exceptionally, these supervision rates may be increased.

This information must be given by the thesis supervisor(s) to the candidate before their first registration.

6. Implementation of individual monitoring committees (CSI)

6.1 Creation and role of the CSI

An individual monitoring committee is set up for each doctoral student. The CSI is responsible for ensuring the smooth running of the doctorate, assessing the progress of the thesis and any difficulties encountered by the doctoral student, whether of a scientific, relational or personal nature.

6.2 Composition of the individual monitoring committee

The composition of the CSI is approved by the director of the doctoral school. The CSI is made up of two scientific personalities, at least one of whom is external to the laboratory, the university and the doctoral school of the doctoral student. One of the two members must be a PhD holder. However, it is recommended that both members be PhD holders. The members of this committee are not involved in the supervision of the doctoral student's work.

These two persons are proposed to the director of the ED by the thesis supervisor in consultation with the doctoral student. The composition of the CSI remains, as far as possible, the same throughout the course of the doctorate. The doctoral school does not provide for any travel expenses pertaining to the CSI. CSI by videoconference are accepted.

6.3 Possible participation of CSI members in the thesis defense panel

Members of the CSI can be members of the thesis defense panel. A member of the CSI appointed as reviewer must not have any involvement in the work of the doctoral student (such as co-authoring with the doctoral student or his director / supervisor on the theme of the thesis during the doctorate period).

6.4 Operations of the individual monitoring committee

The CSI meets at the end of each academic year and, at the latest, before the re-registration deadline. It is convened by the director of the research unit or team or by the thesis supervisor.

The doctoral student will have submitted, prior to his interview, to the members of the CSI as well as to his thesis supervisor, a written document (2 pages minimum), presenting, among other things, a state of progress of the doctoral work, the difficulties encountered and the work prospects.

At the end of the interview, the members of the CSI send a report of the interview to the director of the doctoral school, the doctoral student and the thesis supervisor.

6.5 Request for exceptional exemption from interview before the CSI

In the event of a major impossibility for the doctoral student to appear before the CSI (stay abroad as part of an international joint thesis supervision, for example), it may be accepted, exceptionally, that the doctoral student sends to the members of the CSI a written document, as thorough as possible, so as to make it possible to assess the level of progress of the thesis. However, it is reminded that CSI can be carried out by videoconference.

If it is not possible to carry out a CSI on time (confidentiality related to the thesis for example), the CSI may be organized after the re-registration deadline. It is stipulated that confidentiality issues can be supervised and secured by the administration of the research department.

In any case, the doctoral student is required to request a CSI interview exemption from the director of the doctoral school, after consultation with the thesis supervisor. The director of the doctoral school can, if necessary, consult with the doctoral council to make a decision.

7. Mediation procedure

In the event of a major conflict between the doctoral student and the thesis director (and / or co-director and / or co-supervisor) or the unit director, a mediation process is offered. It is implemented by the director of the doctoral school in accordance with the general mediation provisions defined in the thesis charter of Toulon University.

8. Thesis defense

The thesis defense panel is formed in compliance with the applicable regulations. The composition of the panel is validated by the director of the doctoral school who may, if necessary, consult with the board. The thesis directors and supervisors can be members of the panel but do not take part in the decision.

The authorization to defend a thesis is granted by the head of the university, after consulting with the director of the doctoral school, on the proposal of the thesis supervisor. The existence of an internationally recognized scientific production (scientific publications (published or accepted) in peer-reviewed journals, international conferences, patent, etc.) is required for the defense except in exceptional cases. Validating the doctoral courses is also required to obtain authorization for a thesis defense.

The University of Toulon does not award honors.

9. Validation of the acquired experience (VAE)

At doctoral level, VAE is of two types: VAE study resumption and VAE leading to a diploma.

The VAE study resumption allows people who do not have a master's level (Master 2) or equivalent to register for a doctorate. A pedagogical committee is thus responsible for examining the files and authorizing or not the enrollment in doctorate. The composition of this pedagogical committee is set for each candidate by the doctoral school board. The VAE leading to diploma (thesis on work) is granted under the regulatory conditions relating to the VAE.

10. Follow-up after the defense

As far as possible, the doctoral student as well as the thesis director (and / or co-director and / or co-supervisor), when requested by the doctoral school, agree to inform about the professional situation of the doctor.

11. Transitional provisions

CSI which composition have been validated in previous years but are not in accordance with the provisions of Article 6.2 may be accepted based on an exemption granted by the director of the doctoral school.

12. Coming into effect and revision

These rules and regulations come into effect upon their approval by the ED board. The provisions of these regulations may be subject to change. The amendments are proposed by the director of the Doctoral School and approved by the ED board, then forwarded for information to the Research Commission.