



# Doctoral Charter

université  
PARIS-SACLAY

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## 1 MAIN REFERENCES

- Article L612-7 of the Education Code
- Decree of 25 May 2016 laying down the national framework for training and the procedures leading to the issue of the national doctoral diploma
- Decree of 22 February 2019 defining the competencies of doctoral graduates.
- Decree of 23 November 1988 concerning the habilitation to direct research
- European Charter for Research and Code of Conduct for the Recruitment of Researchers



- Decree No. 2021-1572 of 3 December 2021 on compliance with scientific integrity requirements
- Decree No. 2019-1131 of 5 November 2019, creating Université Paris-Saclay and approving its statutes
- Internal regulations of Université Paris-Saclay;
- Internal regulations of the doctoral programme of Université Paris-Saclay

## 2 THE CHARTER, DEFINITION AND OBJECTIVES

This charter was adopted after unanimous approval by the Academic Council's Research Commission on 16 September 2020, on the proposal of the Doctoral Policy Council. The 2022 revision of the national regulatory framework for doctoral training led to revisions to the doctoral charter adopted on 28 September 2022, after unanimous approval with two abstentions by the Academic Council's Research Commission and a unanimously adopted proposal by the Doctoral Policy Council.

The charter defines the main guidelines for Université Paris-Saclay in terms of doctoral training and a certain number of values and principles that form the basis of the relationship between the doctoral candidate and the thesis director and, more generally, between the different parties involved in a doctoral project at Université Paris-Saclay.

This charter is also intended to be informative and thus includes, without being exhaustive, certain elements that appear in the national and European framework for doctoral training and research or in other charters and documents. By signing the charter, each of the parties involved in doctoral education at Université Paris-Saclay declares to have read and understood the charter and to comply with it and all the requirements of the national legislation, the principles and ethical rules, as well as the charters and internal regulations which concern them and which apply to their activity.

In particular, each party, whether individually, or as head of a structure, member of a commission, committee or panel, shall endeavour

- to prevent conflicts, not to be a perpetrator of discrimination, moral or sexual harassment or sexist behaviour, not to breach research ethics or scientific integrity, and to put an immediate end to or anticipate conflict of interest situations in which they might find themselves,
- to be vigilant in identifying any form of conflict, discrimination, moral or sexual harassment or sexist behaviour, any breach of research ethics or scientific integrity, any conflict of interest,



- in the event that they identify such a situation, to inform the relevant services or persons using the dedicated mechanisms,
- to inform each of the parties concerned of the existence of these mechanisms and the means of accessing them and to contribute, at their level, to the treatment and resolution of the problems encountered.

The doctoral charter of Université Paris-Saclay applies to each of the parties of Université Paris-Saclay's doctoral programme, doctoral candidates, thesis directors, co-supervisors, heads of the host research unit, heads of the supervising institutions of these units and the President of Université Paris-Saclay. It is complemented by the internal regulations of the doctoral programme which specify the general rules of operation for doctoral training at Université Paris-Saclay, and the internal regulations of the doctoral schools, which supplement the regulations specific to each doctoral school.

In application of the doctoral charter, an individual training agreement, signed when enrolling for the doctoral programme, which can be revised annually, specifies the commitments and conditions specific to each doctoral project.

## 3 THE DOCTORAL PROGRAMME

### 3.1 The National Doctoral Diploma

The doctoral diploma is the highest national diploma (L613-3) and is recognised at the European level (L.M.D system) and internationally. The essentials are covered in a few words, taken from the Article of the Law which defines it (Article L612-7 of the Education Code):

*"Post-graduate studies provide training in research, through research, and consist, where **doctoral training** is concerned, of **conducting original individual or group scientific work**. Doctoral training programmes are organised in close coordination with **laboratories or research units**, the **quality of which is recognised** by regular national assessment*

*They consider the needs stemming from national research and innovation policy and include an international awareness component. They form a professional experience in research, upon completion of which, provided successful defence of thesis, students are awarded the title of Doctor.*

**Doctoral programmes** are run by **doctoral schools** in accordance with terms set by the Order of the Minister for Higher Education."



### 3.2 Université Paris-Saclay's doctoral diploma

The values promoted by Université Paris-Saclay are reflected in all its activities and responsibilities, including the doctoral diploma:

- A humanistic conception of the Université and a commitment to public service in education and research, based on the transmission and advancement of knowledge;
- Openness to the world and the diversity of cultures;
- Valuing collective as well as individual success;
- An investment in the success of all doctoral candidates, which means making the following central to the project:
  - the doctoral experience: each doctoral candidate at the Université is trained to be a critical, responsible and collegial citizen;
  - Innovation in doctoral preparation: each doctoral candidate is supported in their doctoral project and prepared for future employability throughout their life;
- A requirement for excellence based on the environmental and economic sustainability of the strategies implemented ("sober excellence");
- A deliberate effort to use scientific progress and innovation to benefit society and a global commitment to sustainable development.

Université Paris-Saclay is committed to ensuring the implementation of this doctoral charter and in particular to:

- promote, structure and ensure the visibility of a quality doctoral education that implements the values of Université Paris-Saclay and respects the requirements of scientific integrity and research ethics;
- ensure the transparency, fairness and openness of each of the processes; to organise a recruitment of doctoral applicants that is transparent, open, equitable and conducted in accordance with internationally-recognised principles, in particular those set out in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers;
- encourage originality and scientific risk-taking, openness to the broader international and inter-disciplinary context of the doctoral projects, encourage research works that meet the major challenges and issues of society and take into account sustainable development objectives;
- showcase and fully recognise the contribution of doctoral candidates to the Université's research activity and its scientific production;



- develop and sustain a suitable, stimulating research environment and work culture, in the research units where the doctoral candidates of Université Paris-Saclay are hosted, so that they are personally supervised and monitored and have the necessary conditions to be able to carry out their doctoral projects;
- work for the recognition of the doctoral period as a professional research experience and develop the career prospects of doctors, in the academic sector or outside the academic sector, in France or abroad, in all research and innovation professions as well as for other professions that call upon the skills developed during doctoral training.

### 3.3 Research ethics and scientific integrity

Université Paris-Saclay promotes the production of research work by doctoral candidates that complies with the requirements of scientific integrity and research ethics.

As soon as possible during the preparation of their doctorate, doctoral candidates have access to training in the principles and requirements of research ethics and scientific integrity. They agree to comply with these throughout the duration of their doctorate. Université Paris-Saclay, doctoral school directors, thesis directors, research unit directors and all persons supervising or participating in the work of a doctoral candidate are committed to encouraging and supporting this commitment.

After the defence and in case of admission, the doctor **takes an oath**, individually, in accordance with the terms and conditions set out in the appendix to this decree, agreeing to comply with the principles and requirements of scientific integrity in their future professional career, whatever the sector or field of activity. The doctoral oath of scientific integrity is as follows:

*Texte en français: « En présence de mes pairs. Parvenu(e) à l'issue de mon doctorat en [spécialité], et ayant ainsi pratiqué, dans ma quête du savoir, l'exercice d'une recherche scientifique exigeante, en cultivant la rigueur intellectuelle, la réflexivité éthique et dans le respect des principes de l'intégrité scientifique, je m'engage, pour ce qui dépendra de moi, dans la suite de ma carrière professionnelle quel qu'en soit le secteur ou le domaine d'activité, à maintenir une conduite intègre dans mon rapport au savoir, mes méthodes et mes résultats ».*

*Text in English: "In the presence of my peers. With the completion of my doctorate in [field], 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, to my methods and to my results".*



## 4 COMMISSIONS, COMMITTEES AND PANELS



The doctoral studies admission panels and commissions, the individual monitoring committees and finally, the doctoral defence panels, make it possible to verify that doctoral candidates are developing the expected competencies for the awarding of the diploma and to ensure that the doctoral training is going well.

At each stage, they help to ensure that the doctoral diploma of Université Paris-Saclay is recognised and can be valued by doctors in the academic sector or outside the academic sector, in France or abroad, in all research and innovation professions as well as for other professions that call upon the skills developed during doctoral training.

The charter specifies the **roles and responsibilities** of these commissions, committees or panels, mobilised at the key stages of the doctoral preparation process and **what is expected of them**. The rules and procedures by which these commissions, committees and panels are formed and appointed arise from the national framework on doctoral education, the internal regulations and procedures of the College of Doctoral Studies and the doctoral schools. They urge respect for gender equality.

### 4.1 Thesis Defence Examination Panel

The expectations placed upon the thesis defence examination panel is explicitly stated in the national legislation:

**"As part of its deliberations, the examination panel evaluates the quality of the doctoral candidate's research work, its innovative nature, the aptitude to situate the work within its scientific context, and presentation skills."**

In order for the defence panel to fulfil its mission, it must be composed according to the needs of each doctoral project. The names of the panel members are public and appear on the doctoral diploma, the cover of the thesis and on the national theses portal [www.theses.fr](http://www.theses.fr). Panel members therefore publicly guarantee the quality and innovative nature of the research work they have reviewed. This guarantee contributes to the recognition of the diploma. Everyone, at their own level, is invited to ensure that the defence panels are formed with the greatest care and to ensure the quality of the work submitted to them.

- The doctoral diploma is a **national diploma** in the French higher education system that enjoys international recognition. The **majority** of the panel must be made up of **university**



- professors or equivalent**, French or foreign, so as to be able to make a legitimate judgement on the competencies expected of doctoral diploma holders according to current international academic criteria.
- The thesis must present a body of **original scientific work**. Each panel member, taken individually, does not necessarily have to be a specialist in all of the issues addressed in the thesis, but, taken as a whole, the panel must constitute a competent **group of experts** capable of pronouncing on each aspect of the thesis and the originality of the work presented with respect to the international context.
  - Thesis defence is a form of examination: the defence panel must therefore offer **every guarantee of independence** and **neutrality** necessary for any evaluation. It is for this reason that the examination panel is composed **primarily** of members **unrelated to the doctoral project** without a proven relationship of interest, subordination or authority, either between one another, or with the thesis director, the doctoral candidate, or the research unit, doctoral school or Université Paris-Saclay.

After the legal deposit of the thesis and the defence of the thesis, the national doctoral diploma is issued by the President of Université Paris-Saclay, **upon the recommendation of the defence panel**.

Université Paris-Saclay does not intend to give any approval or disapproval to the opinions expressed in the theses: these opinions must be considered as those of their authors.

## 4.2 The Individual Thesis Monitoring Committee

The Individual Thesis Monitoring Committee ensures that the programme is proceeding smoothly, drawing on the doctoral charter and the training agreement. Committee members are not involved in directing the work of the doctoral candidate. The doctoral school ensures that the doctoral candidate is consulted on the composition of their individual monitoring committee, before it meets. Other procedures for the composition, organisation and functioning of the monitoring committees are proposed by the doctoral school council, within a general framework defined in the national regulations, the internal regulations of the doctoral programme of Université Paris-Saclay and presented in the monitoring committee guide.

The individual monitoring committee meets annually and evaluates the training conditions and the progress of the doctoral candidate's research. The individual monitoring committee monitors and makes recommendations to the doctoral school director, the doctoral candidate and the thesis director. It provides an external and new perspective on the work and the progress of the doctoral project which everyone can use constructively. In the event of difficulty, the individual monitoring





committee informs the doctoral school, which takes every measure necessary in relation to the doctoral candidate's situation and the progress of their doctoral project.

- The monitoring committee tracks the doctoral candidate's progress in terms of capacity to present the research work conducted, demonstrate its quality and innovative nature, and situate it in its international scientific context. In particular, the monitoring committee creates opportunities for the doctoral candidate to clearly set out and defend their chosen scientific approach and directions.
- The monitoring committee also creates opportunities for the doctoral candidate to demonstrate that their thesis is progressing and will be completed in accordance with the planned timeframe;
- The monitoring committee helps the doctoral candidate to take stock of the progress of their work overall, the development of their scientific culture and international outlook, the development of their expertise and skills, as well as their readiness for the professional environment;
- The monitoring committee ensures that the doctoral candidate receives group training and is sensitive to the principles of research ethics and scientific integrity, the challenges of open science and sustainable development and that they are familiar with and apply the instructions regarding scientific publications and intellectual property;

During its interviews, the committee is particularly careful to identify any form of conflict, discrimination or moral or sexual harassment or sexist behaviour.

- In the event of acts of violence, discrimination, moral or sexual harassment, or sexist behaviour, the doctoral school reports to the establishment's helpline against discrimination and sexual violence as soon as it is aware of the situation;
- If a conflict situation is identified, the monitoring committee may recommend that the doctoral school director proposes mediation or convenes a conflict resolution commission (see §7).

### 4.3 The Doctoral Studies Admission Panel

Admission to the doctoral programme is based on explicit and public criteria and is run in accordance with transparent, open and fair procedures, defined by University of Paris-Saclay in application of internationally-recognised principles, in particular those stated in the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers, which apply to all applicants.

Each doctoral candidate admitted to the doctoral programme at Université Paris-Saclay is interviewed by an admissions committee or panel organised by the doctoral school or delegated to



another entity according to the conditions set out in its internal regulations. In their internal regulations, the doctoral schools define the methods of appointment and operation of these panels and commissions, within a general framework set by Université Paris-Saclay. Information on the procedures and admission criteria for doctoral candidates is widely distributed to all.

The doctoral admission committee or panel makes recommendations to the doctoral school, which then proposes enrolment in the doctoral programme.

- The doctoral admissions committee or panel assesses the **research skills** of each applicant for admission to the doctoral programme, their understanding of the innovative nature of their area of research, their ability to establish it in the international scientific context and their presentation skills. It also assesses their ability to teach university or school students, if necessary, without this being an admission criterion.
- The doctoral admission committee or panel also decides on the applicant's ability to carry out their doctoral project under the conditions provided for, in particular the conditions of **supervision and reception** in the research unit, taking into account the partnerships. The doctoral admission commission or panel ensures that the objectives of Université Paris-Saclay (§3.2), the needs of the national research and innovation policy and, in particular, sustainable development objectives are taken into account.
- The doctoral admissions committee or panel also verifies whether the applicant's **language skills** in English and French are sufficient to conduct bibliographic research and study the scientific context of their subject, to allow for their integration into the research unit and the proper conduct of their work.
- The doctoral admission committee or panel verifies the **degree requirement for entry into the doctoral programme**. Where the applicant does not hold a degree conferring the title of Master, the committee or selection panel indicates whether the skills and degrees already earned by the applicant warrant a waiver of this condition for the doctoral programme.

## 5 PARTIES INVOLVED IN THE DOCTORAL TRAINING PROGRAMME

### 5.1 The Doctoral candidate



The doctoral candidate is a researcher in training.

**Reception into a research unit and enrolment in the doctoral programme**, confer rights and places responsibilities and requirements with respect to the doctoral school which organises the doctoral training, Université Paris-Saclay which authorises the enrolment, issues the diploma and guarantees its quality, the research unit which hosts the student to carry out their research; the supervising institution hosting and managing the research unit; with respect to a possible financial backer and/or employer who finances or co-finances the work; with respect to their thesis director who provides scientific guidance for their doctoral project; and with respect to any co-authors who link their names to those of the doctoral candidates on scientific productions.

Doctoral candidates enjoy:

- inside their own electoral college, the same **rights of expression, vote and representation** for general assemblies, research unit councils and doctoral school councils, as the other members of the aforementioned councils and assemblies;
- the same **access rights** as research staff within their research units to the **premises and services** of the research unit's supervising establishments, subject to duly-substantiated special restrictions; a **work space** within the research unit, an individual office where they may set up a permanent desk and work, and the **resources** needed to run their doctoral project, and publish their work and findings;
- **access to group training courses**, as part of their doctoral training programme, designed to consolidate students' scientific culture, provide them with an international outlook and prepare them for their professional career; the ability to follow training courses and attend research seminars and colloquia, in the same way and under the same conditions as the permanent research staff of the host research unit;
- an **international perspective** (opportunities to circulate their work internationally and access the scientific work of international researchers, exchange with international experts in the field, benefit from seminars or conferences run by international experts, international mobility opportunities, etc.);
- **recognition**, particularly in the context of the **diploma supplement**, for all **activities** that fall within the scope of what is usually taken into consideration during **researcher** assessment (scientific production, international mobility, teaching, promotion, mediation or expertise activities, supervision of student research projects, collective responsibilities, representation activities or elective mandates, etc.);
- **access to information** about academic and extra-academic **career opportunities** following their doctorate. For this, doctoral candidates must be able to find out about the professional



activities of former doctoral candidates in the doctoral school (provision of statistics on the professional development of doctoral candidates, contact with an alumni network, etc.);

- the right to be **consulted on the course offering and procedures of doctoral education** at Université Paris-Saclay; access to the annual reports produced following surveys and consultations with all PhD holders, doctoral candidates and other parties to doctoral education at Université Paris-Saclay;
- access to a **mediation or conflict resolution system** as part of their doctoral training; access to information on the mechanisms for preventing and reporting discrimination, moral or sexual harassment or sexist behaviour, breaches of research ethics or scientific integrity, and conflicts of interest.

The doctoral candidate also has the following responsibilities and duties or makes the following commitments:

- comply with the requirements set out in **national regulations, internal regulations** and **procedures** that apply to them, as regards their doctoral programme, the host research unit, the supervisory bodies of the research unit, and, if applicable, the employer;
- learn about the principles and requirements of **research ethics and scientific integrity**; commit to respecting them throughout the duration of the doctorate; learn about and respect the codes of ethics and practices of their discipline; learn about and respect the rules of copyright and intellectual property, the rules and instructions for authoring publications, and for communicating and circulating research results (circulation in open archives and/or confidentiality);
- make every effort to ensure that their work is **original scientific work** and does not duplicate research previously conducted elsewhere; be able to position their work in the international scientific context;
- learn about the challenges of **sustainable development** and to take them into account in their work as a doctoral candidate;
- keep their thesis director regularly informed of the **progress of the doctoral project**, solicit and take into account the thesis director's feedback on the doctoral candidate's work and validate with the thesis director the scientific quality of the approach followed and the results obtained;
- make sure that the project is in line with the **duration** of the project; commit to a work schedule and discussions on the progress of the work with the thesis director;
- engage in **scientific exchanges** with the scientific community in their field; solicit critical feedback from this community;



- using the support of the **individual monitoring committee**, draw up a progress report on their skills, scientific culture and their international outlook and their degree of readiness for their professional future;
- in view of the **thesis defence** and as soon as preparations for the thesis begin, learn to present research work, show its quality and its innovative character, situate it in its scientific context; effectively use all the opportunities offered to develop these skills;
- report the thesis they are preparing on the national theses portal, **www.theses.fr** by providing a brief summary of the non-confidential elements of the subject of the thesis, in French and in English with relevant keywords;
- circulate their research results, using the various means made available to them (seminars, colloquia, conferences, publications, etc.) with the explicit agreement of the thesis director; learn about the issues of **open science** and, as far as possible, implement the good practices of open science, whether this involves publishing in open archives or producing **FAIR** (Easy to Find, Accessible, Interoperable, Reusable) research data;
- undertake all the necessary steps for the **storage and security of the data and research results**; the data collection and analysis methods, the results and, where applicable, data details, must be accessible, whenever necessary, at the request of the relevant authorities;
- during the defence, **take an oath**, agreeing to comply with the principles and requirements of scientific integrity in their future professional career, whatever the sector or field of activity;
- for at least 5 years after their thesis defence, keep Université Paris-Saclay informed of their **professional career development** by responding to ministerial surveys, relayed by Université Paris-Saclay, which are subject to a legal obligation (Paragraph 11° of Article L. 712-2 of the Education Code). This transmission of information is essential so that new doctoral candidates from the same school can be fully informed of the opportunities and careers that are open to them;
- contribute, at their own level, to the quality of doctoral training; contribute to the **recognition of the doctoral programme at Université Paris-Saclay**;

In application of this charter, a training agreement, signed by the thesis director and the doctoral candidate, completes the framework common to all with elements specific to each doctoral project.

## 5.2 The Thesis Director

Since a doctoral candidate is both a researcher and a trainee, their thesis director has two responsibilities,

- an academic responsibility in the admission and enrolment, monitoring and re-enrolment, and thesis defence stages



- and a scientific responsibility to direct a research project (the doctoral project).

As far as the **academic responsibility** is concerned, the President of the Université places the doctoral candidate under the responsibility of their thesis director. For each academic year, this responsibility is borne by one and only one thesis director. This thesis director is the sole signatory, as thesis director, to the various administrative documents associated with the progress through the successive stages from admission to the awarding of the diploma.

The thesis director is also **responsible for providing scientific direction** throughout the doctoral candidate's doctoral project. This second responsibility may be shared. It may be carried out jointly by the thesis director and up to two co-directors. Co-supervisors can also contribute to the doctoral project and to the scientific supervision of the doctoral candidate. In this case, the contributions, synergies, roles and responsibilities of each person must be clearly defined and explained to the doctoral candidate from the beginning of the doctoral diploma preparation.

The thesis director has the following roles and responsibilities:

- develop the subject of the doctoral project in coordination with the doctoral candidate; ensure that it is **original** and does not reproduce research previously conducted elsewhere; ensure its **feasibility** within the planned timeframe for the project and within the setting of the research unit and its partnerships; ensure, in coordination with the research unit director, that the doctoral project is well integrated into the unit's scientific project and that it takes into account the directions given by Université Paris-Saclay (cf. §3.2), the needs of the national research and innovation policy and, in particular, sustainable development objectives;
- ensure that all **scientific, material and financial conditions** are met so that the doctoral candidate's research can proceed smoothly; inform candidates for enrolment in a doctoral programme of the options for funding and the related application procedures; check with the director of the relevant research unit to ensure that the unit has the adequate capacity to host the student; ensure that the doctoral candidate has access to all the equipment and data necessary for the development of their work;
- in order to guarantee their availability for the training of its doctoral candidates, **limit** the number of doctoral candidates who are simultaneously under their responsibility to five, unless the doctoral school has made specific provision to lower this limit or unless the doctoral school council has granted an exemption; inform each doctoral candidate of the number of doctoral candidates who are also under their responsibility, encourage their cooperation and promote collective and individual success;
- where the **scientific direction** for the doctoral project is **shared** with at least one co-director or when at least one co-director contributes to the scientific direction of the doctoral project and the supervision of the doctoral candidate, ensure the coordination of the scientific



direction team for the doctoral project, ensure its good understanding, and guarantee the clarity and coherence of the indications provided to the doctoral candidate by the members of the team;

- raise the doctoral candidate's awareness of the importance of the principles of **research ethics and scientific integrity**, of the challenges of open science and sustainable development; ensure that the doctoral candidate is trained in these issues from the beginning of their doctoral studies and complies with the principles; also ensure that the doctoral candidate is aware of the rules or instructions for authoring publications, circulating research results (open archiving, confidentiality) and intellectual property, as well as respecting national regulations, internal regulations and procedures at Université Paris-Saclay and health and safety rules; raise the doctoral candidate's awareness about the prevention and handling of conflicts, discrimination, moral or sexual harassment or sexist behaviour, breaches of research ethics or scientific integrity and conflicts of interest;
- ensure that the doctoral candidate is **well-integrated** into the **scientific community** and particularly into the research unit; contribute to the actions carried out within the research unit to integrate doctoral candidates into the research unit; ensure, at their own level, that the doctoral candidate has opportunities for scientific exchanges with other doctoral candidates and more broadly with the scientific community; encourage the doctoral candidate to take advantage of these opportunities;
- ensure that the doctoral candidate is regularly informed of the **progress of the doctoral project**; provide **regular monitoring**; dedicate an appropriate amount of time and attention to the doctoral candidate, support their gradual independence and encourage their scientific initiatives; build a **constructive and positive relationship** with the doctoral candidate in order to establish the conditions necessary for the effective transfer of knowledge and the development of their skills; help the doctoral candidate identify their strengths and weaknesses and encourage them in their work and the development of their skills;
- make sure that the doctoral candidate takes into account **time constraints** and fits their research work into the planned **duration** of the doctoral project; point out any external difficulties or constraints to the doctoral candidate that they may not have identified, as well as any opportunities that may arise;
- in view of the **thesis defence**, encourage and help the doctoral candidate, from the beginning of the doctoral programme, to present their research work, to place it in its international scientific context and to know how to call attention to the quality and innovative nature of their research; ensure that the doctoral candidate takes full advantage of every opportunity offered to them to develop these skills (upon admission to the doctoral programme, during



activities organised by the research unit or the doctoral school, during colloquia and conferences, during interviews with the monitoring committee);

- help the doctoral candidate identify **additional training** that could be useful for their research, for the development of their scientific culture or for preparing for their professional future; contribute to the collective training activities for doctoral candidates organised by the doctoral school or the Graduate School of which they are a member, or to those offered by the doctoral school (doctoral seminars, thematic schools, round tables, etc.);
- help the doctoral candidate to prepare for their **professional career development**; keep informed of the professional development of the doctors they have trained; help the Université to obtain responses from doctors to the ministerial surveys on the professional careers of doctors, which are now compulsory up to 5 years after the defence; contribute, at their own level, to the development and coordination of the doctoral alumni community.
- take part in defence panels, participate in individual monitoring committees of doctoral candidates of the doctoral school, participate in admission panels or committees for the doctoral school; more generally, contribute, at their level, to the quality of doctoral training; contribute to the **recognition of the doctorate of Université Paris-Saclay**.

### 5.3 The Research Unit Director

The research unit director ensures that the **doctoral project is consistent** with the **scientific policy of the research unit**, that it takes into account the direction given by Université Paris-Saclay (cf. §3.2), the needs of the national research and innovation policy and, in particular, sustainable development objectives. They ensure its **originality** and **feasibility** within the timeframe of the project and within the setting of the research unit and its partnerships.

They ensure that all **scientific, material and financial conditions** are met to allow the doctoral candidate's research work to proceed smoothly. They ensure the quality of the reception, the implementation of general measures dedicated to the proper integration of doctoral candidates into the research unit and the working conditions of doctoral candidates in their research unit.

They undertake to **integrate the doctoral candidate fully** into their research unit, in accordance with the provisions made by the supervisory bodies of the research unit. In any case, they inform the supervisory authorities that host the research unit of the arrival of a doctoral candidate on its premises.

In at least one Graduate School, the research unit director maintains **a close relationship with the doctoral school(s)** to which their unit belongs and ensures that the actions carried out in their unit in the area of doctoral training are consistent with those carried out by the doctoral school and the master's level courses that may lead to it.





In coordination with the Graduate School(s) and the doctoral school(s) to which their unit belongs, they ensure in particular that their research unit proposes or participates in the organisation of **scientific exchanges** and activities to strengthen the **scientific culture** of doctoral candidates and to provide them with an international outlook (opportunities to circulate their work internationally and access to the scientific work of international researchers, have discussions with international experts in the field, benefit from seminars or lectures by international experts, opportunities for international mobility, etc.).

They contribute, at their own level, to ensuring the quality of doctoral training, contributing to the **recognition of the doctoral programme at Université Paris-Saclay**, the smooth running of all procedures and processes, waivers granted and **mediation and conflict resolution** mechanisms.

The research unit director ensures that information pertaining to the research unit is provided to each doctoral candidate as soon as they arrive, particularly:

- the **scientific directions** of the research unit into which the doctoral candidate is integrated;
- the **scientific activities** open to members of the research unit and, in particular, the seminar series and scientific events and the frameworks for scientific exchanges, relevant to the research unit, between doctoral candidates or more generally with the scientific community as a whole; the training opportunities open to members of the research unit;
- the **integration mechanisms** and **networks or associations of doctoral candidates** that exist within the research unit or in which the research unit participates; the European and international perspective of the research unit and the career development of doctoral candidates from the research unit or from the doctoral school(s) to which the research unit belongs;
- the **general material and financial conditions** under which theses are prepared and defended in the research unit; the premises or work spaces made available; the health and safety regulations in force in the research unit;
- the **general organisation** of the research unit, its internal regulations or procedures, the regulations and procedures of the supervisory bodies of the research unit and/or of Université Paris-Saclay that apply to the research unit,
- the **ethics rules** of the field and where applicable, the prior opinions on the research protocols of personal protection committees or other committees to be garnered before starting work; the existing mechanisms for training in research ethics and scientific integrity;
- the **rules for authoring** scientific productions; copyright and intellectual property, circulating research works (confidentiality, open archives);



- the **existing mediation or conflict resolution systems** for preventing and reporting discrimination, moral or sexual harassment or sexist behaviour, breaches of research ethics or scientific integrity, and conflicts of interest.

## 5.4 The Doctoral School Director

The doctoral school implements the general doctoral policy of Université Paris-Saclay and, in particular, organises training for doctoral candidates and prepares them for their future careers working in conjunction with the Maison du Doctorat and one or more graduate schools.

Within at least one Graduate School, the doctoral school unites a group of research units in connection with the relevant Master's level programmes to organise the doctoral training of doctoral candidates, from admission to thesis defence.

The doctoral school director contributes, at their own level, to the recognition and promotion of the doctoral degree of Université Paris-Saclay;

Prior to the first enrolment in the doctoral programme, the doctoral school director:

- informs **applicants seeking enrolment in the doctoral studies programme** about the conditions for admission, skills required, funding for which they may be eligible, the potential supervision available from the doctoral school, the nature, quality and rates of professional employment available upon earning the doctoral diploma;
- implements a **doctoral candidate selection** policy, which reflects the policy of Université Paris-Saclay in the doctoral school, based on open, equitable, explicit and publicly-disclosed criteria, applied in line with internationally-recognised principles, in particular those set out in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, which encourages originality and scientific risk-taking, as well as the international and interdisciplinary perspective of the doctoral projects undertaken; which ensures that doctoral projects take into account the scientific policy of the research units, the directions of Université Paris-Saclay, the needs of the national research policy and, in particular, sustainable development objectives;
- ensures that all the **scientific, material and financial conditions** required for the doctoral candidate's research work to proceed smoothly are met; takes part in the search for funding and proposes its allocation so as to allow doctoral candidates to prepare and defend their theses under the best possible conditions;
- **proposes** applicants to the head of the institution for **first-time enrolment in a doctoral programme**, after consultation with the thesis director and the research unit director;



- registers the doctoral research topics of each doctoral candidate on the **national thesis portal** <http://www.theses.fr/> and in other directories relevant to the field of the doctoral school, in order to allow each candidate for admission to the doctoral programme to ensure the originality and innovative nature of the new topics proposed and for each entity (research unit, doctoral school, Graduate School, University of Paris-Saclay) to be able to identify and promote the doctoral projects prepared within its scope.

During the preparation of the doctorate, the doctoral school director:

- organises or arranges the organisation of **scientific exchanges** between doctoral candidates and, more broadly, with the entire scientific community, in close coordination with the doctoral school's research units and the Graduate School to which the doctoral school belongs;
- offers doctoral candidates **group activities and training**, promoting interdisciplinarity, the acquisition of a broadened scientific culture including familiarity with the international research framework, so that they can develop their transferable skills, useful to their research project and their professional career;
- ensures that each doctoral candidate receives **training in open science, research ethics and scientific integrity** and in **sustainable development issues**;
- ensures that each doctoral candidate is clearly informed of the expectations of their doctoral training and in particular the **competencies expected of doctoral graduates** as defined in the Decree of 22 February 2019;
- contributes to **building openness in the European and international environments**, through cooperation initiatives conducted with foreign higher education institutions or research centres;
- ensures the application of the **doctoral charter** and **compliance with the internal regulations and procedures and the respect of national legislation**;
- implements and ensures the proper operation of the **mediation and conflict resolution mechanisms, ensures their prevention and detection**; contributes to prevention and ensures the detection and reporting of discrimination, moral or sexual harassment or sexist behaviour, breaches of research ethics or scientific integrity and conflicts of interest;
- ensures that doctoral candidates are informed of the existing mediation or conflict resolution mechanisms and those for preventing and reporting discrimination, moral or sexual harassment or sexist behaviour, breaches of research ethics or scientific integrity, and conflicts of interest.
- ensures a **quality approach** to doctoral training, in particular by setting up **individual monitoring committees** for doctoral candidates and by contributing to surveys of doctoral



candidates and their supervisors, and offers supervisors specific training or support; ensures transparency and monitoring of the proper functioning of all procedures and processes and of exemptions granted;

- contributes to post-degree support programmes for professional careers in the public and private sectors and organises, in conjunction with the Maison du Doctorat and the Ministry of Higher Education and Research, the **monitoring of the professional careers of PhD holders** up to 5 years after their degree;

After the preparation of the doctorate, the doctoral school director:

- proposes reviewers to examine the thesis, after consultation with the thesis director, reviews the **panel's** proposals, ensures that they are properly **composed** and that they comply with the rules, and issues an opinion on the authorisation to **defend** the thesis;
- ensures the collection and dissemination of information relating to the defence of theses and the professional future of doctors; also disseminates information relating to the duration of theses defended and withdrawals.

## 6 MEDIATION AND CONFLICT RESOLUTION

In the event of difficulties or conflicts, the parties involved must endeavour to reach an **amicable solution**. The doctoral school offers its services to assist in the resolution of conflicts that may arise during the preparation of doctoral work.

This option offered by the doctoral school is not exclusive: other conflict resolution avenues may exist within the research unit, the employer, via unions, etc.

The following principles guide the search for a solution:

- disagreements and conflicts are not exceptional, and calling upon the doctoral school to settle a conflict should not be experienced as stigmatising or seen as a last resort, but instead, as a step to be **taken as soon as possible**, before the difficulties become too difficult to resolve;
- **every one of the parties in a doctoral project**, the doctoral candidate, the thesis director, any co-supervisors, and the research unit or doctoral school director can **take the initiative**, if necessary, to begin a conflict resolution process. The individual monitoring



committee may, if necessary, inform the doctoral school director of the need for such an approach;

- a fair balance must be found between the **reflection period** needed by all involved to facilitate conflict resolution under the best conditions, with perspective on the issue and without haste, to prepare for the discussions and to derive the best possible lessons, and the **time to settle the conflict** which must be sufficiently short so that each person can turn the page and to move on;

**the best solutions are those where the parties in conflict have been able to find themselves**, if possible through mediation. The mediator is responsible for hearing the parties in conflict, bringing them together to compare their points of view and helping them reach a solution. Mediators are vested with no other authority than that arising from the trust placed in them by the parties. The use of a mediator is highly recommended. The doctoral school will provide assistance in finding a mediator, at the request of the parties in conflict.

**If the mediation fails to succeed or if the parties in conflict do not wish to find a solution together with the assistance of a mediator**, the doctoral school can then set up a conciliation commission, in accordance with the provisions defined in a common procedure at Université Paris-Saclay. The **Conciliation Commission** is responsible for developing solutions and making recommendations.

The Conciliation Committee is formed in such a way as to be sensitive to the views of all parties involved. When the conciliation committee has been recommended by the individual monitoring committee, the doctoral school may rely on the individual monitoring committee to form this committee.

The proposed solutions or recommendations made must be preceded, in all cases, by discussions between the commission and each of the parties separately and, as far as possible, by a discussion between them, led by the commission.

The doctoral schools, at the level of the Doctoral College, within a framework that guarantees the anonymity of the persons concerned, share their analyses of situations calling for conflict resolution action on their part, in order to learn from them collectively and use them constructively to prevent other conflicts and raise awareness among all parties involved in the doctoral programme.

