

PhD Student Guide



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de **BORDEAUX**



Bordeaux the best!

u-bordeaux.fr/Campus/Boutique



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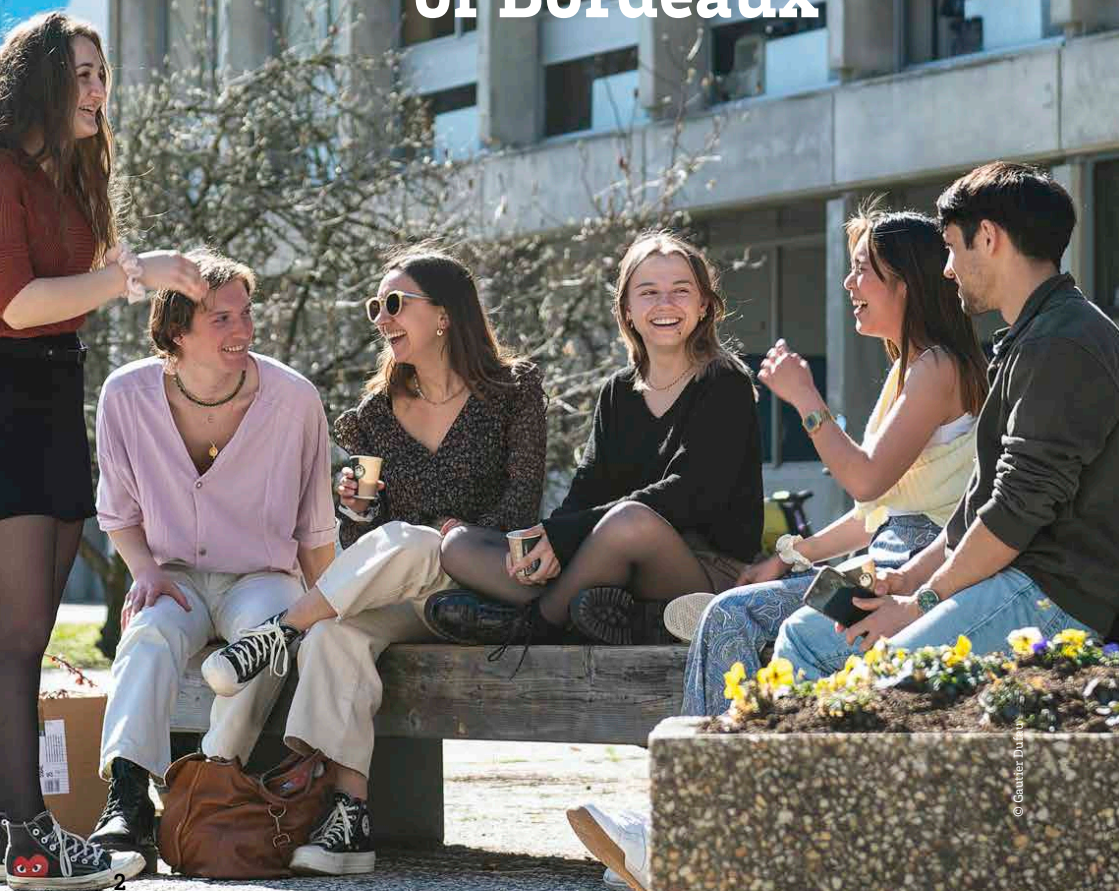
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Discover the University of Bordeaux



Welcome!

*The University of Bordeaux is proud to call itself an internationally oriented institution, **aware of social change** and concerned about **its environmental impact**. It offers a multidisciplinary university model firmly based in the local area. The university campuses are located in the Bordeaux Metropolitan area as well as in the wider **Nouvelle-Aquitaine Region**. Research policy is powered through **solid partnerships** with socioeconomic stakeholders, oriented towards transitions, innovation and strong scientific integrity.*



+52,000
students



7,600
international
students



8
doctoral schools



2,000
doctoral students



One of
the largest
campus sites
in Europe



28 ha
of sport fields



3,250 research
and teaching staff
*including 800
international researchers*



1
foundation



38
libraries with
4,000 reading
places



135 student
associations

Research

at the University of Bordeaux

Research at the University of Bordeaux is organized around **11 departments** covering all scientific disciplines. The mission of these departments is to contribute to our **scientific strategy**, and to lead and coordinate the activities of the research units and structures.

- › CHANGES – Social sciences of contemporary changes
- › Behavior, organizations and policy evaluation (ECO_r)
- › Law and social transformations
- › Bordeaux Neurocampus
- › Biological and medical sciences
- › Public health and society
- › Health sciences and technologies
- › Environmental sciences
- › Engineering and digital sciences
- › Material and light sciences
- › Archeological sciences

These departments bring together **81 research structures** (joint research units, joint service units, host teams, etc.) to which the 8 doctoral schools are attached.

In addition to research departments and laboratories, the university includes specialized institutes that contribute to its scientific dynamism:

- › IHU Liryc: Research, innovation, treatment and training in cardiac disorders
- › Institute of Vine and Wine Science (ISVV): Multidisciplinary research and teaching in viticulture
- › Aquitaine Observatory of the Universe Sciences (OASU): Research on coastal oceanography and the study of the coastline, the study of the atmospheric and surface properties of the planets, questions of climate, habitability and the search for life.

The University of Bordeaux has awarded quality labels to seven interdisciplinary and international **Major Research Programs** on cutting-edge topics:

- › BPS – Bordeaux Plant Sciences
- › BRAIN_2030 - Bordeaux initiative for the future of neuroscience in the Nouvelle-Aquitaine region
- › HOPE – Understanding human well-being and behavior for better policies and societies
- › Human Past - identifying the mechanisms that most influenced the adaptation and evolution of our ancestors
- › IPORA – Interdisciplinary policy-oriented research on Africa
- › LIGHT – Light sciences and their applications
- › PPM – Post-petroleum materials

Scientific integrity, Open science...

The challenges of research at the university

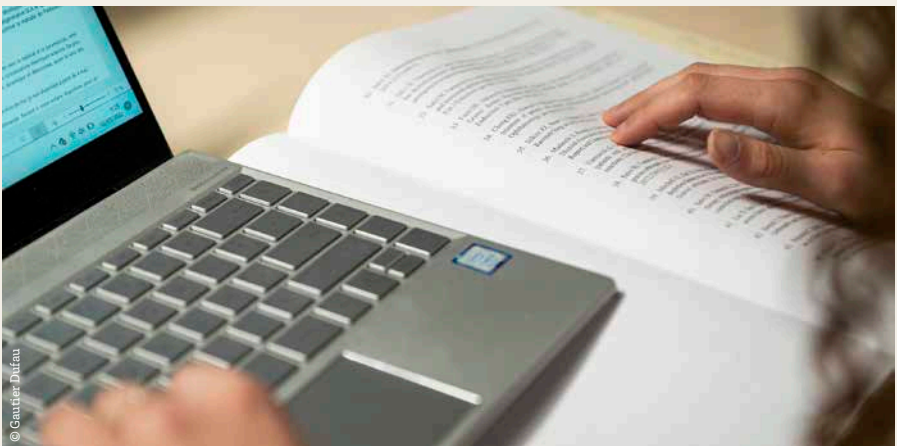
- › The University of Bordeaux is organized to ensure the scientific integrity of research, joining initiatives taken at national level.
- › The doctoral schools ensure that each PhD student receives **training in research ethics and scientific integrity**.

All PhD students at the University of Bordeaux are asked to complete the online training course in scientific integrity.

- › Since 2018, the Ministry for Higher Education and Research has introduced its **National plan for Open Science**. Open science is the fast and free dissemination of

publications and scientific research data to all, not only researchers but also to companies and citizens.

To ensure that PhD students are aware of open science and to provide them with practical advice throughout their research, the Graduate Research School offers a specific training course, to be followed before the thesis defense. Additional material is also produced in addition to this awareness course, for example, the **Passport for open science**, produced by the Committee for Open Science and the University of Lille, which is aimed at all PhD students in France, from all disciplines.



Doctoral Schools and Graduate Programs

at the University of Bordeaux

PhD students at the University of Bordeaux enroll in one of the 8 doctoral schools which offer doctoral training in research in all disciplines, both fundamental and applied. 12 international Graduate Programs are also available in a dozen of targeted scientific specialties. The Doctoral Schools are the essential focal point of the doctoral community. In conjunction with the Graduate Programs, they form the Graduate Research School.

Law

- Private law and criminal science
- Public law
- History of law
- Political science
- ed-droit@u-bordeaux.fr

Economic Sciences, Management and Demography

- › EcoPoDeMa Graduate Program
- › EUR@frica Graduate Program
 - Economic sciences
 - Management sciences
 - Demographics
- ed-ecoges@u-bordeaux.fr

Mathematics and Computer Science

- › Numerics Graduate Program
- › Digital Public Health Graduate Program
 - Information technology
 - Applied mathematics and scientific calculation
 - Pure mathematics
- edmi@u-bordeaux.fr

Sciences and Environments

- › Archeo Graduate Program
- › SENSE Graduate Program
 - Earth and universe sciences
 - Ecology
 - Environment
 - Archeology
 - Philosophy and history of science
- edoc.se@u-bordeaux.fr



Physics and Engineering

- › Light Sciences & Technologies Graduate Program
 - Astrophysics, plasmas, nuclear
 - Automation, computer-integrated engineering, signal and image, cognitive engineering
 - Electronics
 - Lasers, matter and nanoscience
 - Mechanics
- edoc.spi@u-bordeaux.fr

Health and Life Sciences

- › Neurocampus Graduate Program
- › Light Sciences & Technologies Graduate Program
- › Cardiac EP Graduate Program
- › Cancer Biology Graduate Program
- › SiTH Graduate Program
 - Biochemistry and biology
 - Genetics
 - Neurosciences
 - Nutrition
 - Oenology
- ed-svs@u-bordeaux.fr

Chemical Sciences

- › SiTH Graduate Program
- › EUREkA Graduate Program
- › Light Sciences & Technologies Graduate Program
 - Information technology and telecommunications
 - Energy
 - Sustainable development
 - Health
- secretariat-edsc@u-bordeaux.fr

Society, Politics, Public health

- › Digital Public Health Graduate Program
- › EUR@frica Graduate Program
 - Biology, medicine and health
 - Human science and humanities
 - Social sciences
- edsp2@u-bordeaux.fr

Meeting all your needs at a single point of contact, the Graduate Research School

This structure is, by definition, at the interface between Training and Research: the University of Bordeaux Graduate Research School was created in 2016, in order to coordinate the activity of the Doctoral Schools, the Graduate Programs and more generally, the full range of the university's doctoral activity. Its aim is to ensure that the PhD is recognized as a diploma that contributes to the university's reputation and international attractiveness and enhances

the career prospects of its PhD graduates. Its main missions can be broken down into general training, internationalization, student life, promotion ...: welcoming new students, doctoral ceremony, international fairs. The intention was that it would grow from a single point of contact into a PhD hub acting not only as a center for professional and doctoral training, but also a place to welcome PhD students "outside of their laboratories".



50

specialized research disciplines



90

general training programs



Over 500

thesis defenses per year



Over 200

cotutelle doctoral programs (double degrees) per year



2 000

students



About 17

Bordeaux Summer Schools organized per year



Key stages

in your PhD studies

COLLÈGE
des écoles
doctorales



*¹⁰
Bienvenue!

From enrollment to defending your thesis

The single point of contact for PhD students, the Admissions Office, can help you with the various procedures related to your doctoral education.

The Admissions Office participates in the enrollment process, in association with the doctoral schools and supports future PhD students in the administrative enrollment procedure. The office also organizes thesis defenses and the issuing of the diplomas.

How to enroll each year for the PhD

You are already enrolled in the doctorate program, but enrollment must be renewed every year, at the start of the academic year, after authorization from the doctoral school.

Do you want to enroll in the first year of a doctorate? See the full procedure on the Graduate Research School website with a video showing the key stages of your enrollment at the University of Bordeaux



[youtube.com/
watch?v=cDEH3aE9E2Y](https://www.youtube.com/watch?v=cDEH3aE9E2Y)

Step 1 • Request to enroll on the PhD platform ADUM

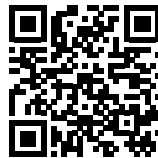
The doctoral school management tool ADUM enables you to update your file and request enrollment for the following year. This information is transmitted automatically to your thesis supervisor and to the doctoral school to which you are attached for their authorization.

Enrollment is approved on the proposal of the Director of the doctoral school, after consulting with the thesis supervisor and the individual thesis committee. After authorization by the doctoral school, you will receive an email every year informing you of the formalities to be carried out.

Step 2 • Pay the CROUS Student life and Campus fees (CVEC)

Payment of these fees is a mandatory formality, separate from the university administration. In order to pay the CVEC, you shall go to the dedicated website [QR code] where you can make your payment and receive a certificate. You will need the number of this certificate when you go on to

enroll. Fees are waived for PhD students receiving a scholarship and who have a certificate to this effect.



cvec.etudiant.gouv.fr

Step 3 • Pay registration fees

You must check that your data have been updated on ADUM. You can then pay your registration fees to the University of Bordeaux. This should be done after verification of the data. Please note that your student number must be used as an

identifier to pay the registration fees.

Once these steps have been completed and verified by the Admissions Office, you will receive a registration confirmation email.

What's next?

You can now obtain your new enrollment certificate for the year of registration. This can be downloaded in French and English on ADUM and on the university Virtual Learning Environment (or Espace numérique de travail - ENT).

The student card does not need to be renewed. It can be updated with a sticker for the academic year. This can be obtained from the Doctoral School to which you are attached.

ADUM, the essential PhD platform

The University of Bordeaux has set up an information system dedicated exclusively to doctoral studies, ADUM (Accès Doctorat Unique Mutualisé).

ADUM: What is it?

ADUM allows you to access different services:

- › Enrolling or requesting enrollment each year in the doctorate program at University of Bordeaux
- › Announcing your thesis defense
- › Enrolling for courses
- › Presenting your thesis and describing your research
- › Getting information online: news about the doctoral school, job offers, announcements about thesis defenses, etc.
- › Promoting your research work by publishing on *theses.fr*

The ADUM personal space, a showcase to enhance your career prospects

The portal functions as a **directory for all PhD students and post-docs**. It simplifies the process of making contacts to create your own professional network: with ADUM you can find other PhD students specializing in similar research fields

to yours, and you can use it to contact post-docs to find out about socio-professional areas you could consider after your PhD.

You can configure your information to make it public or keep it private, you can show your publications, the scientific techniques you have used, your professional experience or prior training. You can also add **regular updates** to the information shown in your public profile. To ensure that data are reliable, they are validated by the doctoral school or by the university before they can be viewed in the public directory.

ADUM also gives access to **job offers** in academic and extra-academic careers.

To access your ADUM personal space



adum.fr/index.pl?site=UBX

Status

of the contractual PhD student

As a contractual PhD student, you are a member of the University staff and/or partner institutions. You are a young researcher, and if you carry out some specific additional missions during your PhD studies, a member of the teaching community. You are an integral part of the life of the research laboratory to which you are attached. If you are a contractual PhD student, your research unit is considered as your place of work, with its own internal operating rules. You are welcomed into a team by your thesis supervisor, who holds a Habilitation to direct research (HDR) or a Temporary habilitation (ADT).

A contractual PhD student has a dual status: student and member of staff.

Characteristics of a doctoral contract

- › The doctoral contract is a **fixed-term employment contract** (CDD). It may be one of two types:
 - A public law contract, issued only by public higher education or research institutions.
 - A private law contract, issued by private sector companies.

- › It has a duration of 3 years and includes a trial period of two months (one month for a private law contract) during which the contract may be terminated by the PhD student or by the head of the institution, without compensation or notice, by registered letter with acknowledgement of receipt.
- › The doctoral contract provides **funding for the entire duration of the thesis**, provided that the student is enrolled each year in the doctorate program.
- › It is therefore mandatory to renew enrollment at the beginning of each academic year via the ADUM online platform, to pay the registration fees to the Graduate Research School, and essential to send the enrollment certificate to the Human Resources department each year.
- › If enrollment is not carried out in the second or third years, dismissal proceedings may be started against the PhD student.

All information on the **opening and closing dates for enrollment** can be found on the Graduate Research School website.



Preparing your thesis, the University's resources

You have free access to the following services:

- › Loan of documents, using the Aquipass card
- › Loan extensions and online reservation: on the VLE via the Babord+ Clic et Collecte application, accessible through your personal account

For all information

→ doc-bibliotheque@u-bordeaux.fr

To access the University libraries website



bibliotheques.u-bordeaux.fr/

Did you know?

There are many university libraries and document resource centers on all the campuses. Collections are grouped by main subject area:

- Law, politics, economics
- Management sciences
- Human sciences
- Health and life sciences
- Science and technology

Gathering information for your thesis, online resources

Go to the ENT using your digital identifier (IDNUM), from the library tab (Bibliothèque) you can consult:

- › Online resources in specific disciplines → Application "Collections numériques/sélection thématique"

The ENT also gives access to third-party sites to consult:

- › All types of documents (online or physical media) → babordplus.u-bordeaux.fr
- › Digitized old documents → babordnum.fr
- › Newspapers and current events → Europe Presse et Factiva
- › Open access scientific publications → *OSKAR Bordeaux*, Open Science and Knowledge Archive of scientific publications; Open U Journals, open-access platform for journals; HAL, multidisciplinary open archive.

Research support from library staff

- › Contractual PhD students with a teaching assignment are entitled to sign up for discovery workshops and use documentary material as a teaching resource
- › Library staff can provide training in information management and organization, and they can also show you around the different libraries

- › Library staff offer support for research activities: help with open access publishing and dissemination, documentary support for calls for projects and research contracts, help and support with open science issues (publications, research data)

Individual appointments with staff are possible.

Resources for writing and publishing your thesis

Writing a thesis is an important step which must be organized from the very start. To help you anticipate the different milestones, the Graduate Research School and the Documentation department provide several tools:

Structure

All theses of the University of Bordeaux must be written according to a specific structure. This is to ensure a certain consistency in presentation at national level and facilitate referencing and consultation, by generating an abstract.

Guide to writing and presenting a thesis



bibliotheques.u-bordeaux.fr/content/download/1378/17689/version/1/file/guidoct_2007.pdf

Format

The Documentation department provides a brief summary of the main recommendations and a sample title page and introductory page for traditional and cotutelle (double degree) theses.

Find resources on the University of Bordeaux Libraries website



bibliotheques.u-bordeaux.fr/Soutien-a-la-recherche/Theses-et-memoires-numeriques/These-de-doctorat/Rediger-sa-these-de-doctorat

Language

A French thesis must be written in French. In the case of a cotutelle doctoral program thesis written in a foreign language, the thesis must include an abstract in French describing the research context, the approach adopted and the results obtained.

Organizing and formatting the bibliography

It is advisable to use a bibliographic management tool to collect references, organize, conserve and format them. To learn how to do this when writing a thesis, the Documentation Department provides training in Zotero, a free-to-use bibliographic management tool.

Digital preservation

When filing a digital copy of your thesis, a version must be provided for archiving with the Higher Education Computer Center (Centre Informatique de l'Enseignement Supérieur - CINES). The thesis service at the Documentation Department will ensure that the file conforms to the archiving guidelines or will make the necessary changes.

Printing

The University of Bordeaux printing service can produce your thesis. The document can be printed in black and white or in color in A4 or A5 format with perfect binding and the title printed on the spine. To use this service, contact the university printing department directly.

Another look at your research, the thesis committee

Your meeting with your individual thesis committee is mandatory every year of your doctoral studies. It ensures the smooth running of your research based on the doctoral charter and your training agreement. The composition, the organization and the operating of this committee are arranged by the Doctoral School. The committee members play no part in directing the PhD students' work. The thesis supervisor may not be a member of this committee.

Every year, meeting with the members of your committee should give you the opportunity to benefit from an outside perspective on the progress of your thesis. After an interview, the committee assesses the conditions of your doctoral training and the progress of your research. It makes recommendations and sends a report of the meeting to you, to the director of the Doctoral School, and to your thesis supervisor. In particular, the thesis committee is meant to prevent any form of conflict, discrimination or harassment.



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Defending your thesis, the home stretch

The Admissions Office provides support with administrative procedures, from organizing the defense to the issuing of the diploma.

A thesis defense is organized in **several steps**. For it to take place under the right conditions, it is essential to **plan ahead** and respect the schedule put in place. The different stages also apply to **cotutelle doctoral program (double degree) defenses**.

For the full procedure



[doctorat.u-bordeaux.fr/en/
during-phd/defending-
your-thesis](https://doctorat.u-bordeaux.fr/en/during-phd/defending-your-thesis)



8 weeks before the defense date at the latest

- › The PhD student announces their thesis defense on their personal space on ADUM and the thesis office validates data relating to the jury to ensure compliance. 6 weeks before the defense date at the latest, the PhD student files the manuscript on ADUM to be sent to the reviewers.

The doctors' oath at the end of the thesis defense

At the end of your thesis defense, you are required to take an oath to guarantee your scientific integrity throughout your research work.

Why take an oath?

The purpose of the oath is to ensure your moral commitment on being admitted to the rank of Doctor, and that you will continue to respect the principles of integrity and ethics that you have learned during your PhD.

A doctor can invoke this oath when refusing to carry out actions that violate the principles of scientific integrity. The doctoral integrity oath is unique and identical for all institutions. It affirms the uniqueness of the doctorate, the universal nature

Defending your thesis

2 weeks before the defense date at the latest

- › Reviewers submit their reports via ADUM
- › The Admissions Office ensures that the decision to authorize the defense is signed by the President of the University.

3 days before the defense date at the latest

- › The PhD student and the thesis supervisor are informed that the defense has been authorized
- › Documents relating to the defense are passed to the PhD student and the thesis supervisor.

After the defense

- › Original signed documents relating to the thesis defense must be returned
- › File the final version of the thesis, submitted in a digital form on ADUM and to the University library
- › Obtain the certificate of achievement and the diploma.

of scientific integrity and reinforces the symbolic and solemn significance of taking the oath. The oath thus affirms the collective scope of scientific integrity, which is based on the entire research environment. The oath is taken during the thesis defense. This stage of the proceedings is recorded in the minutes, and signed by the new Doctor, according to the procedures set out by the Graduate Research School.

The wording of this oath is as follows:

"In the presence of my peers. With the completion of my doctorate in [research 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, in my methods and in my results."

Everything you need to know about the PhD diploma

A PhD recognises scientific expertise. It is a professional qualification, opening up many career opportunities in the academic or non-academic world.

The doctorate is a prestigious diploma, recognized both nationally and internationally. Once the **thesis defense has been validated** and the **final version of the thesis has been filed** with the Documentation Department at the university library, the staff in charge of your defense will let you know when your certificate of achievement can be collected from Graduate Research School, pending the production of the PhD diploma.

PhD diplomas are produced twice a year :

- › **End of October** for thesis defenses from January to August of the current year
- › **End of February** for thesis defenses from September to December of the previous year

- **The University of Bordeaux can issue a duplicate diploma:**

- › In the event of loss, destruction or theft, a request must be submitted via a specific form to the Admissions Office by letter or by email.
- › In the event of a change of last name/first name/gender, the Doctor must complete a specific form and provide a document justifying this change.

Doctors are notified by email on their ADUM account when their diploma is available for collection, according to the two deadlines described. **You will be issue one original** (and only one) and are strongly advised to keep it safe.

Collecting the diploma

The diploma can be collected from the Admissions Office of the Graduate Research School, Building A33 on the Talence campus, in person or by another authorized person.

You must make an appointment via the app

→ rendezvous.u-bordeaux.fr

If a Doctor wishes to collect their diploma in person, they must provide proof of identity.

If another person is to collect the diploma, they must produce a letter of authorization, their identity document and that of the Doctor.

The PhD diploma can also be sent by post, by sending a request to the Admissions Office.

Details of the procedure for collecting the PhD diploma can be found here



doctorat.u-bordeaux.fr/en/after-phd/collecting-your-diploma

Highlights of the PhD

Promoting doctoral studies, providing new opportunities, allowing mediation with the public... There are many events to enrich your PhD path.

My Thesis in 180 Seconds

This competition is organized every year and is an opportunity to present your research in only 180 seconds. Half-way between an eloquent presentation and the popularization of science, My Thesis in 180 Seconds enables young researchers to communicate their research focus to the general public. The event is organized within the institution,

with selected candidates invited to participate in the competition for universities in Nouvelle-Aquitaine. If any University of Bordeaux PhD students are successful, they can go on to the national and international selection panels.

PubhD

PubhD is a monthly event for the general public, organized in the bars of Bordeaux. At each PubhD event, 3 PhD students from different disciplines explain their thesis subject in 10 minutes maximum.

The graduation ceremony

Every year, the University of Bordeaux honors doctors from the 8 Doctoral Schools. This event provides the opportunity to promote the diversity and the excellence of the research carried out by the doctors in the various laboratories of the University of Bordeaux.



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Training

during the PhD



The acquisition and development of skills:

doctoral training

The training and career development of PhD students are among the priorities of the Graduate Research School. In the course of a doctorate, you will acquire, consolidate or continue to develop **knowledge, know-how, and the interpersonal skills** necessary to carry out your research and pursue your career.

Specific general training career modules are being prepared (e.g. "Innovation for human health", "Decision-making in the Anthropocene", "Interdisciplinarity based on data", "Breakthrough technologies"), in collaboration with research bodies (CNRS, Inria, INRAE, INSERM, etc.) in order to provide selected PhD students with a high level of skill to cope with today's major challenges.

The purpose of the training courses available for doctoral students throughout their studies and **irrespective of their subject field**, is to develop their employability, to acquire the skills they will need for attractive careers and in the highest positions.

The training courses offered are structured as follows:

- › **General training**
- › **Specialty training**, in their area of research, and **interdisciplinary training** common to doctoral students in several Doctoral Schools

Opportunities for meetings and exchanges between doctoral students from all disciplines, and players from the academic and socioeconomic world are offered throughout the year (e.g. APEC Forum, BPI France, PhD Days, International Week, Summer schools, etc.)

You should complete a **minimum of 100 hours** of courses over three years, divided between **general training, specialty training or external training** (depending on the frame of reference put in place by your Doctoral School). In the case of a cotutelle double degree, a minimum of 50 hours of courses must be taken at the University of Bordeaux.

Every year, you prepare a **training plan** in consultation with your thesis supervisor, which will list the skills to be **acquired or developed** according to your needs. You should also prepare your professional career plan. This training plan is **evolving and revisable**. The Professionalization Department supports all PhD students in skills development.

From the 1st year, training courses in **Research Ethics & Scientific Integrity in research professions** are compulsory for doctoral students. If you carry out an additional teaching assignment you must follow the University teaching training course.

PhD students who apply to compete in **My Thesis in 180 seconds** have a compulsory training course in 3 modules to prepare the competition.

There are more than 90 general training courses **covering seven subject areas**. The catalog changes every year to stay as close as possible to the needs of the doctoral students, the expectations of recruiters and to take into account the skills referenced in the doctoral files in the National Directory of Professional Certification (Répertoire National des Certifications Professionnelles). The catalog and the annual schedule of courses is published every year in mid-October for everyone to **plan their training course**.

Specialty training offered by the Doctoral Schools and the Graduate Programs are in addition to the general training

Interdisciplinary training courses are also additional. They are offered by one or more Doctoral Schools and group together programs on additional subject areas.

In parallel, all PhD students can follow the training offered by URFIST (training in information and scientific publishing) and by their employer's Human Resource department or any other training courses that you want to choose that are external to what the Doctoral Schools and the Graduate Research School are offering.

Where do I find out about available training courses?

Training programs are available for consultation from your ADUM personal space.

Or

- › On the **Graduate Research School website** for general training
- › On the **Doctoral School and Graduate Program websites** for specialty/interdisciplinary training.

Open Science, access to research for all

The University hopes to reach 80% of research publications deposited online with full text.

Why open up science to the general public?

The aim of the Open Science strategy is to make science accessible to all. The question arises of the dissemination of research data and tools to a wider audience. The general public is able to obtain scientific information through the Internet. The idea is therefore to rely on digital developments so that access to research is available to all. Thus the university supports citizen and participatory science by organizing different events (workshops, conferences, festivals) and encouraging publications directed to the public.

The goal is therefore to ensure that **all PhD students follow a session on awareness of open science**, to better disseminate their work. The

university is also working towards a more open management of data in scientific practice, and to support researchers in producing research that is more transparent.

The University of Bordeaux has therefore launched two knowledge-sharing projects: OSKAR Bordeaux, a platform for uploading and disseminating publications, and OpenU an open access platform for journals.

Find out more about the university's Open Science strategy



bibliotheques.u-bordeaux.fr/Se-former/Parcours-de-recherche-documentaire-et-science-ouverte



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Professional experience outside research activity:

Additional assignments

Additional assignments include consulting, scientific promotion and teaching missions.

They enable PhD students on a doctoral contract to put into **practice the skills they have acquired** during their research in a public or private sector structure (company, society, administration, public institution, local government, association, etc.). They help with the development of the doctoral students' network and the **acquisition of professional experience**, preparing them as they pursue an academic or socioeconomic career.

Teaching missions

These missions help you prepare to become a lecturer. You are responsible for broadening the knowledge of Bachelor's or Master's degree students in "travaux dirigés" (or equivalent). The mission corresponds to a maximum service of 64 hours teaching ("equivalent TD") across the whole academic year. You are integrated directly into a teaching team.

Teaching hours are defined beforehand by the different departments and teaching components of the University of Bordeaux.

Consulting missions

These one-off missions are in **response to an internal unmet need** within the host structure: experiments, consultancy, legal analysis, market or feasibility study, project support, report writing, product and software development, drafting documentation, competitor analysis, training, creating websites, etc.

The mission is not a continuation of the thesis work. Lasting 32 or 16 days (1/6 of the duration of the annual contract), it takes place throughout the academic year and may be renewed during the three years of the thesis. You remain an employee of the institution, although an amendment to your employment contract must be drawn up.

Promotion and dissemination missions

These missions take into account the popularization and dissemination actions that have been put in place with different stakeholders. They also **make knowledge operational** by analyzing the economic and societal impact of research work before it is transferred to companies.

Your PhD abroad



International mobility, all you need to know

In a context of a highly international research worldwide, the University of Bordeaux is particularly keen to promote and support the internationalization of your PhD/PhD training.

The advantages of mobility

- › Develop your scientific culture
- › Improve your language skills
- › Familiarize yourself with new working methods within an international team
- › Promote your research internationally
- › Seize post-doctoral opportunities

Dedicated systems in place for working on a doctorate in Bordeaux and abroad

Supervising and promoting a partnership, with the diploma recognized at European and international levels:

- › The cotutelle doctoral program (double degree)
- › International co-supervision (a single diploma obtained, that of University of Bordeaux)



How to prepare for international mobility?

Before you leave

- › Discuss your mobility project with your thesis supervisor before initiating any plans
- › Find out beforehand about available funding (applications are often made 6 months to 1 year in advance, depending on the program)

Where to find funding?

- › From your research unit
- › From the Graduate Research School (Doctoral Schools, Graduate Programs, International Office) and its partners, such as Fulbright (USA) or Mitacs (Canada)
- › From external bodies, embassies, etc.

Visa and work permit

- › Nationals from a country in the European Economic Area (EEA) (European Union, Iceland, Liechtenstein, Norway) or Switzerland can move freely within this area. Outside this area, a visa, a work permit or a specific authorization from the destination country may be required.
- › Nationals from a country outside the EEA or Switzerland may perhaps have to apply for a visa or an authorization to travel to a country outside the Schengen Area (including the United Kingdom since Brexit). In the Schengen Area, make sure you check that your visa allows you to travel.
- › In all cases, in order to be sure of the entry and residence conditions,

you must consult the dedicated and updated pages of the embassy or consulate website of the destination country.

Page of advice to travelers by country



diplomatie.gouv.fr/fr/conseils-aux-voyageurs/conseils-par-pays-destination/

Insurance

- › Within the European Union, the European Health Insurance Card (EHIC) entitles you to social security protection. You should request this card from your health insurance center or your complementary health insurance provider.
- › Outside the European Union, you should check with your insurance company about the conditions for cover abroad. Medical expenses can be very high, and complementary insurance (covering illness, accidents, civil responsibility and repatriation) may be necessary. Note that some universities may impose subscription to their own insurance policy (especially in North America).
- › A mission order must be drawn up by your employer if you are employed, or if not by your research unit, covering the entire duration of your stay.
- › Safety: For additional information from the French government, consult the page "Je pars à l'étranger" ("I'm going abroad").

The international co-supervision

International co-supervision is a system that allows the PhD student to benefit from the expertise of two thesis supervisors as part of a doctoral project and contribute to a French and foreign scientific collaboration.



Partnership between
2
research units (University of Bordeaux + international partner)



1
a year: Enrollment at the University of Bordeaux



Short stays
in the international partner university



Language and place of thesis defense University of Bordeaux, in French



1
European Doctorate label

- › This scheme offers many advantages in scientific and human terms (double supervision, prospects for international mobility, access to the infrastructure of two institutions, development of professional network, etc.).

How does it work?

- › You are enrolled at the University of Bordeaux
- › The international co-supervision takes place from the first enrollment in the doctoral program or at the latest before the end of your second year
- › An international jury is recommended for the thesis defense
- › Depending on the case, international co-supervision may require a contract between the University of Bordeaux and the partner institution.

A cotutelle doctoral program

The cotutelle doctoral program (double degree) promotes the joint supervision of a doctoral program by the University of Bordeaux and an international university in order to obtain a double degree.



240

doctoral students enrolled on cotutelle doctoral programs



Partnership between

2

research units (University of Bordeaux + international partner)



1

a year: Enrollment at the University of Bordeaux AND at the partner university



Alternate and equivalent stays at the University of Bordeaux and the partner university



Language and place of thesis defense: University of Bordeaux or the partner university, in French and/or a foreign language



2

doctoral diplomas linked together: University of Bordeaux + partner university

This scheme offers many advantages, notably because it allows you to benefit from strong mobility between two partner institutions. It also promotes double expertise in the supervision of the research and awards two diplomas following a single thesis defense. The cotutelle doctoral program has many advantages for pursuing a career (access to infrastructure and training in both institutions, acquisition of new skills, development of an

international professional network, etc.)

How does it work?

- › You are enrolled simultaneously from 1st Year in the 2 institutions (same academic year) and you must renew your enrollment every year, usually with alternating payment of registration fees
- › Supervision is carried out by 2 thesis supervisors, one in each partner institution in the cotutelle.



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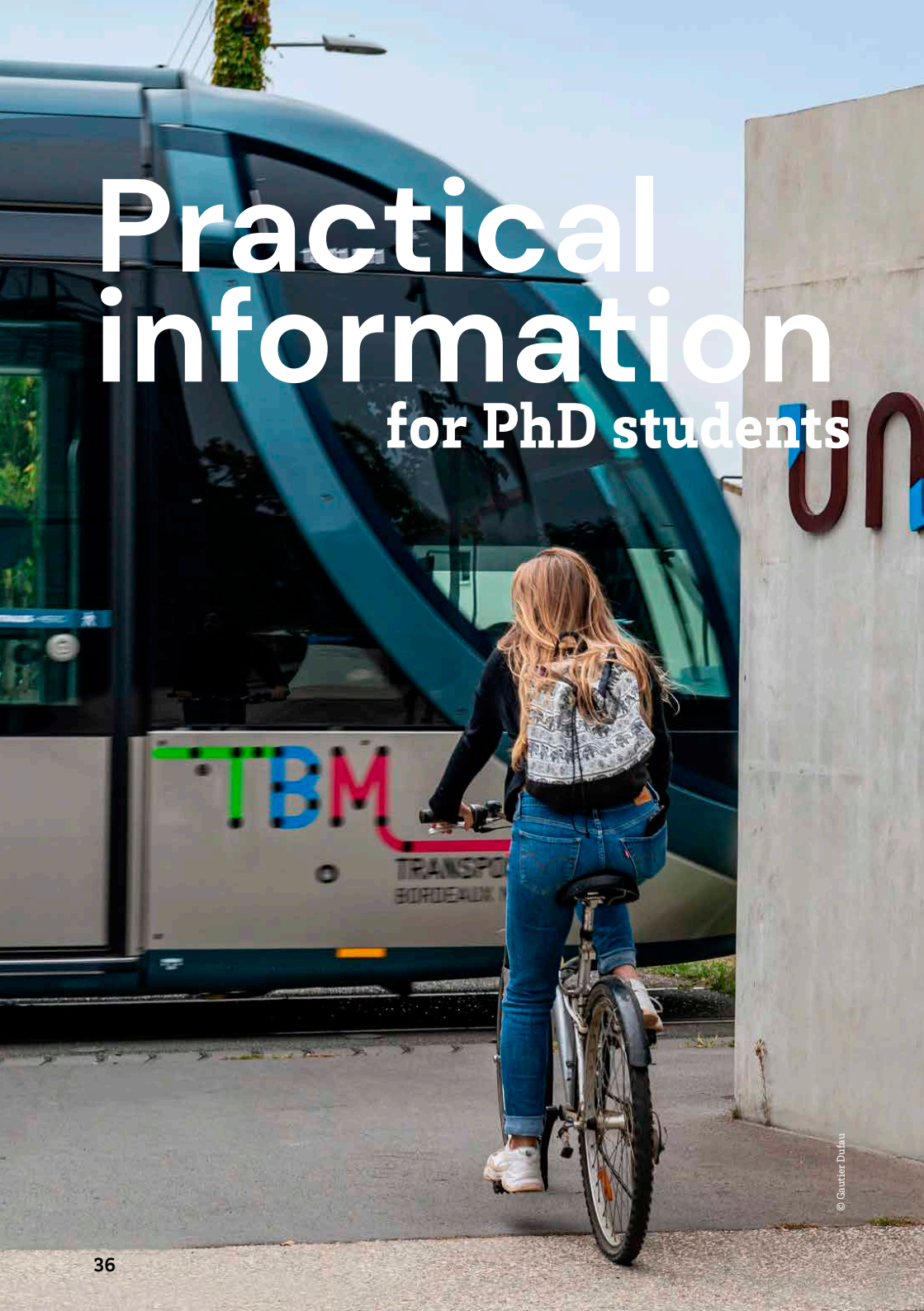
The cotutelle doctoral program is formalized via a contract validated by both administrations and signed by both institutions before the end of the 1st year of the doctoral program

- › The doctoral project must provide for equivalent periods in each partner institution, with a stay of around 18 months in each for a 3-year doctorate
- › You write just one thesis (English accepted). The cotutelle doctorate

requires one thesis defense (in either of the institutions)

- › At the University of Bordeaux, the cotutelle procedures are coordinated by the International Office at the Graduate Research School, which is responsible for organizing the cotutelle projects, and then pilots the drafting, negotiation, validation and lastly the submission of the cotutelle contracts for signature.

Practical information for PhD students



© Gaullier Dufau

Health

Where to get treatment?

For all PhD students

- **The student health center**

Good health is essential if you are to be successful in your studies. PhD students at the University of Bordeaux have access to the Student Health Center (Espace Santé Étudiants). There are teams of professionals who will welcome you, advise, inform and direct you towards what you need:

Nursing care, medical consultations, health check-ups with a nurse, vaccination boosters and obtaining a medical certificate declaring your fitness to practice sport, etc.

- **All this with nothing to pay in advance (full third-party payment)**

The student health center also has a psychological support unit. If you want to make use of their services, you can book an appointment online on Doctolib at the student health center (Go to: Prendre un rendez-vous en ligne - Spécialty: infirmier - Reason: entretien infirmier écoute).



doctolib.fr/centre-de-sante/pessac/espace-sante-etudiants-pessac/booking/specialties?profile_skipped=true

For PhD students under contract to the University

- **The HR occupational health service**

The purpose of occupational medicine is to promote and maintain the physical and mental well-being of staff. The service provides medical supervision, and carries out occupational health actions to ensure the physical and mental health of staff and can provide advice on any question relating to working conditions.

Harassment, violence & discrimination

The University of Bordeaux is a place of tolerance and respect. It fights against all types of harassment, and sexual or homophobic violence. It encourages freedom of speech on these issues and strives to ensure that victims are heard and supported in their efforts.



u-bordeaux.fr/campus/citoyennete-et-vivre-ensemble/harcelement-violences-discriminations

Applying for disabled worker status during your studies

What is disabled worker status?

Disabled worker status, known as RQTH in French (reconnaissance de la qualité de travailleur handicapé) is an administrative status that allows you to assert your rights and facilitates access to a wide range of education and employment measures for individuals with disabilities.

Why apply?

Being recognised as a disabled worker isn't compulsory, however applying for this status does present a number of very important advantages, both during your studies and when looking for a job.

How to apply?

Submit an application to the Maison Départementale des Personnes Handicapées (MDPH) of your place of residence. The decision from the MDPH does not mention the nature of the disability or illness, nor the degree of incapacity.

Who can advise me at the university?

- › Students and unfunded doctoral candidates: Social workers at the Student Health Centre
→ ese@u-bordeaux.fr
- › Doctoral candidates with funding: University disability contact person - correspondant.
→ handicap@u-bordeaux.fr

For more information

- u-bordeaux.fr/faire-reconnaitre-son-handicap

Close to your specific needs

Students with disabilities or long illnesses, high-level sports students, confirmed artists, elected students, other profiles according to criteria (employees...), the university supports you.

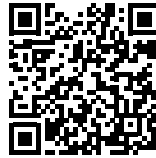
With the PHASE service, you can benefit from:

- › a local service
- › an evaluation of your needs and advice on your arrangements
- › a privileged contact in your training component.

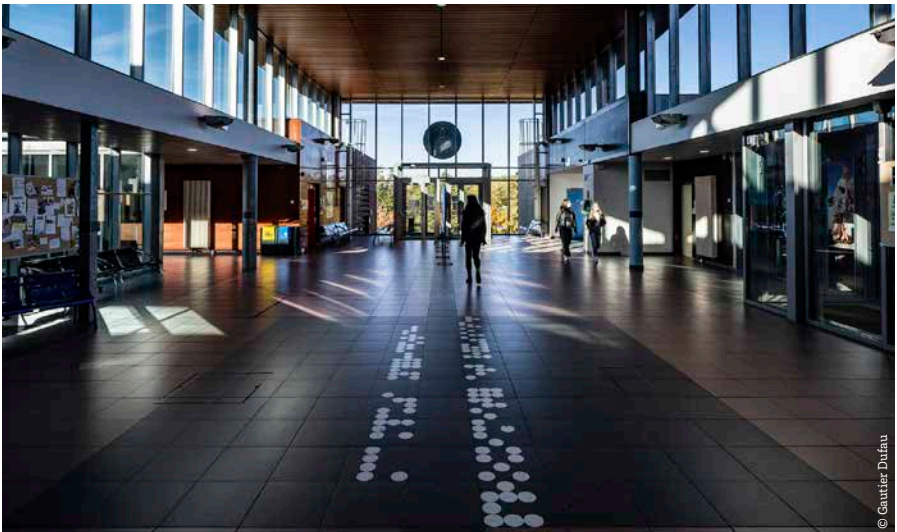
Personalized and progressive support throughout your journey:

- › Educational support
- › Technical and human help
- › Flexible arrangements for exams
- › Flexible studies and schedule arrangements.

Contact the PHASE service support officer on your campus as soon as the school year starts.



*u-bordeaux.
fr/etudiants-
besoins-
specifiques*



Transports

All the University of Bordeaux campuses can be reached by tram or bus and all have V3 stations (self-service bikes).

The University is keen to ensure that travel between home and school or work is managed sustainably. Alternative modes of transport rather than the individual use of the car to get to your research unit or Doctoral School are therefore encouraged: walking, bus, tram, bike.

There are V3 bike stations close to the campuses located in the Bordeaux Metropolitan area. Parking areas for bicycles are also available on campus. You can also access car parks on campus within a 10-minute walk of your place of work, or use the park-and-ride relay parks.

Did you know?

Assistance with transports

For contractual PhD students, who use public transport, bike or car-pooling to get to the University, you are entitled to some assistance with travel costs.



personnels.u-bordeaux.fr/Campus/Se-deplacer-Plans-des-campus/Aides-aux-transports



© Olivier Gut

Carte Aquipass, a student card and much more...

When you arrive at the university, you are provided with your personal Aquipass card. This is your student passport that will be your source of ID and will let you use the many services on offer: taking out books at the library, eating at the university restaurants... You may also carry out certain purchases thanks to the electronic Izly card system.

Izly, how does it work?

The Aquipass card has an integrated Izly card system. You must create an online account that can be credited in a totally secure way (the Student

Life Center may help with setting it up if necessary). It's up to you then to decide whether to pay with your contactless student ID or your mobile phone. This may be used in the university cafeterias and restaurants thus avoiding the need to pay in cash. How to credit the Izly card?

You can credit your account starting from 5€ with just a few clicks, whether from your mobile app or the web. You can transfer money from your Izly account to your bank account at anytime.

→ izly.fr

Food on campus

There are university cafeterias and restaurants on campus providing balanced meals at a low price.

A number of university restaurants available to staff and students are run by the CROUS (Centre régional des œuvres universitaires et scolaires). You can see the full list of CROUS food and drink outlets on their website:



[crous-bordeaux.fr/
restauration](http://crous-bordeaux.fr/restauration)

Did you know?

Food and financial assistance

Part of the cost of your meals in administrative and inter-administrative restaurants may be covered by the University, depending on the remuneration index. The relevant restaurants are those run by CROUS, Charles Perrens, INRAE, CNRS, Dax Hospital and the "Amicale des personnels" at the Bordeaux Rectorate.

Digital resources

IDNUM Digital identity

To access the university's digital services and in particular the virtual learning environment (VLE), you have your own digital identity number "University of Bordeaux IDNUM". As a new arrival, your digital identity is created automatically when your administrative enrollment is entered. When you have your enrollment certificate from the Doctoral School, you can activate your IDNUM from the interface.

Electronic messaging

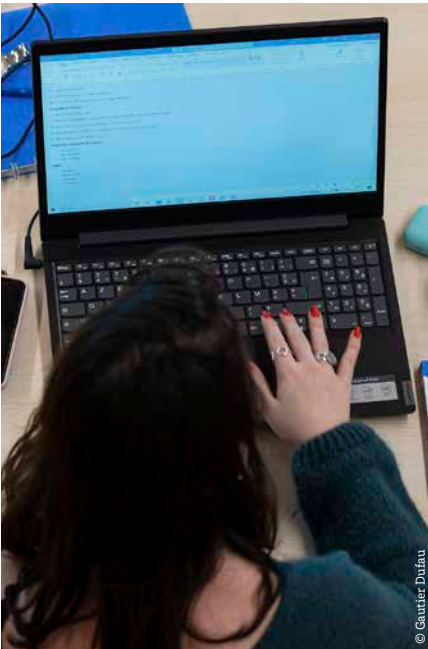
ZIMBRA is the collaborative messaging system used within the institution. With this you can synchronize your messaging tools, calendar and address book with your smartphone. 24 hours after your administrative enrollment at the earliest, you will have your own digital identity and email address: first.name.lastname@u-bordeaux.fr. If you have any questions, ZIMBRA can give online assistance.

WiFi

The University provides WiFi cover across all campuses. Eduroam, the WiFi network, gives secure wireless access to the internet for everyone (students, staff) with a digital IDNUM identity:



[u-bordeaux.fr/formation/
accompagnement-et-
reussite-des-etudes/
services-numeriques](https://u-bordeaux.fr/formation/accompagnement-et-reussite-des-etudes/services-numeriques)



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Social assistance

Rent, monthly fees, food... For many students, long before the question of enrolling at university comes up, they have to consider the question of financing their studies. There are solutions, and the social service can help you with the formalities.

Advice centers

Social work assistants at the student health center or at CROUS are bound by client confidentiality, and their role is to listen to you, to welcome you and to support you if you find yourself in difficulty during your studies.

They can provide information on the different benefits available in the event of financial, family or material hardship.

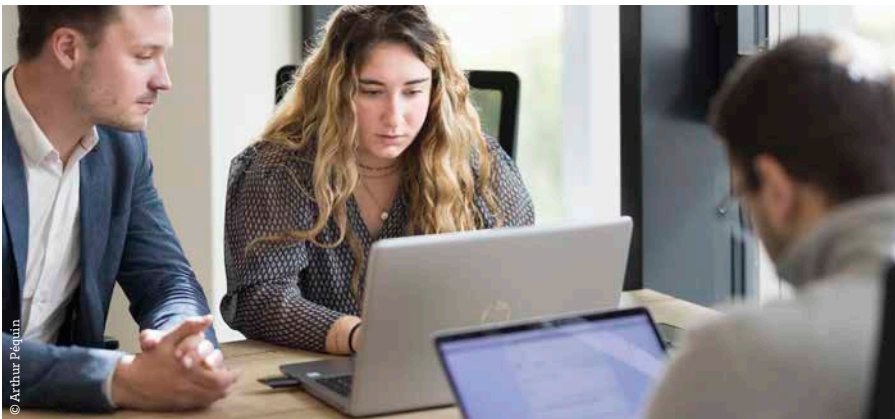
- › Information on options for funding your studies and emergency aid
- › Help with preparing applications for financial aid

- › A listening ear and support with personal difficulties: family break-up, problems with studies
- › Liaison with the University's internal and external services, redirection to specialist services
- › Information on legislation.

For more information on the social services offered



u-bordeaux.fr/campus/vie-quotidienne/aides-sociales-financieres



After the doctorate



Career outcomes


for University of Bordeaux PhD graduates between 2017 and 2020


361 out of 439 Doctors responded to the survey.
The response rate was 82 %.


On 1st December 2020


 **88 %**
of doctors were in employment
(including post-doctorates)


Among the respondents who were in work on 1st December 2020

 **65 %** were in a stable job
(permanent contract, civil servant or professional, company manager)

 The rate for those in professions was
99 % (executives or company managers or professionals)

 **50 %** were working in the public sector (in France or abroad)

 **95 %** were working full-time

 **72 %** were working in France

 **52 %** were working in Nouvelle-Aquitaine

Continue your research, the post-doctorate

The aim of the post-doctoral contract is to give Doctors better support in the period of professional transition into permanent research positions in the public or private sector.

Universities recruit post-doctoral students, who can then **continue their research**, perhaps by developing an aspect of their thesis. In France, a post-doctorate can last from 6 months to 3 years. Post-doctoral students are considered to be **researchers in their own right**, they participate fully in the activities of their research laboratory.

The advantages of continuing into a post-doctoral fellowship

- › Develop additional skills for career advancement
- › Create new opportunities to strengthen doctors' professional integration.



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Contact details

for University services

- **Admissions and HDR (Habilitation to direct research) department**
- **Enrollment & thesis defense**
+33 (0)5 40 00 38 68
inscriptiondoctorat@u-bordeaux.fr
- **Managing doctoral contracts and MCE (additional teaching missions)**
+33 (0)5 40 00 22 76
rh.finances.doctorat@u-bordeaux.fr
- **Internationalization Office**
- **International programs**
+33 (0)5 40 00 24 65
internationalisation.doctorat@u-bordeaux.fr
- **Cotutelle doctoral programs (Double degrees)**
+33 (0)5 40 00 27 01
cotutelledoctorat@u-bordeaux.fr
- **Professionalization Department**
- **Training and career development**
+33 (0)5 40 00 27 78
formationdoctorat@u-bordeaux.fr
- **Doctoral School of Law**
+33 (0)5 56 84 40 55
ed.droit@u-bordeaux.fr
- **Doctoral School of Economic Sciences, Management and Demography**
+33 (0)5 56 84 29 26
ed-ecoges@u-bordeaux.fr
- **Doctoral School of Mathematics and Computer Sciences**
+33 (0)5 40 00 87 07
edmi@u-bordeaux.fr
- **Doctoral School of Chemical Sciences**
+33 (0)5 40 00 89 40
secretariat-edsc@u-bordeaux.fr
- **Doctoral School of Sciences and Environments**
+33 (0)5 40 00 33 01
edoc.se@u-bordeaux.fr
- **Doctoral School of Physics and Engineering**
+33 (0)5 40 00 65 26
edoc.spi@u-bordeaux.fr
sec.spi@u-bordeaux.fr
- **Doctoral School of Health and Life Sciences**
+33 (0)5 57 57 45 45
+33 (0)5 57 57 12 42
ed-svs@u-bordeaux.fr
- **Doctoral School of Society, Politics, Public Health**
+33 (0)5 57 57 19 62
+33 (0)5 57 57 71 31
edsp2@u-bordeaux.fr
- **Bordeaux Neurocampus Graduate Program**
+33 (0)5 47 30 42 87
neurocampus.graduateprogram@u-bordeaux.fr
- **Light Sciences & Technologies Graduate Program**
+33 (0)5 57 01 72 72
contact.light_st@u-bordeaux.fr

- **Digital Public Health Graduate Program**

+33 (0)5 47 30 42 24
dph@u-bordeaux.fr

- **Numerics Graduate Program**

+33 (0)5 40 00 29 72
GP-numerics@u-bordeaux.fr

- **EUREkA Graduate Program**

+33 (0)5 40 00 29 72
gp-eureka@u-bordeaux.fr

- **Cancer Biology Graduate Program**

+33 (0)5 40 00 29 72
cancerbiology@u-bordeaux.fr

- **Cardiac EP Graduate Program**

+33 (0)5 40 00 29 72
gp-cardiacep@u-bordeaux.fr

- **PhD students representatives**

doctorants.collegeED@u-bordeaux.fr

- **Research contracts and promotion**

contrat-recherche@u-bordeaux.fr

- **Human resources contacts and toolbox**



personnels.u-bordeaux.fr/Ressources-humaines/Contacts-et-boite-a-outils-RH

- **University contacts**



u-bordeaux.fr/universite/organisation-et-fonctionnement/personnes-ressources

- **University of Bordeaux Libraries**

doc-bibliotheque@u-bordeaux.fr

- **Documentation services research support**

doc-soutienrecherche@u-bordeaux.fr

- **Documentation services doctoral thesis support**

doc-thesesNum@u-bordeaux.fr

- **Student Life Center Carreire and Victoire Campuses (Bordeaux)**

bve.bordeaux@u-bordeaux.fr

- **Student Life Center Peixotto & Bordes Campuses (Talence)**

bve.talence@u-bordeaux.fr

- **Student Life Center Montaigne-Montesquieu Campus (Pessac)**

bve.pessac@u-bordeaux.fr

- **Printing Service**

imp.talence@u-bordeaux.fr

- **Welcome Center for International Researchers**

+ 33 (0)5 40 00 68 73
accueil.chercheurs@u-bordeaux.fr

Abbreviations and acronyms

- › **BUT** Bachelor Universitaire de Technologie (Bachelor's Degree in Technology)
- › **CED** Collège des écoles doctorales (Graduate Research School)
- › **CR** Commission recherche (Research Committee)
- › **CRCT** Congé pour recherches ou conversions thématiques (Leave for Research or Subject Conversions)
- › **CROUS** Centre régional des œuvres universitaires et scolaires (Regional center of university and educational services)
- › **CT** Comité technique (Technical Committee)
- › **DAC** Direction de l'amélioration continue (Department for continuous improvement)
- › **DAEU** Diplôme d'accès aux études universitaires (Diploma giving access to university studies)
- › **DEJA** Département d'études juridiques d'Agen (Agen department of legal studies)
- › **DEJEP** Département d'études juridiques et économiques de Périgueux (Périgueux department of legal and economic studies)
- › **DGS** Directeur général des services (Director-general of services)
- › **DGSA** Directeur général des services adjoint (Deputy director-general of services)
- › **DPD** Délégué à la protection des données (Data protection delegate)
- › **DR** Direction des ressources (Directorate of resources)
- › **DRI** Direction des relations internationales (Directorate of international relations)
- › **DSC** Direction des services comptables (Directorate of accounting services)
- › **DSI** Direction des systèmes d'information (Directorate of information systems)
- › **DSPEG** (Collège) Droit science politique économie et gestion (College of law, political science economics and management)
- › **DT** Directeur de thèse (Thesis supervisor)
- › **DU** Diplôme d'université (University diploma)
- › **DUSA** Département universitaire des sciences d'Agen (Agen university department of science)
- › **EC** Enseignant-chercheur (Lecturer-researcher)
- › **ECTS** European Credits Transfer System
- › **ED** École doctorale (Doctoral School)
- › **EES** Économie, entreprise, société (Economics, enterprise, society)
- › **EJ** Engagement juridique (Legal commitment)
- › **ENM** École nationale de la magistrature (National school for the judiciary)
- › **ENT** Espace numérique de travail (Virtual learning environment)
- › **EPA** Établissement public à caractère administratif (Administrative public institution)

- › **EPCSP** Établissements publics à caractère scientifique, culturel et professionnel (Scientific, cultural and professional public institutions)
- › **EPST** Établissements publics à caractère scientifique et technologique (Scientific and technological public institutions)
- › **EQUIPEX** Équipement d'excellence (Equipment of excellence)
- › **ERP** Établissement recevant du public (Institution open to the public)
- › **ESR** Enseignement supérieur et recherche (Higher education and research)
- › **ESTIA** École Supérieure des Technologies Industrielles Avancées (Graduate school of advanced industrial technologies)
- › **ETP** Équivalent temps plein (Full-time equivalent)
- › **ETPT** Équivalent temps plein travaillé (Full-time equivalent worked)
- › **EUR** Écoles universitaires de recherche (Graduate research schools)
- › **FEVE** (application) Fiches de postes et d'Évaluation (Job description and assessment (application))
- › **FIPVU** (Pôle) Formation, insertion professionnelle et vie universitaire (Center for educational training, professional integration and university life)
- › **FSD** Fonctionnaire sécurité défense (Defense and security officer)
- › **FSDIE** Fonds de solidarité des initiatives étudiantes (Student initiative solidarity fund)
- › **GOF** Gestion de l'offre de formation (Management of programs offered)
- › **GP** Graduate Program
- › **HAMAC** Horaires Aménagés en fonction de l'ARTT et des Congés (logiciel) (Flexible hours according to time off in lieu and leave (software))
- › **HCC** Heures de cours complémentaires (Additional course hours)
- › **HCERES** Haut Conseil de l'évaluation de la recherche et de l'enseignement supérieur (High council for assessment of research and higher education)
- › **HETD** Heures équivalent travaux dirigés est une unité de mesure de l'activité pédagogique (Contact hour equivalent. This is a unit for measuring teaching activity)
- › **IAE** Institut d'administration des entreprises (Institute of business administration)
- › **IDEX** Initiative d'excellence (Excellence initiative)
- › **IDNUM** Identité numérique (Digital identity)
- › **IEP** Institut d'études politiques (également ScPoBx pour Sciences Po Bordeaux) (Institute of political studies (also ScPoBx for Sciences Po Bordeaux))
- › **IFTS** Indemnité forfaitaire pour travaux supplémentaires (Fixed allowance for additional work)
- › **IGE** Ingénieur d'études de recherche et de formation (Design engineer in research and training)
- › **IGR** Ingénieur de recherche et de formation (Research and training engineer)
- › **IHU** Institut hospitalo-universitaire (Teaching and research hospital)
- › **ILP** Institut laser plasma (Laser plasma institute)

- › **IMA** Institut de maintenance aéronautique (Institute of aeronautical maintenance)
- › **INB** Institut national polytechnique Full name: Bordeaux INP (also sometimes called IPB) (National polytechnic institute)
- › **INRA** Institut national de la recherche agronomique (National research Institute for agriculture, food and environment)
- › **INRIA** Institut national de la recherche en informatique et en automatique (National research institute for computer science and automation)
- › **INSERM** Institut national de la santé et de la recherche médicale (National research institute for health and medical research)
- › **INSPÉ** Institut national supérieur du professorat et de l'éducation (National higher institute for teaching and education)
- › **ISVV** Institut des sciences de la vigne et du vin (Institute of vine and wine science)
- › **ITRF** Filière ingénieurs et techniciens de recherche et de formation (Research and training engineers and technicians)
- › **IUT** Institut universitaire de technologie (University institute of technology)
- › **LABEX** Laboratoire d'excellence (Laboratory of excellence)
- › **LRU** (law) Libertés et responsabilités des universités (University freedoms and responsibilities)
- › **MAOIP** Mission d'appui à l'orientation et l'insertion professionnelle (Mission to support professional guidance and integration)
- › **MAPI** Mission d'appui à l'ingénierie pédagogique (Mission to support pedagogical research)
- › **MCE** Mission complémentaire d'enseignement (Additional teaching assignment)
- › **MCF** Maître de conférences (Associate professor)
- › **MEB** Musée d'ethnographie de Bordeaux (Bordeaux museum of ethnography)
- › **MEN** Ministère de l'Éducation Nationale (Ministry of National Education)
- › **MESRI** Ministère de l'Enseignement supérieur, de la recherche et de l'innovation (Ministry of Higher Education, Research and Innovation)
- › **MI** Mathématiques et Informatique (Mathematics and computer science)
- › **MOOC** Massive open online course
- › **OASU** Observatoire aquitain des sciences de l'univers (Aquitaine observatory of the universe sciences)
- › **OF** Offre de formation (or ODF) (Programs offered)
- › **OFVU** Observatoire de la formation et de la vie universitaire (Observatory of education and university life)
- › **PAS** (Pôle) Pilotage et aide à la stratégie (Division for management and strategy support)
- › **PAST** Professeur associé (Associate lecturer)
- › **PCA** Prime pour charges administratives (Bonus for administrative responsibilities)
- › **PCSI** Poste central de sécurité incendie (Fire safety control room)

- › **PEDR** Prime d'encadrement doctoral et de recherche (Bonus for PhD and research supervision)
- › **PERC** Professeurs certifiés (Qualified teachers)
- › **PHASE** (Service d'accompagnement des) Publics handicapé, artistes, sportifs, étudiants (Support service for the disabled, artists, athletes, students)
- › **PhD** "Philosophiae doctor" indicates that the person holds a Doctorate
- › **PIM** Prime interministérielle (Interministerial bonus)
- › **PFR** Prime de fonctions et de résultats (Function and performance bonus)
- › **PHU** Praticien hospitalo-universitaire (University hospital physician)
- › **PMR** Personne à mobilité réduite (Person with reduced mobility)
- › **POA** Pôle océanographique d'Aquitaine (Aquitaine oceanography center)
- › **POSTDOC** Chercheur titulaire d'un doctorat et recruté en CDD (Researcher with a PhD and hired on a fixed-term contract)
- › **PPCR** Parcours professionnels, carrières et rémunérations (Professional track, careers and pay)
- › **PPRS** Prime de participation à la recherche scientifique (Scientific research participation bonus)
- › **PR** Professeur des universités (University professor)
- › **PRAG** Professeur agrégé de l'enseignement du second degré (Specialist secondary education teacher)
- › **PRCE** Professeur certifié de l'enseignement du second degré (Certified secondary education teacher)
- › **PRES** Prime de recherche et d'enseignement supérieur (Research and higher education bonus)
- › **PRP** Prime de responsabilité pédagogique (Teaching responsibility bonus)
- › **PU** Professeur des universités (University professor)
- › **PUOD** Professeur des universités - Praticien hospitalier en odontologie (University professor - hospital physician in dentistry)
- › **PUPH** Professeur des universités - Praticien hospitalier (University professor - hospital physician)
- › **RAF** Responsable administratif et financier (Administrative and financial manager)
- › **RCE** Responsabilités et compétences élargies (Wider responsibilities and skills)
- › **RÉFÉRENS** Référentiel des emplois-types de recherche et d'enseignement supérieur (Directory of typical jobs in research and higher education)
- › **REH** Référentiel équivalences horaires (Guide to hourly equivalences)
- › **RIPI** (Pôle) Recherche international partenariats et innovation (Center for research, international affairs, partnerships and innovation)
- › **RQTH** Reconnaissance de la qualité de travailleur handicapé (Recognition as a disabled worker)
- › **RU** Restaurant universitaire (University restaurant)

- › **SAENES** Secrétaire d'administration de l'éducation nationale et de l'enseignement supérieur (Administrative secretary for national education and higher education)
- › **SATT / AST** Société d'accélération du transfert de technologies (Aquitaine Science transfert®) (Technology transfer acceleration company (Aquitaine Science transfert®))
- › **SC** Sciences chimiques (Chemical sciences)
- › **SE** Sciences et environnements (Science and environment)
- › **SH** Sciences de l'Homme (Human sciences)
- › **SHS** Sciences humaines et sociales (Humanities and social sciences)
- › **SNI** Structure de niveau intermédiaire (Intermediate level structure)
- › **SPI** Sciences Physiques et de l'ingénieur (Physics and engineering)
- › **SP2** Sociétés, politique, santé publique (Society, politics, public health)
- › **ST** Sciences et technologies (Science and technology)
- › **STAPS** Sciences et techniques des activités physiques et sportives (Science and techniques of physical and sports activities)
- › **SUAS** Service universitaire d'action sociale (University service for social action)
- › **SUAPS** Service universitaire des activités physiques et sportives (University physical and sports activities service)
- › **SUMPS** Service universitaire de médecine préventive et de santé des étudiants (University preventive medicine and student health service)
- › **SVS** Sciences de la vie et de la santé (Health and life sciences)
- › **TCH** Technicien de recherche et de formation (Research and training technician)
- › **TIB** Traitement indiciaire brut (Gross index-related salary)
- › **U&me** Nom de l'application mobile des services de la vie étudiante (Name of the mobile app for student life services)
- › **UB / UBx** Université de Bordeaux (University of Bordeaux)
- › **UBM** Université Bordeaux Montaigne (Bordeaux Montaigne University)
- › **UE** Unité d'enseignement (Teaching Unit)
- › **UF** Unité de formation (Training Unit)
- › **UFR** Unité de formation et de recherche (Training and Research Unit)
- › **UMFCS** Unité mixte de formation continue en santé (Joint unit for lifelong learning in health)
- › **UMR** Unité mixte de recherche (Joint research unit)
- › **UPPA** Université de Pau et du Pays de l'Adour (University of Pau and Pays de l'Adour)
- › **VP** Vice-président (Vice-president)
- › **VPE** Vice-président étudiant (Student vice-president)

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