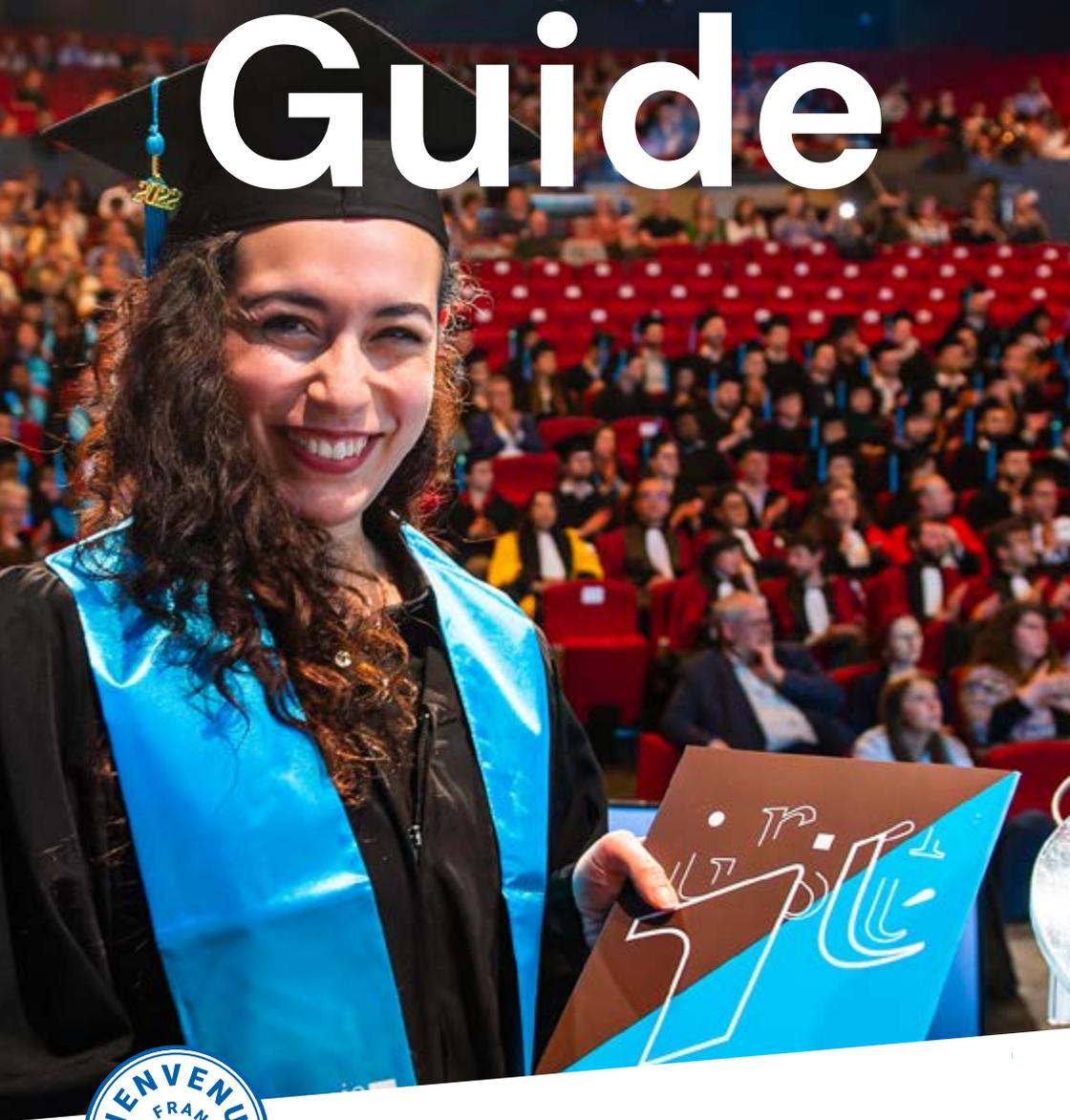


PhD Student Guide



université
de **BORDEAUX**



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Discover the University of Bordeaux

Welcome!

The University of Bordeaux, heir to a history of nearly six centuries, is a multidisciplinary university with deep regional roots that reach out to the European and international levels.

Recognised for its capacity for innovation and awarded the "Initiative of Excellence" label, the University of Bordeaux regularly contributes to major scientific advances with its academic and socioeconomic partners in France and abroad. It ensures their transmission and facilitates their transfer to society, in line with its commitment to environmental and societal transitions.

 **+52,000**
students

 **7,200**
international
students

 **8**
doctoral schools

 **2,000**
doctoral students

 One of
the largest
campus sites
in Europe

 **28 ha**
of sport fields

 **3,200** research
and teaching staff
*including 800
international researchers*

 **1**
foundation

 **31**
libraries with
5,160 reading
places

 **140** student
associations

Research

at the University of Bordeaux

Research at the University of Bordeaux is organized around **11 departments** covering all scientific disciplines. Their role 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 more than **80 research units** (joint research units, joint service units, host teams, etc.) to which the 8 doctoral schools are attached.

In addition, the university includes specialized institutes that contribute to its scientific dynamism:

- › IHU Liryc: research, innovation, treatment and training in cardiac disorders
- › IHU VBHI: research, innovation, treatment, training and prevention in cerebral diseases

- › 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

The challenges of research

at the University of Bordeaux

Scientific integrity

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

Open Science

Open Science is the unhindered dissemination of scientific research publications and data. Open science policies are supported at the highest level (national, European and international levels).

Produced by the Committee for Open Science and the University of Lille, the **Passport for Open Science** is a guide designed to accompany all PhD students at every step of their research career, whatever their

disciplinary field. It provides a set of tools and good practices that can be directly implemented.

All PhD students at the University of Bordeaux complete a training course to raise their awareness of Open Science.

Find out more about document research and Open Science at the university



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

Read the Passport for Open Science



ouvri.lascience.fr/passport-for-open-science-a-practical-guide-for-phd-students/



The doctoral schools at the University of Bordeaux

PhD students at the University of Bordeaux enroll in one of the 8 doctoral schools that provide **research-oriented training** in a wide range of disciplines, both fundamental and applied. 14 international Graduate Programs are also available in several 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.**

Chemical Sciences

- Organic chemistry
 - Polymers
 - Process engineering
 - Physical chemistry
 - Physical chemistry of condensed matter
 - Chemistry and technologies of living systems
 - Analytical and environmental chemistry
- secretariat-edsc@u-bordeaux.fr

Economic Sciences, Management and Demographics

- Economic sciences
 - Management sciences
 - Demographics
 - Economic sciences specialising in agronomy
 - Management sciences specialising in agronomy
 - Demographics specialising in agronomy
- ed-ecoges@u-bordeaux.fr

Health and Life Sciences

- Biochemistry
 - Bioimaging
 - Bioinformatics
 - Cell biology and pathophysiology
 - Cancer biology
 - Genetics
 - Chemistry-Biology interface
 - Microbiology-Immunology
 - Neuroscience
 - Nutrition
 - Oenology
 - Agricultural sciences
- ed-svs@u-bordeaux.fr

Law

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

Mathematics and Computer Science

- Computer science
 - Applied mathematics and scientific computing
 - Pure mathematics
- edmi@u-bordeaux.fr



Physics and Engineering

- Astrophysics, plasmas, nuclear
 - Lasers, matter, nanosciences
 - Automation, production theory, signal and image processing, cognitive engineering
 - Electronics
 - Mechanics
- edoc.spi@u-bordeaux.fr

Sciences and Environments

- Biological anthropology
 - Biogeochemistry and ecosystems science
 - Evolutionary, functional and community ecology
 - Epistemology and history of science
 - Geochemistry and ecotoxicology
 - Environmental physics
 - Prehistory
 - Sedimentary geology, palaeoceanography and climatology
 - Agricultural and forestry science
- edoc.se@u-bordeaux.fr

Society, Politics, Public Health

- Ethnology specialising in social and cultural anthropology
 - Language, Languages, Cultures, Society
 - Pharmacology specialising in pharmacoepidemiology, pharmacovigilance
 - Cognitive sciences and ergonomics (specialising in cognitive sciences/in ergonomics)
 - Public health (specialising in biostatistics/in epidemiology/in computer science and health/in health interventions and health economics)
 - Sociology
 - Psychology
 - Education and training sciences
 - Political science
 - Political science specialising in Political economy
 - Physical and sporting activity sciences and techniques (STAPS)
- edsp2@u-bordeaux.fr

The Graduate Programs at the University of Bordeaux

The University of Bordeaux's Graduate Programs combine training and research around theme-based specialities.

Inspired by the graduate schools of major international universities, the Graduate Programs provide **outstanding courses, from Master's to PhD level**, supported by the University of Bordeaux's scientific community.

Research will play a major role in your training within the university's laboratories and those of its international partners, and you will be working on your career objectives whether in research (academic or industrial), the private sector or entrepreneurship.

AFRICA

- Challenges and transitions in Africa
- Public Health
- Economics
- Political Sciences
- gp.africa@u-bordeaux.fr

ARCHEO

- Archaeological research
- Data collection
- Field workshops
- gp.archeo@u-bordeaux.fr

Bordeaux Neurocampus

- Physiology and biology of neural system
- Neurodegenerative and mental disorders
- neurocampus.graduateprogram@u-bordeaux.fr

Cancer Biology

- Cellular and molecular biology
- Translational and clinical research in oncology
- cancerbiology@u-bordeaux.fr

Cardiac EP

- Electrophysiology
- Cardiac bio-engineering
- gp-cardiacep@u-bordeaux.fr

Digital Public Health

- Epidemiology
- Biostatistics
- Computing and social sciences
- dph@u-bordeaux.fr

EcoPoDeMa

- Methods and techniques in economic decision-making
- gp.ecopodema@u-bordeaux.fr



EUREkA

- Chemistry of materials
- Physics-chemistry of materials
- gp-eureka@u-bordeaux.fr

Infinity²

- Subatomic physics
- High-energy physics
- Astrophysics
- gp.infinity2@u-bordeaux.fr

LExFI

- Law applied to the fields of technological innovation
- Law applied to the fields of social innovation
- gp.lexfi@u-bordeaux.fr

Light Sciences & Technologies

- Photonics
- Quantum technologies
- contact.light-st@u-bordeaux.fr

Numerics

- Analysis of complex digital systems
- Big Data
- Other technologically innovative services
- gp-numeric@u-bordeaux.fr

SENSE

- Development, protection and management of ecosystems and agrosystems
- gp.sense@u-bordeaux.fr

SiTH

- Bio-imaging, molecules and nanoscience for health,
- Regenerative medicine
- Translational medicine
- gp.sith@u-bordeaux.fr

The Graduate Research School

The University of Bordeaux's Graduate Research School was created in 2016 as an establishment where training and research are closely linked. It coordinates the actions of the doctoral schools, the Graduate Programs and more generally the university's whole doctoral field.

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. The Graduate Research School's missions include: organising enrollment, cross-disciplinary doctoral training, internationalisation, thesis defenses, issuing diplomas, PhD student life and promotion (welcome ceremony, graduation ceremony, etc.)

 **50+**
research specialties

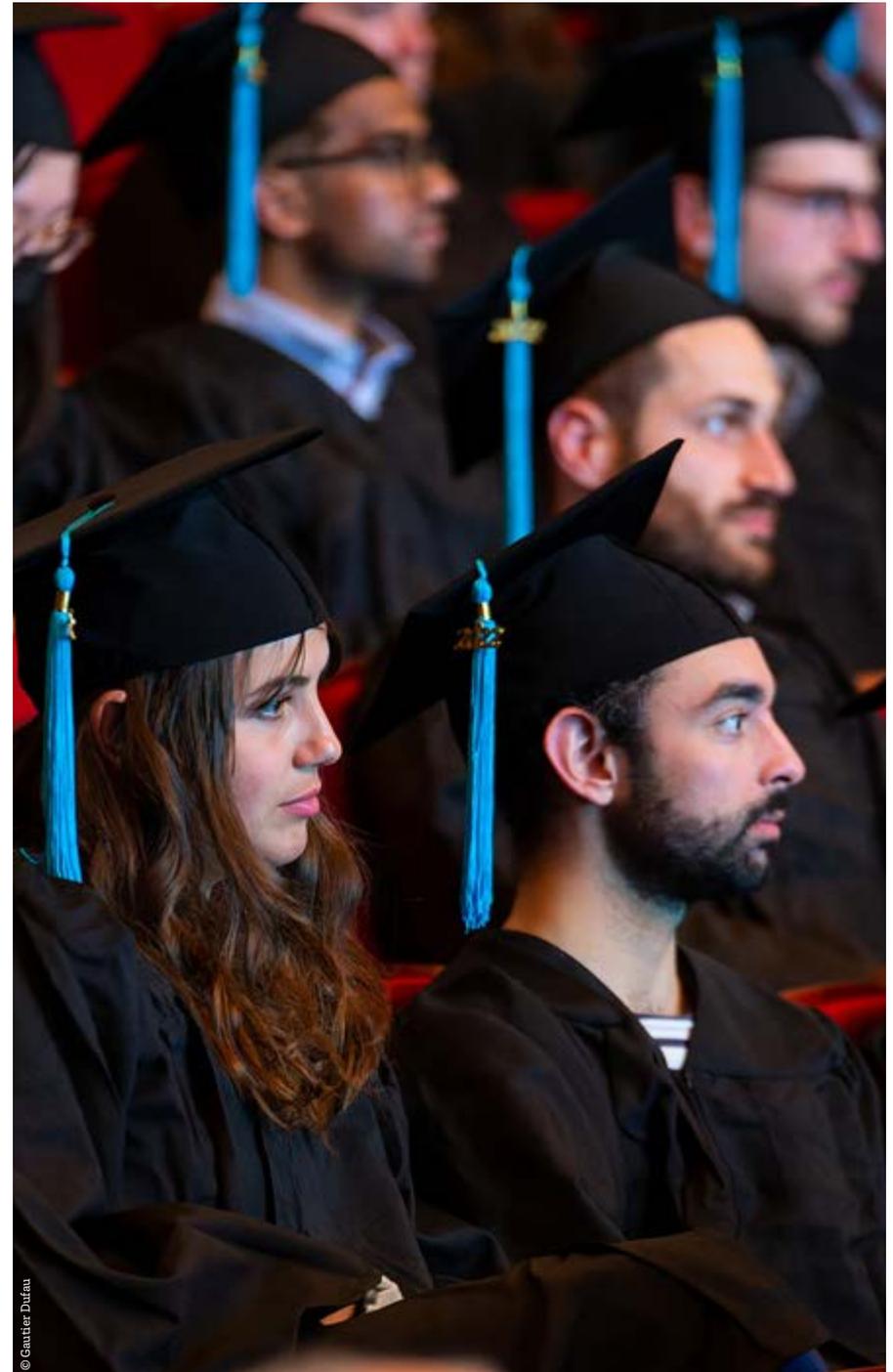
 **90+**
general training programs

 **500+**
thesis defenses per year

 **150+**
cotutelle doctoral programs
(double degrees) per year

 **2,000**
students

 **15+**
Bordeaux Summer Schools
organized per year



Key stages in your PhD studies

From enrollment to thesis defense

The PhD enrollments and defenses Office can help you with the various procedures related to your PhD.

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

How to enroll in the first year of PhD

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



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

You must renew your enrollment at the start of each academic year, after authorization by your doctoral school.

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 gives you access to different services so you can:

- › enroll in a PhD at the University of Bordeaux or request re-enrollment
- › announce your thesis defense date
- › enroll in training courses
- › present your thesis and describe your research work
- › access information online: doctoral schools' news, thesis defense announcements, etc.
- › subscribe to events
- › apply to funding mobility projects, to the thesis prize, etc.
- › highlight your research work by publishing it on *theses.fr*

Your ADUM account: a showcase for your career path

The portal serves as a **directory for all PhD students and PhD graduates**. It helps you make contacts to build your professional network: ADUM allows you to find peers specialised in similar research fields, you can also contact PhDs to find out more about

the socio-professional environments you may want to enter after your PhD. You can set your contact information for public or private viewing, list your publications, scientific skills, professional experience or previous training. You can also **regularly update the information shown on your public profile**. To guarantee the reliability of the data, they will be validated by the doctoral school before being viewable in the public directory.

ADUM also provides access to **job offers** for academic and non-academic careers.

Access your ADUM account



adum.fr/index.pl?site=UBX

How to re-enroll in a PhD

Step 1 • Request to re-enroll on the PhD platform ADUM

ADUM enables you to update your file and request re-enrollment for the following year. This information is automatically forwarded to your thesis supervisor and doctoral school for their authorization.

Enrollment is approved by the director of the doctoral school, after receiving the opinion of your thesis supervisor and the individual thesis committee. After the doctoral school has authorised your re-enrollment, you receive an e-mail informing you of the next steps.

Step 2 • Paying the Crous Student life and Campus fee (CVEC)

Payment of this fee is compulsory and is separate from the university administration.

You must go to the CVEC government website to pay the fee and get proof of payment. The reference number of this proof of payment will be required to continue your enrollment. PhD students can be exempt from paying the CVEC: PhD

students benefiting from French government's scholarships or PhD students under a cotutelle (double degrees) contract, etc. Contact the PhD enrollments Office for more information.



cvec.etudiant.gouv.fr

Step 3 • Paying registration fees

Your doctoral school check the data updated on ADUM. You can then pay your registration fees to the University of Bordeaux. 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 PhD enrollments Office, you will receive an e-mail confirming your enrollment.

What's next?

You can download your new certificate of enrollment (in French and in English) for the year of registration via ADUM or via the university Virtual Learning Environment (Espace numérique de travail - ENT) in French only.

Your initial student card is still valid. You will only need to request a new sticker for the academic year from your doctoral school.

The thesis committee:

another perspective on your research work

What is the committee's role?

Individual thesis committees oversee the smooth running of the PhD, in accordance with the doctoral charter and training agreement.

Meeting with the members of your committee on a yearly basis provides you with an outside view regarding how your PhD is moving forward. Via an interview, the committee will assess the conditions of your training and the progress of your research. It will make recommendations and send an interview report to you, the doctoral school's director and your thesis supervisor.

In addition, the committee seeks to prevent any and all forms of conflict, discrimination or harassment.

It is compulsory to meet with your individual thesis committee every year, from the 1st year of your PhD.

What is the procedure?

- › Each doctoral school determines who serves on its thesis committees, how they are organised and how they operate.
- › Committee members do not participate in supervising research done by PhD students.
- › A PhD student's thesis supervisor cannot be a member of the committee.
- › The individual thesis committee must be held annually before June 30 for re-enrollment, except for PhD students who defend their thesis before December 31 (provided that the defense is announced on ADUM).

Check the terms and conditions for each doctoral school



doctorat.u-bordeaux.fr/en/during-phd/thesis-committee



The PhD grant:

the main type of funding for your PhD

The PhD grant (employment contract) is the main type of funding that can be awarded to PhD students. Any PhD student enrolled in their first year for less than six months can apply to a PhD grant, with no age requirement.*

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

Characteristics of a PhD grant

- › The 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).

- › It is therefore mandatory to renew enrollment at the beginning of each academic year via ADUM and to pay the registration fees to the Graduate Research School.
- › If enrollment is not carried out in the second or third years, dismissal proceedings may be started.

For whom? All PhD students benefiting from a 3-year funding.

Check the enrollment dates



doctorat.u-bordeaux.fr/en/before-phd/apply-for-phd/concluding-application

Check the re-enrollment dates



doctorat.u-bordeaux.fr/en/during-phd/how-enroll-each-year

Other sources of funding

Research institutes, public authorities (regional ones in particular), foundations, associations and foreign governments can provide PhD students with funding to conduct their research activities.

Is it possible to enroll in a PhD without funding?

It is possible to be admitted to a PhD program without any source of funding. In this case, when the PhD students enroll in the first year of PhD, the doctoral school's director takes all the necessary steps to assess the scientific, material and financial feasibility of carrying out the PhD*.

* Source : Ministère de l'enseignement supérieur et de la recherche (Ministry for Higher Education and Research)



Additional activities:

the acquisition of professional experience

Additional activities include expertise, promotional and teaching activities.

They enable PhD students under contract to **put into practice the skills acquired during their doctoral studies** or while working on other projects in the private or public sector (in a business, company, administration, public institution, local or regional authority, association...). These activities contribute to the development of the PhD student's network and **the acquisition of professional experience**, and prepare them for their academic or socio-economic career.

Teaching activities

They prepare you for a career in teaching. You are tasked with deepening the knowledge of Bachelor's or Master's students through tutorials (or equivalent). The activity amounts to a maximum of 64 teaching hours (equivalent to tutorials), spread over the academic year. You will be part of an educational team.

Teaching opportunities are determined in advance by the various teaching departments and units of the University of Bordeaux.

Expertise activities

These ad-hoc activities are intended to **meet a need the host organisation has not managed to meet internally**: experimentation, consultancy, legal analysis, market or feasibility studies, project support, report writing, product or software development, documentation writing, competition analysis, training, website development...

This activity is not a continuation of the research work carried out for your PhD. It lasts 32 or 16 days (1/6 of the annual working hours set out in the contract) and takes place during the academic year. It can be renewed during the three years of doctoral studies. You remain an employee of the organisation and an amendment to your employment contract must be drawn up.

Promotional and dissemination activities

These activities include setting up outreach and dissemination initiatives with various stakeholders. They also make it possible to operationalise knowledge by analysing the economic and societal impact of research work with a view to using it at a company level.



Preparing your thesis:

the university's documentary resources

You can access the following services free of charge in the libraries:

- › loan of documents, using the Aquipass card
- › loan extensions and online reservations: on the digital work environment (ENT) via the Babord+ Click & Collect app, which can be found on your personal account.

For more information

→ doc-bibliotheque@u-bordeaux.fr

To access the university libraries website



bibliotheques.u-bordeaux.fr/

Did you know?

All the University of Bordeaux locations and campuses have one or more libraries or resource centres, organised by subject area:

- Law, Political Science
- Economics, Management
- Human and Social Sciences
- Life Science and Health
- Science & Technology

Documenting your thesis, online resources

Using the ENT and your digital identity (Idnum), you can view from the "Bibliothèque" ("Library") tab online resources related to 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, a multidisciplinary open archive.

Receive assistance from library staff

- › PhD students under teaching contracts can take part in workshops on how to use documentary materials in lessons
- › Library staff can also train you in information management and control.

- › Library staff provide support for your research activities: they can assist you in open-access publishing and distribution, provide documentary support for calls for projects and research contracts, help you with open science issues (publications, research data).

Individual appointments with staff are possible.

Resources to write and print your thesis

Writing a thesis is an important step. To help you better plan the various stages, the Graduate Research School and the Documentation Department have made several tools available:

For further information about writing and presenting a thesis



doctorat.u-bordeaux.fr/en/during-phd/preparing-your-thesis

Find resources on the libraries' website (in French)



bibliotheques.u-bordeaux.fr/Soutien-a-la-recherche/Theses-et-memoires-numeriques

Language

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

Printing

The University of Bordeaux's print shops can print your thesis.

For further information, check the printing department's website



imprim.u-bordeaux.fr/#/

Defending your thesis: the final stage of your PhD

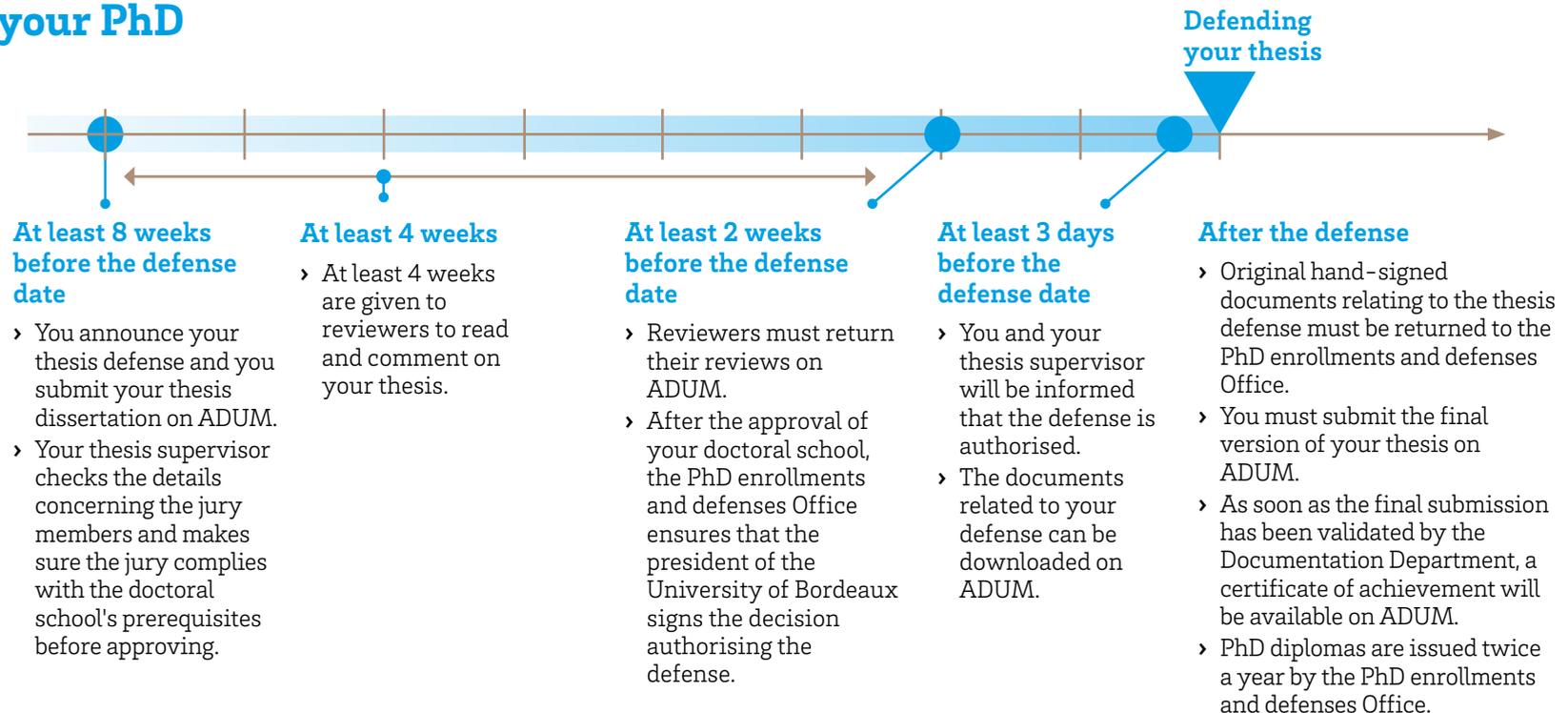
The PhD enrollments and defenses Office provides support with administrative procedures, from organizing the defense to the issuing of the diploma.

A thesis defense is organized in **several steps**. For it to take place under the right conditions, it is essential to **plan ahead** and follow the steps and deadlines. These steps also apply to **cotutelle doctoral program (double degree) defenses**.

[Read the full procedure](#)



doctorat.u-bordeaux.fr/en/during-phd/defending-your-thesis



The doctors' oath

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 PhD, the universal nature

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 step 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 PhD 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."

Collecting your 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 PhD is a prestigious degree, recognized both nationally and internationally. Once the **thesis defense has been validated** and the **final version of the thesis has been uploaded**, your certificate of achievement can be downloaded from ADUM, pending the issuing of the PhD diploma.

PhD diplomas are issued twice a year :

- › **end of October** for theses defended from January to August of the ongoing year
- › **end of February** for theses defended from September to December of the previous year.

PhD recipients are informed by e-mail via their ADUM account as to

when their diploma can be collected, according to the 2 periods.

Diplomas are drawn up once and must be carefully kept.

Collecting the diploma

The diploma can be collected on the day of the university's annual graduation ceremony or from the PhD enrollments and defenses Office of the Graduate Research School (Building A33, Peixotto campus) in person or by another authorized person.

Read the procedure for collecting the PhD diploma



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

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

- › in the event of loss, destruction or theft, a request must be submitted via a specific form to the PhD enrollments and defenses Office by letter or by email
- › in the event of a change in family name, first name or gender, you must complete a specific form and provide proof of the change in order to issue a duplicate.

Main events during your PhD

Many events are organised to enhance your doctoral experience. Among other things, they aim to promote doctoral studies, offer new opportunities and develop scientific outreach.

My Thesis in 180 Seconds

This contest gathers PhD students from all fields to present their PhD in 180 seconds. Halfway between an exercise in language skills and scientific outreach, "My thesis in 180 seconds" requires candidates to present their research in front of the general public. After taking part in the contest at university level, the selected candidates are then invited to take part in the regional (Nouvelle-Aquitaine), national and international contests.

Mature your PhD+

This contest is open to PhD students whose thesis project can give rise to innovation or result in an innovative and marketable new technology, know-how, product, service or process. The winners benefit from specific training. They are also granted a three-month fixed-term contract to work on their innovation while simultaneously continuing their PhD.

The doctoral schools' scientific days

Organized by the doctoral schools, these events represent educational, scientific and convivial opportunities to bring together all PhD students, teaching and research staff and

researchers. They highlight their research works and encourage sharing experience and knowledge.

The PhD Graduation Ceremony

Every year, the University of Bordeaux honors doctors from the 8 doctoral schools. This event promotes the diversity and the excellence of the research carried out by the doctors.

Thesis prizes

The University of Bordeaux thesis prizes are open to PhD graduates having defended their theses during the previous year. This contest honors outstanding theses in 4 main scientific fields:

- › Science & Technology award
- › Biology & Health award
- › Humanities & Social Sciences award
- › Special international jury award

The winners receive financial support and are invited to present their research works at the following PhD welcome ceremony.

Find more about the other thesis prizes:

→ doctorat.u-bordeaux.fr/en/after-phd/thesis-prizes



Training during the PhD

Doctoral training: the acquisition and development of skills

The training and career development of its PhD students are among the priorities of the Graduate Research School. During your PhD, you will acquire, consolidate or continue to develop **the knowledge, skills and attitudes** needed to carry out **your research and pursue your career**.

The training courses offered to PhD students, from their enrollment to their thesis defense, **whatever their academic field**, aim to **increase their employability** and help them acquire the skills needed for their future career.

The training courses offered are structured as follows:

- › **General training**
- › **Specialty training**, in their area of research, and **interdisciplinary training** common to PhD students from several doctoral schools.

You must complete a **minimum of 100 hours** of courses over three years, divided between **general training, specialty training or interdisciplinary training** (depending on the training guidelines of your doctoral school). If you are under cotutelle (double degree), you must complete at least 50 hours of training at the University of Bordeaux.

There are more than 90 general training courses **covering seven subject areas**. The range of courses on offer changes each year to meet the needs of the PhD students and the expectations of recruiters, and to take into account the fact that doctoral programs are listed in the Répertoire National des Certifications Professionnelles (National List of Professional Certifications).

An annual training catalogue and calendar are published each year (mid-November) to help you **plan your training courses**.

In addition to the general training courses, **specialty training** are provided by the doctoral schools and the Graduate Programs.

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, you can follow the training courses offered by URFIST (training in information and scientific publishing) and by your employer's Human Resources department or other training that you may choose apart from the Graduate Research School's catalogue.

Networking opportunities between PhD students from all academic fields and people from the academic and socio-economic world are also organised throughout the year.

The mandatory training courses

- › Before the end of the 1st PhD year, you must attend the "**Ethics in research**" and the "**Scientific Integrity in research professions**" training courses.
- › If you carry out additional teaching activities, you must follow the "**teaching at the university**" training course.
- › If you are candidate in **My Thesis in 180 seconds**, you benefit from a mandatory training course to prepare the competition.

Where do I find out about available training courses?

Training programs are available on your ADUM account or on the **Graduate Research School's website**.

Visit the website page dedicated to PhD training courses



doctorat.u-bordeaux.fr/en/during-phd/training-during-phd

Every year, you devise on ADUM a **training plan** with your thesis supervisor. This plan outlines **the skills you must acquire or develop** according to your needs. It provides details on your career objectives. **It can be modified** at any point during your PhD.



Enrollment in training courses and validation of hours

- **Training offered by the Graduate Research School and managed by ADUM**
 - › Pre-enrollment and enrollment are carried out on ADUM
 - › After the training is completed, the training Office or your doctoral school validate the training hours
 - › The participation certificates are available on ADUM.
- **Training courses apart from the Graduate Research School's offer**
 - › After training is completed, upload your participation certificates onto your personal space on ADUM
 - › The request is reviewed and training hours are validated by the doctoral school's director in accordance with the training guidelines.

Compiling a skills portfolio

According to the European Charter for Researchers, PhD graduates are "researchers at the beginning of their careers". You can therefore consider your PhD as part of your professional experience in its own right. On ADUM, you can add your skills portfolio which includes all your research activities, professional experience, training courses, conferences, etc. to promote your professional experience as you pursue your career.

Your PhD abroad

International mobility, all you need to know

With research opening up internationally, the University of Bordeaux is particularly committed to encouraging and supporting the internationalisation of your PhD.

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

The opportunities

- To promote an international partnership:
- › the cotutelle doctoral program (double degree)
 - › international co-supervision (a single degree awarded, that of the University of Bordeaux)
 - › research visits abroad
 - › the European doctorate label



A cotutelle doctoral program

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

 **+150 PhD students**
enrolled in cotutelle doctoral programs

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

 **Each 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

 **1 thesis defense**
at the University of Bordeaux or the partner university, in French and/or a foreign language

 **2 diplomas**
linked together: University of Bordeaux + partner university

This program offers many advantages:

- › strong mobility between two partner institutions
- › dual expertise in supervising your research
- › a double degree following a single thesis defense
- › advantages for pursuing a career (access to the disciplinary and cross-disciplinary facilities and training courses at both universities, acquisition of new skills, development of an international professional network, etc.)

How does it work?

- › You must enroll in 1st year at both universities simultaneously (the same academic year) and you must renew your enrollment every year in both universities, usually with alternating payment of registration fees.
- › You will have 2 thesis supervisors, both accredited to supervise a thesis, one in each partner institution.



© université de Bordeaux - Marion Dubois

- › The cotutelle doctoral program will be made official by means of a contract validated and signed by both administrations of both institutions before the end of the 1st year of the PhD.
- › Your doctoral project should plan for equal periods between the 2 institutions, approximately 18 months spent at each institution for a 3-year PhD (or more in case of extension).
- › You write a single thesis in the language defined by the cotutelle contract.
- › You defend your thesis once in one of the two institutions.
- › At the University of Bordeaux, the cotutelle procedures are coordinated by the Graduate Research School's Cotutelle Office, which is responsible for organizing the cotutelle projects and for the drafting, negotiation, validation and signing of cotutelle contracts.

The international co-supervision

International co-supervision is a process that allows you to benefit from the expertise of two thesis supervisors and to contribute to developing scientific collaboration between French and foreign research teams.

 <p>Partnership between 2 research units (University of Bordeaux + international partner)</p>	 <p>Recommended stays in the international partner university</p>
 <p>Each year: enrollment at the University of Bordeaux</p>	 <p>1 single thesis defense at the University of Bordeaux</p>
	 <p>1 single degree</p>

This arrangement also offers a number of advantages in scientific and human terms (dual supervision, prospects for international mobility, access to the facilities of both institutions, development of your professional network, etc.).

How does it work?

- › You are enrolled at the University of Bordeaux.
- › The international co-supervision must be declared as soon as you enroll in your PhD and at the latest before the end of the 2nd year of your PhD.
- › An international jury is recommended for the thesis defense.
- › International co-supervision may require drawing up a collaborative contract between the University of Bordeaux and the partner institution.

Did you know?

European doctorate label

You have completed a research visit of at least 3 months in a European country other than the country where you are enrolled and defended your thesis? Do you want to highlight this experience? The European doctorate label is a program that recognises the European and international dimension of a PhD.



doctorat.u-bordeaux.fr/en/during-phd/international-mobility/cotutelle-cosupervision-label

Research visits abroad

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)
- › 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 need to apply for a visa or an authorization to travel to a country outside the Schengen Area (including the United Kingdom since Brexit). Within the Schengen Area, make sure 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, read the page "Je pars à l'étranger" ("I'm going abroad").

Practical information for PhD students

Digital services

IDNUM digital identity

To access the digital services, and in particular the digital work environment (ENT), you have a digital identity called "IDNUM University of Bordeaux". As a new arrival, your digital identity is created automatically during your administrative enrollment. Once you have received your certificate of enrollment, you can activate your IDNUM via the activation interface.

Electronic messaging

ZIMBRA is the collaborative messaging system used at the university. It allows you to synchronise your email, calendar and address book with your smartphone. No earlier than 24 hours after your administrative enrollment, you will have a digital identity and an email address with the following format: name.surname@u-bordeaux.fr. If you have any questions, ZIMBRA can give online assistance.

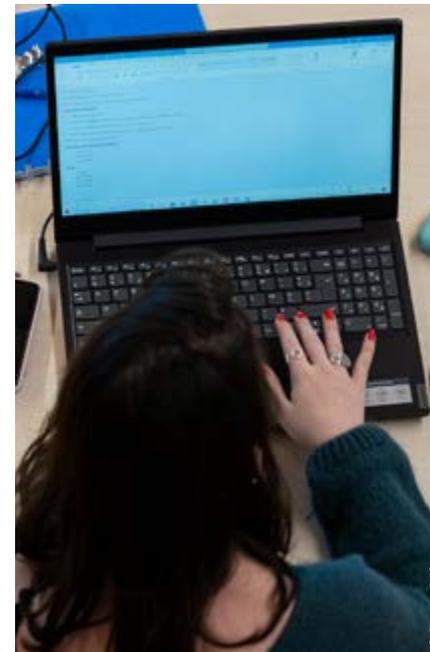
Wi-Fi

The university provides Wi-Fi coverage on its campuses. The Eduroam Wi-Fi network provides secure wireless access to the Internet for anyone (students, staff) with an IDNUM digital identity.

Find out more information about the university's digital services



u-bordeaux.fr/en/education/support-and-success-in-your-studies/digital-services



Aquipass, a student card and 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 several 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 can help with setting it up). It's up to you to decide whether to pay with your contactless student ID or your mobile phone. You can use it in the university cafeterias and restaurants.

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/
se-restaurer/](http://crous-bordeaux.fr/se-restaurer/)

Did you know?

Food and financial assistance

If you are employed by the University of Bordeaux, 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, CHU, Evering, Dax Hospital and the "Amicale des personnels" at the Bordeaux Rectorate.

Transports

All of the University of Bordeaux campuses are easily accessible by tram, bus, carpooling and have self-service bike (V3) stations.

The University of Bordeaux encourages the use of alternative means of transport or public transportation to reach research units or doctoral schools:

- › there are V3 bike stations close to the campuses
- › parking areas for bicycles are also available on campus.

The University of Bordeaux gives you access to the "Karos" carpooling app to commute daily with other students or colleagues.

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

If you are employed by the University of Bordeaux and use public transportation, bike or carpooling to get to the university, you are entitled to some assistance with travel costs.



[personnels.u-bordeaux.fr/Campus/Se-deplacer/
Aides-aux-transports](http://personnels.u-bordeaux.fr/Campus/Se-deplacer/Aides-aux-transports)



Health and support systems

For all PhD students

- **The student health center**

Being in good health is crucial for doing well in your PhD. PhD students at the University of Bordeaux have access to the student health center (espace santé étudiants): nursing care, general medicine, health check-ups, vaccinations, certificates of no contraindication to sport, etc. All without having to pay any fees (full third party payment).

- **Psychological consultations**

The student health center also has a psychological support unit. You can book an appointment online on Doctolib (Go to: Prendre un rendez-vous en ligne - Specialty: infirmier - Reason: entretien infirmier écoute).



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

For PhD students employed by the University of Bordeaux

- **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.

If something goes wrong

- **Harassment, violence & discrimination**

The University of Bordeaux fosters tolerance and respect. Our watchdog office (Cellule d'écoute, de veille et de signalement - CEVS) dedicated to listening, monitoring and reporting unacceptable behaviour is available to victims and witnesses. They respect your anonymity.



u-bordeaux.fr/en/campus/Sense-of-community-social-cohesion/harassment-violence-and-discrimination

- **Mediation**

The mediator can be contacted by anyone, at any time, in order to settle a conflict amicably or address an injustice or discrimination.

Social aid

Rent, utilities, food...Solutions are available and social workers are there to help you.

Support centres

The social workers at the student health centre or Crous, who are bound by professional secrecy, are there to listen, welcome and support you if you encounter problems during your PhD.

- › liaison with internal and external services, referral to specialised services
- › legal information.

For more information on the support centres



u-bordeaux.fr/en/campus/daily-life/social-and-financial-aid

They provide information on various forms of assistance available in the event of financial, family or material hardship:

- › information about financing your studies and emergency aid
- › help with financial aid applications
- › support in the event of personal hardship: family break-up, problems during your degree programme



Close to your special needs

Whether you're a high-level athlete, artist, elected representative, disabled or suffering from a long-term illness, a volunteer or an employee... The university provides support to help you achieve your educational objectives.

With the **PHASE service**, you can benefit from:

- › close, local assistance
- › an assessment of your needs and how to accommodate them
- › special contacts in your programme branch.

A personalised and adaptable support plan:

- › educational assistance
- › accessibility and technical aid
- › alternative exam arrangements
- › specific study arrangements



Contact the special needs coordinator in the PHASE department on your campus at the start of the academic year.



[u-bordeaux.fr/
en/education/
support-and-
success-in-
your-studies/
students-with-
special-needs](https://u-bordeaux.fr/en/education/support-and-success-in-your-studies/students-with-special-needs)

Disabled worker status

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 presents 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 you at the university?

- › If you are not employed by the University of Bordeaux:
→ servicesocial.ese@u-bordeaux.fr
- › If you are employed by the University of Bordeaux:
→ correspondant.handicap@u-bordeaux.fr

For more information



[u-bordeaux.fr/en/about-
us/our-commitments/
disability-services](https://u-bordeaux.fr/en/about-us/our-commitments/disability-services)

After the PhD

Career outcomes for the University of Bordeaux PhD graduates from the 2019 promotion

349 out of 455 Doctors responded to the survey, conducted on December 1st, 2022 (response rate: 77 %).

On December 1st, 2022

 **92 %**
of doctors were in employment
(including post-doctorates)

Among the respondents who were in work on December 1st, 2022

 **60 %** were in a stable job
(permanent contract, civil
servant or professional, company
directors)

 **98 %** were working full-time

 **71 %** were working in France

 **99 %** were working as
executives or company directors
or professionals

 **35 %** were working in
Nouvelle-Aquitaine

 **41 %** were working in the
public sector (in France or
abroad)

Continue your research: the post-doctorate

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

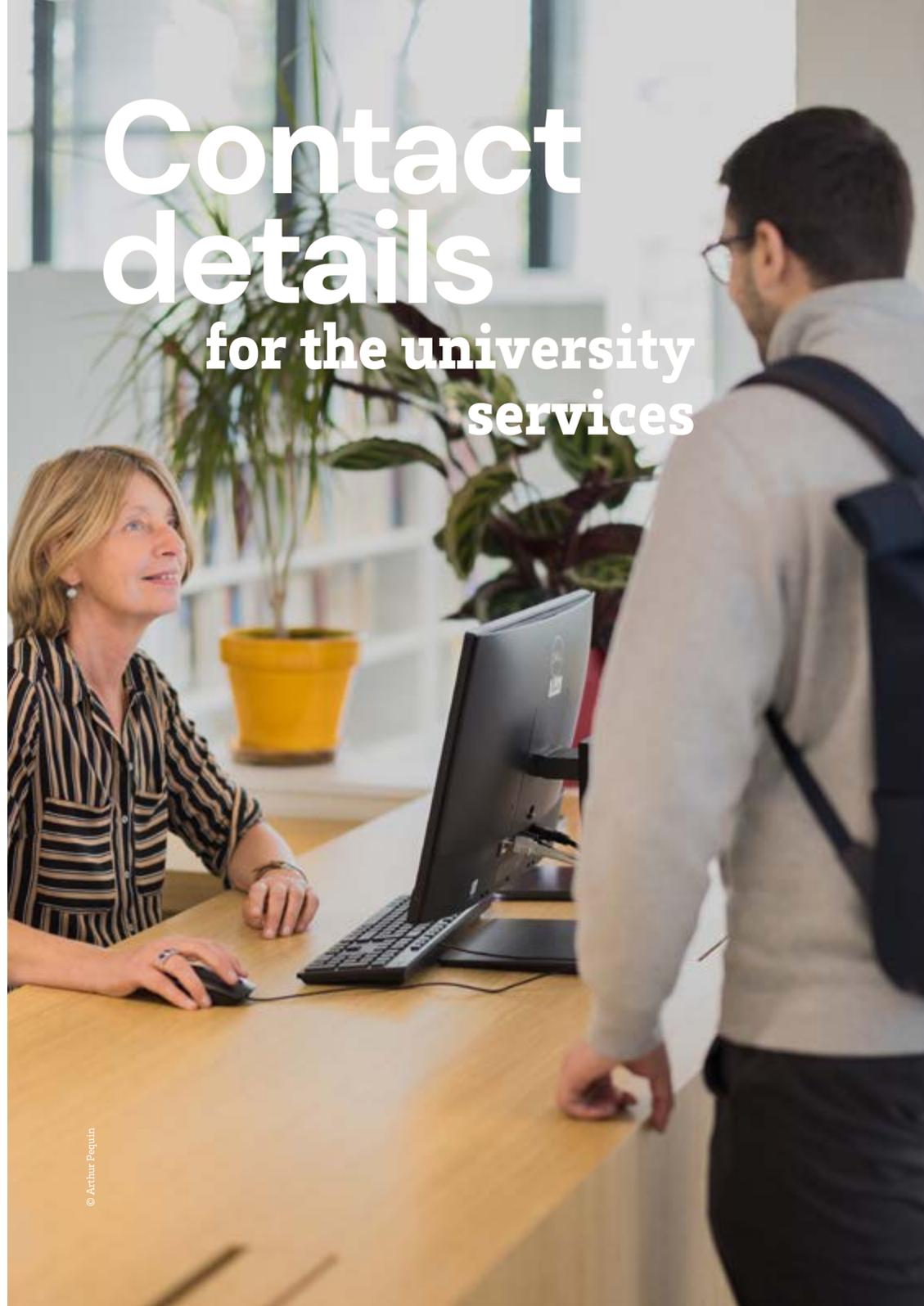
Universities recruit post-doctoral fellows, who can then **continue their research**, perhaps by developing a topic of their thesis. In France, a post-doctorate can last from 6 months to 3 years. Post-doctoral fellows are considered to be **researchers in their own right**, they participate fully in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



Contact details for the university services



Contact details of the Graduate Research School's offices



doctorat.u-bordeaux.fr/en/help/directories/office-administration

• Executive Office

+33 (0)5 40 00 24 46
direction.collegeED@u-bordeaux.fr

• PhD enrollments and defenses Office

- Enrollments & defenses
+33 (0)5 40 00 38 68
inscriptiondoctorat@u-bordeaux.fr
- Scholarships and teaching missions
+33 (0)5 40 00 22 76
rh.finances.doctorat@u-bordeaux.fr
- Cotutelle doctoral programs
+33 (0)5 40 00 27 01
cotutelledoctorat@u-bordeaux.fr

• PhD Professionalization and Internationalization Office

- International
+33 (0)5 40 00 24 65
internationalisation.doctorat@u-bordeaux.fr
- Training
+33 (0)5 40 00 27 78
+33 (0)5 40 00 24 97
formationdoctorat@u-bordeaux.fr

• Doctoral schools

- Doctoral School of Chemical Sciences
+33 (0)5 40 00 89 40
secretariat-edsc@u-bordeaux.fr

- Doctoral School of Economic Sciences, Management and Demographics
+33 (0)5 56 84 29 26
ed-ecoges@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 Law
+33 (0)5 56 84 40 55
ed-droit@u-bordeaux.fr
- Doctoral School of Mathematics and Computer Science
+33 (0)5 40 00 87 07
edmi@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 Sciences and Environments
+33 (0)5 40 00 33 01
edoc.se@u-bordeaux.fr
- Doctoral School of Society, Politics and Public Health
+33 (0)5 57 57 19 62
+33 (0)5 57 57 71 31
edsp2@u-bordeaux.fr
- Graduate Programs
- AFRICA Graduate Program
gp.africa@u-bordeaux.fr
- ARCHEO Graduate Program
gp.archeo@u-bordeaux.fr
- Bordeaux Neurocampus Graduate Program
neurocampus.graduateprogram@u-bordeaux.fr

- Cancer Biology Graduate Program
cancerbiology@u-bordeaux.fr
- Cardiac EP Graduate Program
gp-cardiacep@u-bordeaux.fr
- Digital Public Health Graduate Program
dph@u-bordeaux.fr
- EcoPoDeMa Graduate Program
gp.ecopodema@u-bordeaux.fr
- EUREkA Graduate Program
gp-eureka@u-bordeaux.fr
- Infinity² Graduate Program
gp.infinity2@u-bordeaux.fr
- LExFI Graduate Program
gp.lexfi@u-bordeaux.fr
- Light Sciences & Technologies Graduate Program
contact.light-st@u-bordeaux.fr
- Numerics Graduate Program
gp-numerics@u-bordeaux.fr
- SENSE Graduate Program
gp.sense@u-bordeaux.fr
- SiTH Graduate Program
gp.sith@u-bordeaux.fr

• Research contracts

contrat-recherche@u-bordeaux.fr

• Human resources contacts and toolbox (for PhD students employed by the university)



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

• Key university contacts



u-bordeaux.fr/en/about-us/organisation-operations/resource-persons

• The university's libraries

doc-bibliotheque@u-bordeaux.fr

• Documentation services research support

doc-soutienrecherche@u-bordeaux.fr

• Documentation services for doctoral thesis support

doc-thesesNum@u-bordeaux.fr

• Printing department



imprim.u-bordeaux.fr/#/

• Student Life centers

- Victoire campus (Bordeaux)
bve.bordeaux@u-bordeaux.fr
- Carreire campus (Bordeaux)
accueilbve.carreire@u-bordeaux.fr
- Peixotto & Bordes campuses (Talence)
bve.talence@u-bordeaux.fr
- Montaigne-Montesquieu campus (Pessac)
bve.pessac@u-bordeaux.fr

• Welcome Center for International Researchers

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



5 apps

to manage your daily life at the university

- › **TBM**: find your itinerary using public transport or V3 bikes, check schedules, availability of V3 bikes at stations, etc.
- › **Karos**: find or propose commuting from and to the university
- › **Les Crous**: check student housing, Crous services, university restaurants menus, etc.
- › **Izly**: credit your account, pay for purchases in the university restaurants, laundromats, and other Crous services.
- › **U & me**: managed by the University of Bordeaux, this app gathers the student health app, the "Affluences" app (real-time library occupancy) and the digital work environment (ENT).



Bordeaux the best!

u-bordeaux.fr/Campus/Boutique



For more information

doctorat.u-bordeaux.fr/en

 school/universite-de-bordeaux

 univbordeaux

 universitedebordeaux

Graduate Research School Université de Bordeaux

351 cours de la Libération
33405 Talence Cedex



Ce travail a bénéficié d'une aide de l'État gérée par l'Agence Nationale de la Recherche au titre du programme d'Investissements d'avenir portant la référence ANR-20-SFRI-0001.

Graduate Research School / université de BORDEAUX

