Charter of the representatives of doctoral students elected to the EDSP2 Council
Essential missions

The representation of doctoral students is composed of five pairs, each comprising a full member and his or her alternate.
The representatives are elected by the doctoral students enrolled in the doctoral school, from among these same doctoral students.
Their term of office is two years, starting on January 1st, and ends on the date of their thesis defense.
In the event of a vacancy in a full seat, the corresponding substitute shall become the incumbent for the remainder of the term of office.
When a vacant full member's seat can no longer be filled by his or her substitute, a partial renewal of the doctoral student representation is carried out.

- **To be an active relay between the doctoral students (all thesis specialties combined) and the management of the doctoral school**, by raising the questions, proposals or collective concerns of the doctoral students and by informing the doctoral students of the decisions and initiatives of the doctoral school.

- **Sit in an advisory or deliberative capacity (depending on the subject) at the meetings of the Doctoral School Council** (three to four plenary meetings per year) with speaking time included in the agenda of all plenary meetings. The topics are sent to the doctoral school within a few days before each meeting (and as far as possible, discussed beforehand at the meeting of the Bureau), in order to allow, if necessary, the prior referral to the competent administrative services for an optimal organization of exchanges and to guarantee the examination of the items entered within the allotted time. Any additional item may be reported up to the day before the meeting of the Council.

  The substitute participates in the meetings of the Board only in the absence of the incumbent. He then sits in an advisory or deliberative capacity, depending on the subjects discussed.

- **Participate in the Extended Bureau for elected doctoral students on the 1st Wednesday of each month** from 11 a.m. to 12 p.m. (or more if necessary). The Bureau (direction and managers of the ED) ensures the regular monitoring of the activities of the ED. The Extended Bureau discusses all the subjects submitted by the elected doctoral students and analyzes the needs of the doctoral students to adjust existing mechanisms and develop pedagogical and administrative practices. It examines monthly requests for financial aid for participation in congresses. Depending on the needs, the Extended Bureau can also develop surveys and evaluations and contribute to the revision of the official documents and procedures of the Doctoral School (annual follow-up, admission, etc.). The doctoral student representatives participate in the feedback of training needs that the Doctoral School is responsible for implementing.

The full member and the alternate may attend the meetings of the enlarged Bureau together.

- **Participate in the organization of the Annual Day of the Doctoral School** (JED) and, possibly, in other events of the Doctoral School. During the EDD, the representatives participate in the selection of oral and poster contributions, in the constitution of the program and in the identification of doctoral students to lead the communication sessions. They may also make proposals for guest speakers.

- In addition, two doctoral students among the five full members and their substitute on the ED Council ensure the representation of doctoral students on the Council of the College of Doctoral Schools. The two candidates share the functions of full and substitute on this Council, independently of their function on the EDSP2 Council, which can thus be reversed. Three meetings are organised per year.

Optional missions

- Doctoral students representing the Council of the College of Doctoral Schools can apply for the FSDIE commission (Fonds de Solidarité et de Développement des Initiatives Étudiantes).

- Each year, a representative of the ED SP2 may sit as a doctoral observer in the competitive examination for the award of doctoral contracts of the ED (only one doctoral observer per competition) during the two days of auditions of the candidates and the deliberations of the jury, guaranteeing the smooth running and ethics of the competition. The doctoral observer makes a report of his observations at the meeting of the Doctoral School Council (in the autumn).

Privacy
The representative respects the confidentiality of personal information and individual procedures, unless explicitly agreed by the data subjects.

Means
The Doctoral School ensures access to the documents necessary for the exercise of the mandate, the provision of an institutional mailbox if desired, doctoral students' mailing lists (institutional emails), and a dedicated space in the doctoral school's monthly bulletin. To facilitate the organization of exchange meetings with doctoral students, the ED can reserve a meeting room.

Equivalence in hours of training
Through the transversal skills developed in the exercise of the mandate of doctoral student representative, in particular in communication, mediation and understanding of institutional functioning, an equivalence of 10 hours of training is granted for all elected officials, plus 4 hours for elected members of the Council of the College of Doctoral Schools and 4 hours for the role of doctoral student observers in the doctoral school competition.

N.B.: The masculine is used generically to lighten the text.