

## Rules of Procedure for Doctoral School N° 304 Sciences and Environments

*To read easily, the text is written in the masculine gender and applies to both men and women.*

These rules of procedure regulations complement the following reference documents:

- Decree of 26 August 2022 amending the decree of 25 May 2016 on doctoral training  
<https://www.legifrance.gouv.fr/jorf/id/JORFTEXT000046228965>
- The University of Bordeaux thesis charter
- The byelaws of Doctoral School No 304, Sciences and Environments  
<https://doctorat.u-bordeaux.fr/en/before-phd/doctoral-schools/sciences-environments>

### Table of contents

The ad hoc commission .....	2
Specialization coordinators .....	2
Annual allocation campaign for the university's doctoral contracts .....	2
The DS's competitive examination.....	4
PhD supervisor .....	5
Student-faculty ratios.....	5
Enrolment - re-enrolment .....	6
Thesis duration .....	6
Funding.....	7
The individual supervisory committee .....	7
Training courses .....	7
Participation in the annual PhD candidate welcome day .....	8
Participation in the annual PhD candidate day.....	8
Publications .....	8
Format of the thesis .....	9
Thesis defense and defense committee .....	9
Future opportunities for PhD holders.....	9
Version approved on February 2 <sup>nd</sup> 2024.....	9
APPENDIX 1 - Type of funding excluding MESR doctoral contracts.....	10
APPENDIX 2 - Training guidelines.....	11

### The ad hoc commission

The ad hoc commission is an operational board within the Doctoral School (DS).

It may meet as often as necessary to prepare the calls for thesis subjects, to establish a ranking of subjects in the various calls for thesis subjects, to rank applications for international mobility within the DS perimeter, to discuss the thesis prize or any other topic that requires preparation prior to a decision by the DS Council (statutes, rules of procedure, procedures, etc.).

It is made up of the heads of the doctoral specialities (specialization coordinators) awarded by the DS and the DS director.

### Specialization coordinators

The specialization coordinators are chosen by the DS Director in consultation with the relevant units and team managers based on their scientific background. Whenever possible, the choice of specialization coordinator will attempt to ensure representation of all the research units affiliated with the DS. The specialization coordinators are permanent guests at the DS Council meetings. They do not vote but may hold a maximum of two proxies for members of the Council who are unable to attend. The specialization coordinators:

- › participate in decisions taken by either the ad hoc commission or the Graduate Research School (GRS), such as applications for international mobility and the awarding of the thesis prize,
- › present the DS Council with applications for authorization to register for the HDR and/or obtain an ADT in their speciality,
- › examine the thesis subjects in their specialization to the DS Council,
- › discuss any incomplete applications from students selected for the DS's oral competition with the subject directors,
- › participate in the admission jury and select members of the jury in their specialization,
- › examine applications for derogatory re-registration in doctoral studies from their speciality, discuss them with the thesis directors if necessary and present the applications to the DS Council,
- › take note of the individual supervisory committee (ISC) reports for doctoral students in their speciality and are the main contacts for the DS direction in the event of difficulties.

### Annual allocation campaign for the university's doctoral contracts

As far as possible, all proposed subjects, regardless of funding, must be examined by the ad hoc committee and then validated by the DS Council at a dedicated meeting held during a special session in the first-quarter of each year. Following approval from their research units, researchers and professors with HDR status must submit their subject proposals using the ADUM interface. They must describe the scientific, material and financial conditions of the environment.

✓ PhD grants from French Ministry of Higher Education and Research (MESR)

Each year, the DS is awarded ministerial doctoral contracts (MESR) by the GRS, which are allocated on the basis of merit. From this contingent of merit-based doctoral contracts, the DS Council may decide to allocate some of them (a quantity which may vary from year to year) according to criteria (which may change each year) that the Council has selected as priorities (e.g. "Young HDR").

Requests for subjects to be earmarked on the DS's MESR contracts must first be ranked by the Research Units and then examined by the DS's ad hoc committee. If necessary, the ad hoc committee proposes a ranking of these requests for validation by the DS Council.

A call is launched by the DS in January. HDR holders who have not benefited from a doctoral contract awarded to the DS SE during the two previous calls are eligible for this call.

The DS also has the possibility of applying for other MESR doctoral contracts: those from the GRS calls for projects (e.g. disability, Graduate Programs, etc.). The ad hoc committee examines the proposals and, if necessary, ranks them before they are validated by the DS Council.

The number of subject proposals for ministerial doctoral contracts per thesis speciality is limited to 1 subject for 3 HDRs. This restriction applies to doctoral contracts allocated to the DS by the GRS, but also to those that can be obtained by applying to GRS calls for projects.

✓ Other types of funding ([appendix 1](#))

All subjects for which funding has been obtained or is in the process of being requested will be examined by the DS Council (March) and presented to the DS competition (June). Depending on the date on which funding is obtained, other jury sessions must be organised as the year progresses.

✓ Funding requested but not obtained

If the funding requested for a doctoral contract or earmarked MESR funding is not obtained before the DS competition, the subject may be reallocated on the basis of merit, provided that (i) the thesis director does not present another subject on an MESR doctoral contract at the year's competition or obtained during the previous two years and (ii) this subject is counted in the ratio of 1 subject for 3 HDRs.

Thesis proposers may submit two candidates to the DS for subjects that can be financed by the merit-based competition and three candidates for subjects that benefit from either acquired or requested funding or from MESR funding earmarked by the GRS call.

For a merit-based MESR doctoral contract, only the candidate ranked first in his or her subject receives a grant based on his or her overall ranking (competition in the strict sense).

To be admitted, candidates must obtain a minimum mark set by the jury each year. Any candidate who is not admitted to the DS competition may not register for a thesis at the DS during the year of the competition. If a subject on a specific MESR doctoral contract is not filled, its funding is transferred to a merit-based MESR doctoral contract.

For any subject for which funding has been acquired (excluding MESR doctoral contracts) for which no candidate has been admitted at the end of the competition, the subject leader is then responsible for resetting the recruitment procedure, in accordance with the DS's criteria, at a subsequent jury session.

### The DS's competitive examination

The examination will take place in four stages from January to July:

- The list of topics for the examination are published online on ADUM
- Applications are collected on ADUM
- Applicant eligibility is assessed, and the thesis supervisors and specialization coordinators select applicants (admissibility)
- Oral examinations are held with selected applicants (admission)

#### ✓ Eligibility for admission:

- › A Master's degree or equivalent diploma with Assez Bien (merit) mention obtained on September 30th of the year of the competition.
- › Profile selection by the thesis supervisor(s) to apply for the thesis subject they are offering.

#### ✓ Grading of the oral admission test:

- › 1/3 ranking in the Master's 2 program (grade weighted by the number of students that year). A template for a ranking certificate to be completed by the Head of the Master is available for candidates whose transcript does not mention their ranking.
- › 1/3 the oral presentation
- › 1/3 responses to the questions

The three notes are combined into a standard score.

#### ✓ Examination jury:

The composition takes into account the number of HDRs per specialization as well as the number of research units affiliated with each specialization. For specializations that are affiliated with several research units, an increase in their number of jury members depends on the actual presence of representatives from these URs on the jury.

The jury may thus have 14 to 18 voting members, not including the DS Director, who chairs the jury but does not grade the candidates. One PhD candidate is invited as a witness. He or she cannot ask any questions and does not contribute to the deliberations. The jury composition is shared with the applicant prior to the examination, along with the names and

e-mails of PhD candidate(s) who have served as witnesses for previous examinations so they may be contacted by interested applicants.

### PhD supervisor

A doctoral student is supervised, in the doctoral project, by a DS SE thesis director who holds an HDR or ADT and is a member of a research laboratory attached to the DS SE. This supervision may be carried out with a co-supervisor who may be from outside the DS SE.

In the case of thesis supervision shared with a person from the economic or cultural world who holds a doctorate (*article 16 of the Order of 25 May 2016 amended by the Order of 26 August 2022*), the number of co-supervisors may be increased to two.

Researchers and professors without HDR status must apply for an ADT to carry out his or her duties as director or co-director. This rule also applies to DS SE co-directors and all co-directors outside the DS SE perimeter.

The ADT will only be awarded for a single supervision (100%) or a single co-supervision (50%) during the career of a researcher or professor justifying their supervisory experience when submitting their HDR.

An HDR researcher or professor attached to DS SE may not supervise a thesis in another DS but may co-supervise a thesis in another DS.

### Student-faculty ratios

There are two different ratios: the student-faculty ratio for institutional doctoral contracts and the general student-faculty ratio.

The maximum supervision rate for MESR doctoral contracts accepted by the DS is 150% for HDRs and 100% for ADTs, including for Epistemology and the History of Science.

The maximum supervision rate in the broad sense accepted by the DS is 300% for HDRs and 100% for ADTs. This supervision rate may be temporarily increased to 400% for Epistemology and History of Science, which is considered to be a "*rare discipline*" as long as it consists of only one HDR.

For the DS SE, the supervision rate is the same for all thesis supervisors. In the case of a co-supervised thesis, the definition of the supervisory team is specified in the co-supervision agreement.

Supervision	Supervision rate	Comments
1 PhD supervisor	100%	must be attached to the DS SE
1 PhD supervisor + 1 co-supervisor	50% each	› Co-supervisor attached or not to the DS SE › cotutelle or not
1 PhD supervisor + 2 co-supervisors	33% each	Only if 1 co-supervisor is from the economic or cultural world and holds a doctorate

In addition, each year, a supervisor can only propose one subject for the MESR doctoral contract competition.

### Enrolment - re-enrolment

Enrolment in the first year of the doctorate is dependent on acceptance via the competitive examination and the awarding of funding. Enrolments are possible in the middle of the academic year, but they must meet the same requirements. A jury is then convened to evaluate applications based on the same criteria as those set out during the competitive examinations.

Re-enrolment is dependent on the approval of the specialization coordinators and the DS director based on the individual supervisory committee reports.

Any request for re-enrolment in the 4th year must be supported by a individual supervisory committee report describing the need for the 4th year, the viva date, and the source of funding for the duration of the thesis extension. A statement from the funding body must also be provided.

In addition to the conditions mentioned above, requests for re-enrolment in the 5th year are only accepted upon presentation of the final thesis manuscript.

Any request for re-enrolment in the 4th year (via a waiver) or the 5th year (exceptional) shall be subject to the approval of the ad hoc committee and the DS Director.

An application for a waiver in the 4th year (and beyond) must be submitted to the doctoral school's administrative office by 15 October at the latest.

For theses that were started in the middle of the year, for which a fourth-year enrolment is mandatory to complete the 36-month enrolment that correspond to the thesis funding, enrolment authorization will automatically be granted as long as the timeline for completing the thesis falls within a duration of  $36 \pm 3$  for the thesis preparation.

### Thesis duration

A thesis is normally completed in 36 months. The institution has agreed to allow doctoral students to defend their thesis until December without re-registration, thereby extending this period by 3 months.

Beyond that, 4th year re-enrolment requires a waiver that is dependent on additional funding.

For PhD candidates who are employees, the actual duration of the thesis corresponds to half of the duration that will have been necessary for the defense, within six years. However, if they have a work-time arrangement or are on secondment to complete their thesis, the time actually spent on their thesis research will be taken into account.

### Funding

Enrolment in the DS SE is conditional on the doctoral student obtaining funding for the duration of the doctorate to ensure that the thesis runs smoothly.

The DS management ensures that the thesis director and the director of the research unit have obtained funding for the doctoral student for a minimum period of 36 months prior to the first doctoral registration.

If the candidate has an employment contract under French private law, the conditions for funding the doctoral student, which guarantee the smooth running of the doctoral project, are met as long as the gross monthly salary of the doctoral student is at least equivalent to the minimum amount of a public law doctoral contract.

In other cases, the conditions for funding the doctoral student to ensure that the doctoral project runs smoothly are met if the doctoral student is awarded a grant, the amount of which corresponds to the net salary of a doctoral contract, and may under no circumstances be less than the net minimum wage in force. In the case of cotutelle theses, this amount applies for the duration of the stay in France.

### The individual supervisory committee *(approved by the DS Council on January, 20th 2023)*

In agreement with the French Decree of August 26, 2023, the individual supervisory committee (ISC) is a means of monitoring the progress of PhD candidates.

All the information concerning the tasks, appointment and composition, organization and running of the annual meetings of the ISC are detailed in a document which can be downloaded from the following address: <https://doctorat.u-bordeaux.fr/avant-le-doctorat/les-ecoles-doctorales/SE> (see "Links and documents to download" at the bottom of the page).

This document should be read in its entirety in advance of each ISC meeting.

### Training courses

PhD candidates must complete 100 hours of training during their PhD program.

Part of these hours must be completed as part of mandatory training courses: training in research ethics online course (12 hours), scientific integrity online course (15 hours). In addition, each doctoral student is requested to complete a 30 hours of disciplinary training *sensu stricto*. These hours can be completed as part of a training course offered by the DS, the graduate research schools or another university, or as part of a summer school.

Some training courses offered by other universities may be accepted as equivalent, after agreement of the DS director and upon presentation of a certificate of attendance.

The standards for the number of training hours approved by the DS ([appendix 2](#)) is available to PhD candidates. This document, which appears in the internal regulations, is regularly updated and validated by the DS Council.

### Participation in the annual PhD candidate welcome day

This daylong event is organized at the beginning of each new academic year for newly enrolled PhD candidates in the 1<sup>st</sup> year of their PhD. The idea is to introduce them to the doctoral school, and inform them of various issues related to the doctoral training and their future career pathways. Participation in this event counts as skills development hours, in accordance with the DS's hourly standards for skills development.

Attendance at this welcome day is mandatory for newly registered PhD candidates. Any absence must be explained by sending a letter to the doctoral school with a copy to the thesis supervisor. Participation with a presentation of the thesis subject is mandatory for 2nd or 3rd year PhD candidates.

### Participation in the annual PhD candidate day

The PhD candidate day is an opportunity to share scientific ideas, discuss future career opportunities, and meet other students. It is organized by and for the PhD candidates. PhD candidates are invited to present their PhD work in English or in French in various forms (posters, oral presentations). Participation in this event counts as skills development hours, in accordance with the DS's hourly standards for skills development.

Attendance at this scientific event is recommended for all PhD candidates, every year. Any absence must be explained by sending a letter to the doctoral school with a copy to the thesis supervisor. One attendance with an oral presentation or a poster is mandatory during the doctoral program.

### Publications

At the time of their viva, PhD candidates must have at least one article (either published, in press, or accepted with minor revisions) as a primary author, in a recognized journal in their field or in a Peer Community In (PCI). For an accepted publication that is still in press, confirmation from the journal must be provided.

We recommend publishing in journals that are indexed by international bibliographic databases. In certain specializations (biological anthropology, prehistory, and epistemology and the history of science, publications in non-indexed but recognized journals are permitted. This does not apply to theses that are subject to confidentiality agreements if a publication restriction is explicitly included in the agreement.

All special cases will be evaluated so as not to needlessly prolong the duration of a thesis in the event that obstacles to publication arise.



### Format of the thesis

The DS accepts theses written in English if they include a substantial and detailed summary in French, in accordance with the recommendations in [the PhD candidate's guide to writing and presenting theses](#) published by the Ministry of National Education and Higher Education in 2007.

The DS's PhD candidates who defend a thesis must have at least one recognized publication in their field as a primary author. This article, usually in English, is an integral part of their doctoral research, and can therefore be included in the thesis.

The DS accepts theses that are presented as a compilation of articles in English, as long they are accompanied by a detailed synthesis of the research results that explains the contribution of this work to the unique lines of inquiry that are addressed in the thesis.

A so-called paper-based dissertation must present a minimum of 3 papers, at least one of which must be accepted. Only papers written by the PhD candidate as the first author may appear as a full chapter in the dissertation, articles written as co-author must appear in appendices. An article co-authored as second 1st author is eligible if this position is acknowledged by the journal. In addition, the dissertation must include a detailed introduction (presenting the state of the art and putting into perspective the research carried out during the preparation of the thesis) as well as a detailed synthesis of the results obtained with regard to knowledge in the field. The dissertation referees will be asked to focus their evaluation on these two parts, which must therefore reflect the PhD candidate's personal work and views.

### Thesis defense and defense committee

See the recommendations of the Graduate school:

<https://doctorat.u-bordeaux.fr/en/during-phd/defending-your-thesis>

### Future opportunities for PhD holders

Each thesis supervisor commits to responding to the doctoral school's surveys about the future career paths of PhD graduates they have supervised.

We therefore request that PhD candidates and PhD graduates update their ADUM profile, particularly their e-mail address.

Version approved on February 2<sup>nd</sup> 2024

## APPENDIX 1 - Type of funding excluding MESR doctoral contracts

All of the following sources of funding may be included in the ED quota:

- a. Doctoral students recruited by a third party in the private sector (private law doctoral contract)
  - › Private company,
  - › EPIC (e.g. IFREMER),
  - › Certain local authorities

Type of contract: CIFRE or private-law doctoral contract

Convention Industrielle de Formation par Recherche en Entreprise (CIFRE operated by the ANRT) or private-law doctoral contract (research work carried out in public industrial and commercial establishments with research missions, private training or research establishments, private research foundations, private companies and administrations).

- b. Doctoral students recruited by a third party in the public sector (public law doctoral contract)
  - › EPST: CNRS, INRAE, etc.
- c. Doctoral students recruited by the registration establishment with other funding (public or private)
  - › Other public funding: Ministries, ANR, Région
  - › Foundations et learned societies
  - › European Union: Marie Curie funding (MSCA), etc.
- d. Doctoral students receiving a grant
  - › Grants awarded by foreign governments, French Ministry of Foreign Affairs grants, etc.
- e. Doctoral students with non-dedicated funding
  - › Primary and secondary school teachers
  - › University hospital staff
  - › Salaried staff

## APPENDIX 2 - Training guidelines

100 hours of training to be taken (minimum) during the doctoral program.

*Complementary training supplements and supports training in and through research carried out as part of the thesis.*

Complementary training include :

- › General awareness or cross-disciplinary training courses (*to help prepare for your future professional career once you obtain your doctorate*) offered by the doctoral school college to all doctoral students enrolled at the University of Bordeaux  
Several courses are mandatory (see the ADUM catalog, doctoral charter and the PhD website)  
<https://doctorat.u-bordeaux.fr/en/during-phd/training-during-phd/training-compliance>
- › Disciplinary training (*for your scientific training*).  
Some of these courses may be organized by the Sciences and Environments doctoral school or other doctoral schools. They may also be chosen by the doctoral student outside of the “ADUM catalog” offering.

### Exemptions

For doctoral students on CIFRE (industrial agreements on training through research) contracts and employees on permanent contracts, given their training obligations at the university or partner company, the number of hours of additional training required is reduced by half.

For doctoral students doing their thesis under joint supervision, the minimum number of hours of complementary training to be carried out is indicated in the joint supervision contract.

## Training courses in the ADUM catalog

All the training courses in the ADUM catalog are approved as doctoral courses with their actual number of hours. The hours credited are subjected to full attendance for the considered course.

## Training courses outside the ADUM catalog

Any training courses **not listed in the ADUM catalog**, organized by research units or external structures, as well as participation in scientific activities, must be declared in the doctoral student's personal space (under "Declaration of external training courses") with **proof of participation or completion mentioning the number of hours attended** (for example, MOOC) and the program in a single PDF file. All requests are reviewed and approved on a case-by-case basis by the director of the doctoral school, subject to the eligibility of the activity.

Type of activity	Content	Validation in ADUM
Scientific cultur	Participation in the welcome day of the doctoral school (in 1 <sup>st</sup> year)	2 hours
	Participation in the doctoral students' day	6 hours only if presentation (oral or poster) <b>LIMITED TO 1</b>
	International conference	<ul style="list-style-type: none"> <li>• if oral communication: 12 hours</li> <li>• if poster: 9 hours</li> </ul> <b>LIMITED TO 1, NO CUMULATION</b>
	Seminars	<ul style="list-style-type: none"> <li>▪ over several days: ≤ 6 hours</li> <li>▪ laboratory seminar, scientific meeting: 2 hours (if participation only) ou 4 hours (if communication)</li> </ul> <b>LIMITED TO 1, NO CUMULATION</b>
	Summer school, theme school	number of hours done limited to 30 <b>CUMULATIVE</b>
	Subject-specific training (including Master's teaching)	number of hours done limited to 30 <b>CUMULATIVE</b>
Scientific animation	Organization of the doctoral students' day	3 hours <b>CUMULATIVE</b>
	Organization of a congress	<ul style="list-style-type: none"> <li>• if international conference: 18 hours</li> <li>• if national conference AND communication: 9 hours</li> </ul> <b>LIMITED TO 1, NO CUMULATION</b>
	Organisation of a seminar, workshop	6 hours

Type of activity	Content	Validation in ADUM
Technical training courses	Reglementary accreditation such as autoclave handling, workplace first-aid, experimenting on animals, experimenting with radioelements and radiations, etc.	number of hours done limited to 30
	Licences and degree (motorboats, drones, diving, ...) obtained during and for the PhD	≤ 15 hours
Online training courses	MOOC and online trainings ( <i>other than those that are mandatory</i> )	≤ 10 hours (number of hours done) <b>NO CUMULATION</b>
Supervisory activity	Supervision of a Licence's or Master's internship, including help writing the report and preparing for the oral examination	12 hours <b>NO CUMULATION</b>
Contribution in the doctoral school	Regular participation as an elected representative to the DS council, the research unit, the department, etc.	3 hours / year of participation <b>CUMULATIVE</b>
Scientific mediation	Popularization of science, school or extracurricular activities	≤ 6 hours
Citizen engagement	Citizen engagement (presidency, secretariat or treasury of a scientific society, association, etc.)	≤ 6 hours <b>NO CUMULATION</b> with the organization of seminars, workshops, and events.