

Université Fédérale



Toulouse Midi-Pyrénées

# THESIS CHARTER

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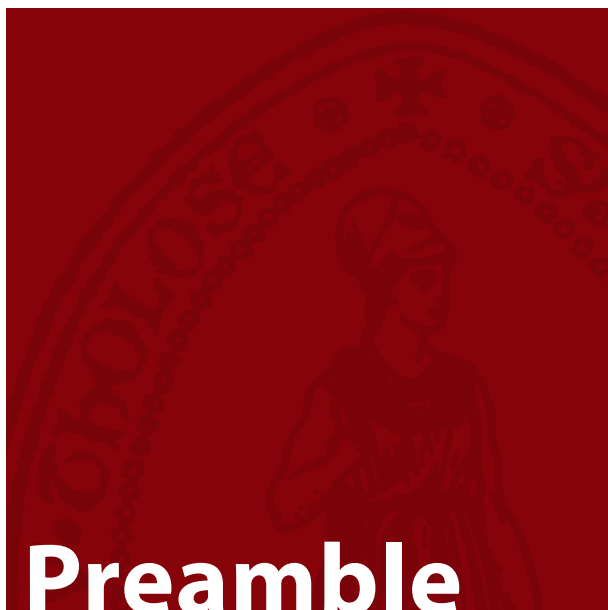
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Thesis Charter

Université de Toulouse

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**This Charter is a formal statement of agreement between the doctoral student, the research supervisor(s), the director of the research unit and the host institution.**

This Charter is based on the principles set out by the French Ministry of Education and the Ministry of Higher Education and Research in the Order of 3 September 1998 on Thesis Charters, the Order of 7 August 2006 on doctoral studies and the Order of 6 January 2005, amended by that of 7 August 2005, on the international joint supervision of doctoral research, clarifying their details in accordance with the established policy and support mechanisms of the Doctoral School of the Université de Toulouse (Higher Education and Research Cluster).

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**This Charter establishes the responsibilities, rights and duties of the partners involved in awarding a Doctorate.**

The partners are:

- **The student;**
- **The research supervisor** who supervises the student's academic research and guarantees its quality; the supervisor must be an academic with recognised expertise in the relevant research field. The members of the thesis panel will also be selected from the academic community;
- **The host team and the research unit** in which the student conducts doctoral research. The student must comply with the internal regulations and confidentiality rules in force in the host research unit;
- **The Doctoral School** attached to the institution awarding the Doctorate, in which the teams hosting the doctoral student are based;
- **The institution** at which the doctoral student is enrolled, regarded as the legal entity with administrative responsibility for doctoral studies;
- **The Doctoral College** organises the sharing of work and training courses across the Toulouse campus.

Preparing a thesis is part of a training defined by the doctoral school of the PhD student. The doctoral school defines the supervision and assessment criteria.

A Doctorate is a qualification acquired through and for research, providing work experience. The Doctoral Schools offer supplementary training to facilitate the career development of their students.

Students working towards a Doctorate under an international cotutelle agreement have the same rights as other doctoral students and must comply with the requirements set out in the relevant agreement.

Each Doctoral School provides information on its training portfolio and research units.

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**This Charter must be signed when the student first enrolls, by the student, the research supervisor(s), the director of the research unit and the director of the Doctoral School.**



Full details of the provisions, regulations and requirements for taking and completing a Doctorate are available on the web page of the Doctoral Schools of the Université de Toulouse ([www.univ-toulouse.fr](http://www.univ-toulouse.fr)).

The information on the above page, as current at the time of the thesis defence, must be consulted by the participants and overrides the provisions of any other individual agreement, including this Charter.

The different types of funding available for doctoral research are also summarised on the above page.

## 1. The Doctorate: an important personal and professional milestone

A Doctorate is part of a plan for personal and professional development with clearly defined goals and requirements. It provides professional research experience.

The general principles reflected in Article L 412.2 of the Code of Conduct recommend that doctoral students should be in receipt of finance.

The doctoral student is bound by a contract with the finance provider, the terms of which must be compatible with doctoral research. The Institut National Polytechnique de Toulouse (INPT), the Institut National des Sciences Appliquées de Toulouse (INSA), the Institut Supérieur de l'Aéronautique et de l'Espace (ISAE), the École des Mines d'Albi and the Université Paul Sabatier - Toulouse III (UPS) require a compulsory net monthly minimum of 1000 € for doctoral students in the first year; however, at UPS a dispensation may exceptionally be granted by the institution's academic council if proposed by the director of the Doctoral School. In the other institutions the research supervisor and host team must arrange finance.

The identification of appropriate support to help future Doctorate holders find employment is based on the career plans of individual students. This plan should therefore be clarified as soon as possible, in discussion with the research supervisor, to ensure that the student receives appropriate training. Doctoral Schools and/or institutions will provide students with data on the career development of current holders of Toulouse Doctorates.

At the same time, with the support of their Doctoral School and research units, doctoral students must take responsibility for their own post-doctoral employment, by making contact with possible future employers (businesses, laboratories and universities in France and internationally) and participating in the "Doctoriales" and other supplementary training offered by Toulouse institutions.

## 2. Before enrolment

The choice of subject, the working conditions required to conduct the research and the nature of the tasks to be carried out at the research centre must be agreed between the candidate and the research supervisor when the candidate submits his or her application. The research supervisor specifies the subject, its academic context and the team within which the research will be conducted. Doctoral studies must lead to the production of a piece of original, innovative research that can feasibly be completed within the set period, which is three years full time.

Research supervisors must inform candidates of possible sources of finance for doctoral studies (doctoral contract, international study abroad bursaries, CIFRE contracts, etc.). They must also tell candidates how many doctoral students are currently under their personal (co-)supervision and provide information on the career development of new Doctorate holders whom they have previously supervised. Research supervisors must also inform candidates about career opportunities in the relevant field.

The director of the Doctoral School provides future doctoral students with information on the training available to them and on the career development of Doctorate holders who have graduated from the School.

Where doctoral studies are funded, the source, amount and duration of funding and the associated rights and responsibilities must be clearly stated. Tuition fees and the funding of social protection must also be specified.



## 3. During doctoral research

### Rights and duties

#### The doctoral student:

Doctoral students must comply with the administrative requirements of the institution at which they are enrolled. They are full members of their research unit, with the same rights and duties as all other members, and participate in the shared tasks inherent in the academic life of the unit. However, they are not required to compensate for inadequate technical support by the research unit or to take on tasks unrelated to their own research project.

Doctoral students undertake to work over a set period at an agreed rate. They have a duty to keep their research supervisor informed of any results they obtain and problems they encounter in the course of their research. They undertake to submit progress reports as appropriate to their subject and to present their work at research seminars. Doctoral students benefit from supplementary training provided or validated by the Doctoral School. This supplementary training has two objectives:

- to increase the skills of doctoral students in the relevant field of academic research (participation in seminars, workshops, etc.),
- to prepare doctoral students for future employment (language training, «Doctoriales», specific modules, lectures of general interest, etc.).

#### The research supervisor:

The research supervisor is responsible for providing the student with academic support and undertakes to devote a significant amount of time to this. As a recognised authority in the relevant research field, the supervisor helps the student to highlight the innovative aspects of the research and ensures its contemporary relevance, until the thesis defence panel has been established. The supervisor works with the student to identify the different steps involved in working for a Doctorate and provides regular supervision. In particular, the supervisor monitors any potential evolution of the research project. He or she must also ensure that the student demonstrates initiative and creativity. The research supervisor informs the Doctoral School of any unforeseen

events affecting the progress of the work and actively seeks to ensure that the student re-enrols and applies to defend the thesis within the relevant deadlines. The research supervisor also organises publications.

#### The research unit director:

The director of the research unit is personally responsible for ensuring that doctoral students are received as a full member of their teams, given access to the same facilities, workspace, equipment, data and resources as the permanent researchers, and enabled to attend workshops and conferences and to present their work at research seminars. The research unit director must ensure that the student's academic progress is monitored using a range of means, including team meetings, study days, publications and monitoring committees.

#### The director of the Doctoral School:

The director of the Doctoral School designs a training programme for doctoral students and provides them with information on the courses and career development opportunities available to them. The director must also ensure that the Charter of the Université de Toulouse is respected and that students receive appropriate academic supervision. The Doctoral School director must ensure that students' academic progress is monitored using a range of means, including mentoring, progress reports and interviews. The School Director also undertakes to provide the Doctoral College with information to enable the establishment of a Research Observatory on campus.

#### The host institution:

The host institution provides the student with administrative and academic support, organises the thesis defence procedure and awards the Doctorate. It is responsible for the submission, notification, reproduction, intellectual property rights and archiving of the thesis following defence.

### Publications and communications

The excellence and impact of doctoral research are conveyed through the publications, patents and industrial outcomes derived from it. These include any work, lectures and publications completed during or after the writing of the thesis. The rights of doctoral students must always be respected when publishing the results of their research. Students should be clearly named as co-authors of publications to which they have made a significant contribution.

The research supervisor and directors of the research unit and Doctoral School must all encourage and assist the student to give and publish at least one paper at an international conference.

### Completion

A Doctorate is a stage in a research process and, in accordance with the spirit of doctoral studies and in the student's own interests, should be completed within the allotted timeframe. The standard duration of doctoral research is three years full time.

To enrol for any subsequent period, students must submit a request for dispensation and an accompanying letter to the Doctoral School, with a supporting letter from the research supervisor, explaining the reasons for the delay and setting a provisional date for the thesis defence. Dispensations will be granted by the head of the institution on the advice of the director of the Doctoral School. Thesis defence dossiers are prepared by the Doctoral School. These must meet any requirements set by the Doctoral School and/or the institution concerning academic production, participation in doctoral studies and the language in which the thesis is written.



## 4. After the thesis defence

### Awarding the degree

In order to obtain the Doctorate (or corresponding diploma) the successful candidate must deliver the final version of the thesis to the institution, completed and amended in accordance with the recommendations of the thesis defence panel.

### Publicising doctoral research

Following the thesis defence, the research supervisor and doctoral student will plan the publication of the work.

The doctoral student will be named as co-author of any papers, publications, patents or industrial documents reporting the results generated by the doctoral study.

The documentation department of each Doctorate-awarding institution will make theses available on the internet subject to the Doctorate holders' signature of an authorisation document that guarantees their intellectual property rights.

### Monitoring the employment of Doctorate holders

The Doctoral Schools have their own database on the employment and career development of their graduates. New Doctorate holders undertake to keep their Doctoral School informed about their employment situation and to provide a work address for at least five years after they have received their Doctorate. This database is managed at the Université de Toulouse and will be available to all doctoral students and new graduates of the university's Doctoral Schools.

## 5. Mediation

The director(s) of the research unit and Doctoral School must be informed of any conflict that arises between the doctoral student and the research supervisor and will try to resolve it. Should the conflict persist, each signatory to the Charter may call on the services of a mediation group who, without relieving any individuals of their responsibilities, will listen to the parties involved and offer a solution to enable the Doctorate to be completed. To fulfil its role, the mediation group must remain entirely impartial. It comprises:

- the vice-president of the Academic Council of the host institution plus another Council member authorised to supervise doctoral research, appointed by the vice-president;
- two of the elected doctoral student representatives on the Council of the host institution, the Doctoral School or the Université de Toulouse. These will be appointed by the Chancellor of the host institution;
- the director of the Doctoral School;
- mentors and others involved in the mid-term monitoring of the student's research in the Research Unit and/or Doctoral School.

If any of the individuals mentioned above are party to the conflict, a replacement will be appointed by the other members. Should mediation fail, a final appeal can be submitted to the Chancellor of the institution.



# CONTRACT OF AGREEMENT

We, the undersigned, declare that we have read in full the Doctorate Charter drawn up by the Université de Toulouse, implementing the Order of 3 September 1998 and approved by the governing board of the Université de Toulouse on the advice of the academic councils of its founding institutions.

We undertake to respect the clauses of this contract.

Toulouse,

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**RESEARCH SUPERVISOR**

Surname, given name, signature:

**CO-SUPERVISOR OF RESEARCH**

Surname, given name, signature:

**RESEARCH UNIT DIRECTORAL**

Surname, given name, signature:

**DIRECTOR OF THE DOCTORAL SCHOOL**

Surname, given name, signature:

**STUDENT**

Surname, given name, signature: