Ph.D. Charter

This charter has been created by the Scientific Councils of the Universities of Orleans and Tours. Its objective is to define the nature of the relationship of the Ph.D. candidates, the Ph.D. adviser, the research group directors and doctoral school directors of the two universities, in order to clearly define the deontological principles of the Ph.D. and based on firmly established practices, with respect for the diversity of different disciplines and departments.

Candidate

Family Name and First Name: ........................................................................................................

Preferred name: ..........................................................................................................................

Discipline......................................................................................................................................

..................................................................................................................................................

The preparation of a Ph.D. is an agreement made freely between the candidate, the Ph.D. adviser(s) and the director of the research laboratory. This accord concerns the subject choice and the working conditions necessary for the proper advancement of the research. The Ph.D. adviser and the candidate have rights and duties of an extremely high level.

The objectives of this charter are to guarantee the scientific quality of the Ph.D. and to aid the candidate in his or her future professional pursuits. Validated by the Scientific Council of the University François Rabelais of Tours on [à compléter], and by the Scientific Council of the University of Orleans on September 18th, 2012, this charter must be signed by every student enrolling in a Ph.D. program in one of the doctoral schools of the two universities, and by his or her Ph.D. adviser. In order to emphasize the commitment that is fundamental to this charter, it must be co-signed by the director of the research laboratory or the director of the doctoral school in which the candidate is enrolled.

Each department and university is committed to act according to the principles set out in the charter in preparation of a dissertation in international co-direction, following the convention established on the basis of the law of January 6th, 2005 regarding co-direction of dissertations.

THE PH.D., A PROFESSIONAL AND PERSONAL PROJECT

The preparation of a PhD is a professional and a personal project which must be clearly defined in its methods and its ends. These objectives must be clear and the necessary resources must be available in order for the objective to be attained. The candidate commits him- or herself to doing the research work leading to the defense of the Ph.D., while at the same time the doctoral school retains the right to authorize, or deny, the candidate's yearly enrollment in its Ph.D. program.

The professionals working with the candidate help him or her to acquire the competencies specific to the research domain, while at the same time enlarging his or her disciplinary horizons. Research is also learning how to manage a project of long duration and developing one's organizational skills over the middle and long term.
The Ph.D. advisers or the directors of the doctoral schools are involved in obtaining financial support for the large number of candidates who are not working outside of their studies. To this end, the future Ph.D. adviser and the director of the doctoral school will inform the candidate of the possible resources available for those preparing a Ph.D. (doctoral contract financed by the Ministry of Higher Education and Research, regional and departmental scholarships, industrial scholarships, convention CIFRE for working in industry, other scholarships...).

The two universities suggest however that several major lines of conduct be respected. In particular the following:

• that financial conditions be examined and clearly defined from the beginning of the Ph.D. during an interview with at least the director of the department, the Ph.D. adviser(s) and the candidate. This is also the moment to identify or recommend diverse financial aid sources, their amount, the period covered, and the necessity to have supplementary funding (for example, in the case of foreign scholarships which are often for a small amount), enrollment fees and insurance. The procedures of finishing the Ph.D. must also be evoked, notably in the case where the Ph.D. process goes longer than the three years permitted by the law of August 7th, 2006;

• that candidates sent by their research group overseas for all or a part of their Ph.D. will have financial support;

• that no candidate be accepted in a research group without his or her basic social coverage being met;

• by extension, that the candidate be covered by an insurance covering the risks associated with his or her research activity (work accidents and illnesses). These measures must also be in place for foreign students.

The two universities recommend that no candidate be accepted who cannot show or who does not have access to financial resources for the entire Ph.D. dissertation research and writing process.

The candidate should receive information about the academic and professional prospects in his or her domain. The national statistics about the future of young doctors and information about the professional careers of Ph.D. recipients from the research group or laboratory need to be communicated to the candidate by the doctoral school and/or the Ph.D. adviser. The professional career envisioned by the candidate must be stated as early as possible and discussed with his or her Ph.D. adviser.

In order to ensure that information about career opportunities is given to the future Ph.D., each candidate is required to communicate to his or her adviser, as well as to the director of his or her laboratory or research group, information relative to his or her professional situation for the five years following the completion of the doctoral degree. This information will be transmitted to the relevant doctoral school.

The resources needed to aide the candidate to put into place a professional career also depend on the definition of a clear future plan by the candidate. At the same time, it is important for the candidate, who will request advice from the doctoral school and the university in which he or she is enrolled, to take the initiative and contact potential future employers (universities, businesses, government offices..., in France or overseas). This strategy can include, for example participation in the Doctoriales® and/or an internship in business.
One year before the planned date for the dissertation defense, the Ph.D. adviser and the director of the laboratory or research group will inform the candidate about possible career opportunities and the necessary steps for employment. They will give the candidate the following information concerning post-doctorate studies overseas: financing, steps to take, insurance and the possibility to receive assistance on returning.

**SUBJECT AND FEASIBILITY OF THE PhD**

Enrollment in a Ph.D. requires a precise subject, context and research group or laboratory.

The subject of the Ph.D. leads to a work that is unique and instructive whose feasibility must conform to the length of time prescribed by law (three years). The choice of the Ph.D. subject is an agreement between the candidate and the Ph.D. adviser, formalized at the moment of enrollment. The Ph.D. adviser(s), solicited because of his or her proven mastery of a research domain, must help the candidate to set forth the originality of his or her project in a scientific context and be assured of its topicality; the adviser(s) must also be certain of the innovative nature of the project.

The direction of the Ph.D. can be assured jointly by two Ph.D. advisers. The functions of adviser and co-adviser can be exercised:

- by the professors and those assimilated as professors according to the rules of the National Council of Universities or by teachers of an equivalent ranking who are not part of the national education and research system, by the personnel of establishments of higher learning, public research organisms and research foundations, holding the title of full professor and permitted to direct Ph.D. research;

- in exceptional cases, by other parties, also possessing a Ph.D., chosen for their scientific expertise by the director of the establishment, via a proposition from the director of the doctoral school and after receiving approval from the Scientific Council of the establishment.

The universities request that the advisers pay special attention to the quality of the welcome and the information given to the candidate upon his or her integration into a research group. This information is given during an interview with the candidate in the presence of the Ph.D. adviser and the director of the research group and the following points must be evoked:

- the general organization of the group,
- attendance rules and security measures in place,
- the scientific orientation of the group,
- the place of the candidate's project as part of the general themes of the group,
- the general conditions in which dissertations are prepared and defended in the group,
- and the careers of those who have defended their Ph.D. as part of the research group.

The Ph.D. adviser(s), in accordance with the director of the research group, must define and bring together the resources necessary to complete the dissertation. The candidate is to be completely integrated into the research group, where he or she has access to the same facilities as the full members of the research group in order to complete his or her own
research (equipment, resources, notably software and computers, documentation, etc.). The Ph.D. adviser(s) must also give the candidate the possibility to attend conferences, to present his or her research during scientific meetings, and to write for publication. The candidate also has access to the association of doctoral students and unions. He or she also has access, as part of the personnel of the research group, to offices and services (campus restaurant, medicine, libraries, social programs) following the conventions between the Universities and research groups.

On his or her part, the candidate must respect the scientific deontology and the rules relating to the research group to which he or she is associated. The candidate will not be asked to do any research which does not lead to the advancement of his or her dissertation, except if he or she benefits from a doctoral contract with regards to a complementary mission, for validation or scientific diffusion. The candidate will establish a time and a rhythm of working. The candidate must be able to work independently for his or her research. The candidate who renounces his or her studies may have a hearing with his or her doctoral school. He or she has, with respect to the Ph.D. adviser, a requirement to inform the adviser about any and all difficulties encountered in the research and writing of the dissertation.

DIRECTION AND SUPPORT FOR THE PhD CANDIDATE

The future candidate must be informed of the number of dissertations being directed by his or her chosen adviser(s). A Ph.D. adviser can only effectively direct a limited number of candidates at the same time, if he or she wishes to devote to each candidate the time and attention necessary. The candidate has the right to be advised personally by his or her Ph.D. adviser, who is committed to spending a significant amount of time with the candidate. At the moment of the initial agreement, the number and frequency of meetings should be fixed.

A second director may be chosen by the Ph.D. adviser, in accordance with the candidate, in order to help the candidate during the entire or a part of the Ph.D. process.

The candidate must conform to the law of August 7th, 2006 concerning doctoral studies and to the rules of the doctoral school in which he or she is enrolled; in particular, attend any training proposed by the doctoral school. In order to enlarge the candidate's scientific competencies, complementary training programs may be suggested by the PhD adviser. These training programs, which will result in an attestation from the director of the doctoral school, expanding his or her disciplinary horizons and aiding the candidate for his or her future job search. Depending on the disciplines and the research groups, these complementary training programs may also include an internship in the business world. The candidate may, to this end, access the professional network of the Ph.D. adviser, his or her doctoral school or even the resources of the university where he or she is enrolled.

The candidate will submit to his or her adviser regular reports on the advancement of his or her project and present his or her work during conferences of the research group. The Ph.D. adviser(s) will regularly check on the progression of the dissertation and introduce new items to the candidate based on the research and results already done. The adviser will inform the candidate of the particular conditions required for the defense (internships, publications...) notably following all of the rules of the particular doctoral school. It is the adviser's role to inform the candidate of the positive reception or the objections and criticisms that his or her work has evoked, in particular at the time of the defense. To this end, a first assessment, at the end of the first year, will allow both the adviser and the candidate to evaluate the progress made and to re-orient, if necessary, the candidate's research.
The Ph.D. adviser, working with the candidate, will propose to the president of the university, by the intermediary of the director of the doctoral school, the composition of the jury for the dissertation defense as well as the date of the defense. The members of the jury are chosen for their scientific competence. The jury is assembled according to the applicable laws. It is constituted of the Ph.D. adviser (or the two advisers, or directors) and of members, the latter not having been involved in the candidate's research. These members must constitute more than half of the jury.

Except in cases of an approval granted by the President of the University, a minimum delay of 15 days is required between the authorization to defend the dissertation and the actual defense.

**DURATION OF THE PH.D.**

A Ph.D. is part of a research process. This process must respect certain time limits, according to the idea of doctoral studies and in the candidate's own interest.

The accepted duration to complete a Ph.D. is three years. At the end of the second year, the advancement of the PhD will be examined keeping in mind the three-year time period, and the estimated date for the dissertation defense will be established according to the advancement of the research and writing process.

Beginning with enrollment in the fourth year, prolongations can be granted by derogation, when asked for by the candidate, and with the agreement of the Ph.D. adviser, the director of the research group and the office of the doctoral school. This accord does not signify an automatic renewal of financial aid offered to the candidate. The possibility of other types of aide may be explored, notably for those doctoral candidates having financial difficulties.

Prolongations must be considered exceptional. They are proposed to the university president by the director of the doctoral school after an interview between the candidate and the Ph.D. adviser(s). The list of those candidates benefiting from derogations is presented each year to the Scientific Council. Derogations are possible in certain situations such as full-time employment, a full-time teaching schedule, specific research needs that are inherent in certain disciplines or particular risks. A derogation will in no way modify substantially the nature and the intensity of the research work such as has been initially defined by common accord.

If a candidate benefiting from financing has not defended his or her dissertation by the fourth enrollment year, he or she will meet with the doctoral school, after having submitted a progress report to his or her Ph.D. adviser.

In any case, the preparation of the Ph.D. implies **annual administrative enrollment** by the candidate at the university.

In order to conform to the three-year limit, the candidate and the Ph.D. adviser(s) must respect their engagements relative to the necessary research and writing time.

**MEDIATION PROCEDURES**

Repeated failures to meet any of the demands enumerated in this charter will engender, between the candidate and the Ph.D. adviser, a procedure leading to a process of mediation. It may be established by a call by one of the signatories of this charter for a mediator who will listen to all of the involved parties, and propose a solution and that should be accepted by everyone in order to continue, and finish, the dissertation. This mediation does not remove
from anyone his or her responsibilities, in particular concerning the financing of the Ph.D. The mission of the mediator implies his or her impartiality. He or she may be chosen from among the members of the committee directing the research group to which the candidate belongs, from the doctoral school or even outside the establishment. The President of the University where the candidate is enrolled will designate a mediator based on a proposition from the office of the doctoral school.

In the case of a failure in mediation, the candidate or one of the other signatories of this charter can ask the president of the establishment where the candidate is enrolled for the nomination by the Scientific Council of a mediator from outside the establishment.

If the preparation of the Ph.D. stops before the diploma is awarded, the three concerned parties (the candidate, the Ph.D. adviser, and the director of the doctoral school) will establish a report explaining the reasons why the Ph.D. will not be defended.

**PUBLICATION AND VALIDATION OF THE Ph.D.**

The results of the Ph.D. must be scientifically validated through publication. The quality and the impact of the Ph.D. will be measured through the publications of patents and industrial applications generated from the work, whether from the Ph.D. itself or from articles written during or after the actual dissertation. The candidate must figure among the co-authors and/or co-inventors.

Each university recommends that the candidate be invited, at the latest during the third year, to present before an outside audience (a conference, a congress) a scientific paper about his or her research, and as much as possible, at an international level.

The Ph.D. adviser will encourage the candidate to make at least one publication concerning the subject of his or her dissertation during the time of preparation of the Ph.D.

Conforming to the law of August 7th, 2006 relative to the deposition, the reporting, the reproduction, the diffusion and the preservation of dissertations or presented works with a goal of obtaining a Ph.D., the candidate must also sign a charter concerning the electronic diffusion of dissertations.

It is important to remember as part of this charter that laws against plagiarism are in effect for all university work. The penalties, criminal, civil, and disciplinary, in the case of proven plagiarism, are very harsh.

**REGULATIONS PERTAINING TO EACH DOCTORAL SCHOOL**

This present charter establishes the rights and requirements of the candidate and of his or her directors and/or advisers, as well as the research department and the university. The charter may be completed by specific regulations emanating from each doctoral school. These internal regulations may define the following points: required financial resources for the candidate, the maximum number of candidates per Ph.D. adviser, the nature and volume of required training before the Ph.D. defense, publication requirements before the thesis defense.

Agreed upon in (city, country) , on the (date)
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<tr>
<th>The candidate</th>
<th>The Director of the Research Group</th>
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<td>The Ph.D. adviser</td>
<td>The co-adviser of the PhD</td>
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<td>The director of Ph.D. programs</td>
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