

## Applicant to a doctoral thesis at UTC

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You are an **applicant to a doctoral thesis at Université de technologie de Compiègne (UTC)** with full knowledge of the facts:

- you hold a Master of Science (M2) or an equivalent degree (or you will graduate soon),
- you have a experience in research,
- you know what it means to do a doctoral thesis (nature of work, experiments, scientific writing, involvement, etc),
- you have inquired about [the prerequisites for registration and how to obtain a doctor's degree at UTC](#),
- you know what UTC is.

### What do you have to do?

1. You **apply on line on the ADUM platform**: <https://www.adum.fr/as/ed/proposition.pl?site=utcompiegne>

2. You **contact the thesis supervisor** of the thesis proposal you are applying for. You discuss with the thesis supervisor the thesis project, your scientific profile, your writing skills.

3. If the thesis supervisor **selects you for an admission interview**:

You have **prepared your admission interview**, in particular through the "questions to help" (see next page). The interview lasts 20 minutes (presentation and discussion with the jury): you give a general presentation of the thesis problematics, you present the important elements of your educational background, your motivation to make a/this thesis, your professional projects.

Notice: this interview is mainly not a scientific one (the scientific pre-selection has already taken place during the prior discussion with the thesis supervisor).

4. If the jury give their approval to your application, you will receive a **letter of admission** to the Doctoral School.

Once any reservations have been withdrawn (diploma or certificate of success at the master's level, minimum B1 certificate in English, financing acquired, ZRR<sup>1</sup> authorization if applicable), **you register online<sup>2</sup>** on the ADUM platform, for a thesis at the UTC Doctoral School.

5. When your registration at the Doctoral School is validated, you receive a certificate of registration (*certificat de scolarité*).

<sup>1</sup> ZRR = restricted area; concerns only 2 laboratories at UTC.

<sup>2</sup> Registration for the upcoming academic year is possible from the first week of July.

### If the financial support for the thesis is a doctoral contract (*contrat doctoral*) (this is written in the thesis proposal):

#### What is a doctoral contract?

The **doctoral contract** is a fixed-term work contract under the French public law, for a period of 3 years, created by the French Ministry of Higher Education and Research in 2009. The employee is then a **doctorant contractuel**.

Your **employer** will be UTC (université de technologie de Compiègne). in French

Reference: [Décret n° 2009-464 du 23 avril 2009 relatif aux doctorants contractuels des établissements publics d'enseignement supérieur ou de recherche](#) in French

#### What do you have to do?

**4 bis. After receiving your letter of admission** to the Doctoral School, you **contact<sup>3</sup> your correspondent at the HR Division (DRH, Human Resources Division)** who will send you the **administrative file to prepare your doctoral work contract**.

**5 bis.** You send your certificate of registration to your HR correspondent who will inform you of the date chosen for signing your doctoral work contract. The certificate of registration is required before the signing of the doctoral work contract.

<sup>3</sup> To start your doctoral work contract on October 1<sup>st</sup>, take the steps described above as well as the steps indicated by the HR Division (especially in case of foreign visa or work authorization required) as soon as possible.

Notice: The UTC administrative services will be closed from July 15 to August 20.

**Individual questions for choosing a PhD: am I ready to prepare a research thesis?**

Qualifications and skills required to prepare a PhD thesis:

- How can I describe my degree of autonomy at the moment?
- Do I wish/am I able, for the next 3 years, to work often alone on scientific questions?
- Am I interested in the broader scientific issues within my field of expertise?
- What is my level of English (oral/written)? French (oral/written)?
- Will I be able to acquire the necessary writing skills for scientific publications?

Thesis duration:

- Do I want to start a 3-year project?
- Am I aware that it will be necessary for me to be able to manage my time/to organize for 3 years?
- Am I aware that there are deadlines to be met throughout the progress of the project (presentations, writing articles, various reports, etc.)?

The fit of my profile with the subject:

- Is the field suitable for me/is it in line with my background/interests?
- Do I have the necessary basic knowledge?
- Am I able/willing to invest in other areas of expertise to carry out the research project?
- What field(s) of interest will I be in for the next few years/do I like the fields invested during the thesis?

Career pursuit:

- Am I aware of the career opportunities available to me after a PhD?
- How does the PhD contribute to my long-term professional project?
- Is the choice of project, research unit and institution in line with this professional project?
- Do I want to gain research experience?

To get a better idea of the PhD:

[http://www.andes.asso.fr/doctorat\\_loupe.html](http://www.andes.asso.fr/doctorat_loupe.html) in French

**Questions to help prepare for the discussion with the thesis supervisor and the admission interview**

1/ Scientific part:

To be able to specify your areas of expertise and to specify those required and those to explore during the thesis.

2/ How to work (autonomy, place in the lab, other activities...):

Method of follow-up by thesis supervisor/degree of autonomy required:

- How often do I interview the thesis supervisor (scale to be provided)?
- Working together: By email? Working meetings? Frequent presence of the thesis supervisor at UTC?
- Are there other people in the professional circle to answer questions if the thesis supervisor is absent?
- What is the desired level of autonomy for my thesis supervisor? Does this seem to me to be compatible with my own mode of operation?

Place in the laboratory:

- Is there a team in which the thesis topic is located? If so, which one?
- If presentations are to be made as work progresses, to which audience?
- Are there any more general missions (lab, department, institution, etc.) that will require participation in addition to the thesis work?

Other activities than research:

- If I wish to take part in the various UTC bodies (as elected representatives of doctoral candidates), does my thesis supervisor consider this possible?
- Will I want to participate in teaching? If so, are there lessons learned in my area of expertise? Is it possible to participate? Why? Can I get help preparing for the planned lessons?
- Are there any missions of general interest in which I should/would like to participate?

3/ Practical arrangements concerning the intended working environment:

- Could I have an individual computer station?
- Which desktop configuration will I work in: alone or together? Is the office located in the laboratory? Near or far from the thesis supervisor's office?
- Will a starting bibliography be proposed or should it be built completely?
- Are there organized meetings with other research teams (lab or other lab)? Between doctoral candidates? Others?
- Are there any missions to plan?