Internal Regulations of the UTC ED71 Doctoral School

Table of contents

Preamble **2**

Article 1: Purpose of the Internal Regulations **2**

Article 2: The Director of the Doctoral School **2**

Article 3: The Board of the Doctoral School **2**

3.1 Composition of the CED 3
3.2 Election and appointment of members of the CED 3

Article 4: Other officers and administrative bodies **4**

4.1 Heads of Doctoral Education 4
4.2 Representatives from UTC's Scientific Advisory Committee 4
4.3 The Doctoral Office 4
4.4 Conflict Mediation Commission 4

Article 5: Admission of doctoral candidates **5**

5.1 Conditions and criteria relating to doctoral research projects 5
5.2 Conditions and criteria relating to the candidate 5
5.3 Admission procedure 6

Article 6: Awarding of funding **8**

Article 7: Supervision of doctoral candidates **8**

Article 8: Joint international supervision (*cotutelle*) **10**

Article 9: Procedure for registration and re-registration, requests for exemptions **10**

Article 10: Study agreement **11**

Article 11: Conduct of the doctorate **11**

11.1 Monitoring of the doctoral candidate 11
11.2 Individual study programme 13
11.3 Information days and science workshops 13

Article 12: Temporary suspension **14**

Article 13: Thesis defence **14**

13.1 Thesis manuscript 14
13.2 Appointment of referees (*rapporteurs*) 15
13.3 Appointment of the examination committee 15
13.4 Timetable and procedures for the defence 15
13.5 The defence itself 16
13.6 Written record and defence report 17

Article 14: Terminating a doctorate **18**

Article 15: Conflict mediation **18**

Article 16: Follow-up of doctoral graduates **19**

Application and date of effect of the Internal Regulations of the Doctoral School **19**

Appendices **19**

Preamble

Pursuant to:
The French Code of Education, in particular Articles R715-9 to R715-9-5 relating to universities of technology
The French Code of Research, in particular Articles D412-1 to D412-21
The Decree no 2009-464 of April 23 2009, as modified, relating to contractual doctoral candidates in public institutions of higher education or research
The Ministerial Order of 25 May 2016 establishing the framework for doctoral education and the conditions for the awarding of doctorates in France, modified by the Order of 26 August 2022
The Ministerial Order of 29 August 2016 establishing the level of remuneration of doctoral candidates modified by the Order of 26 December 2022
UTC statutes
UTC internal regulations
The Ministerial Order of 17 April 2026 licensing UTC to award nationally recognized higher education qualifications
The UTC Doctorate Charter
The French National Charter for Research Integrity
The European Charter for Researchers

Article 1: Purpose of the Internal Regulations

The present Internal Regulations set out the organization and operation of the ED71 "*Sciences pour l'ingénieur*" Doctoral School.

- Supporting institution: université de technologie de Compiègne
- Co-accredited and associated institutions: 3 research laboratories at Institut polytechnique UniLaSalle (Beauvais)
- Associated Doctoral College: Sorbonne University
- Fields of specialization for doctorates: see Appendix 1
- Research laboratories attached to the Doctoral School: see Appendix 2

Article 2: The Director of the Doctoral School

Under Article 6 of the Ministerial Order of 25 May 2016, the Doctoral School is headed by a director assisted by an advisory board.
The Director of the Doctoral School is chosen within the Doctoral School in accordance with the criteria set out in the Ministerial Order of 25 May 2016.
The Director is appointed for the duration of UTC's Multi-Year Research Agreement (*contrat pluriannuel de recherche)*. The Director may serve two terms.
The Director of the Doctoral School is appointed by the Director of UTC on the recommendation of the Scientific Advisory Committee and the Board of the Doctoral School. The Director of the Doctoral School puts the programme of the Doctoral School into practice.

Article 3: The Board of the Doctoral School

The Board of the Doctoral School (*CED*) implements the programme of the Doctoral School. Through its deliberations the Board is responsible for managing the affairs of the Doctoral School. The Board advises on the organization and management of the Doctoral School and on the framework governing the supervision, education and monitoring of doctoral candidates.
It ensures compliance with the principles set out in the UTC Doctorate Charter.
It examines requests from external research organizations wishing to join the Doctoral School as hosting bodies for doctoral candidates.
The Board of the Doctoral School meets at least three times a year and before the adoption by UTC of the Multi-Year Research Agreement *(contrat pluriannuel de recherche)*.
The Board of the Doctoral School may be convened at the wish of at least a third of its members.
Minutes of meetings are recorded and published after approval by members.

3.1 Composition of the CED

The CED has 20 members, as follows:

4 external members:

- 4 figures from the scientific world, from industry, or from the socio-economic or the cultural sphere, with an expertise in the interdisciplinary fields of the Doctoral School

16 internal members:

- 2 members of UTC's Scientific Advisory Committee (interdisciplinary mission)
- 8 directors of UTC research units (laboratories) or their appointed representatives
- 2 representatives of non-academic staff (*BIATSS*) at UTC
- 4 elected doctoral candidates or their substitutes

The composition of the CED must provide a balanced representation of women and men.
The composition of the CED may be revised, in particular via the creation of an additional internal member's seat for the director of any non-UTC research body hosting more than 5% of the UTC Doctoral School's registered doctoral candidates.

The following persons, in their professional capacity, have standing invitations to attend meetings of the CED:

- administrative staff directly involved in the administration of the Doctoral School
- the heads of doctoral education within the different laboratories
- UTC's Research Director
- the Vice-President of UTC's Scientific Advisory Committee
- UTC's Education Director
- UTC's Human Resources Director
- UTC's International Relations Director
- the Director of the Doctoral School at UTT
- the Director of Compiègne Pôle Technologique (*Compiègne Technology Hub*)

The Director of the Doctoral School is not a member of the CED.
The CED may invite anyone whose authority or expertise is deemed to be pertinent in relation to the agenda to participate in its meetings.

The list of members of the CED is published on the Doctoral School's website.

3.2 Election and appointment of members of the CED

The external members and the representatives of non-academic staff are approved by a simple majority of CED members present or their substitutes, on the proposal of the Director of the Doctoral School, for a duration of three years, renewable once. The UTC Director establishes the list of members appointed by the CED in accordance with the present article.
Where a member's period of tenure is terminated early, a new member is appointed for the remainder of the period.

The representatives of doctoral candidates are elected by the doctoral candidates registered at the doctoral school. The period of tenure for a doctoral candidates' representative is one year, renewable as long as he or she continues to have student status. The election is organized according to a proportional list system with one round and based on the highest remainder formula. Votes may not be split between different lists.

Article 4: Other officers and administrative bodies

4.1 Heads of Doctoral Education

Doctoral education is dependent on the research units[1] (laboratories) named in UTC's Multi-Year Research Agreement (*contrat pluriannuel de recherche*), each research unit being represented by its Head of Doctoral Education.
A Head of Doctoral Education (RFD, *Responsable de formation doctorale*) is the Doctoral School's representative within his or her research unit, and the research unit's representative at the Doctoral School. His or her role is set out in a mission sheet.
He or she is appointed by the director of the research unit on the recommendation of that research unit's board or equivalent authority, for a period of three years, and for a maximum of two successive terms.
A Head of Doctoral Education must hold an HDR (*habilitation à diriger des recherches*) and cannot be the director of the research unit.
He or she is assisted by a secretary within the research unit.
The Head of Doctoral Education is part of the Doctoral Office, and is invited to attend meetings of the Board of the Doctoral School.
In research units with a large number of doctoral candidates, it is possible to share this responsibility between two people.

4.2 Representatives from UTC's Scientific Advisory Committee

Two representatives from UTC's Scientific Advisory Committee, chosen by a simple majority of members of that body for the duration of their period of tenure, are responsible for advising the Director of the Doctoral School and the Board of the Doctoral School on matters relating to academic and technological developments nationally and internationally in emerging disciplines relating to UTC's areas of specialization.
These two representatives sit on the Board of the Doctoral School.

4.3 The Doctoral Office

The Director of the Doctoral School is assisted by the Doctoral Office (*BED*). The Doctoral Office includes:

- the heads of doctoral education and their secretaries within the different research units
- doctoral candidates' representatives on the CED
- UTC's Research Director
- administrative staff directly involved in the administration of the Doctoral School

Alongside the Director, the role of the Doctoral Office is to implement the decisions of the Board of the Doctoral School, to ensure compliance with the UTC Doctorate Charter and to ensure that the full range of activities carried out by doctoral candidates as part of their education are recognized, approved and validated. The Board advises on the allocation of research grants and prepares the meetings of the Board of the Doctoral School. The Doctoral Office is also informed of all aspects of the life of the Doctoral School.
The Doctoral Office convenes as often as is necessary.

4.4 Conflict Mediation Commission

The procedure governing the resolution of conflicts and terminations of theses provides for mediation by a Conflict Mediation Commission. Where it has proved impossible to resolve a conflict within the Doctoral School, the parties concerned may ask to be heard by the Commission.
Membership of the Conflict Mediation Commission is as follows:

- the Vice-President of UTC's Scientific Advisory Committee, who is the chair
- one external member of the Board of the Doctoral School, and one internal member who is not a doctoral candidate
- two of the doctoral candidates elected to sit on the Board of the Doctoral School

[1] At UTC laboratories are known as "research units".

Members of the Board of the Doctoral School are chosen on an individual basis to sit on the Conflict Mediation Commission by the Vice-President of the Scientific Advisory Committee, who takes steps to ensure that there is no conflict of interest between the members chosen and either of the parties involved.
The presence may be requested at a hearing of anyone whose specialist knowledge might contribute usefully to the proceedings. People invited to contribute in this way might include:

- an external expert
- the RFD for the research unit concerned
- the Human Resources Director
- a member of UTC in the role of an ethical advisor on questions of secularism or scientific integrity
- anyone who may shed light on the situation under examination

The role of the Conflict Mediation Commission is to look impartially at the cases that are brought before it and to take into account all the evidence and viewpoints presented by the various parties, namely the doctoral candidate, the thesis supervisor, the director of the research unit, and the Director of the Doctoral School.
The Conflict Mediation Commission respects the confidentiality of any information it receives.
Opinions expressed by the Conflict Mediation Commission will be considered valid only where they have been reached in the presence of at least one member of the Board of the Doctoral School and one elected doctoral candidates' representative, in addition to the chair of the Commission.
An opinion expressed by the Commission will have been agreed by the majority of members. Where there is no majority, the chair of the Commission has the deciding vote.

Article 5: Admission of doctoral candidates

The Doctoral School's admissions policy for doctoral candidates is based on explicit, published criteria and on procedures that are transparent, open and equitable. The criteria and procedures for admission are approved by the Board of the Doctoral School, and are as described below.

5.1 Conditions and criteria relating to doctoral research projects

Every doctoral research project is approved by the research unit to which the thesis will be attached. In the interests of a satisfactory outcome the research unit ensures that it is a project for novel research whose completion is feasible in the time set by the Ministerial Order of 25 May 2016.

The following aspects must be considered:

- the scientific context, and the current state of knowledge in the relevant area of research
- the scientific objectives of the project, and where, at the outset of the project, the originality of the scientific work is seen to lie
- the tools and methodologies to be used, the anticipated stages of the project, and the possible scientific collaborations that may be envisaged
- the scientific, material and financial conditions needed for the proper conduct of the doctoral project
- the conditions relating to supervision

5.2 Conditions and criteria relating to the candidate

Prior academic qualifications:
Candidates wishing to enrol for a doctorate must hold a master's degree from a French university or an equivalent master's-level qualification awarded following either a programme of education or work that demonstrates their aptitude for research.
The UTC Director may also approve the application of a candidate who does not hold a master's degree but whose academic career shows that he or she has pursued education and/or professional career at an equivalent level.

Conditions relating to funding:
Full-time doctoral education: The Doctoral School checks that the doctoral candidate will be in receipt of

funding to finance his or her doctoral education for the whole of their anticipated duration. This funding will take the form of a either a salary stipulated by an employment contract or a grant. The minimum monthly amount is the minimum net monthly remuneration for a doctoral contract (see the Ministerial Order of 29 August 2016). For doctoral candidates who are taking part in exchanges within the framework of international research programmes or who are in receipt of grants awarded by a foreign country, remuneration must be at least equivalent to the minimum net monthly remuneration for a doctoral contract. Where a grant needs to be supplemented in order to reach this amount, it is up to the thesis supervisor to make up the difference. This supplement is paid to the doctoral candidate during his or her periods of presence in France.
Part-time doctoral education: Where doctoral candidates are in salaried employment in parallel with their doctoral education, the Doctoral School ensures that the employer allows them sufficient time during working hours for the proper conduct of their research project.
Doctoral candidates are required to know their source of funding, to have precise knowledge of their commitments to the funding body concerned, and to ensure that they meet these commitments. The Doctoral School also satisfies itself that any explicit or implicit commitments to the funding body are in accordance with the basic ethical principles of research.

Conditions relating to language proficiency:
All candidates must have a **certified B1 level of proficiency in English** (Common European Framework of Reference for Languages). This level corresponds to having obtained a score of at least 550 in the TOEIC "listening and reading test" or an equivalent score in one of the tests approved by UTC English teaching staff. The Doctoral School strongly recommends that doctoral candidates should have a B2 level of proficiency in English when they begin their doctorate.

Duration of doctoral education:
The period of education leading to the award of a doctorate is 3 years for full-time candidates.
Doctoral candidates may exceptionally be granted an additional year of education by submitting a request to the Director of the Doctoral School explaining their reasons. The request must be approved by the candidate's supervisor(s) and by the director of the candidate's research unit.
The additional period of education may be granted in particular to doctoral candidates in employment or gaining accreditation for work experience (*VAE*). Candidates must make their request at the time of their first registration, having obtained the prior approval of their thesis supervisor(s) and the director of their research unit.

5.3 Admission procedure

Projects for doctoral research proposed by the different research units are centralized by the Doctoral School, which checks the proposed conditions for supervision and the funding, and publishes thesis proposals via its PhD management platform throughout the year.

The **procedure for recruiting** doctoral candidates must contribute to checking candidates' abilities, explain their anticipated role and make clear the terms of the employment contract. This procedure applies to all candidates seeking to do a doctorate at UTC.

Phase 1: Publication of the doctoral project

UTC is required to make thesis proposals known. The obligation to publish proposals locally concerns all doctoral projects other than those that are advertised by companies or as part of recruitment programmes, in particular international recruitment programmes such as the UT-INSA-CSC programme.

A thesis proposal is advertised via a notice published by the Doctoral School on its PhD management platform and on any relevant website or network. This thesis proposal notice, comprising a scientific description and a job description, is provided by the thesis supervisor and approved by the director of the research unit. In addition to these two descriptions there are two questionnaires, one for the candidate and the other for the thesis director, designed to help cover all the points to be discussed in preliminary interviews.

Wherever a doctoral project is affected by considerations relating to security, safety, and protection of national scientific and technical potential (in particular within *ZRR* restricted zones), the thesis supervisor must submit the project as early as possible to UTC's security and defence officer, who will provide guidance for registering the project with the *préfecture* and/or the Senior Defence and Security Officer (*HFDS*).

This phase gives rise to a **thesis proposal**, comprising a **scientific project** and a **job description**, communicated to the Doctoral School and published on the UTC website.

Phase 2: Selection of candidates

This phase is largely in the hands of the thesis supervisor. When applications have been received a shortlist of candidates is drawn up and the project initiator invites those shortlisted to attend an interview (according to circumstances and in particular to geographical constraints). The principal objective is to check that candidates have the necessary scientific aptitude and are ready to take on the work. This stage is essential for all parties concerned (UTC, thesis supervisor(s), research partners, and the candidates themselves), and all feasible means of verification should be utilized.

Recommendations for checking candidates' suitability are as follows:

1. Check their ability to express themselves in writing via a written assignment in French or English relating to the thesis topic, to be done before the selection interview and possibly involving a summary of articles, an analysis of results, a commentary, etc.

2. Prepare a series of interview questions of a scientific nature and in increasing order of difficulty, in order to assess candidates' knowledge and potential.

3. Be painstaking in checking candidates' academic backgrounds (this is very important) and ensuring the veracity of sources cited in their applications, in particular for master's students having followed unfamiliar programmes (do not be content with letter of recommendation, and be careful to nuance grades that have been attained).

4. Where possible, do the interview with at least one other person, especially if there is only one candidate.

5. Carry out part of the interview in English to assess the candidate's spoken proficiency

This phase can give rise to a **written appraisal** to be communicated to the Doctoral School and indicating the salient features of a candidate's profile that have been duly checked.

Phase 3: Admission interview

The candidate puts together an **application package**, once the following have been established: the thesis topic; a thesis supervisor (joint supervision is possible, see Article 7); the research unit to which the thesis will be attached – this must be a laboratory evaluated by HCERES (French High Council for Research Evaluation and Higher Education) (even where the thesis is to be pursued partly outside UTC); and a source of funding for the doctoral candidate.

Once they have been selected, candidates are called to attend an admission interview (20-40 minutes in total, possibly conducted over a video link), which will **mainly cover areas unconnected with the scientific aspect**. To enable interviewers to judge their ability to communicate orally, candidates are asked to speak about their area of interest in a way that is comprehensible to non-specialists and about their studies to date, the candidate's reasons for undertaking a PhD/this PhD and then to answer questions in English or French (with at least one part in English).

The interview panel includes the Head of Doctoral Education in the concerned research unit, one person from outside the thesis project (possibly a member of the same research unit), a representative of the Doctoral School, and a representative of the Human Resources Division (in certain cases a separate human resources interview may be held). In the case of a recruitment panel (recruitment interview) for a thesis remunerated by a company or an organization (a CIFRE thesis or a thesis funded directly by a research partner), where the interview is organized by the company, it is mandatory that the thesis supervisor at UTC and a representative of the Doctoral School be invited to participate. Certain national or international programmes (for example, the UT-INSA-CSC programme) may also have their own specific procedures for interviewing candidates.

The interview panel will be in possession of the following: the thesis proposal (phase 1), the prospective thesis supervisor's scientific appraisal (phase 2), and the application package completed online prior to the interview (phase 3).

This phase gives rise to an **admission advice note** by the interview panel, and where an application is deemed to have met all the criteria to a **letter of admission** sent by the Doctoral School. The letter of admission will set out any conditions, where applicable.

Article 6: Awarding of funding

Every year the French government makes funds available to the Doctoral School for financing doctorates. The Doctoral School distributes these funds so as to support UTC's research strategy and its various research units.

Funds are allocated to doctoral projects on the basis of

- how well they fit in with the overall scientific strategy of the research unit
- the specific circumstances relating to a doctorate (sources of finance, joint supervision, etc.)

Funds are allocated to candidates according to

- academic achievement (grades, rankings, references)
- experience in doing research
- reasons for wishing to do a doctorate
- the depth of candidates' understanding of their administrative situation as a doctoral candidate (for example, relating to their employment contract) and of what doctoral work entails
- proficiency in English

The Doctoral School appoints recruitment panels according to the guidelines in the European Charter for Researchers and Code of Conduct for the recruitment of researchers. There should be equal representation of men and women on recruitment panels, but if this is not possible, then the composition of a panel should reflect the proportion of men and women doctoral candidates at the Doctoral School.

Article 7: Supervision of doctoral candidates

The thesis supervisor is responsible for the scientific supervision of the doctoral project. This responsibility may be exercised by two co-supervisors. A co-advisor (*co-encadrant*) may also contribute to the supervision of the thesis, and where this is the case, the responsibilities and roles of the different parties must be decided in concertation with the doctoral candidate and specified in the doctoral study agreement. An emeritus professor or professor ex-officio may continue to supervise up to its completion a doctorate that has commenced, but may not recruit new doctoral candidates under his or her sole responsibility. He or she may continue to contribute to the supervision of a doctorate supervised by another person, in the role of a co-advisor.

<u>General rules</u>

At the point when a doctoral candidate is registered, all those involved in the supervision of the doctoral project must be authorized to supervise a thesis, either as holders of an HDR (*habilitation à diriger des recherches*), or through having – prior to the approval of the registration – requested and been granted an authorization jointly by the Scientific Advisory Committee and the Doctoral School (see the deliberations of the Scientific Advisory Committee restricted to HDR holders, 6 April 2012).

Moreover, before the thesis topic is published, and irrespective of the intended funding, prospective supervisors or co-supervisors must seek authorization from the Scientific Advisory Committee for any thesis proposal involving someone who is not authorized to supervise a thesis

- as the prospective supervisor
- as a prospective co-supervisor alongside another person not authorized to supervise a thesis
- as a prospective co-supervisor alongside another person who is authorized to supervise a thesis

Joint supervisions, including joint supervisions with outside bodies, can involve two thesis directors (each with a 50% involvement). When a joint supervision involves someone from a public institution of an industrial and commercial nature (EPIC) with a research vocation, a private educational or research institution, a private research foundation, a private company or an administration, a third supervisor may be appointed (each supervisor having a 30% involvement). Where this kind of arrangement is put in place, particular attention should be paid to the role and involvement of the different co-supervisors, and even more so where there are three co-supervisors.

The time devoted to supervising a thesis will be at least 1 day per month, that is to say 5% of the supervisor's time for a month comprising 20 working days. The norm is for the supervisor to devote at least 10% of his or her time to a doctoral candidate working full-time within a research unit, or at least 5% to a doctoral candidate

working simultaneously in industry under the supervision of a co-advisor. Where a thesis is jointly supervised, each co-supervisor should not devote less than 3% of his or her time, that is to say one half-day per month, to the doctoral candidate.

A thesis supervisor may not recruit more than 2 doctoral candidates in the same year. Exceptions to this rule may be decided by the Board of the Doctoral School.

Teaching staff accredited (*habilités*) to supervise theses

The maximum supervision workload is 4 supervisions simultaneously as sole (100%) supervisor, or an equivalent workload involving joint supervisions.
The Scientific Advisory Committee and the Doctoral School may examine formal requests for this condition to be waived. Any such request for an exemption must include an up-to-date CV and a description of the research programme of the person making it that demonstrates the relevance of the proposed thesis to that research programme. The final decision is made by the Doctoral School.

Teaching staff not accredited to supervise theses

The maximum number authorized is 3 supervisions, either as sole supervisor or co-supervisor. No further supervision can be undertaken before the HDR has been obtained. A supervision still counts even where the thesis has been relinquished. All requests to supervise (include requests to co-supervise alongside someone with an accreditation) are examined by the Scientific Advisory Committee and the Doctoral School on the strength of the details and arguments submitted. The final decision is made by the Doctoral School.
The co-supervision of a thesis by two non-accredited persons is possible.

Requests to co-supervise by non-UTC personnel

Non-UTC personnel wishing to be involved in the supervision of a thesis overseen by the UTC Doctoral School (but not including joint supervisions with institutions outside France) should make a formal request, if they are not accredited (*habilités*), to be examined by the Scientific Advisory Committee and the Doctoral School on the strength of the details and arguments submitted. The final decision is made by the Doctoral School.

Co-supervision (*codirection*) and co-guidance (*co-encadrement*)

Thesis supervision and co-supervision: Theses may be supervised only by persons in possession of a doctorate and an HDR (*habilitation à diriger des recherches* – see the official document), although, exceptionally, the requirement for an HDR may be waived in compliance with the present Internal Regulations. The thesis supervisor is responsible for the proper conduct of the thesis, as regards its scientific, educational, financial and administrative aspects, throughout the doctoral project up to and including the defence. The thesis supervisor is the reference person for the Director of the Doctoral School and for the director of the research unit. He or she has rights and duties that are set out in the Doctorate Charter and the Internal Regulations of the Doctoral School. Thesis supervisions approved by the Doctoral School may be referenced and counted (indicating the relevant percentage: 100% or 50%) in any report of a person's activity with a view to professional assessment and advancement (upgrading, PEDR, HCERES, etc.).

Co-guidance: Co-guidance (that is to say, the role played by a co-advisor, or *co-encadrant*) is open to anyone, from inside or outside UTC, even to those not in possession of a doctorate, who is deemed to have a useful contribution to make to the successful conduct of a thesis, above all from a scientific perspective. The co-advisor is proposed by the thesis supervisor with the agreement of the doctoral candidate. His or her involvement in the doctoral project must then be approved by the Director of the Doctoral School. The co-advisor may intervene on a one-off or on a sustained basis, and the conditions for this intervention should be clearly defined before the thesis commences. The co-advisor may not be held responsible for any scientific, educational, financial, or administrative problems that arise during the course of the thesis, and may in no circumstances make any decision in relation to the thesis and its conduct. The co-guidance may be cited in a report of activity or a CV; the Doctoral School may provide a document attesting to the co-advisor's role, but without mentioning any percentage in relation to his or her involvement.
Requests for co-guidance should be made prior to the commencement of the thesis. The request will be examined by the Doctoral School alone. In the case of a CIFRE doctorate, the person overseeing the doctoral candidate within the company should, at the very minimum, be a co-advisor for the thesis.

Article 8: Joint international supervision (*cotutelle*)

Where there is a joint supervision agreement with an institution of higher education outside France, in each of the countries concerned the doctoral candidate is under the supervision of a thesis supervisor who fulfils this role in collaboration with the thesis supervisor in the other country.
The time spent working on the doctorate is divided between the two institutions, with the doctoral candidate alternating between them. A minimum of 12 months must be spent at UTC.
For all joint arrangements of this type an agreement must be signed between the two institutions at the time of the candidate's first registration. The agreement will set out the conditions under which the doctorate is to be conducted, including registration fees, social security cover, accommodation, the duration of the research (subject to a maximum duration of three years), the names of the two thesis supervisors, how the thesis referees (*rapporteurs*) and examination committee (*jury*) are to be chosen, where and in what language the defence is to take place, and how the two doctorates are to be awarded. The co-supervisors will make sure at the start of the doctorate that rules governing the composition of the examination committee and the appointment of its chair, together with those governing the conduct of the thesis, are compatible with the rules of both institutions.
The thesis must be drafted in French or in English and include a summary in the language of the other country. The thesis is defended only once, before a panel of examiners (the thesis examination committee) comprising members from both institutions and both countries. The defence of the thesis makes the candidate eligible to be awarded a doctorate by UTC, and an equivalent qualification by the overseas institution.
The initial registration of the doctoral candidate must be done at the same time in the two institutions, and he or she must continue to be registered simultaneously in both institutions for the duration of the doctorate. In certain specific cases, particularly where the partner country or institution has a pre-doctoral year (a four-year PhD programme), initial registration at UTC may take place no later than 12 months after the start of the PhD at the partner institution. Registration fees are due no more than once each year at one or other of the institutions, and are due at least once at UTC during the course of the doctorate.
The doctoral candidate must provide evidence of funding not lower in value than a Doctoral Contract, and which at the very least covers the periods spent in France.
Credits obtained for course modules done in either of the two countries can be taken into account.

Article 9: Procedure for registration and re-registration, requests for exemptions

Registration as a doctoral candidate is governed by the Ministerial Order of 25 May 2016 establishing the framework for doctoral education and the conditions for the awarding of doctorates in France. A doctoral candidate's initial registration for the first year of his or her doctorate takes place after the admission procedure has been completed.

<u>Registration</u>
Once the admission of a candidate has been approved by the Doctoral School, he or she must complete a **registration form**. The candidate, his or her thesis supervisor(s) and every stakeholder[2] in the doctorate must also sign the **UTC Doctorate Charter**.
Registration as a doctoral candidate is subject to the following conditions (this applies to the initial registration and to subsequent re-registrations):

- proof of payment of the yearly Student and Campus Life Contribution (*CVEC*)
- payment of the registration fees determined each year by decree of the French government ministry that oversees higher education; in certain circumstances provided for by articles R719-49 to R719-50-1 of the Code of Education, candidates are exempt from paying registration fees

The UTC Director approves registration for the current academic year on the recommendation of the Director of the Doctoral School.
Candidates in their first year of doctoral education may register at any time during the year.

<u>Officially designated research unit and department</u>
All doctoral candidates must be assigned to a research unit evaluated by *HCERES* (French High Council for

[2] Director of research unit, head of public institution and institution as mentioned in the 3rd paragraph of Article 10 of the Ministerial Order of 25 May 2016 establishing the framework for doctoral education and the conditions for the awarding of doctorates in France.

Research Evaluation and Higher Education). When two research units are involved, one must be chosen as **the doctoral candidate's officially designated research unit**. A thesis must fall under one scientific discipline and one research unit, even where the research project is cross-disciplinary and engages more than one entity. There must be a recognized place and a recognized discipline in which the doctoral candidate is visible to his or her peers.
Doctoral candidates are assigned administratively to the UTC department that their officially designated research unit belongs to.

Doctoral specialities (see Appendix 1)
Every doctorate falls within one speciality of the officially designated research unit, and in some cases a further speciality, also belonging to a research unit attached to the UTC doctoral school, will be marked as a second speciality of the thesis and feature on the degree certificate.

Confidentiality
In situations where it is required, a statement of confidentiality must be made before the doctorate begins, or at the latest six months after the doctoral candidate's registration.

Re-registering
A doctoral candidate's registration is renewed, throughout the doctorate, at the start of each academic year by the UTC Director, at the recommendation of the Director of the Doctoral School, and after the opinion of the doctoral candidate's thesis supervisor and individual monitoring committee has been sought. Re-registering must take place between 1 September and 15 November.
Doctoral candidates' requests to re-register must be accompanied by an activity report for the preceding year and a letter of appreciation from his or her thesis supervisor(s).
Re-registering by doctoral candidates who have interrupted their doctoral education for personal reasons is not an automatic process; any doctoral candidate in this situation who wishes to re-register must address a request, stating reasons, to the Director of the Doctoral School, after the thesis supervisor(s) and the director of the research unit have given their opinion.
Where the time limit set out in the Ministerial Order of 25 May 2016 is exceeded, the UTC Director may, following a request by the doctoral candidate stating his or her reasons, grant an extension, at the recommendation of the thesis supervisor, and after the opinion of the individual monitoring committee has been sought. The request for an extension must give details of the doctoral candidate's funding for the additional period and a provisional date for the defence of the thesis.

Article 10: Study agreement

At the first registration an individual study agreement setting out the arrangements for the candidate's doctoral education is completed by the candidate and the thesis supervisor. The study agreement is signed by the doctoral candidate, the thesis supervisor(s) and, where appropriate, the head of the doctoral candidate's company or host organization. It mentions the elements specified in Article 12 of the Ministerial Order of 25 May 2016 establishing the framework for doctoral education and the conditions for the awarding of doctorates in France. This agreement may be modified where appropriate, and in particular it may be adapted in line with the candidate's career plan.

Article 11: Conduct of the doctorate

11.1 Monitoring of the doctoral candidate

The doctoral candidate is monitored by the thesis supervisor and the Doctoral School, in particular via **individual monitoring committees** that focus either on *human resources* or on *scientific* issues.

Individual monitoring committee (***CSI****: comité de suivi individuel*)

The individual monitoring committee (*CSI*) monitors the smooth functioning of doctoral project and seeks to ensure that it is completed in the allotted time, with reference to the UTC Doctorate Charter and the individual study agreement. The doctoral candidate informs the CSI about how the research project is progressing, about

possible difficulties that have been encountered and the steps taken to overcome those difficulties. The committee interviews the doctoral candidate to assess how his or her education is proceeding and how his or her research is progressing. The candidate's career plans are discussed, and the committee checks that his or her study programme is well adapted to the current research project and to those career plans. It makes sure that the candidate has sufficient awareness concerning issues of research ethics and scientific integrity. It looks out for any indications of conflict, discrimination, or harassment, and where necessary alerts the appropriate bodies in order that the problem be addressed. The committee makes a recommendation regarding the re-registering of the doctoral candidate from the second registration onwards. Conditions regarding the membership, organization and operation of individual monitoring committees are laid down by the Board of the Doctoral School.
The scientific CSI convened at the end of the first year recommends either the pursuit, the conditional pursuit, or the termination of the thesis. If conditional pursuit is recommended, a delay of three months is granted to allow the situation to be evaluated further and aspects considered problematic by the CSI to be addressed. If termination is recommended, the Director of the Doctoral School, after consulting with the parties concerned and examining the details, will decide whether or not to confirm the recommendation for termination. Where the recommendation is confirmed the UTC Director is informed.
If at the end of the second year the committee considers that the doctorate is likely to overrun its allotted time, the parties concerned are invited to take the necessary steps, in particular in ensuring that sufficient financial resources will be available.

Membership, organization and operation of the individual monitoring committee

The doctoral candidate will be interviewed each year by a human resources (HR) CSI and a scientific CSI. His or her thesis supervisor cannot be a member of either CSI. In the case of an HR CSI the thesis supervisor is consulted either beforehand or afterwards, in writing, orally, or via the RFD. In the case of a scientific CSI the thesis supervisor is invited to attend part of the session. As far as possible, the composition of the doctoral candidate's CSI remains constant throughout his or her doctorate. The CSI includes at least one member specialized in the discipline or related to the field of the thesis. Where possible, the CSI includes a member from outside the institution. It also includes a lay member from outside the field of the thesis. None of the members of the committee are involved in supervising the doctoral candidate's work. Members of the committee complete the self-assessment questionnaire on their conflicts of interest provided by the Doctoral School. The Doctoral School is consulted where necessary following this self-assessment.

HR CSI:

- membership: between 2 and 4 members selected by and including the RFD (Head of Doctoral Education of the doctoral candidate's research unit) or his or her representative. The committee may in some cases include an additional member chosen by the doctoral candidate. In the case of a joint international supervision, one or more members may be from the other institution, excluding thesis supervisors. In the case of a CIFRE thesis or where the doctoral candidate is employed by a company or other economic entity, a person from that entity, other than the candidate's official supervisor, will be invited.
- role: each year the committee holds individual interviews with the doctoral candidates belonging to the research unit, in the absence of their thesis supervisor. In the particular case of doctoral candidates whose main activity is working for a company or other entity, the frequency of interviews will be adapted in accordance with the duration of the thesis (4, 5, or 6 years). The role of the committee is to check that the doctoral candidate's working environment is satisfactory and that it complies with the Doctoral Study Agreement circulated to committee members, that the candidate has a good understanding of his or her administrative situation (employment contract, etc.), that he or she is happy with the way things are going, and to talk about his or her work agenda and career plans.

Scientific CSI:

- membership: 2 members selected by the thesis supervisor not later than 6 months after the commencement of the doctorate, in consultation with the doctoral candidate. They may be from inside or outside UTC, must not be involved in supervising the thesis, and may later be part of the thesis examination committee (but not referees). The doctoral candidate may, if he or she wishes, in the two weeks following the proposal by the thesis supervisor(s), formulate a request for the composition of the committee to be modified, in which he or she puts forward a third member. This request is sent to the RFD and the Doctoral School.

- role: the role of the committee is to discuss the doctoral candidate's ongoing research with him or her and to provide detailed feedback. This discussion and this feedback are not intended in any way to supplant the thesis supervisor; the intention is that the doctoral candidate has the benefit of an outside viewpoint that, together with other outside viewpoints, will be of help in his or her work. Organizing the meeting with the committee is the responsibility of the thesis supervisor(s) and the doctoral candidate. They must inform the RFD and the Doctoral School of the date of the meeting at least one week before it is held. The committee must meet at least once a year between April and September, and not necessarily face-to-face, in order to make a recommendation concerning the doctoral candidate's re-registration. The CSI appoints one of its members to draft a report that is sent to the Doctoral School, the doctoral candidate and the thesis supervisor(s). Where there is a marked disagreement between the CSI and the doctoral candidate and/or the thesis supervisor(s), the latter may address a document to the Doctoral School in which they give their point of view regarding the disagreement.

On the occasion of each meeting the CSI will interview both the thesis supervisor and the doctoral candidate individually. The meeting (HR CSI or scientific CSI) gives rise to a report signed by the RFD and sent to the Doctoral School, the thesis supervisor and the doctoral candidate. This report is mandatory for the doctoral candidate to be able to re-register from the second year onwards.

11.2 Individual study programme

The doctoral candidate establishes a study programme intended to broaden his or her knowledge and to enable the acquisition of transferable scientific skills that will be of use not only during the doctoral research project but also in his or her subsequent professional career. This programme is created by the doctoral candidate at the start of the thesis, in consultation with the thesis supervisor, the RFD, and the Head of the Doctoral School. Modifications may be made to the programme throughout the duration of doctoral education. The Doctoral School advises doctoral candidates and checks that individual study programmes have a good balance of **language** (L), **professional** (P) and **scientific/technical** (ST) components. A course on **research ethics and scientific integrity and a course on Open Science** are mandatory for all doctoral candidates. Doctoral candidates involved in work outside the doctoral contract undertake to attend courses offered specifically in relation to these issues.
Doctoral education is "complemented by additional courses approved by the Doctoral School" (Article 1 of the Ministerial Order of 25 May 2016). Courses offered by the Doctoral School are listed in a guide that is published each year. Doctoral candidates may enrol on courses offered by UTC, by a partner member of Sorbonne University Alliance, or by any other organization in France or abroad.

The recommended requirement is that 100 hours are spent attending courses during the doctorate. Given this requirement, doctoral candidates need to be able to present certificates of course attendance that include the number of hours, which will then be validated by the Doctoral School. This applies to all courses attended, including those taking place at UTC.

To enrol on a course offered at UTC: unless there are particular stipulations in the course description or in e-mails relating to the course, doctoral candidates should get in touch with their liaison officer at the Doctoral School.
For courses offered outside UTC, doctoral candidates must obtain a detailed description (including course content and number of hours) of the course that they wish to attend, then have it signed by their thesis supervisor before presenting it to their liaison officer at the Doctoral School.

To validate a doctoral candidate's attendance on a course offered at UTC, the course instructor will confirm that the doctoral candidate was present.
Where the course is offered outside UTC, once it has taken place the doctoral candidate, having notified his or her liaison officer at the Doctoral School prior to the course (see above), will present a certificate of course attendance (or of course completion, according to the particular course) that mentions the number of hours.

11.3 Information days and science workshops

The Doctoral School organizes events where doctoral candidates can exchange ideas with each other and with

the wider scientific community; it tries to ensure that every doctoral candidate is informed about specialized and cross-disciplinary courses on offer at UTC, and about career prospects for those with a doctorate in their area of specialization.
Doctoral candidates are expected to take part in events and workshops organized by UTC and by the Doctoral School. Among other events these include the Doctoral School's start-of-year information day, Sorbonne University Alliance's start-of-year information day, the Doctoral Candidates' Forum, the Thesis Prize, and various seminars.

Article 12: Temporary suspension

In exceptional circumstances a doctoral candidate may request a temporary suspension of the thesis, explaining his or her reasons. The maximum duration of suspension is one year, indivisible, and no more than one period of suspension can be granted to any doctoral candidate. Temporary suspensions are granted by the UTC Director on the recommendation of the thesis supervisor and the Director of the Doctoral School. Doctoral candidates in receipt of specific funding towards their doctorate must obtain the agreement of their employer and the funding organization. The employment contract is suspended during the suspension of the thesis.
During the suspension the doctoral candidate suspends his or her education and research. Rules and obligations relating to the confidentiality of research continue to apply throughout the suspension. Doctoral candidates must respect these obligations and be vigilant in protecting any intellectual property rights that relate to their work.

Article 13: Thesis defence

Defence of the doctoral thesis is regulated by the Ministerial Order of 25 May 2016 establishing the framework for doctoral education and the conditions for the awarding of doctorates in France.

13.1 Thesis manuscript

To be awarded a doctorate, the doctoral candidate must, at a thesis defence, present his or her work and results obtained, as previously expounded in a thesis manuscript.
It is possible to submit a manuscript containing articles: please refer to the guidance document, which sets out the procedures in detail.
The manuscript is drafted and defended in French. However, in some cases, for scientific reasons, the topic addressed will require the use of English. It is for the Director of the Doctoral School, who is qualified to adjudicate on questions of scientific priorities, to decide to allow the use of English, on the recommendation of the thesis supervisor. In compliance with ministerial guidelines, a long summary in French (around ten pages) of the thesis is required.
Any use of Artificial Intelligence (AI) in the writing process must be disclosed.
The thesis supervisor ensures, with the aid of specialized means, that nothing in the manuscript has been plagiarized.

Prerequisites for thesis defence:

1. The doctoral candidate must complement his or her research by attending courses validated by the Doctoral School. The recommended requirement is 100 hours of course attendance.
2. To be allowed to defend a thesis at UTC, a candidate must provide a certificate attesting to a B2 level of proficiency in English.
3. At the time of the defence, it is a requirement that the candidate's research work has been given recognition via a patent, via the publication of research in high-ranked journal, or via a paper delivered at an international conference (depending on the subject studied), preferably as first author. Candidates subject to confidentiality clauses requested by the partner institution and precluding publication are exempt from these requirements.

Candidates and thesis supervisors are reminded that they must adhere to the UTC charter pertaining to the authorship of publications.

13.2 Appointment of referees (*rapporteurs*)

In compliance with the Ministerial Order of 25 May 2016, doctoral theses are examined by at least two referees with an accreditation (*habilitation*) to supervise research. They must be external[3] to the Doctoral School and UTC, belong to different laboratories, and have no involvement with the candidate's work.
Members of the doctoral candidate's scientific individual monitoring committee cannot be referees (although they can be examiners).
Referees may be invited from institutions of higher education or research outside France. Where this is the case, the Doctoral School will check, primarily via a detailed CV, that the person invited has an equivalent qualification to the French accreditation (*habilitation*) to supervise research.

13.3 Appointment of the examination committee

The make-up of the examination committee must be in compliance with the conditions laid down in article 18 of the Ministerial Order of 25 May 2016 or in the joint supervision agreement, where this is relevant.
Membership of the examination committee is as follows:

- between 4 and 8 members (or *examiners*) holding doctorates, including the thesis supervisor(s)
- at least half of the members must have the rank of professor[4]; where members are from outside France, their equivalence[5] in rank will be checked by the Doctoral School, primarily on the basis of a detailed CV
- at least half of the members must be external[3], whether from France or abroad
- at least one permanent member of a research unit attached to the UTC's Doctoral School, holding a doctorate, but not the candidate's thesis supervisor, and having done no work jointly with the candidate

In order to ensure that the doctor receives the best possible recognition of their diploma, the members of the jury (examination committee) should be chosen in accordance with the principles of expertise and independence. By virtue of their expertise, the members of the jury must be recognized as competent and capable of deciding on the quality and originality of the work presented. Jury members must not have a subordinate relationship or proven interest or closeness to the doctoral candidate, thesis supervisor, Doctoral School, research unit, or institution.
In regard to gender balance, the make-up of the committee should as far as possible reflect the recommended percentages for selection committees in the different CNU (*conseil national des universités*) sections. There will be a minimum of one woman and one man on any examination committee.
It is recommended that the number of external examiners be higher than the number of internal examiners. Other persons who may be invited will not be part of the examination committee.

Where the doctorate rests on the validation of professional experience (*validation des acquis de l'expérience*, or *VAE*), membership of the examination committee will be in accordance with the Ministerial Order of 25 May 2016 and the legislation governing VAE (provisions currently in force). Rules for the composition of examination committees for the doctorate by *VAE* are approved by UTC's Scientific Advisory Committee and by the UTC Board.

13.4 Timetable and procedures for the defence

The timetable and procedures for submitting the defence application are laid down by UTC and published on the Doctoral School's intranet site. The application must be received by the Doctoral School at least 9 weeks in advance of the defence, and the referees' reports at least 3 weeks in advance. Where the timetable and procedures are not observed, the defence may be postponed to a later date.

[3] Someone deemed to be *external* belongs neither to a research unit attached to the UTC Doctoral School nor to the institution (or institutions, in the case of a joint supervision) at which the doctoral candidate is registered nor to Institut Polytechnique UniLaSalle, and has done no work jointly with the doctoral candidate.

[4] Emeritus professors are not considered to hold the rank of professor; they are not counted towards the minimum requirement of 50 per cent of professors or equivalent; they may not chair an examination committee.

[5] The term *equivalence* is used with reference to article 18 of the Ministerial Order of 25 May 2016 establishing the framework for doctoral education and the conditions for the awarding of doctorates in France.

Three items must be received by the Doctoral School **at least 9 weeks**[6] **before** the date scheduled for the defence. It should be noted that this "9-week period" will sometimes be longer than nine weeks where it includes times where UTC is closed. Neither the Christmas holidays nor any part of the period from the fourth week of July to 1 September can count as part of the nine weeks. The three items that the candidate must deposit with the Doctoral Office are:

- **the report presenting the candidate (*rapport de présentation*)** drafted by the thesis supervisor(s)
- **the names of the proposed referees (*rapporteurs*)**, among whom at least two must hold an accreditation (*habilitation*) to supervise research (*HDR*)
- **the proposed list of members of the thesis examination committee**

The referees are appointed by the UTC Director.

The candidate must deposit a digital version of the **thesis manuscript** with the Doctoral Office **at least 7 weeks**[6] **before** the date scheduled for the defence.
An official appointment letter must be sent by the Doctoral School to the referees along with a form entitled "*rapport pour l'autorisation de soutenance*". This letter will indicate the deadline date before which the candidate must send the thesis manuscript to the referees. Where there are issues of confidentiality the letter will also include an undertaking of confidentiality that the referees must return to the Doctoral School before the candidate may send them the thesis manuscript.

The examination committee is appointed by the UTC Director.

At least 3 weeks[6] **before** the date scheduled for the defence, the referees must send their report to the Doctoral School. Copies are then forwarded to the following:
- the thesis supervisor(s)
- the candidate
- the Head of Doctoral Education within the candidate's research unit

Provided that a minimum of two positive reports are received, the Doctoral School will
- send the authorization to defend to the UTC Director for approval
- forward to each committee member the official notification of the defence and the list of their fellow members, along with copies of the referees' reports and the report by the thesis supervisor(s) presenting the candidate; where there are issues of confidentiality the letter will also include an undertaking of confidentiality that all examiners must return to the Doctoral School before the candidate may send them the thesis manuscript
- forward to the thesis supervisor(s) the various documents to be completed and signed during the deliberations following the defence, namely:
    - the written record of the defence (*procès-verbal*) and defence report (*rapport de soutenance*)
    - the committee's recommendation regarding replication (*avis de reproduction*)
    - the authorization to print, replicate and disseminate the thesis

Once the authorization to defend has been approved, and subject to examiners' individually having provided a formal undertaking of confidentiality where this is applicable, it is the responsibility of the candidate to provide each member of the examination committee with a copy of the thesis manuscript sufficiently early to allow him or her to read it before the day of the defence. All relevant information concerning the defence is circulated by the Doctoral School.

13.5 The defence itself

The thesis may be defended in French or in English.
The defence is held at UTC, other than where there is a joint supervision (*cotutelle*). For this condition to be waived a formal request must be made detailing reasons.

[6] These periods are stipulated to allow the referees several weeks to draft their reports and to leave the doctoral candidate time, before submitting the thesis manuscript to the examination committee, to incorporate any changes requested by the referees.

The defence is held in public, other than in exceptional circumstances where the UTC Director grants a special dispensation following a request made on grounds of confidentiality. Defences cannot be held during the Christmas holidays or between the 4th week of July and 1 September.

The chair of the examination committee must be a professor or equivalent[4]**.** The thesis supervisor cannot be chosen as chair. The members of the committee confer among themselves on the day of the defence and designate a chair, who must be physically present in the same place as the candidate on the day of the defence. The thesis supervisor, as well as any other person who has participated in the supervision of the thesis, does not take part in the decision during the deliberation.

Guests may take part in the deliberation but they must not sign the defence report.

If an examiner is prevented from coming to the defence, he or she should pass on his or her comments and questions that will be read out by the chair of the examination committee during the defence. Otherwise, the name of this member will not appear in the written record and in the defence report. **If an absence results in an examination committee whose membership is not in compliance with the rules, then unless the absence is due to exceptionally adverse events the defence cannot take place**.

By special dispensation, the director of UTC, after consulting the director of the Doctoral School, on a proposal from the thesis supervisor, may authorize the doctoral candidate and the members of the jury, in whole or in part, to participate in the thesis defence by any means of telecommunication allowing their identification and guaranteeing their continuous and simultaneous effective participation in the debates as well as the confidentiality of the jury's deliberations and the conditions of confidentiality where applicable.

13.6 Written record and defence report

The chair of the examination committee signs the **written record** of the defence indicating whether the doctoral degree is awarded or deferred. In compliance with French national regulations there will be no mention of any grade or distinction. The written minutes record that the doctoral oath of scientific integrity was duly taken.
The **defence report**, in French, must include an assessment of the candidate's ability to present his or her work and of his or her command of the research topic.
The defence report is signed by the chair of the examination committee and countersigned by all the committee members present at the defence (**including those present via videoconferencing**).
The written record, the defence report and the recommendation regarding replication of the thesis must be transmitted to the Doctoral School in the month following the defence.

Within a period of four weeks following the defence (or **3 months** where corrections are required by the examination committee), the doctoral graduate must deposit the following with the Doctoral School:

- permission for the thesis to be printed, replicated and disseminated (including, where relevant, approved corrections)
- one digital copy[7] of the thesis in its final version (PDF format), which must be sent to the BUTC (UTC library) to be published online (with the agreement of the author and the examiners)
- the *fiche devenir*
- an entry for inclusion in the annual almanac of theses (*livret des thèses*)
- two copies of the deposit agreement form (*formulaire d'enregistrement de thèse*)

Details of the printing procedure and additional requirements (images, colour documents, standard cover, etc.) are indicated in the defence application.
In addition to the electronic copie, two hard copies of the thesis must be sent to the relevant administrative services to be filed at the BUTC. In the event of confidentiality requirements, both copies (and the electronic copies) are filed in line with the university's confidentiality procedures.

[7] The choice of digital support (memory stick, etc.) is left up to the doctoral graduate.

All theses (apart from those that are confidential, and subject to the agreement of the doctoral graduate) are declared and deposited with the French *ABES* agency (*agence bibliographique de l'enseignement supérieur*) via the *STAR* portal.

Once the above conditions have been met, the Doctoral School issues a certificate confirming the award of the doctoral degree.
The award of the doctoral degree is conditional on the filing of the corrected thesis.
The degree certificate is presented at a formal ceremony.

Article 14: Terminating a doctorate

Terminating a doctorate means terminating the doctoral research project, terminating the employment contract (where applicable), and not re-registering for the doctorate. This may be a doctoral candidate's personal choice, it may be the consequence of his or her failure to respect the terms of the charter, or it may follow a recommendation by his or her individual monitoring committee or by the Conflict Mediation Commission. Where it has been decided that the doctoral candidate should not re-register, after consultation with the thesis supervisor the Director of the Doctoral School will notify the doctoral candidate, giving the reasons for this decision.

The doctoral candidate may request a second opinion from the UTC's Scientific Advisory Committee within one month of the Doctoral School notifying the doctoral candidate.
Where the thesis supervisor and/or the Director of the Doctoral School oppose the renewal of a doctoral candidate's registration, the case may be brought before the Conflict Mediation Commission. The doctoral candidate has one month to refer the matter to the d Conflict Mediation Commission from the date of notification by the Doctoral School that their registration will not be renewed.
Once the Director of the Doctoral School and the Conflict Mediation Commission where applicable have given their opinions, and UTC's Scientific Advisory Committee where applicable has pronounced its recommendation in cases where the doctoral candidate has requested a second opinion, the UTC Director will make the final decision and inform the doctoral candidate.

Article 15: Conflict mediation

Where there is a dispute or a disagreement, a doctoral candidate or thesis supervisor is encouraged to get in touch as early as possible with the Director of the Doctoral School, who can invite him or her for a confidential interview. It is the role of the Director of the Doctoral School (or of another person invited by the Director of the Doctoral School to deputize for him or her in this role) to promote calm discussion and to seek a suitable outcome that is acceptable to all parties.

If the conflict cannot be resolved, the Director of the Doctoral School, or either of the parties involved, may bring it before the Conflict Mediation Commission.
Doctoral candidates under contract are also reminded that they may consult the joint committee (*commission consultative paritaire*) that can advise on matters relating to an individual's employment situation, on the basis of Article 1-2 of Decree 86-83 of 17 January 1986 concerning general arrangements applicable to non-tenured public sector personnel.

In accordance with the procedures and means provided for in the present Regulations, the Conflict Mediation Commission may make recommendations and present arguments to the UTC Director, who decides on the action to be taken.

Conflicts may be brought before the Conflict Mediation Commission by:
- doctoral candidates registered at UTC
- thesis supervisors
- the Director of the Doctoral School, at his or her own initiative, or at the request of a thesis supervisor or the director of a research unit

In order to mediate, the Conflict Mediation Commission needs information provided in particular by the doctoral candidate, the thesis supervisor and the Doctoral School administration. This information will relate to the scientific aspects of the doctoral candidate's work, to his or her work environment (administrative, legal, organizational aspects, etc.), and to the scientific monitoring of the doctoral research (in particular, reports by the individual monitoring committee).
The chair of the Commission will invite each party to provide, within a given deadline, any documents that they deem relevant, other than those containing confidential medical information.
The chair of the Commission may also ask the UTC administration to provide administrative information concerning the doctoral candidate's status and contract.
At the request of the parties, or at its own initiative, the Commission will interview the parties involved in a manner that it judges appropriate to the circumstances.
Each party may be accompanied at the interview by a person of his or her choice, provided that the Commission has been informed in advance.
The Commission will meet physically, in particular to examine the case, to interview the parties and to deliberate.
Its work of appraisal may be done using electronic means.
Following its deliberations, the Conflict Mediation Commission may make recommendations and communicate its considered opinion to the UTC Director, who will decide on the action that is to be taken.
The opinion expressed by the Commission is communicated to the parties involved.

Article 16: Follow-up of doctoral graduates

The Doctoral School helps support doctoral graduates to embark on careers in the public and private sectors, in cooperation with other organizations concerned. It keeps doctoral candidates informed of career opportunities to which they might aspire after completing their thesis. Doctoral graduates undertake to respond to follow-up surveys conducted by institutions of higher education for a number of years following their graduation.

Application and date of effect of the Internal Regulations of the Doctoral School

The Internal Regulations of the Doctoral School take effect from the date they are approved by the UTC Board (*conseil d'administration*), after being agreed by a vote of the Board of the Doctoral School.
They are published on the Doctoral School's website.

The present Internal Regulations were:

- agreed by a vote of the Board of the Doctoral School on 25 September 2026
- endorsed by the Scientific Advisory Committee on 9 October 2026
- approved by the UTC Board on 16 October 2026

Appendices

Appendix 1: UTC doctoral specialities

Appendix 2: Research units attached to the UTC ED71 Doctoral School

Appendix 1: UTC doctoral specialities

Research unit	Doctoral specialities
UPR LMAC Compiègne Applied Mathematics Laboratory	- Applied mathematics - Partial differential equations and numerical methods - Statistics
UPR Costech Knowledge, Organization and Technical Systems	- Philosophy, epistemology, history of science and technology - Design, cognitive science and technology - Information and communication science - Economics, management science and technical sociology
UMR UTC-ESCOM TIMR Integrated Transformations of Renewable Resources	- Process engineering - Chemistry - Energetics - Bioprocesses
UPR Avenues Multiscale Modelling of Urban Systems	- Building science, transport infrastructure, hydrology - Electrical engineering - Urban planning, development and transport
UMR UTC-CNRS Roberval Mechanics, Energy, Electricity	- Computational mechanics - Electrical engineering - Mechatronics, photonics and systems - Mechanics and materials - Acoustics and vibrations - Industrial engineering
UMR UTC-CNRS-UPJV GEC Enzyme and Cell Engineering	- Biotechnology - Molecular engineering and interactions - Plant biology and environment
UMR UTC-CNRS Heudiasyc Heuristics and Diagnostics of Complex Systems	- Computer science - Automation and robotics - Science and technology of information and systems
UMR UTC-CNRS BMBI Biomechanics and Bioengineering	- Biomechanics - Biomaterials - Bioengineering
UPR Interact Innovation, Land management, Agriculture and Agribusiness, Knowledge and Technology	- Agricultural engineering
UPR ECLORE Circular Economy and Resource Valorization	- Process engineering - Chemistry - Energetics - Bioprocesses
UPR GeNumER Geosciences, Digital Technology, Energy	- Applied mathematics - Science and technology of information and systems - Industrial engineering - Electrical engineering - Automation and robotics - Energetics

UPR: UTC research unit, assessed by HCERES
UMR: joint research unit with 2 supervisory entities, assessed by HCERES

Appendix 2: Research units attached to the UTC ED71 Doctoral School

Research units at UTC:

UPR LMAC - Compiègne Applied Mathematics Laboratory

UPR Costech - Knowledge, Organization and Technical Systems

UMR UTC-ESCOM TIMR - Integrated Transformations of Renewable Resources

UPR Avenues – Multiscale Modelling of Urban Systems

UMR UTC-CNRS Roberval - Mechanics, Energy, Electricity

UMR UTC-CNRS-UPJV GEC - Enzyme and Cell Engineering

UMR UTC-CNRS Heudiasyc - Heuristics and Diagnostics of Complex Systems

UMR UTC-CNRS BMBI - Biomechanics and Bioengineering

Research units at Institut polytechnique UniLaSalle (Beauvais):

UPR Interact – Innovation, Land management, Agriculture and Agribusiness, Knowledge and Technology
UPR ECLORE – Circular Economy and Resource Valorization
UPR GeNumER - Geosciences, Digital Technology, Energy

UPR: UTC research unit, assessed by HCERES
UMR: joint research unit with 2 supervisory entities, assessed by HCERES