

## Operating rules of the Doctoral School of Chemical Sciences

### ***1. Admission of PhD students***

#### ***1. Conditions to be a candidate***

- Candidates for the first year of doctoral studies must hold a master's degree conferred by a French university at the end of a course establishing their aptitude for research. The average grade of the master - calculated from the averages of the 4 semesters each assigned the same coefficient - must be at least equal to 12/20. Exceptionally, ESDC may admit candidates with a slightly lower average (see Part 2B below).
- Candidates must also have the agreement of a thesis director authorized to conduct research and that of the director of the research unit in which they plan to prepare the thesis.
- Only applications with sufficient remuneration to live in Strasbourg and social cover compatible with medical and hospital expenses in France are taken into consideration.
- Holders :
  - Or a diploma equivalent to the master's degree, Baccalaureate + 5, obtained in a foreign university with an average grade of the same level as that required of the candidates holding the French master's degree
  - Either a validation of the acquired experiencecan apply for a derogatory admission (see part 2D below).
- All candidates must have at least the B2 level of the CERCL (Common European Framework of Reference for Languages) in either French or English. Candidates with a master's degree from a French-language university or an English-language university are deemed to have this level. The other candidates will have to provide a document from a known organization certifying that they have the required language level. This provision comes into effect on January 1, 2013.

## 2. *Opinion of the Doctoral School*

The 2016 decree on doctoral training entrusts the doctoral schools with the implementation of a doctoral student choice policy (Article 3). For ESDC, applications for admission to the first year are assigned to one of the four groups below and are reviewed as follows:

- A. Candidates who have obtained the French research master's degree with a 2-year average (M1 + M2 or equivalent) equal to or greater than 12/20: after having obtained the agreement of an HDR thesis director and that of the director of the research unit, they deposit at the secretariat of the ED their registration file for the opinion of the director of ED.

The director of the ED may, however, seek the advice of the internal council of the ED if he deems it necessary (for example in the case of an unusual master's degree).

- B. Candidates who have obtained the research master's degree with a 2-year average (M1 + M2 or equivalent) between 10 and 11.99: compulsory examination by the ED's internal council which gives an opinion on the registration.
- C. Candidates who do not hold a research master's degree but who hold the French master's degree (engineers without a master's degree, master's degree, etc ...): compulsory examination of the file by the ED's internal council which gives a notice on the registration based in particular on the aptitude for research demonstrated by the candidate. Additional training in the form of validation of one or two master UEs may be requested by the ED.
- D. Candidates holding a foreign master's degree: the ED board may propose to the university's president an enrollment notwithstanding the diploma conditions. An application must be sent to the ED secretariat by the candidate.

**IMPORTANT:** The review in council of some candidatures will necessarily lead to a waiting time. Candidates concerned are requested to take this into account. Examination of the application may be requested from the ED upon obtaining the master's degree.

The composition of the files and the corresponding forms can be found on the website of the ESDC <http://ed.chimie.unistra.fr/financement-des-theses/contrat-doctoral-de-recherche/>

## II. *Awarding doctoral contracts from the university*

The doctoral contracts of the university are awarded by the internal council of the ESDC according to the rules set and validated each year by the council of ED. The results of the campaign are presented annually to the plenary.

### **Running of the campaign**

A list of subjects, considered as priorities, is established each year after consulting the teams and posted on the website of the ED. Each team within the meaning of the five-year contract may propose a subject. Teams comprising:

- At least five full members of the HDR
- Or at least two professors or research directors

can propose an additional subject. No team can propose more than two subjects.

The call for applications for future PhD students is posted on the ESDC website. It specifies the conditions of submission of candidacy as well as the deadline of reception at the secretariat of ED. At least three weeks must be allowed between the posting on the ED website and the filing deadline.

The ranking of the candidates is done by the internal council of the ED on the basis of the results of the first 3 semesters of the master and an audition. For the hearings, the internal council can be completed by experts from the University. These experts are appointed by the Director of ESDC. A hearing score is assigned by the board in the broad sense (average marks of examiners present). When a candidate wishes to work under the direction or co-direction of a board member, the board member does not participate in the hearing. The doctoral students of the council can attend the auditions, but they do not participate in the rating.

The modalities for taking into account the various rating elements are adopted annually by the ESDC Council prior to the submission of applications.

Doctoral contracts are awarded by the internal council to a doctoral student to work as part of a team on a topic on the ESDC list. The doctoral student can not, on his own, change teams or subjects. Only one doctoral contract from the university can be awarded per year and per team within the meaning of the four-year contract.

Doctoral contracts awarded directly to a team by the Ministry or by the university and the doctoral contracts for normaliens or polytechnicians can, if necessary, come in addition to a doctoral contract of the university.

By way of derogation from the above rule, teams whose composition makes it possible to submit two subjects may, in a given year, obtain two doctoral contracts from the university provided that they do not benefit in the same year from a doctoral contract signed by the university or a doctoral contract for international cooperation. It is understood that the team that chooses to benefit from this provision in a given year can not submit any subject for a doctoral contract the following year. The teams concerned will be questioned about their choice - one or two contracts - each time the question arises, after the ranking of the candidates has been established.

The composition of the files and the corresponding forms can be found on the website of the ESDC <http://ed.chimie.unistra.fr/financement-des-theses/contrat-doctoral-de-recherche/>

### **III. PhD student training requirements – conditions to support**

The heart of doctoral preparation is the research work done under the direction of a thesis supervisor. The doctoral student will have to devote as much of his time as possible so as to be able to defend his thesis within a period of three years. But to be admitted to support his thesis, the doctoral student must also have fulfilled the obligations below.

#### **1. Follow-up during thesis**

For each doctoral student, a follow-up will have to be carried out between the 2nd and the 3rd inscription by two HDR experts, who will take stock with him on the progress of the work. One of the experts will come from the environment of the PhD student, the other will be external to the research unit. The experts will be chosen jointly by the thesis director and the doctoral student.

Then, a review will be done with the doctoral student and the thesis director and a brief written report will be written by the experts. The thesis director will send this document to the ED secretariat, which will archive it. A copy will be sent by the thesis director to the doctoral student and the unit director.

## 2. Training courses in additions to the research activity

A. In order to contribute to giving doctoral students an extended training in their discipline and to encourage their insertion into a post-thesis job, the ESDC, in application of the decisions of the Council of the College of Doctoral Schools, asks them to follow 108 hours of training at course of the 3 years of thesis. They consist of :

- 54 hours of training in the discipline of doctoral students over 3 years. In the most common case, doctoral students will attend 12 conferences and 1 Thematic Afternoon (AMT) of the ESDC per year. Assistance at 3 AMT, counting for 9 hours of training, is mandatory during the thesis. PhD students who wish can attend more than 3 AMT (conversion rule: 1 AMT = 2 conferences). The list of conferences and LMOs followed during the previous year, certified by the doctoral student and his / her thesis supervisor, will be deposited at the ED secretariat during each re-registration. At least 2 AMT must have been followed during registration in the 3rd year.
- 54 hours of transversal training and professional opening over 3 years. These courses will be chosen in the offer of the College of Doctoral Schools. They may also come from other offers - provided they are free of charge for the ED - especially in the case where doctoral students spend a significant part of their time outside the University of Strasbourg. In the latter case, a certificate of participation must be requested from the organizer of the training.

PhD students to whom the internal council has requested the validation of one or two disciplinary UEs will have to ensure that they are validated during the 1st or 2nd year of the PhD. An audit will be done at the time of registration in the 3rd year.

B. In addition, each doctoral student must present in person, at least once during the thesis, a communication - oral or by poster - to a national or international conference or symposium. **IMPORTANT:** The Theses Committee will only consider jury proposals from PhD students up to date with their training obligations.

The composition of the files and the corresponding forms can be found on the website of the ESDC <http://ed.chimie.unistra.fr/>

## IV. Thesis defense

### 1. Appointment of rapporteurs and the jury

- The doctoral student verifies that he fulfills all the conditions to support (see III above) and that the ED secretariat has all the information on this subject. Only jury proposals for doctoral students who have fulfilled all the requirements are dealt with by the Thesis Commission.
- The thesis director offers two rapporteurs and a jury to the president of the university via the Doctoral Training Department. Rapporteurs must be able to conduct research and be external to the university. They must not be involved in the work of the doctoral student. The jury consists of no more than 4 members (up to 8 members in the case of co-supervision or co-supervision).

- The doctoral student attached to the proposal the thesis summary in French followed by complete references of articles and papers at the congress. The thesis summary is provided in both paper and electronic versions. These documents are sent early enough so that the appointment of the jury by the president of the university can take place at **least two months before** the date envisaged for the defense.
- The Thesis Committee of the ED examines the rapporteur and jury proposal at one of its 5 annual meetings and gives an opinion. If necessary, details or modifications are requested.
- The dissertation abstract is distributed by the ED to all its members authorized to direct research.
- The president of the university appoints the jury.

The document "Procedure of defense" is downloadable on the site of the EDSC <http://ed.chimie.unistra.fr/doctorat/soutenance/>

### Composition of the jury

The jury must understand:

- At least 50% of French or foreign members, outside the university
- At least 50 % of faculty or equivalent members

The thesis director can be part of the jury, but he can not preside over it.

The president of the jury is appointed by the jury members among them; he must be a teacher or assimilated or a teacher of equivalent rank.

The scientists invited to the defense are not members of the jury. Therefore, they do not participate in the jury's deliberations or sign the minutes of the defense.

### 2. Authorization of defense

- The candidate sends the thesis to the jury members **at least 6 weeks** before the date envisaged for the defense.
- The thesis should normally be written in French. It may be written in English or another language provided that **all** the rapporteurs and members of the jury have sufficient practice of that language. In this case, a summary in French representing about 10% of the volume of the thesis excluding the experimental part must be inserted at the top of the dissertation, in accordance with the rules of the university.
- The reports prepared by the rapporteurs (in French or in English) must reach the Doctoral Training Department **at least two weeks** before the date envisaged for the defense. It is the candidate's responsibility to ensure that these reports are sent in a timely manner. A late reception would lead the university to postpone the defense.
- The authorization of defense is given by the president of the university after the opinion of the director of ED.

All additional information can be found on the EDSC website.

## **V. How EDSC works**

### **1. Council of EDSC (Term : 5 yearss)**

- a) The director of the ED appointed by the president of the university.
- b) 12 representatives of the research units of the ESDC.

The distribution of the 12 representatives on all the research units is done in proportion to the number of HDRs per research unit. The representatives are appointed within the research units. Units with significant but not unrepresented membership may designate a guest member to the Board

- c) 2 members representing IATOS (nomination by elected members).
- d) 5 doctoral student representatives elected by all PhD students (Esplanade 2, Cronenbourg 1, Illkirch 1, Mulhouse
- e) 6 members from outside the ED (nomination by elected members).

A number of invited members can be completed

#### **Invited Members:**

- representatives of research units with significant HDR membership but no representatives on the board
- 4 members appointed from among the heads of the Chemistry Masters at the University of Strasbourg
- 1 member appointed from among the heads of the chemistry masters of the University of Haute Alsace
- The head of the Science Department of the University of Haute Alsace

### **2. Internal council**

Members a, b, c, d and invited members compose the internal council. This council meets more frequently than the full council for day-to-day management and preparation of matters to be referred to the full council.

### **3. Thesis Commission**

It is composed of 16 HDR members representing the University of Strasbourg and the University of Haute Alsace and the different specialties of the ESDC. The members are appointed within the research units. The director of ED is an ex-officio member. The commission can only sit validly if half of the members are present. The commission is chaired by the director of ED.

## **VI. Modification of the operating rules of the EDSC**

The amendment of the operating rules is done by the full board of the ESDC. For an amendment to be adopted, the following two conditions must be met :

- The amendment must receive the favorable vote of the majority of the members of the council
- At least half of the members of the board must be physically present at the time of the vote.

If a member of the council so requests, the vote is made by secret ballot.

Members who can not be present may give proxy in writing to another member. A member may receive a proxy at most.

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