

**Doctoral school n°50**

**Languages, Literature & Humanities**

**Gap year**

Article 14 of the decree of May 25, 2016 establishing the national framework for PhD studies and the procedures leading to the award of the national PhD:

"*Exceptionally, upon a motivated request from the PhD student, an uninterrupted gap period of a maximum duration of one year may occur once, by decision of the head of the institution in which the PhD student is enrolled, with the agreement of the employer, if applicable, and the opinion of the thesis supervisor and the doctoral school dean. During this period, the PhD student temporarily suspends his/her training and research work. This period is not counted in the duration of the thesis."*

The request must be made BEFORE the start of the following academic year, according to the schedule below:

**NO LATER THAN JUNE 15** for effect **from September 1**

**NO LATER THAN OCTOBER 15** for all other requests.

The PhD student must send his/her request to the LLSH doctoral school office by email, in a single PDF file including:

* The gap period request form duly completed and signed by all parties, except the doctoral school and HR in the case of a contractual PhD student (downloadable here)
* a document such as a letter of nomination, employment contract, etc.
* the CSI assessment form **(favorable) BEFORE** the gap period departure

# NB: Administrative re-enrollment is mandatory for the year concerned by the gap period. PhD students will pay reduced tuition fees.

# Please note that a gap period cannot be granted for health reasons.

# An inability to complete the thesis for health reasons must be the subject of another request (suspension)

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| --- | --- | --- |
|  | **Gap year request** | **Form** |

**Regulatory framework**

**Decree n° 2018-372 of May 18, 2018 specifies the rules governing this scheme.**

The gap period occurs at the initiative of the PhD student and must be completed at least 6 months before the end of the thesis.

The gap period is part of a project that is incompatible with the normal pursuit of PhD studies during the period and can take one of the following forms:

1° Training in a field other than that of the program in which the student is enrolled;

2° Experience in a professional environment in France or abroad

3° A civic service commitment in France or abroad, which may take the form of an international solidarity volunteer service, an international voluntary service in an administration or company or a European volunteer service;

4° A project to create a business as a student-entrepreneur.

The gap period must be requested from the doctoral school to which the PhD student belongs. It cannot be less than 6 months or more than one year.

During the gap period, the PhD student remains enrolled in the institution and pays tuition fees at a reduced rate. The institution undertakes to re-enroll the PhD student in the year following the end of the gap period.

**The gap period request for the same year or following academic year must be submitted to the Doctoral School:**

**- at the latest on June 15 of the previous or current academic year for a gap period starting in the first semester of the year**

**- no later than October 15 of the academic year in question for all other requests**

**Le·la doctorant·e / *The PhD student***

# Je soussigné(e),

**NOM / *SURAME* : .............................................................................................................................................**

**Prénom / *Firstname* : ...................................................................................................................................**

**Date de naissance / *Date of birth* :** Cliquez ou appuyez ici pour entrer une date.

**Ecole doctorale / *Doctoral School* :** Choisissez un élément.

# Laboratoire de recherche / *Research laboratory* : .............................................................................................

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# Année de doctorat / *Year of doctoral studies* : ..............................................................................................

**Financement par un contrat dédié à la thèse / *Phd funded by contract* :** OUI/*YES* ☐ NON/*NO* ☐

Si OUI, merci de préciser l’employeur : Autres (précisez) :

 *If YES, please specify the employer :* Choisissez un élément.

**Sollicite une période de césure d’une durée de / *Applies for a gap year of* : ...................................................**

**Date de début de césure souhaitée / *Desired start date of the gap year* :** Cliquez ou appuyez ici pour entrer une date.

**Date de fin de césure souhaitée / *Desired end date of the gap year* :** Cliquez ou appuyez ici pour entrer une date.

**Motif de la césure / *Reason for the gap period***

(à titre d’exemple : expérience professionnelle / création d’entreprise/d’activité sans rapport avec la formation doctorale, engagement volontaire associatif…/ *for example: professional experience/creation of a company/activity*

*unrelated to the doctoral training, voluntary involvement in associations...*)

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**Le·la doctorant·e / *The PhD student* Le·la Directeur.trice de l’Ecole doctorale**

**Date et signature / *Date and signature* : *The doctoral school dean***

* + Avis favorable / *Favorable opinion*
	+ Avis défavorable / *Unfavorable opinion*

**Le·la Directeur.trice de thèse / *The thesis supervisor* Date et signature / *Date and signature* :**

* Avis favorable / *Favorable opinion*
* Avis défavorable / *Unfavorable opinion*

**Date et signature / *Date and signature* : En cas de financement dédié à la thèse :**

***In case of dedicated funding for the thesis :***

**Direction RH de l’établissement**

**Le·la Directeur.trice de laboratoire / *The laboratory director HR management of the institution***

* Avis favorable / *Favorable opinion* ☐ Avis favorable / *Favorable opinion*
* Avis défavorable / *Unfavorable opinion* ☐ Avis défavorable / *Unfavorable opinion*

**Date et signature / *Date and signature* : Date et signature / *Date and signature* :**