

**RULES & REGULATIONS OF DOCTORAL SCHOOL N° 50  
LANGUAGES, LITERATURE AND HUMANITIES**

**UNIVERSITÉ GRENOBLE ALPES COLLEGE OF DOCTORAL STUDIES**

---

Adopted by the LLSH doctoral school board on May 4, 2010,  
reviewed and approved unanimously by the doctoral school board on June 5, 2014,  
approved by the academic board of Université Stendhal Grenoble3 on July 3, 2014,  
reviewed and approved unanimously by the doctoral school board on January 8, 2016,  
reviewed and approved unanimously by the doctoral school board on December 9, 2016,  
reviewed and approved unanimously by the doctoral school board on June 25, 2018,  
reviewed and approved unanimously by the doctoral school board on May 13, 2020,  
**reviewed and approved by the doctoral school board on April 11, 2022**

**PREAMBLE**

- The LLSH doctoral school is one of the College of Doctoral Studies' 13 doctoral schools. The CED is a Université Grenoble Alpes transversal institution, *a public scientific, cultural or professional establishment* (EPSCP) (UGA).

The LLSH doctoral school depends on the CED regulations. The CED rules and regulations lay out UGA doctoral policy and define the common framework that aims to ensure an environment conducive to productive and enriching research work for all PhD students. This document is complemented by the rules and regulations of each doctoral school, which constitutes the operational reference document for users of the doctoral school: PhD students, laboratory directors, thesis supervisors and other supervisors. These rules and regulations apply to all members of the doctoral school.

- In view of
  - the decree of April 23, 2009 on doctoral contracts in public higher education institutions, amended by the decree of August 29, 2016,
  - the ministerial decree accrediting the Université Grenoble Alpes for the award of national diplomas of June 2, 2021,
  - the decree of November 23, 1988 concerning the HDR (accreditation to direct research),
  - the decree of January 6, 2005 concerning the international joint supervision of a thesis,
  - the decree of May 25, 2016 setting the national framework for training and the procedures leading to the award of the national PhD,
  - the statutes of the Université Grenoble Alpes College of Doctoral Studies (CED) approved by the UGA Board of Directors at its meeting of May 25, 2020,
  - the Université Grenoble Alpes College of Doctoral Studies rules and regulations

approved by the CED Board at its June 8, 2021 meeting,

The LLSH doctoral school rules and regulations aim to lay out the practical modalities of implementation of these provisions and to specify, beyond the texts if necessary, doctoral school policy in the following fields: governance, admission and enrollment of PhD students, PhD student follow-up, training programs, international, development of a career plan, defense, mediation, HDR committee.

## **CHAPTER 1: SCOPE AND GOVERNANCE OF THE LLSH DOCTORAL SCHOOL**

### **Article 1. Doctoral school scope of action**

#### **1.1. Disciplinary fields**

Within the Doctoral College, the LLSH doctoral school represents research in the fields of literature (French, French-speaking and foreign literature, comparative literature, ancient studies, rhetoric), performing arts, languages (foreign languages, literature and civilizations, French language, French as a foreign language), language (linguistics, phonetics, spoken communication, dialectology), didactics (of French, languages, literature), information and communication sciences, and journalism.

#### **1.2. Laboratories affiliated with the LLSH doctoral school**

The LLSH doctoral school brings together 6 research units belonging to the Université Grenoble Alpes: 2 UMR – mixed research units (Litt&Arts and Gipsa Lab, Speech and Cognition Department) and 4 host teams (ILCEA4, LUHCIE, LIDILEM, GRESEC).

#### **1.3. Doctoral school missions**

In accordance with the decree of May 25, 2016, the doctoral school:

- implements an admission policy for PhD students, informs students on the conditions of entry, the required skills, and the funding available;
- participates in the search for funding and proposes the allocation of funds to enable PhD students to prepare and defend their thesis in the best conditions;
- organizes scientific discussions between PhD students and the scientific community; offers PhD students training courses that promote interdisciplinarity and the acquisition of a broader scientific culture, including knowledge of the international research framework;
- ensures a quality approach to studying by setting up individual follow-up committees for PhD students;
- contributes to a European and international outlook, within the framework of cooperation actions carried out with international higher education institutions or research centers;
- provides an opinion on requests for the affiliation of research units or teams; it also welcomes

candidates for the HDR (accreditation to direct research).

In addition, the following competences are pooled across the CED and doctoral schools, i.e. they are subject to both the CED and doctoral school board deliberations with a view to complementing or adapting a general framework to the diversity of scientific communities:

- doctoral program and HDR follow-up
- the training program
- international relations
- PhD graduate career path

The Doctoral College coordinates the involvement of the doctoral schools and its own in the major defining scientific and educational programs of the site.

## **Article 2. Management**

- The doctoral school dean is appointed for the duration of the accreditation by the UGA president, on the doctoral school board's recommendation, after advice from the CED board and the UGA Academic Council (CAC) research commission. The doctoral school management team is subject to a call for candidates. Applications are examined by the doctoral school board, which then interviews the candidates and holds a secret ballot. The dean is a professor or equivalent, and a member of the doctoral school.
- A vice dean is appointed by the doctoral school board after a call for candidates. Applications are examined by the board, which then interviews the candidates and holds a secret ballot. The vice dean is a professor or equivalent, and a member of the doctoral school bureau.

## **Article 3. Composition of the doctoral school board**

The Board shall comply with the instructions of the May 25, 2016 decree and shall consist of 26 members:

- 12 directors and representatives of the six research units affiliated to the LLSH doctoral school (2 for each unit, regardless of its size);
- 2 representatives of the institution: the dean of the doctoral school (or representative if necessary), and 1 representative of the Humanities pole;
- 2 representatives of the IATOS staff, including the doctoral school manager, designated by the Board;
- 5 PhD student representatives, elected by their peers according to the procedures specified by the University regulations;
- 5 external personalities appointed by the board on the proposal of its members.

The vice dean is a permanent guest of the board. If he/she is also the director of a research unit affiliated to the doctoral school, he/she votes as the director of the research unit.

## **Article 4. Composition of the Bureau**

The Bureau is made up of the doctoral school dean and vice dean, a representative of each research unit and a PhD student. If the doctoral school vice dean is also the director of a research unit, he/she votes as the director of the research unit.

A second elected PhD student is welcome to attend meetings as an observer, taking full part in discussions, but not in decisions.

## **Section 5. Roles of the Dean, Vice Dean, Board and Bureau**

### **The dean**

The Dean implements doctoral school policy at the scientific, pedagogical and career development levels, in consultation with the Doctoral College, through the following actions:

- implements the school's program of actions and submits an annual activity report to the CED board, which, forwards it to the CAC's (academic council) research commission after consideration;
- ensures contractual PhD student recruitment and guarantees the smooth running of the procedure in accordance with the decree of August 29, 2016 on doctoral contracts and the doctoral school rules and regulations;
- ensures that the scientific, material and financial conditions are met to guarantee the smooth running of the applicant's research work;
- submits to the CED Doctoral Exemptions Commission (CD3) applications of applicants who do not have a French master's degree or who are pursuing their thesis beyond the three-year period for contractual theses and the sixth year for others;
- ensures the availability of a specific Humanities training program, in coordination with the CED's Training Department;
- coordinates the pooling of the research units' training program offer and ensures its distribution to PhD students
- recommends thesis defense jury composition to the CED in consultation with the thesis supervisors.
- ensures the updating and dissemination of information concerning PhD student supervision methods (*cf. vademecum of doctoral supervision on the doctoral school website*).
- recommends representatives of the disciplines on the internal HDR committee to the doctoral school board, on the advice of the laboratory directors concerned by the replacement of members.

He/she attends CED board meetings, as well as specialized commissions affiliated to the CED board (Academic Commission and Doctoral Exemptions Commission (CD3)). He/she is invited to CED board meetings.

### **The doctoral school vice dean**

He/she is responsible for representing the CED Dean, where necessary. This person is a member of the Bureau, and a permanent guest at the Doctoral College board. He/she assists the doctoral school dean in drawing up the doctoral school budget, in implementing the school's scientific, pedagogical and professional integration policy, and drafting the annual activity report presented to the doctoral school board.

### **The Board:**

- develops and adopts the doctoral school's scientific, pedagogical and professional integration policy;
- approves the budget and the annual accounts;
- adopts the doctoral school program of actions;
- validates the management's annual activity report;
- draws up and updates the doctoral school rules and regulations, which lay out procedures for the

- administrative, financial, scientific and academic operation of the institution;
- awards PhD student mobility grants and funding for events;
- accepts or declines requests concerning writing in a language other than French;
- accepts or declines requests for the affiliation of a research unit to the doctoral school;
- decides, after recommendation by the doctoral school management team, on a list of members for the internal HDR committee and on the name of its president. The HDR committee must be representative of the various doctoral school majors. The doctoral school board then proposes this list to the Doctoral College board.
- awards the annual LLSH doctoral school thesis prize. If, exceptionally, there is no outstanding thesis in a given year, the board reserves the right not to award a prize.

#### **The Bureau:**

- prepares case files for presentation to the board
- decides on the replacement of HDR internal committee members (except for the president)
- selects the doctoral school thesis for the annual UGA prize. The choice of thesis candidates for the doctoral school prize is made by the research unit directors. Each unit recommends only one thesis. The doctoral school management team can also recommend the thesis that it considers the most representative of the doctoral school due to its inter or transdisciplinary profile. The final choice is made in a secret ballot during a meeting of the Bureau.

#### **Article 6. Board meetings**

The board meets at least three times a year. Some decisions may be made following an email consultation.

For these meetings, the notice of meeting, the agenda and the corresponding documents are sent to the members of the board at least seven days in advance.

The board may also meet at the request of at least half of its members on a specific subject within eight days.

Board meetings are the subject of a record of decisions available on the doctoral school website.

#### **Article 7. Member representation and voting procedures**

##### **7.1. General**

A member of the board may give a proxy to another member, who may not receive more than two proxies.

In case of a vote, the votes are acquired by an absolute majority of those present. Any member of the board may request a secret ballot. This procedure is mandatory for all issues relating to individual situations.

##### **7.2. Awarding of doctoral contracts**

The board meets with a limited number of directors and representatives of the research units and the institution, as well as external members, for the attribution of doctoral contracts allocated to the doctoral school. Two of the five PhD student representatives attend as observers.

During the two sessions devoted to the attribution of doctoral contracts, proxies are forbidden. Research unit representatives who cannot participate in the annual procedure of attribution of

doctoral contracts must delegate other members of their research unit: a written and signed mandate must validate this representation. If the doctoral school dean cannot participate in the procedure, he/she is represented by the vice dean. The vice dean then delegates a member of his/her research unit according to the procedure described earlier in this paragraph.

Board members who are asked to supervise a candidate's thesis are represented for the entire procedure.

The procedure is described in detail in the annual call for applications, available from its launch on the doctoral school website (March).

#### **Article 8. Guest members of the board**

The doctoral school management team can invite any person whose opinion it considers useful for the doctoral school board.

#### **Article 9. Methods of electing PhD students' representatives to the doctoral school board**

Elected PhD student representatives change every two years. Elections are organized by the CED.

-----

## **CHAPTER 2. THE PHD**

#### **Article 10. Admission**

The policy for admitting PhD students to the UGA is based on the principles expressed in the Université Grenoble Alpes' Doctoral Charter and in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

##### **10.1. Scientific eligibility criteria**

The thesis is a personal work of research. It must therefore present new and original angles. In addition, criteria for admission to the LLSH doctoral school doctoral program are as follows:

- Cum laude honors or higher required; the person is not admitted if the master's GPA is less than 12 and that of the thesis grade, less than 14.
- French master's degree including a research dissertation in the same disciplinary field. If the master's degree and the dissertation have been completed in another disciplinary field, enrollment may be conditioned by a request to follow additional training (theoretical or methodological).

- a master's degree from a university outside France is the subject of a request for exemption addressed to the doctoral school; enrollment is subject to the favorable opinion of the ALLSHS doctoral college Doctoral Exemptions Commission (CD3);

For all applications, a folder including a research project of approximately 30,000 characters (including spaces, total to be written on the first page of the project), a résumé, a cover letter, the grade transcript and the master's degree (or equivalent degree) must be submitted to the doctoral school, after having been examined within the relevant research unit, according to the methods chosen by this unit

The doctoral school management team recommends that thesis supervisors become acquainted with the master's dissertation (or equivalent thesis) of the applicants. They must also ensure that the project is feasible within the time allowed for a thesis, taking into account the 120 training hours as well as to the preparation of communications and publications.

### **10.2. Funding conditions**

In accordance with the principles of the above-mentioned Charters and Code of Conduct, PhD students enrolled at the UGA must have the financial means to live properly and to conduct their research work properly. The UGA has made the fight against poverty of its PhD students a priority and will check each year, through its doctoral schools, that PhD students have the necessary funding. The doctoral school board has set a funding threshold corresponding to the French RSA (Active solidarity income) benefit, i.e. 565 euros/month. By the beginning of the 2023 academic year, the Doctoral College plans to set this threshold at the French minimum wage. An exemption to this rule may be granted upon a justified request from the thesis supervisor and a decision made by the doctoral school dean and approved by the doctoral school bureau.

### **10.3. Full time and part time**

The PhD at UGA can be carried out full time with dedicated funding or part time, according to the conditions defined below:

Full-time PhD: the doctoral school decides on the feasibility of the thesis project over a period of 3 years.

Part-time PhD: a PhD student involved in a professional activity may do a part-time PhD. Admission will be decided after examination of the doctoral project by the doctoral school, prior to the first enrollment for the PhD. The following conditions must be respected:

- The PhD student must have adequate social and civil liability insurance coverage in all situations.
- The time devoted to research work in preparation for the PhD must be clearly stated in the document defining the doctoral project. The doctoral school evaluates whether the amount of time envisaged is sufficient to carry out the doctoral project over a maximum period of 6 years. It does so in consultation with the employer, when relevant, in cases where the PhD student plans to devote part of his/her salaried work time to his/her thesis.
- The professional activity of the PhD student must be compatible with research work and the fundamental ethical principles of research. The doctoral college ensures that the PhD student is placed in ethically acceptable conditions, as specified in the UGA doctoral charter.

#### **10.4. Language of the thesis**

PhD students who wish to do so may, with the agreement of their thesis supervisor, submit a request for a dispensation, in order to write their thesis in a language other than French. The dispensation is granted by the doctoral school board.

For a PhD without joint supervision, even if there is co-supervision with a university outside France, only a dispensation to write in English can be considered. A 30-page summary in French must be provided when the thesis is submitted.

For joint supervision PhD students, the language of the joint supervision country may be used. A 30-page summary in French must nevertheless be provided.

#### **10.5. Thesis supervisors**

##### **Eligibility**

Thesis supervisors must hold an HDR (accreditation to direct research).

In exceptional circumstances, a request for one-time approval may be submitted by a research fellow who is not HDR (accredited to direct research), to supervise a thesis. This request, which must be supported by the director of the laboratory to which the student belongs, is sent to the doctoral school dean, along with reasoned arguments, for approval. The application is then examined by the HDR committee and then by the Doctoral College Doctoral Exemption Commission (CD3), which transmits its opinions to the Research Commission of the CAC (academic council). A research fellow can only obtain this one-time approval once in his/her career, and for a single PhD student.

##### **Personalized support for PhD students**

In accordance with the Université Grenoble Alpes' Doctoral Charter, thesis supervisors undertake to :

- help the PhD student integrate into the academic and scientific community in his/her field of research,
- ensure that he/she follows the proposed study plan,
- ensure that he/she has the material and financial means necessary to carry out his/her project,
- conduct regular interviews with the PhD student, ensuring that his/her research and writing of the thesis are progressing well,
- establish with him/her a schedule for the research work,
- proposes to actively contribute to the structuring of articles in peer-reviewed journals in which the name of the PhD student appears,
- encourage the PhD student to participate in activities to promote and communicate the research work.

In the case of a co-supervision, the responsibility for the scientific supervision is shared.

##### **Supervision rates**

In order to ensure the full availability of the thesis supervisors, the maximum supervision rate is set at 6 PhD students, with a maximum volume of 500%.

In the case of co-supervision, international joint supervision or exceptional situations, a request for an exceptional dispensation may be submitted to the doctoral school, accompanied by a reasoned argument. The decision is taken by the doctoral school dean, in consultation with the Bureau, if necessary.

#### **10.6. Co-supervision and thesis advisors**

##### **Co-supervision**

A thesis can be supervised by two professors or lecturers accredited to



direct research. The disciplinary field of the co-supervisor is, in this case, significantly different from that of the supervisor. If the co-supervisor works in another institution, an agreement is signed.

Co-supervision is a way of pooling the expertise of two supervisors from different disciplinary fields and enabling the PhD student to receive material and financial support from the two units to which he/she belongs.

Although a co-supervision agreement must be signed by both supervisors, the administrative enrollment is carried out exclusively at the Université Grenoble Alpes. There is a single defense and it takes place at the university where the PhD student is enrolled.

### **Thesis advisors**

Lecturers who are not yet accredited to direct research may act as thesis advisor. The work is nevertheless placed under the responsibility of the supervisor, who holds the HDR (accreditation to direct research).

The role of thesis advisor may be exercised, if necessary, by a representative of the company in which the PhD student is doing part of his/her work.

The supervision rate of the thesis advisor, as well as that of the co-supervisor, is defined at the time of enrollment, in consultation with the director of the research unit. It should be noted that the supervisor who holds the HDR must have a minimum supervision rate of 50% compared to a maximum of 50% for the thesis advisor who does not hold the HDR.

The number of theses advised on per lecturer or non-HDR researcher is limited to 3.

### **10.7. The commitments of the PhD student**

By enrolling in a doctoral program at the Université Grenoble Alpes, the PhD student agrees to

- to carry out the research project determined beforehand,
- attend the specialized, cross-disciplinary and professional integration courses offered by their doctoral school and by the CED, in particular a mandatory training course on deontology and ethics run by the CED,
- contribute to the life of the laboratory or research team,
- defend his/her thesis within the established deadlines,
- comply with the rules of the laboratory or research team in which he/she is integrated,
- comply with the regulations in force in the department to which they are affiliated,
- respect intellectual property rules and systematically cite his/her sources. Failure to comply with this clause may result in disciplinary action.
- leave the laboratory or research team with their documents and results in a usable form. However, the PhD student retains intellectual property rights.

### **10.8. Doctoral contracts**

Future PhD students can apply for various doctoral contracts, such as CIFRE, IDEX, ENS, PhDs financed within the framework of a French National Research Association (ANR) project, French ministry contracts, disability, or private contracts.

#### **Institutional contracts allocated to the doctoral school**

The doctoral school board, meeting with a limited number of directors and representatives (see article 7.2), decides on the attribution of the institutional contracts which are allocated to the doctoral school. The decision is made in two stages: selection of the best applications for auditions, then the audition sessions themselves.

The doctoral contract is a fixed-term contract between the French State and a PhD student

to enable him/her to work full-time on research work for the preparation of the thesis. It is a moral commitment from the future PhD student and his/her supervisor as to the completion of the thesis by its defense. The criteria for the application selection process are as follows:

For the application:

- Originality and feasibility of the project (a 3-year work plan is preferable)
- Explicit adherence to one of the laboratory's topics and one of the fields of the Humanities pole
- Writing caliber (mastery of scientific writing in the corresponding field)

For the audition:

- Ability to present the project in 10 minutes
- Ability to address a heterogeneous audience (specialists and non-specialists in the field)
- Ability to interact (respond to questions in an appropriate manner for 10 minutes)

### **10.9. Thesis international joint supervision**

Joint supervision is an agreement between two institutions from two different countries with joint supervision of the thesis, two diplomas but a single defense whose jury composition has been previously validated by both institutions.

During the thesis and until the defense, the PhD student :

- is enrolled in both institutions,
- pays tuition fees at only one institution,
- carries out research periods in both institutions alternately,
- receives scientific supervision by a thesis supervisor from each institution.

The UGA doctoral college requires the PhD student to spend at least 30% of the doctoral program in each of the two institutions.

A joint supervision thesis requires the signature of an agreement by all the partners involved: PhD student, thesis supervisor, doctoral school dean and university president. The CED informs interested PhD students of the procedure.

## **Article 11: Enrollment, re-enrollment, gap years and other temporary breaks in the research work, termination of the thesis**

### **11.1. Enrollment**

Enrollment in the doctoral program is decided by the president of the institution, on the recommendation of the doctoral school dean, after receiving the opinion of the thesis supervisor and the director of the research unit, and, from the second enrollment onwards, the PhD student's individual follow-up committee.

Enrollment is carried in two steps: academic approval by the doctoral school (application), then administrative enrollment with the CED. Candidates are only authorized to enroll administratively in the first year after the doctoral school has approved their application.

The application procedure is entirely carried out via the online platform ADUM, during the dates published on the doctoral school website. The application is examined by the doctoral school and in case of exemption, by the institution (CD3 doctoral exemption commission).

Once the academic validation is completed, the PhD student is contacted by the Doctoral College enrollment center for the administrative enrollment phase (payment of

fees and issuance of the student card).

### **11.2. Re-enrollments**

After the first year, each re-enrollment request must be approved by the doctoral school, after examination of the request, which includes the opinions of the thesis supervisor, the laboratory director, and the Individual Follow-up Committee (CSI).

The principles concerning exceptional re-enrollments (beyond 3 years for full-time PhD students or 6 years for part-time PhD students) are proposed by the Doctoral College CD3 Doctoral Exemption Commission.

### **11.3. Thesis termination**

The thesis can be terminated for various reasons:

- at the request of the PhD student, who will inform the doctoral school, giving reasons for this termination if possible;
- by decision of the doctoral school management team, after thorough examination of the request, and following an unfavorable individual follow-up committee report, a refusal of re-enrollment by the thesis supervisor and/or a negative opinion from the laboratory director;
- in case of non-re-enrollment, and without a response following three reminders by the doctoral school. The doctoral school notes that the thesis has been terminated due to non-re-enrollment at the end of the administrative enrollment process: PhD students who have not renewed their enrollment by this date are considered to have abandoned their thesis.

A notification of the end of the thesis is sent by the President of the University to the PhD student.

In the latter case, in accordance with the provisions laid out in the decree of May 25, 2016 on doctoral studies, the PhD student may request a second opinion from the UGA academic council Research Commission.

To request an opinion, the PhD student must send his/her request by registered letter with acknowledgement of receipt to the Université Grenoble Alpes Vice-President of Research, within two months of receiving the notification letter from the doctoral school management team.

The UGA President's decision is communicated to him/her at the end of the process.

### **11.4. Gap period**

In exceptional cases, following a reasoned request from the PhD student, a one-time gap period of at least 6 months and a maximum duration of one year may be granted by decision of the head of the institution where 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 program and research work, and this period is not counted in the thesis period.

In accordance with Decree No. 2018-372 of May 18, 2018, 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.

A gap period is incompatible with the normal continuation of PhD studies during the period in question and may 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 volunteer service in an administration or company, or a European volunteer service;
- 4° A project to create a business as a student-entrepreneur.

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) to the doctoral school.

The request for a gap year must be submitted to the LLSH doctoral school before the beginning of the following academic year. More specifically, a request for a gap period for the current academic year or the following academic year must be submitted to the doctoral school:

- at the latest on June 15 of the previous academic year or the current academic year for a gap period starting in the first semester of the relevant year
- no later than October 15 of the academic year in question for all other applications

The opinion of the doctoral school management team is then passed on to the Doctoral Exemptions Commission (CD3). In accordance with the regulatory texts and procedures laid out by the CED board, the CD3 examines the application and sends an opinion to the President of the UGA.

Administrative re-enrollment is mandatory for the gap period year, as well as the organization of an individual follow-up committee interview. PhD students pay reduced tuition fees. A gap period authorization implies an authorization to re-enroll at the end of the gap period.

### **11.5. Maternity and paternity leave, childcare leave, parental leave, sick leave**

Article 14 of the May 2016 decree specifies the following: "If the PhD student has benefited from maternity leave, paternity leave, childcare or adoption leave, parental leave, sick leave of more than four consecutive months or leave of at least two months following a workplace accident, the duration of the PhD period is extended if the person concerned so requests."

The request must be submitted to the doctoral school manager.

### **Article 12. Thesis Follow-up Committee (CSI)**

In accordance with article 13 of the decree of May 25, 2016, "An individual PhD student follow-up committee ensures that the program proceeds according to plan based on the PhD charter and the study agreement. In an interview with the PhD student, it evaluates the conditions of his/her studies and the progress of his/her research. It makes recommendations and sends a report of the interview to the doctoral school dean, the PhD student and the thesis supervisor. The committee is responsible for preventing any form of conflict, discrimination or harassment. The composition, organization and functioning of this committee are determined by the doctoral school board. Committee members do not participate in the supervision of the PhD student's work.

#### **12.1. Organization of Individual Follow-up Committee interviews**

Following the arbitrations of the CED, the individual follow-up committee report must be provided **at the end of the 1<sup>st</sup> year** for the enrollment in the 2<sup>nd</sup> year at the UGA, then all the following years of enrollment, whether they are part of a dispensation or not. The LLSH doctoral school asks that the members of the individual follow-up committee be specified during the PhD **from the first enrollment in the thesis**. The individual follow-up committee installation form, available on the doctoral school website, must be included with the academic enrollment paperwork.

It is up to the directors of the research units to organize the individual follow-up committee interview each year. In the case of a gap period, it must be held before the year in question.

The meeting of the committee can be carried out via video-conference.

It is a one-on-one interview with the designated members and not the defense of work before a jury. PhD students are not required to provide any specific work for the interview but may bring any document considered relevant.

### **12.2. Composition of the Individual Follow-up Committees**

They are organized in a transparent manner and play an effective role in the smooth running of the thesis throughout its duration.

The LLSH doctoral school board has set the following rules:

- The individual follow-up committees are composed of at least two members, at least one of whom is external to the laboratory to which the PhD student belongs. At least one of these members must hold an accreditation to direct research (HDR) (if possible until 2020-21; for new individual follow-up committee members from 2021-22);
- Committee members are chosen by the director of the research unit, in consultation with the PhD student and in agreement with the doctoral school dean. Gender balance must be respected.
- Thesis supervisors and supervisory support staff may not be members of the committee and must not have any conflict of interest with its members. The PhD student, thesis supervisor, and the committee members attest to the absence of conflict of interest, defined as any personal or professional relationship that could affect impartiality. The members must not have co-published with the thesis supervisor, nor have supervised his/her thesis or HDR accreditation; nor must they have a direct hierarchical link with the PhD student;
- Committee members may be members of the thesis jury, but not external referees;
- It is possible, but not compulsory, to have specialists from outside the discipline or even from the UGA.

### **12.3. Transmission of individual follow-up committee reports**

At the end of the committee's interview:

- Committee members complete and sign the form that the PhD student will have downloaded and filled in and give it to him/her. The report will be included in the re-enrollment file and archived in the PhD student's academic file. It provides a detailed progress report and a clear opinion on the progress of the thesis project. The PhD student will add any comments he/she may have;
- The PhD student includes the committee report, along with the members' opinion as to the progress and continuation of the thesis, with his/her re-enrollment application. In case of an unfavorable opinion at the end of the interview, he/she must the report to the research unit director, who must inform the doctoral school management team as soon as possible.

### **Article 13. Doctoral training**

The PhD training program is shared between the CED and the doctoral schools of the site. Cross-disciplinary training courses and courses for professional development are provided by the Training Department of the Doctoral College.

The doctoral school sets up, in accordance with the provisions of the decree **of May 25, 2016** on doctoral studies, and in collaboration with the research units, an annual training program. This program mainly proposes scientific training.

All these training courses give rise to the validation of training hours (HF) according to a scale established by the Doctoral College's academic commission, and completed by the doctoral school board. Other activities that enable PhD students to acquire research training through research (missions, internships, oral communication in conferences, organization of scientific events, etc.) are also validated. The list of activities giving rise to training hours (HF) is available on the doctoral school website.

To be authorized to defend their thesis, PhD students must have validated a minimum of 120 HF, including mandatory training courses in deontology and ethics provided by the CED. The summary of the training courses attended by the PhD student is validated by the doctoral school dean as part of the defense file.

### **Article 14. Defense**

The defense, which is authorized by the head of the institution, must be carried out according to procedures that guarantee an evaluation of the quality of the research work.

Rules for the constitution of a UGA defense jury are adopted by the CED board. They are passed on by the LLSH doctoral school, in the PhD supervision *vademecum* available on its site.

After approval from his/her supervisor, the PhD student starts the procedure on ADUM, at least two months before the defense (if possible three). It is up to the student to specify the date and time as well as the jury members. The thesis must be uploaded on the ADUM account. The jury validation request must be submitted at least 10 weeks before the date of the defense.

The composition of the jury (established on the recommendation of the thesis supervisor) is validated in the last instance by the CED management team, by delegation of the president's signature, on the advice of the doctoral school management team. The candidate must provide a copy of his/her thesis to each member of the jury as well as to the external referees. It should be in pdf format. Laboratories may be asked to contribute to the printing of the thesis.

External referees must be HDR accredited and from outside the UGA. In the case of joint supervision, they cannot belong to the institutions who signed the agreement, unless there is a specific clause in the agreement. External referees may not be part of the defense jury.

The thesis defense authorization is granted by the CED management team on behalf of the university president, in view of the two pre-reports giving a favorable opinion, countersigned by the doctoral school management team. The research units are in charge of the organization of the defense.

## **Awarding the PhD**

After a thesis defense that respects the regulatory framework, the thesis research work results in the PhD being awarded.

In 2022, in the case of abandonment or early termination of the thesis, the UGA will provide the PhD student with a skills certification document, taking into account the acquisition and mastery of the skill blocks acquired through their PhD research training.

## **Article 15. Obtaining your PhD by VAE (recognition of prior learning)**

The VAE procedure involves the constitution of two files corresponding to the stages of eligibility (admissibility file) and admission (defense file). The procedure for obtaining a PhD by VAE is defined by the CED board and is available on its website.

### **15.1. Principles**

The law on VAE (recognition of prior learning) is part of a general trend whose central idea is that, in a complex world, everyone should be able to study throughout their lives and have their experience and acquired skills recognized through a certified diploma.

### **15.2. Actors and procedures**

#### **The Applicant**

This procedure can only be started after at least one year of experience (continuous or not). The PhD recognizes the original character of a research approach, the mastery of a research subject as well as the ability to implement a research strategy and to exploit its results.

#### **The doctoral school management team**

The applicant contacts the doctoral school whose specialty is closest to the applicant's. The purpose of this first contact is to inform the applicant and to evaluate the feasibility of the doctoral project. After an interview with the doctoral school management team, the applicant decides whether or not to continue his/her application.

Initially, this file (pdf format) is sent to the department in charge of VAE. This service checks the conformity of the application to the legal framework by referring to the various RNCP4 (French National Directory of Professional Certification) doctoral records and to Decree N° 2017-1135 of July 4, 2017.

#### **Doctoral school board**

The admissibility file (transmitted by the department in charge of VAE) is subsequently considered by the doctoral school board (board, Bureau or ad hoc committee that may include members from outside the doctoral school).

The agreement or the justified refusal of admissibility is given by the doctoral school board and signed by the doctoral school dean.

The applicant will receive a reply within 2 months of his/her application being received.

In the case of a favorable decision, the notification will state how long the application is valid for, at the end of which the candidate must renew his/her application or, in agreement with the doctoral school, extend it.

#### **Jury**

The composition of the jury is identical to that of a "traditional" PhD.

### CHAPTER 3. THE ACCREDITATION TO DIRECT RESEARCH (HDR)

#### **Article 16. Missions and composition of the HDR committee**

Each doctoral school has its own HDR committee. The missions of the HDR Committee are as follows:

- Define admission criteria for the HDR in the disciplines within its scope
- To give an opinion to the university academic council's research commission on applications for HDR enrollment made to the relevant doctoral school
- To give an opinion to the Doctoral Exemptions Commission (CD3) on requests for thesis supervision without an HDR accreditation made to the relevant doctoral school
- To examine requests for HDR affiliation to doctoral schools (on request from the doctoral school deans)

The LLSH doctoral school HDR committee consists of 14 members accredited to direct research and representative of the specialties covered by the doctoral school. The committee reserves the right to solicit an external expert if necessary.

#### **Appointment and replacement of members**

Members are appointed for the duration of the accreditation. Terms of office are renewable; the HDR Committee Chairperson's term of office is renewable only once. If a member leaves the committee during his/her term, another member is appointed immediately, until the end of the accreditation.

When the chairmanship of the HDR committee is vacant, the doctoral school management team issues a call for candidates to professors and associate professors affiliated to the doctoral school. The doctoral school board examines each application on the basis of rank, his/her résumé and cover letter and appoints the chairperson.

For the other members, in order to ensure a balance of French National University Council (CNU) specialties and sections covered by the doctoral school, a member is replaced by a colleague from the same laboratory, on recommendation of the laboratory's director to the doctoral school management team. After approval by the doctoral school management team, the recommendation is submitted to the Bureau for approval by vote.

Composition of the HDR committee and the name of its chairperson are then recommended by the doctoral school board to the CED board for the duration of the accreditation. Any change in membership during the accreditation period is recommended to the CED board. The doctoral school board's decision is then passed on to the internal HDR committee chairperson, as well as to the interested parties.

#### **Article 17. Application and enrollment in HDR (accreditation to direct research)**

The LLSH doctoral school delivers HDR accreditations in 4 specialties:

- Performing Arts
- Languages and Literature,
- Language Sciences,
- Information and Communication Sciences.

HDR accreditation applications are carried out online using a form available on the LLSH doctoral school website.

The application is submitted to the doctoral school HDR committee for approval. It is examined and discussed by the committee members, who then vote anonymously (online) for or against the application.



A report on the application is drafted and signed by the committee chairperson, who considers the committee members' discussions and remarks. Depending on the results of the votes, the report features a favorable or unfavorable opinion on the application and the prospective jury.

This opinion is then passed on to doctoral school administration (with the result of the votes), who sends everything to the CED, who in turn issues an authorization to enroll for the HDR accreditation or not. After a favorable opinion, an authorization to enroll is sent by e-mail. It is valid for two years. Upon receipt, the administrative enrollment process can start.

An applicant for the HDR who does not have a PhD, but who can provide proof of a diploma, work or experience equivalent to PhD, is authorized or not to enroll for the HDR accreditation by the doctoral school's HDR committee, but his/her case will also be discussed at the Doctoral College's Doctoral Exemptions Commission (CD3), for information purposes only, in order to compare practices.

Having an HDR guarantor is not mandatory, but is strongly recommended. The guarantor is a professor, associate professor or equivalent, or an HDR accredited lecturer or equivalent, working at the time of enrollment for the HDR, affiliated to the LLSH doctoral school and who can participate in the defense jury.

The guarantor, chosen by the applicant, plays a guiding role in the procedure, providing support from the application preparation to organization of the defense. He/she cannot be the supervisor of the doctoral thesis.

#### **Article 18. HDR defense**

In accordance with the decree of November 23, 1988 concerning the HDR accreditation, the jury is appointed by the president or dean of the institution. It is composed of at least five members chosen from among the teaching staff accredited to direct research in public higher education establishments, the directors and senior researchers of public scientific and technological establishments and, for at least half, French or foreign personalities from outside the establishment who are recognized for their scientific caliber.

At least half of the jury must be composed of professors or equivalent. The jury is chaired by a member professor or associate professor.

The three external referees are chosen for their caliber and must be accredited to direct research. At least two of them must be from outside the UGA.

The applicant's host laboratory and the guarantor's laboratory agree to cover the costs of the defense. By default, it is the applicant's host laboratory that bears this financial burden; but cases vary, particularly when the HDR accreditation is carried out outside the UGA. The applicant must contact the directors of these laboratories to initiate the process well in advance of his/her defense.

When applying, the applicant recommends the composition of the jury and the external referees. This recommendation is then examined by the doctoral school's HDR committee and by the Doctoral College.

### CHAPTER 3. OTHER PROVISIONS

#### **Article 19. Mediation Committee**

A mediation committee is set up to resolve conflicts that cannot be settled by both parties. It is the doctoral school management team's responsibility to set up this committee. This mediation committee is formed *ad hoc* with the parties involved. If no solution is found, the board appeals to the CED mediation committee. As a last resort, the Doctoral College management team is called upon.

#### **Article 20: Rules and regulations validation and duration**

These rules are valid until further updated.

They are updated on the recommendation of the doctoral management team, if necessary, or one third of the board members. The updated text is approved by the doctoral school board.