



Université  
de Toulouse

# THESIS CHARTER

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Thesis Charter 2011

Université de Toulouse



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**This charter provides a formal definition of the agreement between the PhD student, the research supervisor(s), the director of the research unit and the host institution.**

This charter is based on the principles as stated by the Ministry of Education, the Ministry of Higher Education and Research in the order dated September 3rd 1998 on the thesis charter, in the order dated August 7th 2006 on PhD studies and in the order dated January 6th 2005 modified by the order dated August 7th on the international joint supervision of thesis ; it takes into account the policy and follow-up procedures as defined by the Doctoral School of the "Université de Toulouse"/Cluster of Higher Education and Research.

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**The aim of this chart is to define the responsibilities, rights and obligations of the different partners involved in a PhD thesis**

The partners involved are:

- **The PhD student;**
- **The research supervisor** who supervises the scientific work and guarantees its quality; the supervisor shall be an academic of the scientific community with recognized expertise in the relevant research field; the members of the vivajurywillalso be chosen among the scientific community;
- **The hosting team and the research unit** with which the PhD student works for his/her thesis. The student will comply with the internal regulations and confidentiality rules in force in the hosting research unit;
- **The Doctoral School** attached to the institution awarding the doctorate degree and gathering the teams which host the PhD student;
- **The institution** where the PhD student is enrolled and which is considered as the legal entity holding the administrative responsibility of the PhD studies.

Preparing a thesis is part of a training defined by the doctoral school of the PhD student. The doctoral school defines the supervision and assessment criteria.

The students preparing a thesis under international joint supervision have the same rights as the other PhD students and must comply with the requirements stated in the convention signed to that end.

The doctoral schools offer relevant information on their portfolio of training and on their research units.

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**The Charter must be signed upon initial registration by the PhD student, by the research supervisor (or supervisors of the thesis), by the director of the research unit and by the director of the Doctoral School.**



**texte manquant**  
+  
**titres blancs à confirmer**

## 1. The thesis: a personal and professional milestone in

The thesis, part of a clearly delineated personal and professional project in terms of goals and requirements is a genuine professional research experience. The general principles reflected in Article L 412.2 of the Code of Conduct recommend to grant financial support to PhD research work.

The PhD student is bound to the legal entity granting the financial support in the framework of a contract whose provisions must be compatible with the preparation of a thesis and which the PhD students must comply with. At Institut National Polytechnique of Toulouse (INPT), at Institut National des Sciences Appliquées of Toulouse (INSA), at Institut Supérieur de l'Aéronautique et de l'Espace (ISAE), and at Université Paul Sabatier – Toulouse III (UPS), compulsory funding for the PhD students amounts to at least 1.000€. Yet, at UPS, some exceptional dispensations can be granted by the Scientific Council acting on a proposal of the Director of the Doctoral School. In the other Toulouse institutions, the research supervisor and the hosting research team must strive to obtain appropriate funding.

Professional integration should be taken onboard from the moment the PhD student chooses the topic of research together with his/her research supervisor with a view to have the best possible matching between the training scheme and the professional prospects. The data on the positions held by the graduates trained locally will be made available to the student by the doctoral school or the institution.

In the meantime, the PhD student is requested to see to his/her vocational integration by establishing contacts with potential employers (companies, research laboratories, universities) in France and abroad. This strategy is supported by several initiatives offered by the institution such as the "Doctoriales" and supplementary training schemes.

## 2. Prior to enrolment

The choice of topic, the working conditions and the nature of the work to be carried out in the research unit have to be agreed upon by the applicant, the research supervisor when filing in the application. The research supervisor defines the topic, its scientific background and identifies the research team hosting the student. The preparation of the thesis is three years full-time and must lead to the production of a substantial piece of original research work.

The research supervisor must indicate to the applicant the number of theses he/she (co)supervises and must supply adequate information on the career of the doctors he has supervised. He/she must also give information on the professional prospects for PhD students graduating from the Doctoral School.

When financial support is provided, the origin, amount and duration of the support as well as the relevant corresponding rights and duties of each party have to be clearly stated. The amount of the registration fees and of the social cover must also be indicated.



### 3. During the preparation

#### Rights and obligations of the partners

##### The PhD student:

The PhD student abides by the hosting institution rules and is fully integrated to his/her research unit which means that he/she has the same rights and duties as the other members of the research unit and that he/she takes part in the collective tasks inherent to the scientific life of the unit. Yet, he/she is not supposed to make up for the shortcomings in the technical supervision of the research unit and shall not be asked to fulfill tasks which are not part of his/her research work.

The PhD student commits himself/herself to work according to a time-frame set by his/her research supervisor and to report the results obtained and obstacles encountered in his/her work. He/she commits himself/herself to report the progress made by producing intermediary memos and to present his/her work in workshops or seminars.

The PhD student is offered supplementary courses throughout the doctoral program; these courses offered and validated by the doctoral school will aim at:

- enhancing the student's skills in his/her area of research and expanding the scientific culture (attending workshops, conferences, etc.),
- in order to prepare his/her professional integration (foreign language courses, "Doctoriales", lectures, etc.).

##### The research supervisor:

The research supervisor is in charge of the scientific supervision of the PhD student and commits himself/herself to provide substantial support to the student. Chosen according to recognized level of excellence in the relevant research area, the supervisor helps the student to highlight the innovative nature of his/her work within the scientific context and ensures its contemporary relevance. The research supervisor defines the deadlines and offers regular guidance.

He/she supervises the work progress and must encourage the student to display a spirit of creativity and innovation.

The supervisor must inform the doctoral school of any difficulty that may arise and makes sure that academic year and viva registrations are filed in within schedule. The supervisor also organizes the publications.

##### The director of the research unit:

The director of the research unit must ensure that the PhD student is properly welcomed and has ready access to the same facilities, equipment, data and resources as the permanent researchers and that he/she is given the possibility to attend workshops and conferences and to present his/her work in scientific meetings.

##### The director of the Doctoral School:

The director of the research unit designs a doctoral program intended for the PhD students and makes the information on these courses and on the career prospects available to them. The director must also see that the Charter of the "Université de Toulouse" and more precisely that an adequate scientific follow-up and supervision are respected. The director can plan the follow-up of the thesis in different ways (mentor, progress report or interview).

##### The hosting institution:

The hosting institution ensures the administrative and tuition follow-up of the student, organizes the viva procedure and delivers the doctorate diploma. It is responsible for the submission, reporting, reproduction and archiving of the defended thesis.

#### Publications and communications

The level of excellence and impact of the thesis are evidenced in the publications or patents and industrial spin-offs derived from the research work including thesis work, oral communications and written publications completed during or after the writing of the thesis. The PhD student's rights have to be respected in all circumstances when publishing the results of his/her research work. Being a co-author of a publication must clearly illustrate the quality of the research work undertaken by the student.

The student must be encouraged to publish and present one or several scientific oral communications in international conferences or congresses.

#### Terms of thesis end

The thesis is a major step in the research process. The thesis period is normally three years full-time.

Beyond the third year, the student has to apply for a waiver and submit his/her motivated request to the Doctoral School together with a letter by the research supervisor who must elicit the reasons for the delay, give an informed opinion and indicate the planned date of the viva.

The waivers are granted by the head of the host institution acting on proposal of the director of the Doctoral School.

The oral defense dossiers are reviewed by the Doctoral School and must abide by the pre-requisites defined by the school and/or the host institution in terms of scientific production, doctoral training scheme, written and oral language chosen for the thesis.



## 4. After the viva procedure

### PhD degree issue

In order to obtain the PhD degree (or corresponding certificate) the PhD graduate must deliver the final document completed and amended according to the recommendations of the viva jury to the hosting institution.

### Thesis valorisation

After the viva procedure, the research supervisor and the PhD student will plan the publication of the work to be valorized.

The PhD student will be quoted as co-author(s) of the oral communications, publications, patents or industrial documents reporting the results generated by his/her thesis work

The documentation department of each institution awarding the PhD degree will put the thesis up on the internet after signature by the doctor and authorization defining the copyright guarantees.

### Professional integration guidance

The doctoral schools have their own data base on the insertion and career path of the PhD graduates they have trained. The newly graduated commit themselves to supply the doctoral school with information on their jobs, professional address during at least five years after completion of their thesis. This data base is managed at the "Université de Toulouse" and will be available to all the PhD students and newly graduated doctors of the "Université de Toulouse".

## 5. Mediation Procedure

The director(s) of the research unit and of the Doctoral School must be informed of any conflict between the PhD student and his/her research supervisor and will try to settle the matter. In the event of persistent conflict, each of the signatories to the charter may call upon a mediator who, without relieving anyone of their responsibilities, will listen to the parties and offer a solution with a view to the completion of the thesis. The mediators' task implies their full impartiality.

The mediation group counts five members:

- the vice-president of the Scientific Council of the hosting institution and a "HDR member" of the Council appointed by the vice-president;
- two among the elected PhD students seating at the hosting institution board, Doctoral School board or "Université de Toulouse" board ; they will be appointed by the Chancellor of the hosting institution;
- the director of the Doctoral School;

If one of the above-persons is involved in the conflict, a replacement will be appointed by the other members. Should mediation fail, an ultimate recourse can be submitted to the Chancellor of the institution.