

THE DOCTORATE CHARTER OF THE UNIVERSITY OF STRASBOURG

Preparing a doctorate combines high-level training and professional research experience. Once the thesis has been defended, a Philosopher's Degree (Ph.D.) is awarded. The essential part of doctoral activity consists in undertaking innovative research work under the supervision of one or more research supervisor(s) within a research unit attached to a doctoral school. The work ends with the writing of a thesis that constitutes the validation of this scientific work. The title of Doctor is a guarantee of a high level of competence, which can be put to good use in the socio-economic fabric.

The University of Strasbourg awards doctorates without a specific grade, but with a detailed report specifying the scientific quality of the thesis and its defence.

This Doctorate Charter defines the principles laid down by the University of Strasbourg to prepare a thesis, with the aim of fostering the highest scientific quality of the work conducted. It is based on the Ministerial Order of 7 August 2006 relative to doctoral training, the European Charter for Researchers, procedures relating to administrative enrolment and the defence of the thesis validated by the Scientific Council of 4 February 2009 and the University Board of 10 February 2009, the missions conducted by the doctoral schools and the University's college of doctoral schools.

The doctorate is prepared in one of the doctoral schools of the University of Strasbourg. The doctoral school is involved in selecting the doctoral researchers, organises their training and prepares them to pursue their professional career. The research work is based on an agreement freely entered into by the doctoral researcher and the research supervisor within a research unit of the University of Strasbourg. This agreement covers the precise definition of the subject under study and the working conditions required to further the research, including financial matters. The research supervisor and the doctoral researcher therefore have highly demanding duties and rights. Each doctoral researcher is acknowledged as a full-fledged researcher and treated as such.

The University undertakes to ensure that the principles laid down by the charter are respected during the thesis preparation. In the case of a jointly supervised doctorate or in partnership with an organisation outside the University, the partner in question must be aware of this Charter and accept to abide by it where necessary.

The co-signatories are:

- the doctoral researcher. By enrolling in the doctoral programme, doctoral researchers undertake to pursue the previously defined research project and to follow the other training actions recommended by their doctoral school.
- the research supervisor. He/she is the main interlocutor of the doctoral researchers. He/she must belong to a research unit attached to the doctoral school. He/she is in charge of defining the research subject, and of laying down and following up the research project. He/she is fully in charge of the scientific supervision and makes sure that the doctoral researcher follows the training actions recommended by the doctoral school.
- the director of the research unit. The director of the research unit is in charge of the good integration of the doctoral researcher and of ensuring the quality of the work conditions required for the research to be successfully completed.
- the director of the doctoral school. He/she validates the research projects and their supervision, guarantees the quality of the doctoral training given to doctoral researchers and makes sure that the rules

governing the smooth functioning of the doctorate are duly respected. An annual report regarding these provisions is presented to the College of doctoral schools, the Scientific Council and the University Board.

The signatories of this Charter undertake to become familiar with and apply the procedures in force at the University as validated by its councils. They undertake to consult the website of the doctoral school they are attached to and the website of the University's Doctoral Training Department.

1 - The PhD, a phase in a personal and professional project

A thesis is prepared within the frame of a personal and professional project that is clearly defined in terms of its aims and requirements. It implies clarity in terms of the objectives pursued and the means employed to reach these objectives.

The director of the doctoral school makes sure that the highest possible number of doctoral researchers benefit from some form of remuneration. Within this frame, the aim of the research supervisor and director of the research unit is to obtain contractual payment covering the period during which the doctorate is prepared for the highest possible number of doctoral researchers who do not have any other professional activity.

Candidates must receive information about all the career opportunities in their field. National statistics on what doctors have become and information on the professional prospects of doctors trained at each doctoral school are available on the website of the College of doctoral schools. Interviews with the research supervisor are conducted regarding the career path the doctoral researcher wishes to follow. To provide information on the career opportunities for future doctoral researchers of the research laboratory, all outgoing doctors should inform their research supervisors and the director of their doctoral school about their professional career for a period of 4 years once they have been awarded the Ph.D. Doctors undertake to answer questionnaires sent by the University and to communicate any changes in postal or electronic addresses during this period. Furthermore, all former doctoral researchers are encouraged to update their personal file in the University's directory of alumni doctoral researchers throughout their career. The University shall keep an electronic contact address for all alumni doctoral researchers.

Once enrolled in a doctoral school, doctoral researchers must abide by the regulations in force in particular regarding training. Training sessions are proposed to broaden their field of scientific and transferable skills. The sessions are organised by the doctoral school and aim at providing the doctoral researchers with information on career opportunities. This strategy may include participation in doctoral days or any other training approved by the doctoral school, including initiatives taken by the doctoral researchers themselves (conferences, study days etc.). These training sessions are certified by the director of the doctoral school and are a supplement to the diploma awarded by the University. It is up to the doctoral researchers to take their professional career in hand.

2 – Research project subject and feasibility

Each doctoral school shall communicate its recruitment procedure and the selection criteria for doctoral researchers.

The enrolment process in the PhD programme specifies the research subject and the research unit.

The subject of the research project shall lead to the accomplishment of original, educational work that can be feasibly conducted within the schedule provided. The choice of research subject is arrived at through an agreement between the early stage researcher and the research supervisor and is formalised at the time of enrolment. The research supervisor, chosen for his/her acknowledged mastery of the field of

research concerned, must assist the doctoral researcher in finding an innovative character within the scientific context and attest to the topicality of the subject. The research supervisor must define the resources required to accomplish the work and provide access to these resources. To this effect, doctoral researchers are fully integrated into their research unit where they may access the same facilities as the other researchers to achieve their research work: equipment, resources, in particular computing facilities, documentation and opportunities to attend seminars and lectures and present their work at scientific meetings.

Doctoral researchers have the right of association and union rights, and the right to express their views and be represented at the general meetings and councils of the research unit. They are represented by elected members in the different councils of the research unit, doctoral school and the council of the College of doctoral schools.

The members of the team hosting young researchers require them to respect a certain number of rules related to the collective life that they share and to scientific deontology. Doctoral researchers are not allowed to compensate for deficiencies in the laboratory's technical supervision or be involved in tasks other than the furthering of their research project except for technical tasks entrusted to the entire unit. If their research is conducted within the frame of a partnership with a company or administrative department, doctoral researchers are not allowed to have extra work outside their research imposed on them. Doctoral researchers make an undertaking as to the rate of work over a period of time. They have a duty to provide regular information to their research supervisor on the progress of the project and the difficulties encountered. They must show initiative and an innovative approach to their research.

3 - Research supervision and monitoring

Future doctoral researchers must be informed by the doctoral school as to the number of theses underway under the supervision of the director they wish to work with. Indeed, a research supervisor can only efficiently supervise a very small number of early stage researchers in parallel, if he/she is to monitor their work with all due attention. The maximum number of doctoral researchers who may be supervised by a research supervisor is set for each doctoral school by the Scientific Council of the University upon the proposal of the councils of the doctoral schools. The doctoral schools ensure that these limits are not exceeded.

Doctoral researchers are entitled to personal supervision by the research supervisor who undertakes to dedicate a significant amount of time to this task. The principle of regular, frequent meetings is decided on at the time of the initial agreement. Joint supervision by a researcher who may or may not be accredited to supervise research does not exempt the research supervisor from the real and regular supervision of the progress of the research work.

Doctoral researchers undertake to hand in as many progress reports to their director as the subject demands and to present their work at the research unit's seminars. The research supervisor undertakes to monitor the progress of the work on a regular basis and to discuss potential new directions considering the results achieved. The research supervisor must inform doctoral researchers of any positive appraisals, objections and criticism that their work may engender.

Halfway through the research work, doctoral researchers shall, in the presence of their research supervisor,

draw up a progress report on their work and present it according to the terms and conditions laid down by each doctoral school. The aim of this report is to detect and find a solution to any problems which may

constitute a hindrance to the PhD being fully completed within the deadline set. The doctoral school may request the submission of a written report.

The rules for organising the thesis defence, and in particular the appointment of assistant supervisors and the examination panel, are laid down by the Ministerial Order of 7 August 2006 and by decision of the University Board at its meeting of 10 February 2009.

4 - Duration of the research project

The benchmark reference for preparing a thesis is 3 years full time. Dispensations concerning the duration can be granted by the head of the establishment upon the proposal of the director of the doctoral school, upon the advice of the research supervisor and the Council of the doctoral school, following a motivated request by the doctoral researcher. This agreement does not automatically imply an extension of any payment from which young researchers may have benefited.

Extensions must remain rare instances and be reserved for special situations, such as salaried work (other than doctoral payment), specific research inherent in certain disciplines, specific risk-taking, parental or maternity leave and sick leave for a serious illness. They may take into account the doctoral researchers' working conditions, but may not in any way substantially change the nature and workload of the research as it was initially defined by joint agreement. In the case of disagreement regarding a refusal of extension, doctoral researchers may press their claims in writing to the head of the establishment, who shall take the final decision.

In any case, preparing a PhD implies that the doctoral researchers shall renew their enrolment at the university on an annual basis. Suspending the enrolment is not authorised. The doctoral researcher and the research supervisor must inform the doctoral school if a research project is discontinued.

At the end of the second year, foreseeable dates for defending the thesis must be debated with a view to furthering the research work.

To conform with the scheduled duration and in the interests of the doctoral researchers, the research supervisor and doctoral researchers must respect their commitments relative to the working time required. Repeated failure to abide by these commitments must be reported in a joint statement by the doctoral researcher and research supervisor and lead to a mediation procedure.

5 - Publication and enhancement of the research

The quality and impact of the research can be measured through the publications, patents and industrial reports based on the work, whether taken directly from the thesis itself or stemming from articles written during or after the preparation of the manuscript. Doctoral researchers must be quoted among the authors or co-authors in all articles and works referring to their research work even after they have left the research unit.

Doctoral researchers must be informed of the national legal requirements in force concerning the protection of data and the protection of confidentiality and must fulfil these requirements at all times.

The University has a programme for filing and electronic publication of theses. Authorisation for publication is granted by the author and covers the publication of the thesis on Internet. A contract for publishing the thesis is handed out to each doctoral researcher when they submit their thesis with a view to defending it.

Doctoral researchers are informed that the act of enhancing their work with quotes by omitting to quote the sources constitutes an act of plagiarism. Plagiarism is an offence against the author's rights and intellectual property.

6 - Mediation procedures

Any conflict between a doctoral researcher and a research supervisor that cannot be solved by amicable agreement shall be brought to the knowledge of the director of the research unit by either party, who shall then attempt to remedy the situation.

Should the conflict persist, the doctoral researcher, supervisors or director of the research unit shall refer the matter to the director of the doctoral school.

Should the measures undertaken not lead to a solution, the director of the doctoral school may appeal to the Vice-President of the University in charge of research and doctoral training.

If no solution is found, the Vice-President in charge of research and doctoral training may appeal to the University mediator as defined in the Charter of the University of Strasbourg. A final appeal may be put to the President of the University. For every stage of this process, the doctoral researcher may request the assistance of an elected doctoral researcher.

7. Transitory measures

This charter is applicable as of enrolment in doctoral research at the University of Strasbourg starting with the academic year 2009/2010. For doctoral researchers already enrolled at the time this charter came into force, notwithstanding any more favourable provisions in the former charter. Should a formerly enrolled doctoral researcher decide to call upon a provision prior to this charter, he/she must send his/her request to the director of their doctoral school.

Drawn up in Strasbourg, on:

The doctoral researcher: Name: *

The research supervisor: Name: *

The joint research supervisor or supervisor company/administration: Name: *

The director of the research unit: Name: *

The director of the doctoral school: Name:

* Please write "read and approved" before signing