



Internal Rules

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CHAPTER 1: ED PERIMETER AND GOVERNANCE

Article 1. Scope of the ED CSV

1.1 Disciplinary fields

The Chemistry and Life Sciences Doctoral School (ED CSV, ED n° 218) is one of the 13 Doctoral Schools attached to the Doctoral College of the Université Grenoble Alpes. It offers training through research, for research and innovation in a wide range of fields, from chemistry to biology and health, with a focus on structural biology, ontogeny and oncogeny, neuroscience, molecular chemistry, chemistry for life, microbiology and virology, plant biology and ecology.

1.2. Laboratories attached to ED CSV

BIOSANTE (UMR 1292), CEA LETI-DTBS/L2CB, CERMAV (UPR 5301), DCM (UMR 5250), DPM (UMR11 5063), EMBL, ESRF, GIN (UMR S 1216), GREPI (EA 7408), HP2 (U 13000), IAB (UMR 5309), IBS (UMR12 5075), Institut Néel (UPR 2940), LBFA (UMR_S 1055), LECA (UMR 5553), LCBM (UMR 5249), LESSEM13, (UMR), LMGP (UMR 5628), LPCV (UMR 5168), LNCMI (UPR 3228), MEM (UMR), PaVaL (USC1450),14 SYMMES (UMR 5819), TIMC (UMR 5525)

1.3 ED CSV missions

The ED's missions are to ensure the quality of doctoral student recruitment, the quality of supervision and compliance with the PhD charter, and individual follow-up committee. It provides doctoral students with the training they need for their research and professional projects, and works with the Doctoral College (CED) to promote professional integration and the doctorate. The ED is accredited by its ministerial supervisory body, and is regularly evaluated by the HCERES (the HCERES report for the most recent evaluation is available on the ED website).

It is the responsibility of the thesis director and the host research unit to ensure that the scientific, material and financial conditions are in place to guarantee the smooth running of the thesis, and to support the doctoral student in the development of his or her project, particularly in the choice of courses offered.

Article 2. Governance of the ED CSV

2.1. ED CSV Board

2.1.1. Competences and functioning of the ED CSV Board

The Board is responsible for implementing and monitoring the ED's training policy. It monitors the transparency and regularity of the procedure for awarding doctoral contracts to the ED. Its members

act as a link between the ED and its users (doctoral students, thesis directors, research unit directors). The Board meets at least 3 times a year.

The ED CSV Board is informed of the current year's enrolment figures and the following year's recruitment campaign, and is consulted on all matters relating to the life of the ED, in particular on the organization of the UGA doctoral contract competition. It deliberates on proposals made by the ED management on all aspects of regulations, organization and the introduction of new procedures. It is also responsible for transmitting the ED's policy to the management of the research units. It also makes proposals on all these aspects.

2.1.2. Composition of the ED CSV Board and appointment procedures

The Board is made up of 26 members:

- 14 representatives of the research units (chosen to best represent the ED's various disciplinary fields),
- 2 representatives of technical and administrative staff,
- 5 representatives of doctoral students (elected by their peers),
- 5 external personalities.

The ED's deputy directors are permanent guests, without voting rights. The current composition of the board (validated by the UGA) and the statements of board conclusions are available on the ED website.

With the exception of doctoral student representatives, who are elected for a 2-year term, board members are appointed for a 3-year term, renewable once.

Renewal of Board members: following a call for candidates, the ED office proposes new members to the Board, which validates the proposals by vote. Representatives of research units and institutions are chosen for their sound knowledge of doctoral training, and to cover the ED's various disciplinary fields as effectively as possible, as well as to ensure a good gender balance.

All ED Board members undertake to act for the general good of the school, regardless of their research unit, specific field of research or employer.

2.1.3. Election procedures and roles of doctoral student representatives on the ED Board

Elections for doctoral student representatives to the ED Board are organized by the UGA.

The doctoral students elected (5 titular members) are part of the Doctoral School Board. They represent all doctoral students in Chemistry and Life Sciences, and are voting members of the Board. Their role is to maintain close contact with all CSV doctoral students, relaying their questions and needs, and passing on useful information. They make proposals to the Board and are also very active in the life of the ED (organizing events, activities, setting up surveys, etc.).

2.2. ED CSV Director

2.2.1. Appointment of ED CSV Director

The ED Director is proposed by the ED board and appointed by the UGA Presidency for a 4-year term, renewable once. He/she may be assisted in his/her duties by one or more deputy directors co-opted

for the duration of the term by the ED Board, on the proposal of the newly appointed ED director, and a manager from the administrative staff of the Doctoral College.

2.2.2. Eligibility

The ED director must be a PR or PRA, i.e. University Professor or equivalent, and be attached to the ED CSV.

2.2.3. Appointment procedure

The renewal of the ED Director is the subject of a call for tenders issued by the ED CSV. Candidates must submit a CV and a profession of faith. Candidates are auditioned by the ED Board, before being proposed to the institution.

2.2.4 Composition of the ED CSV executive committee

The ED Executive Committee is made up of the ED director, a manager and deputy directors. Deputy directors are proposed by the Director and approved by the Board of Directors.

The executive committee deals with the day-to-day business of the ED, drawing up proposals and implementing actions voted by the ED Board.

CHAPTER 2: THE DOCTORATE

Article 3. Doctoral admission and registration

The Doctoral School validates all applications.

3.1. Admission

3.1.1. Candidate eligibility requirements

3.1.1.1. Diploma requirements

- French Master's degree in research (M2 or engineering degree with research internship)
- Foreign diploma of equivalent level, corresponding to 5 years of university studies and including research training. In this case, the candidate must obtain equivalence from the 'Dispenses-Dérogations Doctorales' (CD3) commission. The CD3 meets every month from September to July. Application procedures are described on the ED website.

3.1.1.2. Level requirements

The ED is attentive to the quality of the candidate's recruitment, and requests that all new registrations be accompanied by a completed recruitment file (with supporting documents), the composition and model of which can be found on the ED CSV website.

The ED may refuse registration if the candidate's academic level is deemed too low (low marks and/or ranking), if the candidate's training does not appear to be in line with the thesis project, or if the latter is not within the ED's thematic perimeter. If necessary, the ED requests an advisory opinion from the 'Dispenses-Dérogations Doctorales' (CD3) commission.

3.1.1.3. Conditions for thesis supervision

The ED is also attentive to the quality of supervision. The candidate's thesis will be supervised by a thesis director who holds an HDR -habilitation to supervise research- (or equivalent) and is attached to the ED CSV. The candidate will be integrated into a research unit attached to the ED. In order to guarantee a high quality of supervision, the supervision rate of the thesis director must not exceed 300% (e.g. 3 PhD students supervised at 100%), with a limit of 5 PhD students supervised. In the case of co-supervision, the supervision rate will be 50% for both supervisors. A co-supervisor who does not have the HDR may not supervise more than 2 PhD students at 50% at the same time, and may not co-supervise more than 3 PhD students (he/she must then obtain the HDR diploma). The latter measure is designed to encourage supervisors to obtain their HDR diploma.

The ED does not authorize multiple supervision (more than two supervisors), which is more often than not a source of problems for the doctoral student. However, exceptions are possible in special cases : CIFRE theses, cotutelles (joint agreement between UGA and another university from a foreign country) and also projects straddling two laboratories. In these 3 special cases, the ED authorizes, in addition to the supervision of 1 HDR from each laboratory, a third co-supervisor, provided that the co-supervisor is a non-HDR (e.g. 25% - 25% - 50%).

In exceptional cases, and for good reason, a non-HDR supervisor may apply to be the thesis's principal supervisor. A request for such approval must be validated by the HDR committee, the ED CSV and the doctoral college's CD3 commission. Only one one-time approval is possible.

3.1.1.4. Funding conditions

At the time of annual registration, the director of the doctoral school verifies that the scientific, material and financial conditions have been met (cf. Art. 11 arrêté de mai 2016, and Art. 3 chap 2 RI CED UGA).

No thesis registration is possible without funding (usually a 3-year doctoral contract). Funding must cover the entire duration of the thesis.

The funding threshold for a thesis at the Ecole Doctorale Chimie et Sciences du Vivant corresponds to the minimum wage (SMIC) for 36 months. Any request for an extension beyond 36 months must be financed at the same level, until the submission of the thesis manuscript marking the official start of the job search.

3.1.1.5. Applying for a Phd thesis in agreement with a thesis director

Whatever the type of thesis funding, the ED management validates thesis applications on the basis of a single application file.

All candidates must put together, with the help of the future thesis management team, a single application file (available on the ED website), the composition of which can be found on the ED CSV website.

3.1.1.6. Agreement of the research unit director and thesis director.

The application must be approved and signed by the thesis director, any co-director (or co-supervisor) and the unit director.

3.1.1.7. Selection process by the thesis director

The thesis director must also attach to the application a summary of the recruitment procedure in line with the OTM-R policy implemented by the UGA as part of the HRS4R label: public posting of the subject, interviews and meetings with candidates, contact with supervisors of previous research internships, arguments on the suitability of the subject and the background of the successful candidate. Competitive bidding is generally required. If not, specify why not.

3.2 Registration

If all these conditions are met, the candidate and his/her thesis director can begin the thesis registration procedure. Registration takes place in two stages: first, the pedagogical registration (at ED level) and then the administrative registration at UGA (at CED level). The training agreement must be filled in carefully, otherwise the file will be returned (guide downloadable from the ED website). The ED management draws attention to the contents of the thesis charter, which defines the rights and duties of all parties (doctoral student, thesis director and research unit director). Before the start of the employment contract, the Phd student must have ended all the steps from the application to the registration to the UGA and it is therefore advisable to anticipate these steps, as far as possible, sufficiently in advance to enable the file to be processed under the best possible conditions. This means that the file must be complete when submitted to the ED manager.

3.3 Doctoral contracts

A doctoral contract is one of the many ways of financing a thesis. The contractual doctoral student signs a three-year employment contract that allows him or her to devote full time to preparing the thesis. The doctoral contract sets a minimum salary, indexed to changes in civil service salaries (the salary is paid by the Ministry of Higher Education and Research via the universities).

As a public-law contract, the doctoral contract is subject to the same principles as all civil-service contracts, notably the possibility of a trial period (fixed at 2 months, non-renewable).

3.4. Recruitment procedure for ED contingent doctoral contracts (ED competition)

The policy for awarding these contracts is based on the excellence of candidates, irrespective of their thematic orientation or research unit. Priority is given to students who have obtained (or will obtain) their Master's degree in the year of the competition.

A doctoral contract from the ED contingent cannot be awarded to a project for which the principal director would have obtained a doctoral contract from the ED contingent (UGA) in the previous year.

The general procedure for selecting and awarding UGA doctoral contracts is based on a competitive process, and includes the stages described below:

- Submission of thesis proposals by research units to CSV by ADUM
- Selection of candidates by thesis directors (maximum 1 candidate per project).
- Submission of applications to the Doctoral School. Application documents are available on the EDCSV website.
- Selection of candidates to be auditioned (jury of 4 to 8 people chosen from among members of the ED Board, the ED Office, Grenoble Masters supervisors and elected doctoral students).

- Hearing and ranking of candidates (jury: 8 to 11 researchers (representing research units) attached to the ED and representing the ED's major disciplines + 2 to 4 external members + 3 scrutineers: ED director and 2 elected doctoral students)
- Validation of rankings and selected candidates by the ED Board.

Article 4. Individual Follow-up Committee (CSI)

4.1. Missions of the CSI:

In accordance with the decree of May 25, 2016, a doctoral student's Individual Follow-up Committee (CSI) is set up to ensure that the doctoral program is running smoothly, based on the PhD charter and the training agreement. In an interview with the doctoral student, it assesses the conditions of his/her training and the progress of his/her research. It makes recommendations and sends a report on the interview to the ED director, the doctoral student and the thesis director. In particular, it takes care to prevent any form of conflict, discrimination or harassment.

In the event of scientific or relational difficulties, the committee can mediate or alert the ED CSV. The ED must be informed as soon as possible of any serious problem arising in the course of the thesis.

For the ED CSV, the CSI takes place once a year, and the CSI report is required for each re-registration.

An exceptional CSI may be held if a problem is identified.

Doctoral students working for international organizations (EMBL, ESRF, ILL) who have their own CSI formula defined by the doctoral program of these organizations should send a copy of their reports to the ED CSV. Re-enrolment in the 2nd, 3rd or subsequent year of the thesis will be conditional on the submission of this report.

4.2 Composition of the CSI

The CSI is made up of three members:

- Two members, at least one of whom holds an HDR (habilitation to direct research), must be external to the team, at least one of whom must be external to the research unit. At least one of these external members is chosen for his or her expertise in the disciplinary field of the thesis project. One of these external members chairs the CSI.
- A third committee member is proposed by the doctoral student. This person may take part in the scientific discussion and acts as the doctoral student's tutor. This person must hold a permanent scientific position (researcher, teacher, technical staff, etc.) and must not have any links of interest with the thesis director (no current scientific collaboration or joint publications in the last three years).

At least one member must be a non-specialist from outside the thesis research field, and whenever possible, one member must be from outside the company.

If a problem is identified in the progress of the thesis, the ED may delegate a member of the board (or a representative) to the CSI.

The thesis director, who attends the CSI, is not considered a full member of the CSI.

The doctoral student participates in setting up his or her CSI. The composition of the CSI must be validated according to the procedure described on the EDCSV website before the first CSI is held.

CSI members undertake to respect the confidentiality of scientific and non-scientific information arising from interviews, and to alert the Doctoral School if any problems are identified.

Members of the CSI may not act as rapporteurs (External committee members for the oral defence) for the thesis defense, but they may act as examiners.

4.3. Organization of CSI

The doctoral student must produce a progress report of a few pages summarizing his or her research activities and the training courses attended since the previous CSI. This report must be sent to CSI members at least 7 days before the annual meeting.

On the day of the visit, the doctoral student must present the progress of his or her thesis work and training courses in an oral presentation lasting at least 30 minutes, followed by a discussion lasting at least 1 hour. This oral presentation may be given in English. During the second CSI visit, the candidate's publication (and/or patent) prospects, professional project and proposed timetable for the 3rd year should be discussed.

This presentation and discussion will be followed by:

- an interview between the doctoral student and the members of the CSI, without the presence of the thesis director (this phase of the CSI is essential).
- an interview between CSI members and the thesis director, without the doctoral student being present.
- if necessary, a final summary meeting with all parties.

At the end of the meeting, a report (Formulaire-type pour le compte-rendu du CSI) is drawn up collectively, under the responsibility of the Chair.

This report should indicate the committee's opinion on the progress of the thesis project, the doctoral student's mastery of his or her project, any difficulties encountered and the committee's recommendations for the continuation of the thesis. The report, signed by all CSI members (electronic signatures accepted) and by the unit director, is forwarded by the chairman to the doctoral student. Each member of the CSI (including the doctoral student) may submit a confidential comment to the ED CSV. These reports will be considered and signed by the ED CSV management. They may give rise to a meeting with the ED, if a problem is identified (see "Mediation procedures").

The organization of the CSI is the responsibility of the doctoral student and the thesis management team. The CSI must take place sufficiently early (between may and mid-October) to enable re-registration before the administrative deadline. The minutes must be uploaded to the doctoral student's ADUM account during the period of registration which usually start at the beginning of September.

The cost of organizing the committee's visits is borne by the team and/or research unit.

Article 5. Re-enrolment, Waiver, Gap year and other temporary suspensions of research work, termination of thesis

5.1 Re-enrolment

Registration is renewed at the beginning of each academic year, and requires the agreement of the Doctoral School Director.

The Director of the Doctoral School relies on the minutes of the CSI, the opinion of the thesis director and the opinion of the research unit director to assess the feasibility of re-registration.

- In the event of a positive opinion from the ED management, the ED administrator will proceed with the administrative aspects of registration.

- In the event of a reserved or negative opinion from the ISC, the ED management will interact directly with the doctoral student, the thesis management and the research unit management to decide what action to take. The doctoral student may be accompanied by an elected doctoral student representative.

Ultimately, it is the ED management that decides on re-registration. In the event of non-re-enrolment, if the doctoral student contests this decision, he/she may lodge an appeal with the UGA Presidency within 2 months.

5.2. Exemptions for additional year of registration (beyond 3rd year)

The normal duration of a thesis is 36 months. Beyond the third year, registration is not automatic. It must be justified (part-time, gap year, sick leave, maternity leave, etc.). Exceptions will be granted on a case-by-case basis, depending on the difficulties encountered during the thesis.

The extension must be financed until the manuscript is submitted to the referees.

Enrolment beyond the 3rd year will only be granted by dispensation and in the following cases:

- The defense is scheduled within 3 months of the end of the contract.
- Late registration (between January and June) in the first year, requiring a 4th registration.
- Certain international co-supervision agreements with a 4-year duration.
- Obtaining additional funding for a 4th year with a commitment to support the project before the end of the 4th year.

All requests for registration in 4th year or more must be justified by the doctoral student and the thesis director. A progress report on the writing of the dissertation, a timetable for its completion and an estimated (and binding) date for the defense will be required to authorize re-registration.

No enrolment in the 5th year will be authorized, except in the case of a thesis prepared as an employee on an employment contract unrelated to the thesis. In the latter case, the duration of the thesis may not exceed 6 years.

5.3. Part-time thesis

If the doctoral student is engaged in a professional activity, he or she may carry out a part-time doctorate for a maximum period of 6 years. Admission is granted after a thorough examination of the doctoral project by the ED, prior to the first doctoral registration. The doctoral student's professional activity must be compatible with the research project and with the fundamental ethical principles of research. The doctoral school ensures that the doctoral student is placed in ethically acceptable conditions.

The following conditions must be respected:

- The doctoral student must have appropriate social security and civil liability coverage in all situations.
- The employer must give written consent.
- The time devoted to research work in preparation for the doctorate must be clearly stated in the document defining the doctoral project ("employee" form). The doctoral school assesses whether the proposed amount of time is sufficient to complete the doctoral project over a maximum period of 6 years. This is done in consultation with the employer, when the doctoral student plans to devote part of his or her salaried working time to his or her thesis.

5.4. Breaks

"In exceptional cases, upon a reasoned request from the doctoral student, a one-year uninterrupted break may be granted by decision of the head of the institution where the doctoral student is registered, after prior agreement from the employer, if applicable, and the opinion of the thesis director and the director of the doctoral school." (extract from the May 2016 decree)

This possibility must remain exceptional, and the doctoral student must justify his or her request in order to obtain authorization from his or her registration institution.

During this period, the doctoral student remains registered with the institution. Authorization for a gap year implies authorization to re-register at the end of the gap year.

Decree no. 2018-372 of May 18, 2018 sets out the rules governing this arrangement. The Césure period is initiated by the doctoral student and must be completed at least 6 months before the end of the thesis. The "césure" is part of a project that is incompatible with the normal pursuit of doctoral training during the period concerned, and may take one of the following forms:

- 1° Training in a field other than that in which the student is enrolled.
- 2° Work experience in France or abroad.
- 3° A civic service commitment in France or abroad, which may take the form of an international solidarity volunteer program, an international administrative or corporate volunteer program or a European voluntary service program.
- 4° A project to set up a business as a student-entrepreneur.

A request for a gap year must be submitted to the doctoral school to which the doctoral student belongs. It may not be for less than 6 months or more than one year.

5.5. Sick leave, maternity leave, etc.

Terms and conditions of implementation

Art. 14 arrêté mai 2016 : "If the doctoral student has benefited from maternity leave, paternity leave, childcare or adoption leave, parental leave, sick leave lasting more than four consecutive months or leave lasting at least two months following an accident at work, the duration of the doctoral preparation is extended if the person concerned so requests."

5.6. Termination of thesis

5.6.1. Termination of the thesis by written declaration of abandonment by the doctoral student

The doctoral student may declare the abandonment of his or her thesis by post or e-mail, specifying the date on which the thesis will be abandoned.

5.6.2. Discontinuation of thesis following a negative opinion from the ED

In the event of a negative decision to re-register, the ED sends a registered letter to the doctoral student. This letter includes a notice of non-registration and reports from the ISC, the research unit director and the thesis director.

Within two months of the date of the letter, the doctoral student may lodge an appeal with the UGA Presidency against the notice of non-registration.

5.6.3. Termination of thesis by non-registration of doctoral student

Registration is renewed at the beginning of each academic year.

Doctoral students who have not renewed their registration by this date are considered to have withdrawn.

Article 6. Training and support in building a professional project

The ED provides support for the construction of a professional project, notably during re-registration interviews, but also during professional integration training courses offered by the Doctoral College, including the use of a skills portfolio.

During their thesis, doctoral students must complete their training by following a number of modules offered by the ED CSV and the CED. This training requirement should be seen by the doctoral student as a right and an opportunity to broaden his or her field of expertise. These courses will be carefully chosen in line with the student's career plans, and must be presented and discussed at the CSI.

Each doctoral student must complete a minimum of 120 hours of training (HF), according to the procedures described on the ED CSV website.

Training courses may be taken outside the Grenoble site, in France or abroad, either face-to-face or distance learning (e.g. MOOCs), if they are useful to the doctoral student's project. The doctoral student must first have these training courses validated by the ED, and provide the necessary supporting documents (detailed program and certificate of attendance).

The ED requires that the doctoral student also receive training in safety (generally provided by the host research unit), ethics and scientific integrity. In the latter case, a minimum training course is compulsory for all doctoral students at the Grenoble site.

Training is validated directly on the doctoral student's ADUM account.

PhD students' skills are recorded on an RNCP (Répertoire national des certifications professionnelles) sheet. This sheet describes all the skills expected of PhD graduates. The acquisition of these skills must be the subject of personal reflection and evaluation by the doctoral student throughout his or her thesis, and beyond, which will contribute to the definition of his or her skills portfolio. The Collège Doctoral has set up a procedure to help doctoral students create their portfolio, available on their ADUM account.

Article 7. International

7.1. International co-supervision

7.1.1. Principles

Cotutelle is an agreement between two institutions in two different countries, with dual supervision of the thesis and two diplomas, but necessarily a single thesis defense, the jury composition of which has been validated beforehand by both institutions.

- Within the Université Grenoble Alpes CED, at least one third of the doctoral program will be carried out in each of the two institutions.
- The composition of the jury must be approved by both institutions.
- The thesis is defended in one of the two cotutelle universities, as stipulated in the contract.

7.1.2. Implementation

The cotutelle contract is drawn up by the CED cotutelle department. For the rest (pedagogical and administrative registration, re-registration, validation by the thesis jury, defense, etc.), procedures are identical to those for other theses managed by the ED.

7.2. European label

This is distinct from cotutelle, and can be combined with cotutelle. Further information is available at: <https://doctorat.univ-grenoble-alpes.fr/international/label-europeen/le-label-europeen-765312.kjsp>

Article 8. Thesis defense

Most of the rules in paragraphs 8.2 to 8.10 are those voted by the UGA Doctoral College Council, and must be adhered to by the EDs.

The ED CSV strongly recommends that each thesis be accompanied by the publication of at least one research article or one journal article, but no minimum number of publications is required in order to defend the thesis.

8.1. Manuscript writing

The writing of a manuscript is an essential part of the thesis, as it is an integral part of the skills expected in a thesis.

The manuscript must be written by the doctoral student.

The dissertation must demonstrate the candidate's ability to present the objective of his or her study, review the state of the art on the subject, situate his or her work in an international context, outline the methodology, and develop the various aspects of his or her work. These writing skills will be useful to the doctor in the course of his or her professional life, whether in academia or business.

The traditional form of the dissertation is made up of different chapters that the doctoral student will endeavor to link together. He/she will present a critical synthesis of the results obtained, before proposing conclusions and perspectives.

The dissertation may include articles published or accepted for publication in recognized journals in the doctoral student's field of research, provided that:

- the doctoral student is the principal author of the articles, and in the case of co-authored articles, the doctoral student's contribution must be significant,
- they correspond to original scientific contributions,
- that these articles are preceded in the thesis by a substantial presentation showing how they fit into the thesis work,
- any parts of the thesis that are necessary for a general understanding of the work, but which cannot be published in scientific journals, are provided (specific techniques or methods of analysis, additional data, etc.).

If large parts of the manuscript consist of articles, a minimum of 40 pages of editorial work is required, introducing the subject, presenting the state of the art and any parts not included in the articles but necessary to the understanding of the whole, linking the articles together and concluding on the objectives achieved and prospects. Under no circumstances should publications alone represent the thesis itself.

The dissertation must include a summary in both French and English.

The University of Grenoble Alpes thesis cover sheet will be produced in ADUM.

The average time between the start of the writing process and the defense of the thesis is around 6 months.

8.2. Language in which the thesis is written

The language in which the thesis is written is normally French. However, exceptions are possible and the thesis may be written in English. Such exceptions may be granted on the basis of a reasoned written request from the doctoral student, approved by the thesis director and sent to the Doctoral School before or at the time of registration for the third year of the thesis, notably in the following cases:

- The thesis is being carried out under joint supervision, with the agreement stipulating the language of the dissertation and defense.
- The doctoral student is a foreigner and has real difficulties in mastering written and/or spoken French.

- One or more members of the jury are non-French speakers.
- In these special cases, a summary in French of less than 4000 characters, including spaces, is required. This summary may be placed at the beginning or end of the dissertation.

The dissertation must include a summary in both French and English.

8.3. Use of generative artificial intelligence software for writing assistance

Disclaimer – this rule only applies to the use of AI in the writing of theses or scientific articles derived from them, but does not apply to the use of AI in the scientific process (e.g., use of AlphaFold or AI for code generation), which is not covered by the ED's internal regulations.

When using AI software, it is important to note that all necessary precautions must be taken to avoid compromising data confidentiality or violating intellectual property rights. AI software must not be used to falsify or plagiarize original research data under any circumstances. Nevertheless, writing assistance tools using generative AI are permitted for writing thesis manuscripts in accordance with the principles of honesty, responsibility, and research ethics. Their use must be under strict human supervision to ensure the accuracy, integrity, and originality of the work. The doctoral student and the thesis supervisor are responsible for the integrity of the content generated by or with the help of AI tools. As researchers, they maintain a critical approach to the use of results produced by generative AI and are aware of the limitations of the tools, such as bias, hallucinations, and inaccuracies.

Although AI tools can be useful for certain aspects of visual creation, when generating figures and illustrations for a thesis, they should not be used to create or modify images in a way that introduces, obscures, removes, or alters data. Permitted modifications are limited to basic adjustments such as brightness, contrast, and color balance, as long as they do not compromise the original content.

To ensure transparent use of these tools, it is mandatory to explicitly report the use of AI tools in the thesis manuscript. Sample statements are provided below, which can be adapted to best describe the use of these tools in the writing and should be clearly stated at the beginning of the manuscript.

Statement on the use of AI tools to assist with writing:

"AI tools such as [name of AI tool] were used to help refine the grammar and style of the manuscript. The scientific content was written, the data interpreted, and the final revisions made by the doctoral student under the supervision of the thesis advisor. All AI-generated text was carefully reviewed and revised to ensure accuracy and compliance with scientific standards in the field. Full responsibility for the content and its interpretation rests solely with the author of the thesis."

Statement on the use of AI tools to assist in the creation of written content

"AI tools such as [name of AI tool] were used in the preparation of the first draft of section XXX. All AI-generated text has been carefully reviewed and revised to ensure its accuracy and compliance with scientific standards in the field. In particular, the relevance of the bibliographic references has been verified. Full responsibility for the content and its interpretation lies solely with the author of the thesis."

In the case of using AI tools to assist in the creation of visual content (in this case, also mention the use of the software in the caption of each figure concerned).

"AI tools such as [name of AI tool] were used in the preparation of the first version of certain illustrations (indicate the number of the corresponding figures). All AI-generated illustrations have been carefully reviewed and revised to ensure their accuracy and compliance with scientific standards in the field. Full responsibility for the content and its interpretation rests solely with the author of the thesis."

8.4. Choice of rapporteurs

The two referees must be HDR or HDR equivalent, from outside the Grenoble Alpes site, the research unit and the Doctoral School (ED) in which the doctoral student is registered, and must not be involved in the thesis (no participation in the scientific supervision of the thesis, no joint publication with the doctoral student). In the case of joint supervision, they may not belong to the institutions that signed the agreement, except in the case of a specific clause in the agreement. Rapporteurs may not be members of the defense jury.

Rapporteurs from foreign higher education or research establishments may be called upon. The rapporteur must have HDR equivalence (having already supervised doctoral students) or a teaching qualification.

Members of the Individual Monitoring Committee (CSI) may not act as rapporteurs.

The rapporteurs make their opinions known in written reports, on the basis of which the director of the doctoral school authorizes the defense.

These reports are sent to the jury and to the candidate before the defense.

The manuscript should be sent to the rapporteurs 2 months before the defense, in order to receive the reports 1 month before the defense date.

8.4. Authorization to defend a thesis

Authorization to defend a thesis is granted by the head of the establishment, after consultation with the director of the doctoral school, on the recommendation of the thesis director.

Authorization to defend a thesis is granted if: (i) the doctoral student has satisfied the minimum number of hours of training divided into the 3 types of training recommended by the CED (120 HF), (ii) the doctoral student is up to date on his or her personal ADUM page (publications, communications, etc.), and (iii) the reports of the two rapporteurs authorize the defense.

The thesis must be submitted electronically to ADUM no later than 4 weeks before the defense. UGA provides the doctoral student and thesis director with plagiarism detection software. The doctoral student must send the report provided by the software to the ED secretariat when submitting his or her thesis manuscript on ADUM, together with the signed author's declaration, which can be downloaded from his or her ADUM account.

8.5. Confidential thesis

Requests for confidentiality are the responsibility of the institution and must be justified. The school principal may accept or refuse the request.

8.6. Jury composition

8.6.1. Regulations

1. The jury must comprise a minimum of 4 members and a maximum of 8 (including the thesis director), at least half of whom must be from outside the doctoral student's enrolling institution, the doctoral student's affiliated structures, research unit and doctoral school, and at least half of whom must be university professors (PR) or associate professors (PRA). As far as possible, the jury respects gender parity. The number of jury members taking part in the decision is a minimum of 3; the director (or, where applicable, the co-director) does not take part in the jury's deliberations.

2. The jury must include at least one UGA teacher-researcher (maître de conférences HDR or Professeur des Universités) who did not participate in the supervision of the thesis.

3. The jury must include at least one member with the status of Professeur(e) des Universités (3) or its equivalent in a foreign university.

4. A non-academic person holding a doctorate may be a member of the jury. If he/she is not a doctor, this person may only take part in the defense as an invited member.

5. Barring exceptions or special cases, thesis co-supervisors (= non HDR) may only take part in the defense as guest members. Their role in the supervisory team during the preparation of the thesis must be specified on the thesis cover sheet and in any communication relating to the defense. They are not counted in the number of jury members, and therefore not in the ratios. They may be asked to speak at the thesis defense, at the invitation of the jury president.

Recommendation: It is strongly recommended to form a jury of at least 5 members (including the thesis director), with at least 3 external members and 3 PR or PRA.

6. At least half the members of the jury must be external, i.e. not attached to a structure on the Grenoble Alpes site or to an ED on the site, and not having been involved in the thesis.

7. If the thesis director or co-director is a member of the thesis jury, he/she is included in the ratios as a local member of the jury. A thesis co-director attached to a structure outside the Grenoble site and outside the ED may be a member of the thesis jury. He/she will be counted in the ratios as a local member.

8. A non-academic personality (even from Grenoble) is considered external if he/she is not involved in the thesis.

9. At least half the members of the jury must be professors or equivalent. Professors and researchers on secondment from their original teaching body are not included in the 50% quota of university professors or assimilated professors, and may not be chairpersons of the doctoral defense jury, except when they are seconded to a teaching body whose members are assimilated to university professors.

10. An emeritus member (PR, DR or MCF) may use his/her diploma (HDR) to act as rapporteur or examiner for a thesis. However, he/she cannot use his/her PR or PRA rank. Consequently, he/she cannot be president of the jury.

11. An honorary or retired professor may be an examiner on a jury, but may not be rapporteur or president of the jury.

8.6.2. Co-tutored theses

For cotutelle theses, the above rules may be relaxed. However, the co-supervision agreement must be respected, as well as the rules concerning rapporteurs (2 external HDRs or equivalent) and the proportion of PRs or PRAs. In the case of co-supervision, a director or co-director from the partner university is considered a local member.

8.6.3. Recommendations

The HDR equivalence of a foreign teacher-researcher is acquired by default for foreign colleagues whose functions are equivalent to PR (document "Arrêté du 10/2/2011"). A CV detailing at least the exact status and record of research and doctoral supervision activities of these colleagues is required when compiling the application file.

For colleagues who do not fall into this category: the evaluation of the legitimacy of a foreign colleague to report on a thesis must be analyzed by the ED, which can rely on its HDR committee. The latter is best placed to decide whether the colleague's dossier meets the requirements to be authorized to defend an HDR within this ED.

Example of criteria that could serve as a basis for analysis:

- Ten years' experience in R&D.
- Good publication record.
- Experience in doctoral supervision, evidenced e.g. by publications with doctoral students.

8.6. Preparing the defense file and deadlines

The thesis jury must be entered on ADUM by the doctoral student, then sent to the ED management for validation by the CED. Allow an average of 2 weeks to reach a jury composition that complies with the above rules.

Once the jury has been validated, the defense file must be sent to the ED at least 8 working weeks before the scheduled defense date.

The manuscript can then be sent to the two rapporteurs.

8.7. Defense

The president of the oral defense is appointed by and from among the members of the jury.

The oral defense is followed by a question-and-answer session between the jury members and the doctoral student.

8.8. Use of videoconferencing

The use of videoconferencing is governed by article 2 of the Order of October 27, 2020.

"In exceptional circumstances, the president or director of the institution, after consulting the director of the doctoral school and on the recommendation of the thesis director, may authorize the doctoral student and members of the jury, in whole or in part, to take part in the thesis defense by any means of telecommunication that enables them to be identified and guarantees their effective, continuous and simultaneous participation in the debates, as well as the confidentiality of the jury's deliberations. The technical means used must ensure that the proceedings are public".

Requests for full videoconferencing must be made when submitting the examination file, using the dedicated form.

In the event of partial videoconferencing (to be mentioned on the jury proposal form), please note that

The president of the jury and the doctoral student must be physically in the same room.

8.9. Deliberation

The jury's deliberations will take place in two phases:

- The first, during which all members of the jury will be able to contribute any additional elements that may be useful.
- The second, during which the members of the thesis management team may be invited by the jury president to leave the deliberation room or, if they are authorized to stay, not to intervene in the final decision to award the diploma.

These rules will be attached to the defense file for transmission to the jury president, who will conduct discussions according to the practices he or she deems appropriate.

8.10. Signing the minutes and defense report

1. The PV de soutenance is signed by the members of the jury, excluding the thesis director(s).
2. The defense report is signed by all members of the jury. The report must bear the words "The decision to admit has been taken by the members of the jury, excluding thesis directors, invited supervisors and guests, who are not deliberating".
3. Guests do not sign the minutes or the defense report.
4. When a member of the jury has used videoconferencing, the president indicates on the minutes "Videoconference" and signs for the order "P.O. Mr. So-and-so", i.e. in place of the remote member.

For the defense report, the chairperson signs for the order, indicating "P.O. Mr. So-and-so". The request for dispensation to participate in the jury by videoconference must be drawn up before the

defense, and attached to the defense report. The signatures "P.O. M. Untel" have the same value as the signatures of the members present.

5. A member who is absent during the defense (without videoconferencing) signs neither the minutes nor the report. The president indicates "Absent" on the minutes.

6. Any handwritten modification of the functions, grades and addresses of jury members is strictly forbidden.

7. The PV must clearly indicate the place and time of the defense.

8.11. Management of jury member absences.

Absence of jury member(s) without the possibility of videoconferencing:

1. If the jury's validity constraints are still respected, the defense can take place. Absent members are declared as such on the PV and do not sign the PV.

2. If, in view of the announced absences, the jury is no longer valid and time permits, it is possible to modify its composition to re-establish its validity. The new composition must be communicated as soon as possible to the ED for validation by the establishment and publication of the new PV for signature at the end of the defense.

3. If a member of the jury is unexpectedly absent shortly before the defense and cannot be replaced to ensure the jury's validity, participation in the defense by telephone is tolerated. The president applies the same procedure as for videoconferencing.

4. In the previous situation, if the telephone solution is not possible, the defense must be postponed.

8.12. Taking the oath

In accordance with the decree of August 26, 2022, at the end of the defense and after the award of the title, the doctor takes an oath in French or English, undertaking to respect the principles and requirements of scientific integrity in the pursuit of his/her professional career, whatever the sector or field of activity.

"In the presence of my peers.

With the completion of my doctorate in [research field], in my quest for knowledge, I have carried out demanding research, demonstrated intellectual rigour, ethical reflection, and respect for the principles of research integrity. As I pursue my professional career, whatever my chosen field, I pledge, to the greatest of my ability, to continue to maintain integrity in my relationship to knowledge, in my methods and in my results."

8.13. Issue of diploma

If the jury has requested corrections to be made to the thesis, the new doctor has three months in which to submit the corrected thesis in electronic form.

Delivery of the doctoral diploma is conditional upon submission of the corrected thesis.

Article 9. Doctorate by Validation of Acquired Experience (VAE)

<https://doctorat.univ-grenoble-alpes.fr/preparer-un-doctorat-/le-doctorat/doctorat-par-la-validation-d-acquis-de-l-experience-vae-913676.kjsp?RH=1586511528067>

9.1. Principles

The law on VAE is part of a general trend whose central idea is that, in a complex world, everyone should be able to take lifelong learning courses and have their experience and acquired skills recognized through a recognized diploma.

9.2. Players and procedures

9.2.1. The candidate

The doctoral degree recognizes the originality of a research approach, mastery of a research subject and the ability to implement a research strategy and exploit its results.

9.2.2. Doctoral School management

The candidate contacts the Doctoral School whose theme is closest to his/her profile. The purpose of this initial contact is to provide information and assess the feasibility of the doctoral project. After this interview with the ED management, the candidate decides whether or not to continue with the application process.

Initially, this file (in pdf format) is sent to the department in charge of VAE. This department checks that the application complies with the legal framework by referring to the various RNCP doctoral records and Decree No. 2017-1135 of July 4, 2017.

9.2.3. ED Council

In a second stage, the admissibility file (forwarded by the VAE department) is studied by the ED Council, which may call on external expertise.

The decision to accept or reject the application is made by the ED Council and signed by the ED Director.

The applicant receives a reply within 2 months of receipt of the complete application.

In the event of a favorable decision, the notification indicates the period of validity of the application's admissibility, after which the applicant must renew his/her application or, in agreement with the ED, extend it.

9.2.4. The jury

The composition of the jury is identical to that of a "classic" doctorate.

Article 10. Doctoral careers

The UGA Doctoral College manages surveys on the future of doctoral students.

CHAPTER 3: HABILITATION TO SUPERVISE RESEARCH (HDR)

Article 11. The HDR committee

Each doctoral school has its own HDR committee. Each doctoral school has its own HDR committee, whose composition and procedures are defined by the CED Council. The mission of the HDR committee is to examine applications and give its opinion on HDR registration requests. Its operating procedures are described in the ED internal regulations.

The Habilitation à Diriger des Recherches (HDR) Committee for Chemistry and Life Sciences is attached to the ED CSV.

11.1 Mission

- To grant authorization to defend an HDR. This authorization is valid for two years.
- Issue an opinion on one-off authorizations to supervise a thesis without an HDR.
- Formulate an opinion on the HDR equivalence of foreign personalities approached to report on a thesis.
- To give an opinion on the affiliation to the ED CSV of an HDR member (or equivalent).

11.2 Membership

The HDR Committee is made up of a sufficient number of researchers and teacher-researchers from the ED to cover all specialties. Members from outside the ED may sit on the committee.

Committee members are appointed for a period of 4 years, renewable once.

Renewal of committee members: committee members are proposed by the ED Board, and the composition of the committee is submitted to the Doctoral College Council for approval.

The Chair of the HDR Committee is chosen from among the Committee members.

The Chemistry and Life Sciences HDR Committee comprises 13 members.

11.3 Functioning

The CSV HDR Committee meets at least twice a year to examine applications (July and December). Applications must be sent at least 3 weeks before the meeting.

11.3.1 Application files

The candidate is expected to submit a file to the committee, enabling it to assess the admissibility criteria set out below. The composition of this file, which will be submitted in the form of a single pdf file, is available on the ED CSV website.

11.3.2 Criteria

Entry requirements :

Candidates must hold

- a doctoral degree or diploma entitling them to practice medicine, dentistry, pharmacy or veterinary medicine, or proof of a diploma, work or experience equivalent to a doctorate.
- a diploma of advanced studies or a master's degree.

General criteria for HDR candidacy at CSV :

- A minimum of 5 to 7 years of research after the thesis.
- Regular and sufficient scientific production showing sustained activity, particularly in the years preceding the application. This criterion will be assessed according to the length of research experience.
- Significant contribution to the advancement of a research theme.
- Experience in supervising Master's students (M2) or doctoral students (e.g. thesis co-supervision recognized by the Doctoral School concerned and certified by the Director of the Research Unit). Particular emphasis is placed on publications co-authored with a student supervised by the candidate.
- Geographical and/or thematic mobility is desirable since the thesis.
- Training in doctoral student supervision practices.

11.4. Attachment of HDRs to the ED CSV

The Habilitation à Diriger des Recherches (HDR) Chemistry and Life Sciences Committee is attached to the ED CSV. Candidates who have obtained their Habilitation à Diriger des Recherches (HDR) from the Comité HDR CSV are automatically attached to the ED CSV.

If a researcher has obtained his or her HDR from another ED, but wishes to be attached to the ED CSV, he or she will be asked to submit a detailed CV and a letter explaining why. Their application will be examined by the CSV HDR committee and the Doctoral College's CD3 commission, using the same admissibility criteria as those applied to candidates submitting their HDR to the ED CSV (see article 11.3.2.).

Article 12: HDR registration

When the HDR committee's opinion is favorable to registration for the HDR, it is valid for a period of two years from the date of notification to the candidate.

The academic year runs from September 1st of year n to August 31st of year n+1. Registration for the HDR must take place before the date of the viva.

Article 13: HDR defense

13.1. Preparing the thesis

The dissertation is based on the elements of the application file. It must describe the research work undertaken by the candidate, using as support the works (articles, books, etc.) produced since the thesis.

The dissertation should also conform to the standards defined by the discipline (CNU ...) where applicable.

In addition to the work carried out since the thesis, the thesis should describe any research contracts obtained, the supervision or co-supervision of doctoral or master's students, and a documented research outlook for the next 5 years.

The dissertation should also highlight the candidate's experience in research leadership.

13.2 Jury composition rules

The jury must comprise at least 5 academic members, including 3 rapporteurs, chosen from among teaching staff authorized to direct research in public higher education establishments, directors and senior researchers in public scientific and technological establishments and, for at least half, French or foreign personalities from outside the establishment, recognized for their scientific competence.

At least half the jury must be made up of professors or equivalent as defined in article 1 of the aforementioned decree of February 19, 1987.

The jury appoints a president from among its members.

13.3. Submission and appraisal of the dissertation

- At least 8 weeks before the defense, the candidate sends a copy of his or her dissertation to each of the three rapporteurs, and informs the ED.

- The rapporteurs have 4 weeks to assess the dissertation and issue a reasoned opinion.

- 4 weeks before the defense, the Chair of the HDR Committee authorizes the defense in the light of the rapporteurs' conclusions. The candidate then submits the defense file, together with the reports approved by the Chair of the HDR Committee, to the Collège Doctoral, for authorization to defend by the university presidency.

- At least 3 weeks before the viva, the candidate advertises the viva to the research unit networks, for example with a summary of his/her work.

13.4. Oral presentation

Oral presentations are open to the public. However, if the purpose of the work so requires, the chairperson may take all necessary steps to protect confidentiality.

The candidate will give a presentation of all his or her work, followed by a discussion with the members of the jury.

The jury examines the merits of the candidate's research and assesses his or her ability to conceive, direct, lead and coordinate research activities, and decides whether or not to grant habilitation.

The president of the jury draws up a report, which is countersigned by all jury members and sent to the candidate.

The minutes of the defense and the defense report must be returned to the ED CSV by the jury president no later than one month after the defense.

13.5. Use of video-conferencing

The rules for videoconferencing HDR defenses are the same as those for thesis defenses.

CHAPTER 4: OTHER PROVISIONS

Article 14. Mediation procedures

Any major unresolved conflict between a doctoral student and his or her thesis director (or the director of the host team, the director of the host research unit, or other) must be brought to the attention of the Doctoral School Management as soon as possible.

In the light of the problems or difficulties encountered, the Doctoral School Management can then set up a mediation procedure. The supervisors, the director of the research unit and the doctoral student will be consulted separately, then the ED management will propose a method of conflict resolution at a meeting of the various partners.

During this procedure, the doctoral student may be accompanied by another doctoral student (or another person of his/her choice) if he/she so wishes.

Amended on December 4th, 2025